



MINUTES

Council Meeting

Tuesday, 21 May 2019 at 6.30pm

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MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 21 MAY 2019.

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. RECORD OF ATTENDANCE

3.1 Attendance

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr J Harrington	
Cr M Collinson	
Cr A McPhail	
Cr D Nardi	
Cr A Natale	
Cr A White	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr P Kocian	Executive Manager Corporate Services
Mr A Malone	Executive Manager Regulatory Services
Ms P Pietersen	Acting Operations Manager
Ms S Cocks	Principal Environmental Health Officer (To 6.38pm)
Ms J May	Minute Secretary

There were four members of the public in attendance.

3.2 Apologies

Cr M McPhail

3.3 Approved

Cr A Watkins

4. DISCLOSURES OF INTEREST

4.1 Financial

Nil.

4.2 Proximity

4.2.1 12.3.2 East Fremantle Oval Precinct Revitalisation Draft Vision Report

Mayor O'Neill declared an interest in Item 12.3.2 East Fremantle Oval Precinct Revitalisation Draft Vision Report as he lives directly opposite East Fremantle Oval at 72 Allen Street.

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

7.1 Cr White

Cr White sought leave of absence for the period 6 to 27 July 2019.

7.2 A McPhail

A McPhail sought leave of absence for the period 23 June to 29 July 2019.

7. COUNCIL RESOLUTION

Moved Cr Nardi, seconded Cr Natale

That leave of absence be granted to Crs White and A McPhail for the periods requested.

(CARRIED UNANIMOUSLY)

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (16 April 2019)

8.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION

Moved Cr Nardi, seconded Cr White

That the minutes of the Ordinary meeting of Council held on Tuesday, 16 April 2019 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

9.1 Revitalisation of East Fremantle Heritage Trail – 19/5/19

Mayor O'Neill advised of the above launch held on Sunday 19 May 2019 with 64 attendees. The Mayor conveyed special thanks to Karen Dore for her hard work in making the afternoon a resounding success. Thanks to Crs White and Collinson and Mr Kocian who also attended the launch.

10. **UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS**
Nil.

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (7 May 2019)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	21 May 2019
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 7 May 2019, exercised its delegation in seven statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

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

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

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

11.1 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 010519

Moved Cr Collinson, seconded Cr Natale

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 7 May 2019 be received.

(CARRIED UNANIMOUSLY)

12. REPORTS

12.1 OPERATIONS REPORTS

12.1.1 City of Fremantle and Town of East Fremantle Local Emergency Management Arrangements

File ref	A/ERM1
Prepared by	Shelley Cocks Principal Environmental Health Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date	21 May 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Local Emergency Management Arrangements

Purpose

This report is presented to Council for endorsement of the Local Emergency Management Arrangements (LEMA) which were approved at the Local Emergency Management Committee (LEMC) Meeting on 22 February 2017. Appendix 5 of the LEMA constitutes the Local Recovery Arrangements for the City of Fremantle and the Town of East Fremantle.

Executive Summary

In Western Australia all emergency events are dealt with by *The Emergency Management Act 2005* (EM Act). The functions of the City of Fremantle and Town of East Fremantle as specified in section 36 of the Emergency Management Act 2005 are to:

- Ensure that effective LEMA are prepared and maintained for its district;
- Manage recovery following an emergency affecting the community in its district; and
- Perform other functions given to local government under this Act.

Section 41(4) of the Act prescribes to ensure that recovery arrangements are prepared and available.

This report recommends that Council endorses the City of Fremantle and Town of East Fremantle Local Emergency Management Arrangements as attached to this report.

Background

Local governments have a supporting role in emergency management. Emergency management means the management of the adverse effects of an emergency including:

- a) Prevention - the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
- b) Preparedness - preparation for response to an emergency;
- c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- d) Recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

A unified approach from the City of Fremantle and Town of East Fremantle in relation to recovery arrangements will provide both entities and their respective communities with a comprehensive,

coordinated cost effective model which will enable both communities to recover from the effects of a man made or natural event.

Recovery is a partnership between the two Councils, the affected community, the broader community, non- government agencies and the private sector. Recovery is a coordinated process of supporting the affected community in:

- the reconstruction of damaged physical infrastructure; and
- restoration of the community's emotional, social, economic, psychosocial and physical wellbeing.

Consultation

Nil

Statutory Environment

Section 42 of the *Emergency Management Act 2005* outlines the responsibilities for ensuring the arrangements are reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training exercises pursuant to the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- continual monitors as circumstances may require more frequent reviews.

Policy Implications

Nil

Financial Implications

The Town has taken into consideration the listed activities below to ensure it is prepared financially to undertake recovery activities should the need arise:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured;
- Apply section 6.8(1) (b) or (c) of the *Local Government Act 1995*. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council;
- Apply section 6.11(2) of the *Local Government Act 1995* to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. *Local Government Financial Management Regulations 1996* – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed;
- Apply section 6.20(2) of the *Local Government Act 1995* to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Have knowledge of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance; and

- Demonstrate knowledge of the process in accessing and managing cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, and the Lord Mayor's Distress Relief Fund.

Strategic Implications

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

1.3 Strong community connection within a safe and vibrant lifestyle.

Strategic Priority 5 – Leadership and governance.

5.2 Proactively collaborate with the community and other stakeholders.

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)
Non Compliance with Emergency Management Act 2005	Unlikely (2)	Minor (2)	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	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Recovery activities will commence following an emergency event. Recovery is a function that can continue for an extended period of time after response activities have concluded. It could be short term or long term, and it is dependent on the severity of the emergency event.

Recovery is best achieved when the affected community is able to exercise a high level of resilience and self-determination. The shared recovery arrangements assist the community in attaining a proper level of functioning as soon as practicable from the effects of a disaster.

12.1.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 020519

Moved Cr Nardi, seconded Cr White

That:

- 1. Council adopts the City of Fremantle and Town of East Fremantle LEMA as shown in attachment 1 of this report.**
- 2. the Mayor of the Town of East Fremantle sign off on the shared arrangements**
- 3. the updated Arrangements be maintained on Council's website.**

(CARRIED UNANIMOUSLY)

The Principal Environmental Health Officer left the meeting at 6.38pm.

12.1.2 Foreshore Dinghy Management

File ref	R/FMP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting date	21 May 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Map – Proposed Location of Dinghy Moorings

Purpose

The purpose of this report is for Council to consider making a determination under the Town of East Fremantle Public Places and Local Government Property Local Law 2016 to designate a dinghy storage area along the foreshore.

It is proposed that the storage of dinghies on the foreshore be located adjacent to the boat ramp at John Tonkin Reserve (as per the attached map).

Executive Summary

Under the Town's Public Places and Local Government Property Local Law 2016, there is provision that allows the Town to make a determination in relation to permitted activities on local government property.

To support the administration of a dinghy storage area adjacent to the boat ramp, it is recommended that Council give local public notice of the intention to make a determination under the local law.

Background

The Town does not have a formal process for approving the storage of dinghies on the foreshore. The informal storage of dinghies has however been common practice.

The Town has received a number of community complaints with regards to the amenity impacts of ad hoc dinghy storage.

The Department of Biodiversity, Conservation and Attractions (DBCA) has also expressed a desire for Council to formalise a position on dinghy storage. The *Swan and Canning Rivers Management Regulations 2007* prohibit a person from leaving a vessel unattended for 8 hours or more on prescribed parts of the foreshore unless in an approved facility. The DBCA permits storage of a vessel on the foreshore provided it is within an approved storage facility.

Consultation

A discussion paper was presented to the May 2019 Concept Forum.

Statutory Environment

Swan River Trust Policy: SRT/D26 – Dinghy Management Along The Swan Canning Riverpark Shoreline

Policy Implications

Should Council resolve the motion, a Policy will be developed for Council consideration.

Financial Implications

There will be minimal costs associated with local public notice.

Strategic Implications

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

Key Focus Area 2: Infrastructure and Waste Services

2.1 *Provide amenity, recreation opportunities and enhancement of the natural environment;*

- *Maintain foreshore amenity and protection against erosion and flooding.*

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)
The absence of a policy framework will result in unmanaged dinghy storage, resulting in both amenity and environmental impacts	Possible (3)	Moderate (3)	Moderate (5-9)	ENVIRONMENT Uncontained, reversible impact managed by a coordinated response from external agencies	Accept Officer Recommendation

Risk Matrix

Consequence \ Likelihood		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	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

2.7 (d) of the Town of East Fremantle Public Places and Local Government Property Local Law 2016 allows a local government to make a determination that specified local government property can be set aside as an area on which a person may –

(d) launch, beach or leave a boat

Council is requested to indicate whether it wishes to formalise dinghy storage along the foreshore. The procedure for making a determination is:

1. CEO or authorised person is to give local public notice of the local governments intention to make a determination
2. The local public notice is to state that:
 - the local government intends to make a determination, the purpose and effect of which is summarised in the notice
 - a copy of the proposed determination may be inspected and obtained from the offices of the local government
 - submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication
3. Consider any public submissions received during the notice period prior to deciding on the determination, and to provide further local public notice of the determination.

After considering any public submissions Council can make the determination, make the determination with amendments or decide not to make the determination.

If the determination is made:

- without amendments – the proposed determination will take effect when mandatory public notice is given.
- with amendments – the proposed determination and the amendments will take effect when mandatory public notice, including the effect of the amendments, has been given.

12.1.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 030519

Moved Cr Natale, seconded Cr Harrington

That Council:

1. gives local public notice for a period of 21 days and receive public submissions of the intention to make the following determination:
Council determines in accordance with the Town of East Fremantle Public Places and Local Government Property Local Law 2016 that persons permitted by the Town of East Fremantle may leave a boat, which must be:
 - *the hull only;*
 - *no longer than 3.5 metres; and*
 - *no wider than 1.5 metres**within the facility provided adjacent to the Leeuwin Car Park.*
2. considers any public submissions received during the notice period prior to deciding on the determination in accordance with the procedure required by the Town of East Fremantle Public Places and Local Government Property Local Law 2016.

(CARRIED UNANIMOUSLY)

12.2 FINANCE REPORTS

12.2.1 Monthly Financial Report (Containing the Statement of Financial Activity) – April 2019

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	21 May 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Monthly Financial Report for the Period Ended 30 April 2019 2. Capital Works Report

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 30 April 2019.

Executive Summary

A new Monthly Financial Report template has been developed to provide an overview of key financial activity. Two Statements of Financial Activity have been prepared, 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 2019.

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.

As part of the adopted 2018/19 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 2018/19 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.

The monthly Financial Report for the period ended 30 April 2019 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:
 - Statement of capital acquisitions and capital funding
 - Significant Accounting Policies
 - Explanation of Material Variances
 - Net Current Funding Position

- Cash and Investments
- Budget amendments
- Receivables
- Cashed Back Reserves
- Capital Disposals
- Rating Information
- Information on Borrowings
- Grants and Contributions

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

Consultation

Nil.

Statutory Environment

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.

The proposed budget variations will result in a change in net current assets of (\$15,000).

The statement of financial activity is to be supported by such information as is considered relevant by the local government containing:

- an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- an explanation of each of the material variances; and
- supporting information as is considered relevant by the local government.

Strategic Implications

The monthly financial report is the key 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.

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)
That Council does not endorse the financial statements	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

The following is a summary of headline numbers from the attached financial reports:

	Original Budget	Amended Budget	Year to Date Budget	April Actuals
Opening Surplus	782,857	785,889	785,889	785,889
Operating Revenue	10,430,366	10,389,928	9,664,254	10,114,062
Operating Expenditure	(12,130,190)	(11,835,902)	(9,861,350)	(9,233,147)
Capital Expenditure	(2,980,169)	(2,784,919)	(2,320,450)	(1,015,844)
Capital Income	307,479	307,479	282,853	247,936
Net Transfers from Reserves	867,277	643,277	536,060	(41,630)
Non-Cash Items	2,722,380	2,510,473	1,682,731	2,062,994
Closing Surplus	0	16,225	1,069,987	2,920,261
Unrestricted Cash				3,188,957
Restricted Cash				2,124,265

- Rates were levied in the month of July;
- Year to date budgets have been entered into the financial system. The majority of variances between year to date actuals and the year to date budget are attributable to timing differences, and are further explained in Note 2 of the Monthly Financial Report. There is a permanent downward adjustment to depreciation expense on infrastructure assets following a circa \$7m decrement in the carrying value of infrastructure assets as at 30 June 2018.
- Capital expenditure is 36% of the full year budget at the end of April. A Capital Works Report is now being produced automatically 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 will form part of the monthly financial report moving forward.
- 97% of rates were collected by the end of April. Council's Debt Collection Policy sets a benchmark target of 5% for its outstanding rates ratio. The end of year result is forecast to be better than this benchmark.

The Statements of Financial Activity have been updated to include additional columns; being the annual budget entered in the financial system (SynergySoft), the amended budget following approved budget variations at the August 2018 OCM, and the forecast position as at 30 June 2019 following the mid-year budget review. The current budget captures all budget variations that have approved by Council since the original budget adoption.

Proposed Budget Variations:

Council, at its April Ordinary Meeting, resolved to establish a Committed Works Reserve to quarantine municipal funding on unspent capital works. A review of the 18/19 capital works program has identified a number of carryover projects, resulting in proposed transfers to the Committed Works Reserve. This will enable the seamless continuation or commencement of these projects into the 19/20 financial year.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E042210	Computer System Support	(\$206,620)	(\$236,620)	(\$30,000)
E04604	Buildings – Town Hall	(\$20,000)	(\$5,000)	\$15,000
E08613	Buildings – Glyde-In	(\$7,000)	(\$2,000)	\$5,000
E10607	Sumpton Green Fence	(\$30,000)	(\$20,000)	\$10,000
E11666	Playground Equipment Upgrades	(\$22,000)	(\$7,000)	\$15,000
E11617	Foreshore – Restore Steps	(\$15,000)	(\$5,000)	\$10,000
E11633	Neigarup Track	(\$20,000)	(\$5,000)	\$15,000
E11708	Richmond Raceway – Security Bars	(\$15,000)	(\$0)	\$15,000
E12616	Marmion Street Median Strip	(\$16,500)	(\$0)	\$16,500
E12676	Allen Street Road Reconstruction	(\$50,000)	(\$0)	\$50,000
E12699	Footpaths – Canning Highway	(\$97,000)	(\$17,000)	\$80,000
E12726	Glyde St Resurface (reallocate to View Terrace)	(\$26,000)	(\$6,000)	\$20,000
E12739	Leeuwin Carpark and Machines	(\$80,000)	(\$0)	\$80,000
E12747	Parking Machines	(\$7,000)	(\$0)	\$7,000
E12770	John Tonkin Carpark	(\$180,000)	(\$80,000)	\$100,000
E14604	Buildings - Depot	(\$105,385)	(\$75,385)	\$30,000
216	Transfer to Committed Works Reserve	(\$247,000)	(\$655,500)	(\$408,500)
Change in Net Current Assets				(\$15,000)

12.2.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 040519

Moved Cr Nardi, seconded Cr A McPhail

That Council:

1. receives the Monthly Financial Report (Containing the Statement of Financial Activity) for the month ended 30 April 2019.
2. notes the municipal surplus of \$2,920,261, which comprises of \$3,188,957 in unrestricted cash, as at 30 April 2019.
3. receives the Capital Works Report.
4. pursuant to section 6.8 of the *Local Government Act 1995*, by absolute majority, approve to amend the 2018/19 municipal budget, by adopting the schedule of budget variations below, resulting in a decrease in the forecast net current asset position of (\$15,000), reducing the budget surplus forecast from \$16,225 to \$1,225.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E042210	Computer System Support	(\$206,620)	(\$236,620)	(\$30,000)
E04604	Buildings – Town Hall	(\$20,000)	(\$5,000)	\$15,000
E08613	Buildings – Glyde-In	(\$7,000)	(\$2,000)	\$5,000
E10607	Sumpton Green Fence	(\$30,000)	(\$20,000)	\$10,000
E11666	Playground Equipment Upgrades	(\$22,000)	(\$7,000)	\$15,000
E11617	Foreshore – Restore Steps	(\$15,000)	(\$5,000)	\$10,000
E11633	Neigarup Track	(\$20,000)	(\$5,000)	\$15,000
E11708	Richmond Raceway – Security Bars	(\$15,000)	(\$0)	\$15,000
E12616	Marmion Street Median Strip	(\$16,500)	(\$0)	\$16,500
E12656	Stratford Street Footpath	(\$28,000)	(\$73,000)	(\$45,000)



E12676	Allen Street Road Reconstruction	(\$50,000)	(\$0)	\$50,000
E12699	Footpaths – Canning Highway	(\$97,000)	(\$17,000)	\$80,000
E12726	Glyde St Resurface (reallocate to View Terrace)	(\$26,000)	(\$6,000)	\$20,000
E12739	Leeuwin Carpark and Machines	(\$80,000)	(\$0)	\$80,000
E12747	Parking Machines	(\$7,000)	(\$0)	\$7,000
E12770	John Tonkin Carpark	(\$180,000)	(\$80,000)	\$100,000
E14604	Buildings - Depot	(\$105,385)	(\$75,385)	\$30,000
216	Transfer to Committed Works Reserve	(\$247,000)	(\$655,500)	(\$408,500)
Change in Net Current Assets				(\$15,000)

(CARRIED UNANIMOUSLY)
(ABSOLUTE MAJORITY)

12.2.2 Accounts for Payment – April 2019

File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager, Corporate Service
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	21 May 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – April 2019

Purpose

For Council to receive the monthly list of accounts paid.

Executive Summary

To endorse the list of payments made under delegated authority for the month of April 2019.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 April to 30 April 2019, as per the summary table.

Background

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

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

Consultation

Nil.

Statutory Environment

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

Policy Implications

Policy 4.2.4 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.

Site Inspection

Not applicable.

Comment

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

Council officers provided responses to elected member queries regarding the following payments:

EFT27530 McLeods

EFT27569 Keys Bros

12.2.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 050519

Moved Cr A McPhail, seconded Cr White

That the list of accounts paid for the period 1 to 30 April 2019 be received, as per the following summary table:

APRIL 2019		
Voucher No	Account	Amount
5223 –5226	Municipal (Cheques)	9,398.94
EFT27304– EFT 27447	Municipal (EFT)	\$537,669.82
Payroll	Municipal (EFT)	\$250,112.82
Credit Card/Superannuation	Municipal (Direct Debit)	\$44,655.05
	Total Payments	\$841,836.63

(CARRIED UNANIMOUSLY)

12.2.3 2019/20 Differential General Rates and Minimum Payments – Public Submissions

File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, CEO
Meeting Date	21 May 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Copy of Advertisement

Purpose

This report recommends that Council endorse the 2019/20 Differential General Rates and Minimum Payments for the Town of East Fremantle as advertised, with a view of striking the rates in the dollar and minimum payments as part of the 2019/20 Budget adoption. No public submissions were received during the statutory advertising period.

Executive Summary

At its April 2019 Ordinary Meeting, Council resolved to endorse the proposed 2019/20 rates in the dollar and minimum payments for advertising, calling for public submissions pursuant to section 6.36 of the *Local Government Act 1995*.

Rate Category	Proposed Rate in \$	Proposed Minimum Payment
Residential	7.0359 cents	\$1,112
Commercial	10.6850 cents	\$1,663

The effective date for commencement of local public notice was 21 April 2019 with the notice of intention published in the Herald Newspaper on Saturday 20 April 2019 (and placed on the Town's website along with the Statement of Rating Objects and Reasons), with submissions to be received by 13 May 2019 (23 clear days after the date of notice). No public submissions were received during this period.

Background

Rate Revenue is a substantial source of discretionary revenue for the Town, accounting for approximately 75% of total operating revenue. As such, the overall objective of the Town's rating strategy 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 as outlined in the recently endorsed Strategic Resource Plan.

The proposed differential general rate increase of 3% will yield an amount of \$8.054 million, outlined in the model below, which is estimated to meet the requirements of the 2019/20 draft budget deficiency.

3% Increase in Rate Yield and Minimum Payment

Code		Total Props	GRV Value - Non-Minimum	GRV Value - Minimum	Total Value	Min Amts	GRV %	Non Minimum Rates	Props on Min	Min Rates	Actual Rates to Raise
01	Residential	3275	91,219,100	3,560,080	94,779,180	1,112	7.0359	6,418,112	265	294,680	6,712,792
05	Commercial	129	10,851,958	146,105	10,998,063	1,663	10.6850	1,159,533	11	18,293	1,177,826
06	Commercial - Clubs	5	1,530,350	0	1,530,350	1,663	10.6850	163,518	0	0	163,518
								<u>7,741,163</u>		<u>312,973</u>	<u>8,054,136</u>
											7,818,578
											3%

When examining the draft budget and considering adding projects not currently provided for or amending existing projects, elected members should be mindful of the following considerations that affect rates:

- a 1% movement in rates generally is approximately \$78,000;
- a 1% movement in Residential rates is approximately \$65,000;
- a 1% movement in Commercial rates is approximately \$13,000.

Prior year increases in the total rate yield were:

2016/17 – 4.15%

2017/18 – 2.0%

2018/19 – 2.5%

Consultation

Council Concept Forum 30 January 2019

April 2019 Ordinary Council Meeting

Public submission period 21 April 2019 – 13 May 2019

Statutory Environment

Section 6.33 and 6.36 of the *Local Government Act 1995* reads:

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*;
 - (b) a purpose for which the land is held or used as determined by the local government;
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

6.36. *Local government to give notice of certain rates*

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
 - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
 - (b) *is to contain —*
 - (i) *details of each rate or minimum payment the local government intends to impose;*
 - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
 - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
 - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
 - (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
 - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),**it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

Policy Implications

There are no Council Policies relative to this item.

Financial Implications

As outlined, the proposed 3% increase in the rate yield will derive an amount of \$8.054 million, which is estimated to meet the requirements of the current draft budget shortfall.

Strategic Implications

The 2019/20 draft Budget has been prepared on the basis of the endorsed Town of East Fremantle Strategic Resource Plan 2019 – 2034.

Site Inspection

Not applicable

Comment

Section 6.32 (1) of the *Local Government Act 1995* 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.

At its April 2019 Ordinary Meeting, Council endorsed forecast financial statements for the 15 year period 2019 – 2034, which included a long term rating strategy of a 3% increase in annual rate yield. A new Corporate Business Plan is also being prepared and will be presented to the June Council Meeting.

The draft 2019/20 Budget is being prepared on the basis of the aforementioned financial statements. As such, the following are indicative headline numbers in the draft 2019/20 Budget:

Description	2019/20 Draft Budget (15 Year Forecast Financial Statements)
Operating Revenue exc Rates	\$2,423,145
Operating Expenditure exc non-cash items	(\$8,727,376)
Capital Expenditure	(\$3,569,472)
Non-Operating Grants	\$950,867
Transfer from Reserves	\$830,500
Transfer to Reserves	(\$462,058)
Carried Forward Surplus Estimated 30 June 2019	\$500,000
Budget Deficiency to be funded from Rates	\$8.054m

The basis for the proposed 3% increase in rate yield is mainly attributed to the following drivers:

- The Local Government Cost Index increased by 1.5% to December 2018. The largest increases related to energy costs, with the new annual regulated electricity and street light tariffs coming into effect during the December quarter. Electricity costs increased by 7.3% in both quarterly and annual terms, while street lighting costs were up by 3.2%. In annual terms, road and bridge construction costs also increased by 2.9%. WALGA's latest forecasts for the LGCI predict the index will rise by 1.8% in 2018/19.;
- The following assumptions underpin the Long Term Financial Plan (LTFP); inflation 2%, investment interest rate 2.5%, annual rate increases 3%, annual increases in employee costs 2%. The LTFP is fully balanced to provide a \$0 surplus at the end of each year of the Plan. Any change to pricing assumptions will trigger a re-balancing of the Plan, which may lead to a reduction in available funding to meet service levels;
- The Town has historically been able to fund a capital works program of between \$1.5m to \$2m per annum from own source funds. The LTFP maintains this average annual expenditure over a 15 year period; however, there are two significant outliers with \$11.5m in capital expenditure allocated in 2023/24 and \$11.6m in capital expenditure allocated in 2033/34. A total of \$16m has been indicatively allocated to the East Fremantle Oval Redevelopment (2023/24 - \$6m; 2033/34 - \$10m) and \$4m towards recreation facilities in the Preston Point Precinct in 2023/24. An increase in net funding from operating activities is therefore required to meet the Town's own source contribution towards these projects. This is achieved by ensuring that operating revenue (own source revenue increases of 3%pa) grows at a faster rate than operating expenditure (key expenditure increase of 2%pa), with net available funds to be transferred into Reserves.
- Council will need to consider strategies to improve its financial ratios over the life of the LTFP. The Current Ratio and Operating Surplus Ratio are below the benchmarks set by the

Department. This is attributable to 3 main factors; a balanced LTFP with a forecast surplus of \$0 at the end of each year (this will therefore always result in a current ratio below 1); an increase in depreciation expenses as a result of fair value accounting; and the net cash position derived from operating activities. Any deviation from the pricing assumption of a 3% increase in total rate yield will lead to a deterioration in these ratios.

Minimum Payment

Minimum payments have been increased in line with differential general rate increases to a level of \$1,112 for Residential properties (LY \$1,080) and Commercial properties \$1,663 (LY \$1,615). Minimum payments affect 8% of Residential properties and 8% of Commercial properties. The level of minimum payment is considered appropriate as recognition of the minimum benefit received from town services provided which includes an estimated waste collection and disposal benefit of approximately \$500 per residential property.

Rating Strategy – East Fremantle Oval Redevelopment

Council is considering the adoption of the Town of East Fremantle Strategic Resource Plan 2019-2034 in a separate item. Commentary and financial scenario modelling on Council's Rating Strategy is included in this document. The assumed 3% annual increase in rate yield, applied in the base scenario, results in an additional \$13.8m in rate revenue over the life of the Plan, compared to a 2% annual increase. This additional rates revenue is applied to the Town's own source contribution to the redevelopment of the East Fremantle Oval and recreation facilities in the Preston Point Precinct, which has a combined total project cost of \$20m. In essence, the additional 1% increase over and above the LGCI, will be used to fund these major capital expenditures in outward years.

12.2.3 OFFICER RECOMMENDATION

That Council:

1. notes that no public submissions were received regarding the advertised proposed differential general rates and minimum payments for the 2019/20 financial year;
2. endorses the 2019/20 differential general rates and minimum payments, with a view of striking the rate in the dollar and minimum payments as part of the 2019/20 Budget adoption.

Rate Category	Proposed Rate in \$	Proposed Minimum Payment
Residential	7.0359 cents	\$1,112
Commercial	10.6850 cents	\$1,663



12.2.3 ALTERNATIVE RECOMMENDATION/COUNCIL RESOLUTION 060519

Moved Mayor O'Neill, seconded Cr White

That Council:

- 1. notes that no public submissions were received regarding the advertised proposed differential general rates and minimum payments for the 2019/20 financial year;**
- 2. resolves to impose a 2.4% increase in total rate yield, compared to the advertised 3% increase, for the following reasons:**
 - (i) the rate increase be reduced in recognition of the difficult current economic situation that much of the community and businesses are having to deal with;**
 - (ii) this rate increase reduction will have minimal impact on proposed major capital works, most of which will be difficult to go ahead without significant external funding. These proposed capital works to deliver major benefits, to the community, with minimal financial burden.**
- 3. endorses the 2019/20 differential general rates and minimum payments as detailed below, with a view of striking the rate in the dollar and minimum payments as part of the 2019/20 Budget adoption.**

Rate Category	Proposed Rate in \$	Proposed Minimum Payment
Residential	6.9949 cents	\$1,106
Commercial	10.6227 cents	\$1,654

(CARRIED 5:2)
(ABSOLUTE MAJORITY)

Reasons for not supporting Officer's recommendation

1. Council recognised the difficult current economic situation that much of the community and businesses are having to deal with;
2. The rate increase reduction will have minimal impact on proposed major capital works, most of which will be difficult to go ahead without significant external funding. These proposed capital works to deliver major benefits, to the community, with minimal financial burden.

12.2.4 2019/20 Budget – Pre-approval of Capital Works Program

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	21 May 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. 18/19 Capital Works Report 2. Proposed 19/20 Capital Works Program 3. Schedule of Regional Road Group Grant Applications

Purpose

The purpose of this report is to seek Council approval of the indicative capital works program for 2019/20, to enable project planning and development to occur, allowing for the seamless commencement or continuation of projects into the new financial year.

Executive Summary

A capital works schedule has been developed within the financial parameters of the 15-year forecast financial statements that were endorsed by Council at the Ordinary Meeting of 16 April 2019. This capital works schedule includes \$655,500 of carryover projects, which are subject to an approved budget variation in a separate agenda item.

Consultation

Council Concept Forum 15 May 2019

Statutory Environment

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*.

Policy Implications

There are no Council Policies directly relevant to this report.

Financial Implications

The 15-year forecast financial statements provides for a net capital works program of \$1,288,105 in 2019/20. This is comprised of \$2,038,105 in capital expenditure offset by a Regional Road Group Grant of \$750,000.

In addition to the above:

1. subject to a further Council resolution, there will be \$655,500 in carryover projects from 2018/19, with these works fully funded from the Committed Works Reserve;
2. the estimated surplus as at 30 June 2019 is circa \$500k, with this amount available as a contribution towards capital works in 2019/20;
3. costs associated with the 3-bin FOGO implementation will be funded from the Waste Reserve (and allocated to operating expenditure).

So, subject to the following funding parameters, a total capital works program of **\$3,569,472** can be funded in 2019/20:

- Estimated opening surplus of \$500k fully applied to capital works;
- Carryover projects of \$655,500 fully funded from the Committed Works Reserve;
- Forecast capital grants of \$1,050,867 in 2019/20 with \$821,867 in approved Regional Road Group funding and \$60k in Roads to Recovery funding;
- \$75k public arts program fully funded from the Arts and Sculpture Reserve;
- Proceeds from the sale of assets amounting to \$17,700.

Strategic Implications

The matter being put to the Council is likely to have a direct impact on the strategies of the Council.

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

Site Inspection

Not applicable.

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 endorse the indicative capital works program leading to difficulties in clearing the budgeted program	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$250,001 - \$1,000,000	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	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Council approval of the 2019/20 Capital Works program is being sought prior to formal budget adoption, which is envisaged for the Ordinary Council Meeting of 16 July 2019.

The capital works program has been developed in line with the adopted 15-year forecast financial statements, which provides for the following:

- Net funding from operations of \$1,288,105 as a contribution towards capital works;
- All asset renewals are as per the asset management plans which are fully integrated into the 15-year financial statements.

Approval of the 2019/20 capital works program prior to the Budget adoption will effectively provide staff with two months additional lead time to develop projects, invite market tender (where applicable) and commence projects. This will facilitate the timely completion of projects and ensure that the Town has a high clearance rate of capital projects at year end.

Notable flagship projects for 2019/20 are listed as follows:

- Riverside Road Realignment and Resurfacing \$1,232,800 (RRG funding of \$821,867)
- Significant car park projects for Tricolore and the John Tonkin precinct;
- \$100k contribution towards the redevelopment of the East Fremantle Tennis Club;
- \$238k towards the implementation of the Foreshore Management Plan;
- \$157k for the implementation of a new paid parking solution for the No 1 Carpark (Leeuwin); and
- \$160k for the levelling and re-surfacing of Henry Jeffery or Preston Point Reserve (dependent on club requirements).

Cr White conveyed thanks to staff on behalf of Council for their efforts in preparing this comprehensive program.



12.2.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 070519

Moved Cr White, seconded Cr Natale

That Council:

- 1. approve the indicative 2019/20 Capital Works Program as per the attached Schedule;**
- 2. pursuant to section 6.8 of the Local Government Act 1995, approve capital expenditure of \$3,569,472 in the 2019/20 Budget, subject to the following funding parameters:**
 - Transfer from Committed Works Reserve \$655,500**
 - Transfer from Arts and Sculpture Reserve \$75,000**
 - Capital Grants \$1,050,867**
 - Estimated Opening Surplus \$500,000**
 - Proceeds from Sale of Assets \$17,700**
 - Municipal Funds (funding from operating activities) \$1,270,405**
- 3. approve the pre-commencement of the 2019/20 Capital Works Program, prior to formal Budget adoption, noting that expenditure will not be incurred until the 1 July 2019.**

(CARRIED UNANIMOUSLY)

(ABSOLUTE MAJORITY)

12.2.5 Endorsement of Strategic Resource Plan (Combined Asset Management and Long Term Financial Planning)

File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	21 May 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town of East Fremantle Strategic Resource Plan 2019 - 2034

Purpose

It is recommended that Council endorse the attached Town of East Fremantle Strategic Resource Plan (Incorporating Asset Management Planning and Long Term Financial Planning) 2019 – 2034.

Executive Summary

The Town engaged Moore Stephens to combine the Town's existing Asset Management Plans and draft Long Term Financial Plan into an overarching Strategic Resource Plan. The combined plan contains all the necessary planning outcomes as set out in the Department's Framework and Guidelines for an Asset Management Plan and Long Term Financial Plan. One of the key objectives of this document is to define the Council's long term strategies to maintain financial and asset services to the community over the long term.

Background

Council, at its 2019 April Meeting, endorsed the 15 year forecast financial statements that are incorporated into the Strategic Resource Plan.

Council also endorsed the underlying revenue and expenditure assumptions as follows:

- Inflation 2%
- Annual Rate Increases 3%
- Annual Increase in Employee Costs 2%
- Annual Increase in Fees and Charges 3%

The base year of the 15 year forecast financial statements will form the basis for the preparation of the 2019/20 Budget.

Consultation

Council received a presentation on the Strategic Resource Plan at special Concept Forums on the 30 January 2019 and 26 February 2019.

Statutory Environment

The Strategic Resource Plan has been developed to meet the requirements of section 5.56 of the *Local Government Act 1995*, which states:

5.56 Planning for the future

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Policy Implications

There are no Council Policies specific to this matter.

Financial Implications

Council has a legislative requirement to comply with the principles of sound financial management, of which a key component is the preparation of a Long Term Financial Plan. The Office of Auditor General is also required to undertake a performance audit of adverse financial trends in the financial position or the financial management practices of the local government. This will be limited to a high level assessment of whether the 7 financial ratios reported in the notes to the financial report achieved the standards set by the Department of Local Government, Sport and Cultural Industries. Council therefore needs to be cognizant of the ratio analysis included in the Forecast Financial Statements as 3 of the ratios are below benchmark.

Strategic Implications

The matter being put to the Council is likely to have a direct impact on the strategies of the Council.

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

Site Inspection

Not applicable.

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)
Whilst the Strategic Resource Plan includes all cash flows, it primarily forecasts results based on existing activities and assumptions. There is an inherent risk that circumstances may change in the future, which may materially affect the projected financial statements	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Manage by annual review.

Risk Matrix

Consequence Likelihood		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	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Long term financial and asset management planning is a key element of the Integrated Planning and Reporting Framework. It provides the planning tools which enables local governments to determine their capacity to sustainably deliver the assets and services required by the community. The Strategic Resource Plan will inform the Corporate Business Plan, which in turn 'activates' the Strategic Community Plan. From these planning processes, annual budgets can be developed, which are aligned with strategic objectives.

Subject to Council endorsement of the Strategic Resource Plan, a new Corporate Business Plan will be developed, with a view of presenting this document to Council in June 2019.

The Strategic Resource Plan will also inform the development of the 2019/20 Annual Budget, as the 15-year forecast financial statements are effectively a rolling budget, with 2019/20 forming the base year.

Commentary and financial scenario modelling on Councils Rating Strategy is included in the Strategic Resource Plan. The assumed 3% annual increase in rate yield, applied in the base scenario, results in an additional \$13.8m in rate revenue over the life of the Plan, compared to a 2% annual increase. This additional rates revenue is applied to the Town's own source contribution to the redevelopment of the East Fremantle Oval and recreation facilities in the Preston Point Precinct, which has a combined total project cost of \$20m.

12.2.5 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 080519

Moved Cr Natale, seconded Cr White

That Council endorse the Town of East Fremantle Strategic Resource Plan 2019 – 2034.

(CARRIED UNANIMOUSLY)

12.2.6 2019/20 Budget – Funding Request from the Glyde-In Community Learning Centre

Applicant	Not Applicable
File ref	P/GLY42
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	21 May 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Glyde-In Budget Submission

Purpose

This report recommends that Council approve an operating grant of \$88,000 to the Glyde-In Community Learning Centre for the 2019/20 financial year, and endorse the preparation of a 3-year funding agreement between the Town of East Fremantle and the Glyde-In Community Learning Centre.

Executive Summary

The Town of East Fremantle is an inaugural partner of the Glyde-In Community Learning Centre, and as such, it is recommended to Council that a formal funding agreement be established to recognise this partnership and acknowledge the role of both parties in delivering this much valued community service.

Background

On reviewing previous reports to Council, the Glyde-In Community Learning Centre was established in 1981 with the support of Council seed funding and premises provided at 42 Glyde Street.

Glyde-In's mission is to foster the development of a sense of community in East Fremantle and its surrounding area by providing and promoting participation in community learning and development, as well as social skills.

Glyde-In have submitted the following documents in support of a funding request for the 2019/20 financial year:

- Written report outlining activities, participation and membership;
- Balance Sheet as of March 2019;
- Draft Budget for the 19/20 financial year which includes an indicative Council contribution of \$88,000
- Program Term 2

Consultation

The Executive Manager Corporate Services met with representatives from the Glyde-In on 24 April 2019.

Statutory Environment

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*.

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

A 3-year funding agreement is proposed, with funding appropriations to be included in the Town's Strategic Resource Plan.

Strategic Implications

The Town of East Fremantle has been a long-term partner of the Glyde-In Community Learning Centre for nearly 40 years. This partnership falls within Strategic Priority 1: Social of the Strategic Community Plan:

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

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)
That Council not approve funding for the Glyde-In resulting in a reduction in the level of service	Unlikely (2)	Major (4)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month	Accept Officer Recommendation

Risk Matrix

Consequence \ Likelihood		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	8
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

Council has provided operating funding to the Glyde-In Community Learning Centre for many years, with Council's funding contribution growing from \$30,000 in 2002/03 to over \$80,000 for the last 8 financial years. This annual contribution accounts for over 25% of the Glyde-In's operating income.

Council provided the Glyde-In with a grant of \$84,000 for the 2018/19 financial year. The Glyde-In have requested \$88,000 for 2019/20, with the extra \$4k required to balance the budget, with an expanded programme (evening and weekend activities) which aims to attract a wider, younger membership.

Given the long-term nature of the partnership with the Glyde-In Community Learning Centre, it is recommended that Council establish a 3-year funding agreement to achieve the following:

- Provide the Glyde-In Community Learning Centre with certainty of funding and hence planning for the next 3 years;
- Formally recognise the role that the Glyde-In Community Learning Centre contributes in fostering community development, learning and social inclusion;
- Formally recognise the Town of East Fremantle as a service partner;
- Establish a governance and reporting framework between the Town of East Fremantle and the Glyde-In Community Learning Centre.

With regards to the last bulletin point above, it is suggested that the following arrangements be written into the draft Funding Agreement:

- The parties have a mutual interest in a Community Learning Centre and that by working cooperatively the parties can better meet community learning and development objectives;
- The Town will provide 3 years' operating funding to support the operation of the Centre in order to meet mutually agreed aims and objectives;
- The Glyde-In will maintain an appropriate system of accounting in accordance with Australian Accounting Standards and generally accepted good financial management principles and practices;
- The Glyde-In be required to prepare and provide to the Town, in an agreed format, an annual financial report and statement in relation to the expenditure of the funding;
- The Glyde-In be required to provide the Town with a brief written report concerning the operation of the Centre on a bi-annual basis;
- That the Glyde-In and the Town of East Fremantle meet bi-annually to review and discuss any issues concerning the operation of the Centre;
- The reputation of the respective parties are to be maintained at all times;

- The Glyde-In is to include the Town's Logo in any community publication and formally acknowledge the partnership with the Town of East Fremantle;
- The Town is to provide in-kind support with the photocopying of material and the mail out of the Course Program with the annual rate notices;
- The Glyde-In be required to provide the Town with a copy of its Strategic Plan/Business Plan within 12-months of the commencement date of the Funding Agreement;
- That the Glyde-In be requested to provide evidence of community engagement in relation to fostering the growth in the number of financial members and participants, in particular, East Fremantle residents who currently account for 16% of the total membership base;
- That the Town of East Fremantle be allocated a place on the speaking Program every quarter, to disseminate/present on topical community themes (i.e. implementation of FOGO).

Regarding the in-kind support, it is recommended that Council consider placing a maximum value for photocopying/postage services. The Town's photocopier service costs are approx. 5 cents for a colour copy and 0.5 cents for a black and white. When including staff time and the cost of paper, the Schedule of Fees and Charges specifies 95 cents for colour copies and 50 cents for black and white. It is recommended that Council apply the Schedule of Fees and Charges to determine the value of in-kind support.

12.2.6 OFFICER RECOMMENDATION

That Council:

1. approve the funding request of \$88,000 from the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget;
2. request that a 3-Year Funding Agreement be prepared between the Town of East Fremantle and the Glyde-In Community Learning Centre, incorporating the following:
 - The parties have a mutual interest in a Community Learning Centre and that by working cooperatively the parties can better meet community learning and development objectives;
 - The Town will provide 3 years' operating funding to support the operation of the Centre in order to meet mutually agreed aims and objectives;
 - The Glyde-In will maintain an appropriate system of accounting in accordance with Australian Accounting Standards and generally accepted good financial management principles and practices;
 - The Glyde-In be required to prepare and provide to the Town, in an agreed format, an annual financial report and statement in relation to the expenditure of the funding;
 - The Glyde-In be required to provide the Town with a brief written report concerning the operation of the Centre on a bi-annual basis;
 - That the Glyde-In and the Town of East Fremantle meet bi-annually to review and discuss any issues concerning the operation of the Centre;
 - The reputation of the respective parties are to be maintained at all times;
 - The Glyde-In is to include the Town's Logo in any community publication and formally acknowledge the partnership with the Town of East Fremantle;
 - The Town is to provide in-kind support with the photocopying of material (up to a maximum value of \$3,000) and the mail out of the Course Program with the annual rate notices;
 - The Glyde-In be required to provide the Town with a copy of its Strategic Plan/Business Plan within 12-months of the commencement date of the Funding Agreement;



- That the Glyde-In be requested to provide evidence of community engagement in relation to fostering the growth in the number of financial members and participants, in particular, East Fremantle residents who currently account for 16% of the total membership base;
 - That the Town of East Fremantle be allocated a place on the speaking Program every quarter, to disseminate/present on topical community themes (i.e. implementation of FOGO).
3. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the 3 year Funding Agreement.

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

Amendment

Moved Cr Natale, seconded Cr Harrington

That part 1 of the recommendation be amended to read as follows:

1. *approve a cash contribution of \$85,000, plus provide in-kind support to a maximum value of \$3,000 for the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget;*

(CARRIED 6:1)

The amended substantive motion was put.

12.2.6 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 090519

Moved Cr Collinson, seconded Cr White

That Council:

1. **approve a cash contribution of \$85,000, plus provide in-kind support to a maximum value of \$3,000 for the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget;**
2. **request that a 3-Year Funding Agreement be prepared between the Town of East Fremantle and the Glyde-In Community Learning Centre, incorporating the following:**
 - **The parties have a mutual interest in a Community Learning Centre and that by working cooperatively the parties can better meet community learning and development objectives;**
 - **The Town will provide 3 years' operating funding to support the operation of the Centre in order to meet mutually agreed aims and objectives;**
 - **The Glyde-In will maintain an appropriate system of accounting in accordance with Australian Accounting Standards and generally accepted good financial management principles and practices;**
 - **The Glyde-In be required to prepare and provide to the Town, in an agreed format, an annual financial report and statement in relation to the expenditure of the funding;**
 - **The Glyde-In be required to provide the Town with a brief written report concerning the operation of the Centre on a bi-annual basis;**

- That the Glyde-In and the Town of East Fremantle meet bi-annually to review and discuss any issues concerning the operation of the Centre;
 - The reputation of the respective parties are to be maintained at all times;
 - The Glyde-In is to include the Town's Logo in any community publication and formally acknowledge the partnership with the Town of East Fremantle;
 - The Town is to provide in-kind support with the photocopying of material (up to a maximum value of \$3,000) and the mail out of the Course Program with the annual rate notices;
 - The Glyde-In be required to provide the Town with a copy of its Strategic Plan/Business Plan within 12-months of the commencement date of the Funding Agreement;
 - That the Glyde-In be requested to provide evidence of community engagement in relation to fostering the growth in the number of financial members and participants, in particular, East Fremantle residents who currently account for 16% of the total membership base;
 - That the Town of East Fremantle be allocated a place on the speaking Program every quarter, to disseminate/present on topical community themes (i.e. implementation of FOGO).
4. authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the 3 year Funding Agreement.

(CARRIED UNANIMOUSLY)

(ABSOLUTE MAJORITY)

12.3 GOVERNANCE

12.3.1 Adoption of Meeting Schedule 2019/20

File ref	C/MTG1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, CEO
Meeting Date	21 May 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	Nil

Purpose

To facilitate decisions by Council on the meeting schedule for 2019/20 and the related issue of the Christmas closure period.

Executive Summary

Council is required, under Section 12 of the *Local Government (Administration) Regulations 1996*, to advertise, at least once a year, its meeting schedule for the next twelve months. The previous schedule was to 30 June 2019 thus the meeting schedule for 2019/20 will need to be determined and advertised prior to 1 July 2019.

It is recommended that the meeting scheduled as contained within this report be adopted for 2019/20.

Background

With respect to the above, at the Council Meeting of 19 June 2018, Council resolved as follows:

“That Council resolve:

1. *an ordinary Council meeting be scheduled for the 3rd Tuesday of the month (except during the month of December 2018 when the meeting is held on the 2nd Tuesday)*
2. *a Town Planning Committee meeting be scheduled for the 1st Tuesday of the month.*
3. *meetings of the Audit Committee be scheduled as required.*
4. *the above arrangements not apply during January 2019*
5. *the administration centre and operations areas be closed:*
 - a. *from midday Friday, 14 December 2018 to allow all staff members to attend a Christmas function.*
 - b. *from midday Monday, 24 December 2018 to Wednesday, 2 January 2019 (consisting of 3½ working days: half a day from midday Monday 24 December, Thursday 27 December, Friday 28 December and Monday, 31 December).”*

Consultation

Nil.

Statutory Environment

Section 12 of the *Local Government (Administration) Regulations 1996* reads:

12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) the ordinary council meetings; and
- (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

In part Section 5.23 of the Local Government Act 1995 states:

Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

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

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.

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 adopt the meeting schedule resulting in non compliance with LG Act	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		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	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

As the present frequency of Town Planning & Audit Committee meetings, Concept Forums and Council Meeting is allowing council business to be conducted in appropriate and timely manner, therefore, it is not proposed to change this format for 2019/20 financial year.

Audit Committee

Whilst considering the Local Government Audit Framework, Council at its meeting held on 20 November 2018 resolved the following dates for Audit Committee meetings during 2019/20:

Date	Time	Place
<i>Wednesday 3 July 2019</i>	<i>6.30pm</i>	<i>Council Chambers</i>
<i>Tuesday 26 November 2019</i>	<i>6.30pm</i>	<i>Council Chambers</i>

Ordinary Council meetings - December and January Meetings

As in past years, it is proposed to bring forward the December Council Meeting to the 2nd Tuesday of the month ie 10 December. In previous years it has been decided to not hold a Concept Forum in December, which is normally scheduled for this date.

As per normal practice, no meetings have been scheduled for January 2020, however, should any urgent business arise which needs to be considered during this recess, a special Council Meeting can be convened.

Christmas Closure

In recent years, Council has closed during the Christmas and New Year period and staff have used annual leave, RDO's and "day-in-lieu" public holidays for the period.

The closures would be advertised in order to cater for emergencies during the Christmas/New Year closure. Customers would have access to a recorded telephone message with contact

numbers for relevant staff together with details of refuse services and other necessary relevant information relating to Council services such as rangers etc as well as the information being provided on Council's website and Facebook page.

It is proposed the administration centre and operations areas be closed:

- From midday Friday, 13 December 2019 to allow all staff members to attend a Christmas function
- From midday Tuesday, 24 December 2019 to Thursday, 2 January 2020 (consisting of 3½ working days: half a day from midday Tuesday, 24 December, Friday 27 December, Monday 30 December and Tuesday 31 December) with a public holiday falling on Wednesday, 1 January 2020.

This closure will be advertised as part of the meeting schedule and again in December 2019 to provide adequate notice to the public of the closure.

12.3.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 100519

Moved Cr Harrington, seconded Cr White

That Council resolve:

- 1. an ordinary Council meeting be scheduled for the 3rd Tuesday of the month (except during the month of December 2019 when the meeting is held on the 2nd Tuesday)**
- 2. a Town Planning Committee meeting be scheduled for the 1st Tuesday of the month.**
- 3. meetings of the Audit Committee be held on Wednesday 3 July and 26 November 2019, as previously resolved**
- 4. the above arrangements not apply during January 2020**
- 5. the administration centre and operations areas be closed:**
 - a. from midday Friday, 13 December 2019 to allow all staff members to attend a Christmas function.**
 - b. from midday Tuesday, 24 December 2019 to Thursday, 2 January 2020 (consisting of 3½ working days: half a day from midday Tuesday 24 December, Friday 27 December, Monday 30 December and Tuesday 31 December).**

(CARRIED UNANIMOUSLY)

(ABSOLUTE MAJORITY)

Mayor O'Neill declared a proximity interest in the matter of the East Fremantle Oval Precinct Revitalisation Project – Vision Report and left the meeting at 7.30pm

In the absence of the Presiding Member and the Deputy Mayor, Cr Harrington was nominated and accepted the role of Presiding Member for this item.

12.3.2 East Fremantle Oval Precinct Revitalisation Project - Vision Report

Applicant	Town of East Fremantle
File ref	R/RSO9
Prepared by	Wendy Cooke, Project Coordinator
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	21 May 2019
Voting requirements	Simple Majority
Documents tabled	East Fremantle Oval Revitalisation -
Attachments	1. East Fremantle Oval Project Revitalisation Project – Vision Report 2. Summary of Submissions

Purpose

For Council to consider endorsing the East Fremantle Oval Precinct Revitalisation Project – Vision Report as a guiding document for the possible future development of the site.

Executive Summary

Following the four day design forum (Charrette) and meeting with a range of stakeholders, consultants GHD Pty Ltd prepared the East Fremantle Oval Precinct Revitalisation Project – Draft Vision Report (the Report).

The Charrette process proved to be a very positive experience for the Town and the community, resulting in a possible vision for the revitalisation and development of the East Fremantle Oval Precinct.

The prepared Community Preferred Option outlined in the Report provides an option that is a result of the engagement process. During the process of preparing the Report, the consultants, in conjunction with Town officers, also provided an alternative option based on the community input received, the main difference being the location of the proposed building(s). The Building locations have moved from the North Eastern corner to the North West corner.

At the Ordinary Meeting of Council 19 February 2019, Council endorsed the Draft Vision Report for advertising for a period of two (2) months. Submissions period closed on 24 April 2019 with over 300 submissions being received.

Background

The objective of the revitalisation project has been to investigate a range of concepts, together with funding options, to provide a preferred revitalisation vision plan for the East Fremantle Oval Precinct (the Precinct).

The Project included a comprehensive community engagement process by way of a Charrette to prepare concepts that explore various scenarios, and a variety of options to maximise the use of the Precinct.

The following options are outlined in the Report:

- **Vision Concept 1** – opening the Park - Concepts provide a broad spatial representation for how the community's vision might be delivered within the precinct.

Vision Concept 1 retains current functional arrangements on site, with a strong focus on unifying the precinct through connected open space. The concept opens up underutilised land for community and passive recreation purposes.

Vision Concept 1 is presented to show the least/minimal intervention and extensive landscaping. This concept, whilst not the preferred, provides an example of an acceptable outcome albeit with clubs remaining in existing locations on site.

- **Vision Concept 2** - Community Hub - Concepts provide a broad spatial representation for how the community's vision might be delivered within the precinct.

Vision Concept 2 creates a community hub in the heart of the precinct, surrounded by a parkland setting that maximises connectivity and visual aesthetic to all boundaries.

Vision Concept 2 is the community's preferred representation of the future, delivering a community hub surrounded by parkland.

- **Adaptability in the Preferred Concept**- Adaptability is necessary to the success of a revitalisation vision.

The analysis of the community's preferred concept identifies that strategic planning for Preston Point Recreation Precinct may identify additional co-location opportunities for local clubs.

Further testing explored how the community's preferred concept could be adapted over time, if there are changes to users in the precinct.

Consultation

- Elected members were advised of the process to be undertaken at a Council Forum via a Project Plan (December 2017) and also at the Council Forum May 2018.
- Project Control Group (PCG) was formed to assist the Town with guiding the project.
- A tender process was undertaken to appoint consultants – GHD Pty Ltd was awarded the Tender to undertake the Charrette.
- GHD Pty Ltd consultant team proceeded to undertake the project under the direction and guidance of the Town of East Fremantle and the Project Control Group.
- A comprehensive Design Forum (Charrette) was undertaken in September 2018.
- GHD Pty Ltd presented the findings of the Charrette to Council in December 2018 seeking further comment from the Town.
- Further feedback period from 21 February to 24 April 2019.
- A Community Presentation held on 13 March 2019 to provide an explanation of what was included in the report.
- Summary of submissions presented to the Council Concept Forum 14 May 2019.

Statutory Environment

N/A

Policy Implications

There are no policy implications.

Financial Implications

Funding of \$75,000 was received from the Department of Local Government, Sport and Cultural Industries (DLGSCI) for the project.

Council budgeted a total of \$150,000 for 2018/19 financial year for this project.

The potential financial implication of the potential revitalisation options are contained within the East Fremantle Oval Project Revitalisation Project – Vision Report.

Strategic Implications

The Town of East Fremantle **Strategic Community Plan 2017-2027** states:

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*

1.3 Strong community connection within a safe and vibrant lifestyle

- 1.3.1 Partner and educate to build a strong sense of community safety*
- 1.3.2 Facilitate opportunities for people to develop community connections and foster local pride*
- 1.3.3 Enrich identity, culture and heritage through programs, events and celebrations develop community connections and foster local pride*
- 1.3.4 Facilitate community group capacity building*

The Town of East Fremantle **Recreation and Community Facilities Strategy** adopted in 2016 identified that *'the East Fremantle Oval Precinct is a major recreation and sporting precinct in East Fremantle that is currently perceived as poorly planned as a precinct, is underutilised in terms of community use and access and is an ineffective use of major open space.*

In response, a key recommendation of the Strategy calls for a long term perspective for the development and revitalisation of the Precinct and suggests to:

- Develop the area to service the whole East Fremantle community;*
- Provide active sporting, passive recreation and community spaces;*
- Reduce and/or minimise the number of buildings;*
- Establish a community centre hub;*
- Create multipurpose playing fields; and*
- Possibly relocate the Council depot to an alternate site.'*

Community Perceptions Survey April 2017 - a number of comments were made by the community in relation to the East Fremantle Oval Precinct, and the need for something to be done in relation to current condition.

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)
Public disappointment for not moving forward to the next stage of the project	Unlikely (2)	Minor (2)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'no 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	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Site Inspection

N/A

Comment

The design forum (charrette) was promoted through newspaper advertisements, direct letter invitations, multiple signs around the precinct, and flyers to all properties in the Town of East Fremantle. Over 1,000 people were reached through social media posts. The wide promotion,

numerous in-person opportunities to engage, and the online design forum provided considerable opportunity for club and community members to engage and shape the vision for revitalisation.

Over 145 individuals attended workshop sessions and additional people participated through an online design forum on Facebook.

OPEN SESSION 1

- Session 1 included a walking tour to discuss and understand the context and key issues for the precinct.
- This was followed by a short, intensive workshop session to gain priority feedback regarding key issues and ideas for the precinct.
- The session was repeated. A breakfast session was held on Saturday 13 September and an afternoon session on Sunday 16 September.

INVITED SESSION

- A day-long invited workshop was held with government stakeholders, club representatives (including within and beyond the precinct) and immediate residents.
- The session involved a contextual presentation followed by in-depth facilitated discussions to discover themes of consensus that became the consensus statements. The session ended with a design exercise to commence generation of the concept vision options.

OPEN SESSION 2

- Session 2 involved similar activities as the invited sessions, but for a wider audience during an evening workshop.
- The session involved the same contextual presentation followed by small-table discussions on key elements that formed the consensus statements. The session ended with a design exercise to generate community-led concept vision options.

INTERNAL DESIGN SESSIONS

- Using the consensus statements and community design outcomes, the precinct designs prepared by the community were synthesised into four preliminary concept options.
- As the options were prepared, they were workshopped with technical specialists including a Quantity surveyor to confirm their feasibility. A discussion was held with elected members to confirm consistency with the community's direction.

OPEN SESSION 3

- Session 3 facilitated a conversation on the preliminary concept options with participants.
- Group discussions focused on preferred concept options, funding opportunities, and recommended modifications to refine the preliminary concepts into a representative vision.

OPEN SESSION 4

- Session 4 presented the final two concept options for revitalisation, based on feedback during Session 3.

ONLINE DESIGN FORUM

- An online design forum, hosted within a Facebook page, provided opportunity for community members not able to attend workshop sessions to be involved in the visioning process.
- Information, videos, and ideas were posted for comment and consideration during the community design workshop.
- Over four days, many conversations were had about the various elements that influence the revitalisation of the precinct.

The outcome of these key conversations reflects the journey of achieving consensus on how the precinct should be revitalised, and provide much of the context for the consensus statements and vision concepts.

FEEDBACK PERIOD – DRAFT VISION REPORT

At the Ordinary Meeting of Council 19 February 2019, Council endorsed the Draft Vision Report for advertising for a period of two (2) months.

Advertising during the final feedback period included:

- A Community Presentation held on 13 March 2019 to provide an explanation of what was included in the report.
- Half page colour advertisements circulating in both newspapers.
- Signs installed around the precinct perimeter.
- Flyers delivered to each household in the Town and on the southern side of Marmion Street, opposite the precinct.
- Emails and a follow-up reminders sent to the community groups and sporting clubs. Emails were also circulated to Charrette attendees who provided email addresses.
- Members of the Project Control Group being asked to circulate to their membership (East Fremantle Bowling Club, East Fremantle Croquet Club, East Fremantle Football Club, East Freo Playgroup).

Over 300 submissions have been received, including 261 from members of the East Fremantle Football Club and a submission containing 34 signatories from the East Fremantle Croquet Club. The remainder are from residents and interested stakeholders.

Emerging Themes – Summary:

Most of the comments provided have been very positive, praising the Town's process and acknowledging that revitalisation of the Precinct is needed and should be a priority.

The general themes have been summarised from the comments received and are listed below:

Retain A Class Reserve Status - Don't sell the land – keep the A Class Reserve in its entirety – although GHD reflected in the Draft Vision Report that there were some people speaking for the excision of some of the Reserve, as a last resort to fund revitalisation, many comments submitted were against excision of land.

East Fremantle Croquet Club - despite assurances to a key member of the Croquet Club that the concepts in the report are a visual representation of an adapted concept, and an idea of what could or may be developed within the precinct; and that further consultations with all user groups would be required to be undertaken well before any final decisions are made, many members of the Club appear to have concerns with the modified concept and what will happen to the Croquet

Club building facilities and courts. Concerns highlight the heritage of the club; the clubhouse as it exists being very suitable in location and with no changes; comments that the modified concept has been “developed without consultation”. Members have also stated they would like more courts and lighting to extend playing time and to provide upgraded courts for national and international competition.

East Fremantle Bowling Club – feedback about the bowling club is minimal, but some comments agree that it would be good to amalgamate into a co-located facility on the Precinct.

East Fremantle Football Club (261 submissions) - The precinct has been an A class reserve for the last 70 years for the purpose of recreational sport. The EF Football Club has held a sub-lease with the Town of East Fremantle for those 70 years, providing the local community with a thriving sport, with a great history of developing young footballers to be excellent sportspeople and community leaders. The Club is keen to work with other community sporting organisations in the region to provide a sporting hub where both men and women can excel in their given sport. The new facility should be a multi-purpose facility enabling different sports to prosper along-side football as the major tenant. The new facility must have the opportunity to commercially sub lease to other sports related businesses in the area ie Doctor, physios, sports massage, Chiropractors, gymnasium etc so the facility becomes the sporting hub of the East Fremantle district.

History of Existing Clubs – many submissions mentioned the longevity of existing clubs.

Funding – was mentioned ie who, how will it be funded.

Provision for young people – comments also mentioned the need to provide recreation for young people, not just ‘sport’.

Parking – comments on additional parking marked in the options – some concerns with Moss Street and Allen Street additional parking.

An integral component of this Revitalisation Project by the Town during this process has been to ensure that the revitalisation of the precinct is a reflection of a **community vision**.

Whilst many comments seemed to be concerned with the concepts being a *fait accompli*, ie already decided, it is important to promote that further development of a multipurpose community hub facility will always be the subject of extensive consultation with existing user groups and would require detailed business planning (costing funding etc).

The modified/amended concept was explored at the specific request of the Town to provide a visual representation of possible development and how concepts can be adapted, and to allow Quantity Survey (QS) figures to be prepared based on a concept footprint.

The Vision Report concepts are a *community vision* - concepts and ideas of what could happen in the precinct. The modified/amended concept has been included and ‘modified’ to capture an idea of what may be possible to develop. Further consultation and business planning must occur prior to the development of a community hub. A key message to promote to user groups and the community is that at this time the Town will be continuing to liaise, consult and collaborate to progress the revitalisation of the Precinct and the facilities therein.

The project Business Plan would address the following matters as a minimum;

- Executive Summary
- Project aim
- Project objectives
- Statutory considerations
- Consultation & engagement
- Proposed Scope of Works
- Project costing
- Project delivery - staging
- Project funding
- Project timeframes & Key Milestones
- Critical assumptions
- Other assumptions
- Risk assessment
- Implementation Strategy
 - Procurement strategy
 - Approvals
 - Governance
 - Project Management
 - Asset Maintenance

It is recommended that Council now endorse the East Fremantle Oval Precinct Revitalisation Draft Vision Report and progress to the next stage of preparing detailed business plan/case.

12.3.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 110519

Moved Cr White, seconded Cr Natale

That Council:

- 1. endorse the East Fremantle Oval Precinct Revitalisation Vision Report as a guiding document for the possible future development of the site.**
- 2. proceed with the development of a consultant's brief for the preparation of a comprehensive business case/plan based on the findings of the East Fremantle Oval Precinct Revitalisation Vision Report.**
- 3. seek external funding to assist with the development of the business case/plan.**

(CARRIED UNANIMOUSLY)

Mayor O'Neill returned to the meeting at 7.37pm and resumed the Chair. It was noted he did not speak or vote on the previous item.

12.3.3 Library Services

File ref	H/CFL1
Prepared by	Gary Tuffin Chief Executive Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	21 May 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

To determine whether it wishes to proceed with its decision to withdraw from its library arrangements with the City of Fremantle or renegotiate a different funding model.

Executive Summary

It is recommended:

- (1) That Council:
 - (a) make provision of \$150,000 in the 2019/2020 Budget for library services.
 - (b) authorise the Chief Executive Officer 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.

Background

It is understood that the Town has never provided library services in its own right, and therefore an arrangement was entered into with the City of Fremantle to assist them with the operation of their library services.

To formalise the arrangement an agreement was entered into between the City of Fremantle, Town of East Fremantle and State Library of WA in 1952.

A subsequent 1988 agreement defined the East Fremantle contribution as:

Town Membership x Library Costs
Total Membership

The current agreement between the City and Town lapsed a number of years ago (2012) due to proposed local government amalgamations.

Services provided include the provision of access to a library, toy library and history services to the Town of East Fremantle by the City of Fremantle. The Fremantle Library provides early childhood literacy services to the East Fremantle community through the East Fremantle Child Health New Parent Group where advice is provided about library services and early literacy programs and 'Better Beginnings' early literacy material is distributed to children and families. The City also provides access to the "Its All About Rhyme" program to this group. The City currently stores and provides access to the Town's local history resources including books,

oral histories, images and council minutes dating to 1903. It has been recently advised that this service will be restricted for the next few years whilst the City's new Administration building (including library space) is constructed.

Following a review of these library arrangements, Council at its meeting held on 15 May 2018 resolved:

That Council:

1. *reduce the contribution by \$50,000, reducing the total payment in 2018/19 to \$150,000*
2. *make no further payments after 2018/19 financial year.*
3. *seek a fee for service proposal for the continuation of the Historical services for 2019/20.*
4. *advise the City of Fremantle of (1) (2) and (3) in writing.*

As a result of this decision, correspondence was received from the State Library of Western Australia advising that should the Town withdraw from its library agreement with the City of Fremantle, there was a statutory process involving a poll of its ratepayers. In separate meetings with the Executive Manager Corporate Services and the CEO, and subsequent correspondence addressed to the Mayor dated 30 November 2018, the State Library has requested Council reconsider its decision.

At the Concept Forum held on 15 January 2019 the CEO advised that he would prepare a Discussion Paper on the process and costing to conduct the required community poll should Council wish to proceed with its decision. Additionally, the City of Fremantle would be requested to provide a user pays costing for ongoing library services as part of this Paper.

Further to a request from the CEO, the City of Fremantle provided the following response on 18 February 2019:

"The proposal below will, if accepted, enable the City to continue to extend to residents of the Town of East Fremantle the following services:

- *Access to library services*
- *Access to book delivery services for homebound members*
- *Toy library membership paid at the same reduced rate as for City of Fremantle residents*
- *Continued access to resident free parking permits*
- *Delivery of the Better Beginnings Early Literacy program*
- *Continued maintenance of and access to the Town of East Fremantle's local history resources*

The proposal is based on the number East Fremantle residents who are members of the City of Fremantle Library. It should be noted that this number may be lower than the actual usage of the library and its programs by East Fremantle residents as we cannot track those that use the services in the building (eg computers/wifi) or attend programs such as story time as it is not necessary to be a member to access these services and as such we have no data on which Local Government Authority they reside in.

On that basis, we propose:

1. *Library contribution - to be based on the number of Town of East Fremantle residents calculated as a percentage of total library members, with this percentage then applied to the Library operating budget. The amount would be calculated annually based on the number of East Fremantle members and the adopted budget for the Fremantle Library. As an indication only, taking the number of East Fremantle members as at the end of December 2018, this calculation would look like:*

- 1,985 East Fremantle residents as members of Fremantle Library, representing 9.56% of total library membership.
 - 18/19 total operating budget for Fremantle Library = \$1,458,894
 - East Fremantle contribution = \$1,458,894 x 9.56% = **\$139,470**
2. *Parking permits – currently East Fremantle residents receive City of Fremantle resident parking permits, providing free on-street parking in order to access the library. If this is to continue, we propose the Town pay an amount to recompense the City for lost parking revenue. We propose this be based on one, 3 hour visit to the City per week per permit. As an indication only, this calculation would look like:*
- *Parking charged at \$3.00 per hour, amounting to \$9.00 per visit or \$468 per permit per year based on weekly visits.*
 - *In the 17/18 year we issued 27 permits, which would equate to **\$12,636.00**.*
If the Town does not wish the City to offer this service to its residents, no charge would be levied.
3. *The amount charged per year would be subject to an annual increase in line with CPI.*

I would further recommend that once we agree on a way forward, we formalise the arrangement with a signed three way agreement between our two Local Government Authorities and the Library Board of WA, for a period to be agreed by all parties.

We would also request your consideration as to the ongoing necessity for the existence of the Library Advisory Committee, or whether the delivery of library services to the East Fremantle community could be sufficiently governed by the above agreement.

I hope your Council will give consideration to this proposal. Please get in touch if you wish any further clarification.”

A Discussion Paper was presented to the March Concept Forum where the following was noted:

“Elected members expressed disappointment with the lack of transparency in the supporting information provided by the City of Fremantle in their proposal.

It was agreed that Council was supportive of further discussion regarding a fair formula for the provision of library services to its residents but was not convinced that the figures provided reflected value for its ratepayers. As part of any further data provided by the City of Fremantle, the total number of active members of the library was to be requested.

The CEO undertook to request further information from the City of Fremantle.”

As a result, the Mayor, Deputy Mayor and CEO met with representatives from the City of Fremantle on 2 May 2019 to discuss the library contribution and review the proposed contribution model.

Consultation

State Library of Western Australia
City of Fremantle
City of Melville

Statutory Environment

Library Board of Western Australia Act 1951

Should Council wish to proceed with withdrawing as a participating body, Section 4(3) and 4(4) below are relevant:

4 (3) *A local government or approved body shall cease to be a participating body, if and when the Governor cancels such declaration.*

4 (4) *Such declaration –*

(c) shall, where applicable to a local government, be cancelled, if the ratepayers by a majority vote at a poll held in manner prescribed, elect that the local government no longer remains a participating body.

Policy Implications

Nil.

Financial Implications

Should the officer's recommendation be adopted, a budget allocation of \$150,000 would need to be made in the 2019/2020 Budget.

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 Likelihood		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

Process to Implement Cessation of Library Arrangements with City of Fremantle

Under the original and subsequent tripartite agreements, the Town is considered a participating body for the purposes of the Library Board of Western Australia Act 1951. Under the Act, provision of public library services to the community is a partnership between a local government and State government through the Library Board of Western Australia. There are specific requirements under the Act for the Town to no longer be considered a participating body - Sections 4 (3) and 4(4) of the Act (reprinted above) are of relevance.

Basically, should the Town decide not to provide a library service to the community – either in partnership with another local government or a service provided by the Town itself, the Town would continue to be a participating body under the Act unless it sought to have this status cancelled. To no longer be a participating body under the Act, the Town must seek approval from the Governor, via the Library Board in which case the outcome of a poll of ratepayers (as per the relevant provisions of the Local Government Act), would be required to support this request. Alternatively, under Section 4.4 (a) the Board can recommend to the Governor to cancel the Town's declaration as a participating body on the grounds that it was no longer suitable to be a participating body.

The Library Board advised that practical outcome of a decision to cease providing library services in any form is that the availability of library services to East Fremantle residents would depend on the goodwill of neighbouring local governments who have no obligation under the Act to provide any library services to East Fremantle residents.

Cost for the Western Australian Electoral Commission to conduct the Amalgamation Poll in February 2015 was \$16,830, therefore it could be assumed a library poll would incur similar costs, with an adjustment for inflation.

Latest Proposals from City of Fremantle

Arising from the recent meeting with the City of Fremantle the following two funding models have been proposed, based on 2018/19 Library Operational Budget of \$1,458,894:

- **Membership Model**

East Fremantle as a proportion of total membership

1,985 East Fremantle members (active members as at December 2018 based on borrowings only), representing 9.56% of total membership.

East Fremantle contribution - \$1,458,894 x 9.56% = \$139,470

Parking Permits Option

- 27 East Fremantle permits issued in 2017/18
- \$3 an hour, one 3 hour visit per week = \$9 value
- One year = \$462
- Total value is \$462 x 27 permits

Suggested additional funding for parking permits \$12,636

- **Population Model**

Based on .id 2019 population forecast

Fremantle: 33,327
East Fremantle: 7,968 (19.29%)

East Fremantle contribution - \$1,458,894 x 19.29% = \$281.420

Agreement to Include:

- 5 year agreement annually adjusted for CPI
- retention of East Fremantle parking permits
- retention of Library Advisory Committee

The City of Fremantle advises:

- the State Government, via the State Library of WA, provides funding to each local government for new library material. For the City to continue to provide new books on behalf of the State Library for the Town, a new agreement between the three parties needs to be developed.
- the Library Advisory Committee, governed by a City of Fremantle Local Law, remains in place as a governance mechanism on library operations.
- the Town could continue to have representation on this committee as per the local law (if the Population funding model is adopted).

Funding Model Feature Comparison – Membership v's Population

Membership Model	Service	Population Model
✓	Access to library services	✓
✓	Access to book delivery services for homebound members	✓
✓	Toy library membership paid at same reduced rate as for City of Fremantle residents	✓
✓	Delivery of the Better Beginnings Early Literacy program	✓
✓	Continued maintenance of and access to the Town of East Fremantle local history resources	✓
✓	Development of a 5 year agreement between City of Fremantle, Town of East Fremantle and Library Board of WA	✓
✓	Cost reviewed annually in line with membership figures	✓
✓	Cost adjusted annually in line with CPI	✓
	Cost reviewed annually with population figures	✓
	Continued access to resident free parking	✓
	Participation in a reference or advisory group in relation to delivery of library services	✓

Should Council wish to continue its partnership with the City of Fremantle, it is recommended that the Membership Model (excluding parking permits) be selected as the preferred model, and a new formal agreement be drafted by the City of Fremantle for Council's further consideration.

In the event a new agreement cannot be drafted and executed prior to the 30 June 2019, it is recommended that Council make provision of \$150,000 in its 2019/20 Budget to allow the City of Fremantle to maintain their library services at existing levels.

12.3.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 120519

Moved Cr Collinson, seconded Cr Natale

(1) That Council:

- (a) make provision of \$150,000 in the 2019/2020 Budget for library services.**
- (b) authorise the Chief Executive Officer 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.

(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**
Nil.
18. **CLOSURE**
There being no further business, the Presiding Member declared the meeting closed at 7.45pm.

*I hereby certify that the Minutes of the meeting of the **Council** of the Town of East Fremantle, held on **21 May 2019**, Minute Book reference **1. to 18.** were confirmed at the meeting of the Council on*

18 JUNE 2019



Presiding Member