



MINUTES

Council Meeting

Tuesday, 18 June 2019 at 7.00pm

Disclaimer

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

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135
CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 18 JUNE 2019.**

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 7.00pm

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 M McPhail	
Cr D Nardi	
Cr A Natale	
Cr A Watkins	
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 J May	Minute Secretary

There were three members of the public in attendance.

3.2 Apologies

Nil.

3.3 Approved

Nil.

4. DISCLOSURES OF INTEREST

4.1 Financial

Nil.

4.2 Proximity

Nil.

4.3 Impartiality

Nil.

5. PUBLIC QUESTION TIME

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

6.2.1 12.1.6 Funding Request - Glyde-In Community Learning Centre

Mal Christison and Jono Farmer provided an overview of membership and courses offered at Glyde-In and expressed gratitude for the ongoing support provided by Council.

7. APPLICATIONS FOR LEAVE OF ABSENCE

7.1 Cr M McPhail
20 June to 20 July 2019

7.2 Cr C Collinson
9 July to 1 August 2019

7. COUNCIL RESOLUTION

Moved Cr Nardi, seconded Cr Natale

That Leave of Absence be granted to Cr M McPhail and Cr Collinson for the periods requested.

(CARRIED UNANIMOUSLY)

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (21 May 2019)

8.1 OFFICER RECOMMENDATION

Moved Cr White, seconded Cr A McPhail

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 May 2019 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

9.1 FOGO Education Session

Mayor O'Neill advised that he, along with Cr Harrington and Cr Nardi and a number of staff had attended the commencement of the first FOGO community education session

which was currently underway at the East Fremantle Bowling Club, with a large crowd in attendance. He advised that the FOGO rollout in the Town would commence from 1 July 2019 and thanked all the staff involved in this project for their efforts and hard work to ensure a successful introduction of this new service.

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

- 11. REPORTS AND RECOMMENDATIONS OF COMMITTEES**
Nil.

12. REPORTS

12.1 FINANCE

12.1.1 Monthly Financial Report (Containing the Statement of Financial Activity) – May 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:	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Monthly Financial Report for the Period Ended 31 May 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 31 May 2019.

Executive Summary

The Monthly Financial Report provides 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 31 May 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.

There are no proposed changes to the current budget forecast as presented to Council in the mid-year budget review.

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

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

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

Comment

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

	Original Budget	Current Budget	Year to Date Budget	May Actuals
Opening Surplus	782,857	785,889	785,889	785,889
Operating Revenue	10,430,366	10,389,928	10,176,917	10,267,279
Operating Expenditure	(12,130,190)	(11,865,902)	(10,875,007)	(10,308,248)
Capital Expenditure	(2,980,169)	(2,361,419)	(2,164,415)	(1,141,304)
Capital Income	307,479	307,479	295,163	262,663
Net Transfers from Reserves	867,277	234,777	215,204	(48,893)
Non-Cash Items	2,722,380	2,510,473	2,303,538	2,283,587
Closing Surplus	0	1,225	737,288	2,103,472
Unrestricted Cash				2,476,758
Restricted Cash				2,131,528

- Rates were levied in the month of July;
- Capital expenditure is 51% of the full year budget at the end of May. 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.
- 98% of rates were collected by the end of May. 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) and the current budget. The current budget captures all budget variations that have approved by Council since the original budget adoption.

Proposed Budget Variations:

A variance analysis between year to date actuals and current budget has been undertaken at account level, and the following budget variations are recommended for Council approval. A number of variations have arisen due to an interrogation of capital expenditure, including the reclassification of expenditure from capital to operating (minor equipment). There are also a number of contra budget variation (i.e. nil net impact on net current assets) within business units.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E11713	Parks/Reserve Sign Replacement	(\$100,000)	(\$50,000)	\$50,000
E12699	Footpath – Canning Highway (between Allen and Hamilton)	(\$17,000)	\$0	\$17,000
E14604	Depot – Admin Building and Surrounds	(\$75,385)	(\$60,000)	\$15,385
216	Transfer to Committed Works Reserve	(\$655,500)	(\$737,885)	(\$82,385)
E04209	Office Maintenance	(\$44,000)	(\$64,000)	(\$20,000)
E04249	Minor Equipment	(\$6,000)	(\$12,000)	(\$6,000)
E05212	Minor Equipment	(\$2,500)	(\$10,500)	(\$8,000)
E07218	Public Health Programme	(\$5,000)	(\$15,000)	(\$10,000)
E08210	HACC – All Service Programs	(\$131,537)	(\$151,537)	(\$20,000)
I08081	HACC – Sundry Income	\$10,016	\$30,016	\$20,000

E10205	FOGO Implementation and Waste Education	(\$0)	(\$20,000)	(\$20,000)
E10203	Ratepayer Tip Pass Fees	(\$20,000)	(\$37,500)	(\$17,500)
E11247	Minor Equipment	(\$15,000)	(\$42,000)	(\$27,000)
E11685	Public Art Capex	(\$68,000)	(\$41,000)	\$27,000
E14204	Consultants – Operations	(\$25,000)	(\$75,000)	(\$50,000)
E14290	PWO Allocated to Works	\$879,512	\$929,512	\$50,000
I11194	Wauhop Soccer Ground Fees	\$0	\$6,500	\$6,500
I12180	Fines and Penalties - Parking	\$120,000	\$160,000	\$40,000
I12181	Parking Fees	\$155,000	\$190,000	\$35,000
Change in Net Current Assets				\$0

Deferral of June 2019 Monthly Financial Report:

As per previous years, it is proposed that the June 2019 Monthly Financial Report be presented to Council at the August Ordinary Meeting.

A significant amount of work is required to finalise the end of year accounts (accruals, reconciliation of reserves, reconciliation of leave provisions, reconciliation of fixed assets, fair value of property, plant and equipment) and it is proposed that the presentation of the June Financial statements be deferred until the accounts are finalised. This will allow a thorough comparison of June 30 balances against the 2018/19 Budget, including net current assets carried forward.

12.1.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 010619

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 31 May 2019.
2. notes the municipal surplus of \$2,103,472, which comprises of \$2,476,758 in unrestricted cash, as at 31 May 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 nil change in net current assets of \$1,225 as at 30 June 2019.
5. approves the deferral of the June 2019 Monthly Financial Report until the August 2019 Ordinary Council Meeting, as permissible under regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Account Number	Account Description	Current Budget	Amended Budget	Variance
E11713	Parks/Reserve Sign Replacement	(\$100,000)	(\$50,000)	\$50,000
E12699	Footpath – Canning Highway (between Allen and Hamilton)	(\$17,000)	\$0	\$17,000
E14604	Depot – Admin Building and Surrounds	(\$75,385)	(\$60,000)	\$15,385
216	Transfer to Committed Works Reserve	(\$655,500)	(\$737,885)	(\$82,385)



E04209	Office Maintenance	(\$44,000)	(\$64,000)	(\$20,000)
E04249	Minor Equipment	(\$6,000)	(\$12,000)	(\$6,000)
E05212	Minor Equipment	(\$2,500)	(\$10,500)	(\$8,000)
E07218	Public Health Programme	(\$5,000)	(\$15,000)	(\$10,000)
E08210	HACC – All Service Programs	(\$131,537)	(\$151,537)	(\$20,000)
I08081	HACC – Sundry Income	\$10,016	\$30,016	\$20,000
E10205	FOGO Implementation and Waste Education	(\$0)	(\$20,000)	(\$20,000)
E10203	Ratepayer Tip Pass Fees	(\$20,000)	(\$37,500)	(\$17,500)
E11247	Minor Equipment	(\$15,000)	(\$42,000)	(\$27,000)
E11685	Public Art Capex	(\$68,000)	(\$41,000)	\$27,000
E14204	Consultants – Operations	(\$25,000)	(\$75,000)	(\$50,000)
E14290	PWO Allocated to Works	\$879,512	\$929,512	\$50,000
I11194	Wauhop Soccer Ground Fees	\$0	\$6,500	\$6,500
I12180	Fines and Penalties - Parking	\$120,000	\$160,000	\$40,000
I12181	Parking Fees	\$155,000	\$190,000	\$35,000
				\$0

(CARRIED UNANIMOUSLY)
(ABSOLUTE MAJORITY)

12.1.2 Accounts for Payment – May 2019

File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager, Corporate Service
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – May 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 May 2019.

It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 May to 31 May 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*.



12.1.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 020619

Moved Cr A McPhail, seconded Cr Natale

That the list of accounts paid for the period 1 to 31 May 2019 be received, as per the following summary table:

MAY 2019		
Voucher No	Account	Amount
5227 –5229	Municipal (Cheques)	\$573.25
EFT27592– EFT 27823	Municipal (EFT)	\$915,569.24
Payroll	Municipal (EFT)	\$267,390.66
Credit Card/Superannuation	Municipal (Direct Debit)	\$47,877.27
	Total Payments	\$1,231,410.42

(CARRIED UNANIMOUSLY)

12.1.3 Elected Member Fees and Allowances 2019/20

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Salaries and Allowances Tribunal Determination 9 April 2019

Purpose

Council is requested to consider Elected Member Fees and Allowances for the 2019/20 financial year.

Executive Summary

Section 7B(2) of the *Salaries and Allowances Act 1995* requires the Salaries and Allowances Tribunal each year to determine the setting of fees, allowances and reimbursement of expenses to be paid under the *Local Government Act 1995* to Elected Members. A copy of the most recent determination, which comes into operation on 1 July 2019, is attached.

The Salaries and Allowances Tribunal recommends that each local government should conduct a remuneration review of Elected Member Fees and Allowances on an annual basis, following each determination.

Background

Elected Member Fees and Allowances are currently set as follows, in comparison to the minimum/maximum amounts determined by the Tribunal:

Fee/Allowance	Current Amount	Minimum Amount	Maximum Amount	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$7,688	\$25,342	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$7,688	\$16,367	95%
Annual Allowance - Mayor	\$25,000	\$1,025	\$36,957	68%
Annual Allowance – Deputy Mayor	\$6,250	\$256	\$9,329	67%
Annual Information Communication and Technology Allowance	\$3,000	\$500	\$3,000	86%

Consultation

Budget Forum 28 May 2019

Statutory Environment

Sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995* provide the fees and allowances applicable to Elected Members, Mayor or President and Deputy Mayor or President.

The *Local Government (Administration) Regulations 1996* prescribe further details on limits and extent of fees, allowances and expenses for reimbursement:

- Regulation 30 Meeting Attendance Fees
- Regulation 31 Expenses to be reimbursed
- Regulation 32 Expenses that may be approved for reimbursement
- Regulation 33 Annual local government allowance for mayors or presidents
- Regulation 33A Annual local government allowance for deputies
- Regulation 34 Annual attendance fees

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

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

Elected Member fees and allowances are contained within the Annual Budget.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Elected Member Fees and Allowances are contained within the Annual Budget, and any increase within the prescribed ranges will have a negligible financial impact.	Possible (3)	Insignificant (1)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	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

The Salaries and Allowances Tribunal is required each year to determine:

- The amount of fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* to elected members for attendance at meetings;
- The amount of expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the *Local Government Act 1995* to elected members;
- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the *Local Government Act 1995* to elected members.

Elected Members are entitled to the following fees and allowances:

1. Meeting Attendance Fees – either an annual allowance or per meeting fee for attendance at Council and Committee Meetings;
2. Annual Allowance for Mayor – paid in addition to meeting attendance fees and recognises a range of factors including; the leadership role of the Mayor, the statutory functions for which the Mayor is accountable, the ceremonial and civic duties required of the Mayor and the relative 'size' of the local government;
3. Annual Allowance for Deputy Mayor – 25% of the mayoral allowance;
4. Information Communication Technology – either an annual allowance (maximum \$3,500) or reimbursement of rental charges for one telephone and one facsimile machine.

12.1.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 030619

Moved Cr Nardi, seconded Cr Harrington

That Council, pursuant to sections 5.98, 5.99, 5.99A of the *Local Government Act 1995* and regulations 33, 33A 34, 34A and 34AA of the *Local Government (Administration) Regulations 1996* adopts the following annual amounts for elected member fees and allowances for the 2019/20 financial year:

Fee/Allowance	Current Amount 18/19	Maximum Amount Prescribed	Proposed Amount 19/20	% Maximum
Annual Meeting Attendance Fee – Mayor	\$25,000	\$25,342	\$25,000	99%
Annual Meeting Attendance Fee – Elected Members	\$15,500	\$16,367	\$15,500	95%
Annual Allowance - Mayor	\$25,000	\$36,957	\$28,000	76%
Annual Allowance – Deputy Mayor	\$6,250	\$9,329	\$7,000	75%
Annual Information Communication and Technology Allowance	\$3,000	\$3,500	\$3,000	86%

(CARRIED UNANIMOUSLY)

12.1.4 Schedule of Fees and Charges 2019/20

Applicant	Town of East Fremantle
File ref	F/ABT1
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Schedule of Fees and Charges 2019/20

Purpose

Council is requested to consider and adopt the Schedule of Fees and Charges for the 2019/20 financial year.

Executive Summary

In order to comply with the provisions of the *Local Government Act 1995*, all fees and charges to be levied by Council for the financial year are to be submitted for adoption by Council.

Background

West Australian local governments have the right to impose different types of charges in relation to services beyond the raising of a general rate or specified area rate, namely;

- A fee or charge under the *Local Government Act 1995*
- A waste collection rate under the *Waste Avoidance and Resource Recovery Act 2007* or
- A receptacle charge under the *Waste Avoidance and Resource Recovery Act 2007*

Legislation requires the setting of fees and charges to consider the cost of the service provided, which includes the value of the assets utilised or consumed in providing the service. The costs of providing a service should include:

- The direct operational costs of providing the services;
- An appropriate proportion of indirect costs associated with the service;
- The costs of the assets consumed in providing the service;
- A defined and appropriate rate of return or subsidy for the service; and
- Consideration of non-financial advantages and disadvantages to the community of providing the service.

Providing for the long term renewal of revenue generating assets should also be an essential element of setting fees and charges.

Consultation

Concept Forum 28 May 2019

Statutory Environment

Section 6.17 of the *Local Government Act 1995* refers to setting the level of Fees and Charges and states in part:

In determining the amount of a fee and charge for a service or for goods a local government is required to take into consideration the following factors-

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider*

Section 6.16 – 6.19 of the *Local Government Act 1995* is also relevant to the setting of fees and charges.

6.16 Imposition of fees and charges

6.17 Setting level of fees and charges

6.18 Effect of other written laws

6.19 Local government to give notice of fees and charges

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

The Schedule of Fees and Charges will be incorporated into the 2019/20 Annual Budget, and the adopted fees will be used as a basis for income projections.

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Fees and charges are not set at the appropriate level, requiring cross-subsidisation from rates revenue.	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	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

Council is requested to adopt the 2019/20 Schedule of Fees and Charges, and advertise the Schedule prior to the implementation date of 1 July 2019.

The Schedule of Fees and Charges has been reviewed by the Administration and was discussed at a Council Workshop on 28 May 2019. 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.

Council adopted its Strategic Resource Plan at the Ordinary Meeting of 21 May 2019. This Plan assumes a pricing increase of 3% per annum over the life of the Plan. This is to ensure that relativities between rates revenue and fees and charges are maintained, as the Town is heavily reliant on rate revenue to fund services, with rate revenue cover of over 77%. A 3% increase in all non-statutory fees has therefore been applied as a rule of thumb, with the exception of parking fees (no increase) and mooring pen fees (10% decrease to encourage full utilisation).

The Town has considered the following guiding principles when setting the level of fees and charges:

- Private Benefit – the service benefits particular users without any broader benefits to the community. Full cost recovery is expected.
- Public Benefit – the service provides broad community benefit. Nil to partial cost recovery.
- Shared Benefit – the service provides both community benefits and a private benefit. Partial cost recovery is expected.
- Regulatory – fee or charge is fixed by legislation.

The application of these principles to specific service areas is summarised as follows:

Service	Principle	Cost Recovery
Administration	Private	100%
Ranger Services	Private/Regulatory	100%
Fire and Emergency Services	Private/Regulatory	100%
Health Services	Private/Regulatory	100%
Planning Services	Private/Regulatory	100%
Waste Services	Private	100%
Library Services	Private	100%
Sports Ovals and Facilities	Shared	Partial
Building Services	Private/Regulatory	100%
Engineering Services	Private	100%

12.1.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 040619

Moved Cr White, seconded Cr Natale

That Council:

1. pursuant to section 6.16 of the *Local Government Act 1995*, adopt the 2019/20 Schedule of Fees and Charges as per Attachment 1.
2. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the *Building Regulations 2012*, impose a private swimming pool four yearly inspection fee of \$57.60 inclusive of GST for each property where a private swimming pool is located, charged at \$14.40 per annum.
3. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, impose the following charges for the removal and deposit of commercial waste and additional receptacle services:

Description	Fee
Refuse and Recycling Service – 2 MGBs	\$500.00 per annum
120L/240L General Waste Bin (Red Bin/Green Bin Lid)	\$250.00 per annum
240L/360L Recycling Bin (Yellow Lid)	\$250.00 per annum
Bulk Bin Services	Cost + 15%

4. requests the Chief Executive Officer give local public notice of the Schedule of Fees and Charges, pursuant to section 6.19 of the *Local Government Act 1995*, with an implementation date of 1 July 2019.

(CARRIED UNANIMOUSLY)

(ABSOLUTE MAJORITY)

12.1.5 East Fremantle Lawn Tennis Club Proposed Upgrade to a Community Facility

File ref	R/RSB3
Prepared by	Karen Dore, Economic & Community Development Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. 'Request for New or Capital Upgrade to Community Building' application form2. EFLTC Redevelopment Project Plan3. Redevelopment Drawings Stage 14. SportAus land owner consent form5. EFLTC 5 Year Business Plan6. Building Assessment Report – EF Recreation Facilities

Purpose

Council is requested to provide in-principle support for the proposed building improvements (Stage 1) to the East Fremantle Lawn Tennis Club, by authorising the Chief Executive Officer to sign the SportAus Community Sport Infrastructure Grant Landowners Consent Form, and making a budget provision of \$100,000 in the 2019/20 Annual Budget.

Executive Summary

The Tennis Hall is managed by the East Fremantle Lawn Tennis Club (EFLTC), under a twenty year lease, as a community asset. The Club also sub-leases the Hall for various sporting, recreational and social activities, which provides the Club with an alternative income stream to assist with their sustainability.

The proposal is to improve the amenity of the hall, both visually and including the functionality of the building and access, for the benefit of users and the wider community. The majority of the works proposed will be internal, however a new entry statement is proposed, along with an extended alfresco deck to the north of the building facing the river.

The Club were recently successful in an application to the SPORTAUS Community Sport Infrastructure Grant Program, being the recipients of \$200,000 towards the proposed \$380,000 project.

Background

The East Fremantle Lawn Tennis Club Hall is fifty-five years old and last underwent renovations approximately twenty-five years ago.

The Club have been working on the proposal for over eighteen months and have formed a Redevelopment Sub-committee to progress the short and long term redevelopment of the club facilities.

The proposed Hall upgrade is Stage 1 of a possible four-stage project.

1. Hall Upgrade
 - a. Extend deck and roof
 - b. Replace northern doors
 - c. Improve access and entry statement

- d. Weatherproof toilet access
- e. Renovate bathrooms and kitchen
- f. Minor carpark extension
2. Clubroom Upgrade
3. Rusted Grass-Court Use (speculative and long term)
4. New Clubhouse Development (speculative and long term)

Consultation

A presentation was provided (28/05/19) by the EFLTC to elected members and senior staff on the proposed building works (Stage 1).

EFLTC Hall Users

Consultation has also been undertaken with the community during the Preston Point Road North Recreation Precinct Master Plan process.

Statutory Environment

All proposed external modifications including deck, access upgrades, roof, bin shelter and entry statement upgrades are located in a Reserve and will require a formal application for development approval to be lodged with the Town and final determination of the proposal will be by The Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

Policy Implications

2.2.2 Requests for New or Capital Upgrades to Existing Community Buildings

- *Value for money*
A successful funding application, along with a substantial in-kind commitment by the Club means that the \$350,000 project requires a 30% investment by the Town of East Fremantle
- *Sustainable utilisation levels*
Apart from the Tennis Club, the Hall is also used by Taoist Tai-Chi, Line Dancing, Freo Table Tennis Club, Yoga and for private event bookings
- *Provide 'fit for purpose use'*
The refurbished toilets and kitchen will provide cleaner, healthier facilities for all users, the enlarged deck and bifold doors will greatly enhance the amenity of the facility
- *Meet current Building Standards*
The refurbishment will be undertaken in consultation with Council Health / Building Officers with additions designed and constructed to meet Building Standards
- *Minimise impacts from activities held in the buildings that may adversely affect local residents*
There will be no change to the impact other than greater use of carparks adjacent to Club

Financial Implications

Budget provision of \$100,000 in the 2019/20 Annual Budget.

Project Budget

(Income)

SPORTAUS Community Sport Infrastructure Grant Program	\$200,000
Town of East Fremantle	\$100,000
East Fremantle Tennis Club	\$ 50,000
Other – (EFTC) In Kind	\$ 30,000
Sub total	\$380,000

(Expenses)	
Stage 1*	\$380,000
Sub total	\$380,000
Project Surplus/(Deficit)	\$ 0

*Stage 1 – *“Improvements to the Club Hall including extension of the balcony, renovations to kitchen and toilet/shower facilities and general renovations to improve the visual appeal of the hall interior and exterior, including a revamped western entrance to the Tennis Club”.*

If the proposal is supported by Council an allocation of \$100,000 will be made in the 2019-2020 Budget.

Strategic Implications

Community Strategic Plan 2017-2027:

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

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

Town of East Fremantle Recreation & Community Facilities Strategy:

- 1. Priority will be given to infrastructure which meets the needs of the broader East Fremantle community and has higher levels of use and community access.*
- 2. Priority will be given to developing recreation and community hubs which cater for multiple activities and user groups.*
- 3. Priority will be given to infrastructure projects which are supported by a master plan, feasibility study and/or business plan.*
- 4. Priority will be given to the development of flexible, multipurpose, multiuse infrastructure over single purpose, infrastructure.*
- 5. Priority will be given to infrastructure which demonstrates financial, environmental and social sustainability.*
- 6. Priority in the allocation of Council funding, and Council support to external funding bodies, will be given to multiuse and multifunctional infrastructure.*
- 7. Priority will be given to funding infrastructure maintenance which allows general community access.*
- 8. Priority will be given to upgrading infrastructure to ensure it is fit for purpose, rather than developing new facilities, except when infrastructure has reached the end of its useful life.*

Site Inspection

The Town has engaged the services of a building inspector to ensure the building is structurally sound.

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 grant funding received by the EFLTC (\$200k) will be lost if the Council's contribution (\$100k) is not provided.	Unlikely (2)	Minor (2)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

Risk Matrix

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

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

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

Comment

Following the finalisation and endorsement of the *Preston Point Road North Recreation Precinct Master Plan* the Town of East Fremantle will be better placed to strategically evaluate any proposed development proposals, including allocating potential funding, for the Precinct into the future.

However, in the interim, to enable the East Fremantle Lawn Tennis Club to improve their facilities for their members and the community, it is recommended that the proposed building works be supported and council provide a contribution of \$100,000, subject to the proposal obtaining the relevant statutory approvals from the Town and The Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service.

As part of the preparation of the Preston Point Road North Recreation Precinct Master Plan, a consultant was engaged to undertake a building assessment of recreation facilities contained within the precinct, limited to the East Fremantle Lawn Tennis Club, East Fremantle Tricolore Soccer Club and Leeuwin Sea Scouts Shed. This assessment was a visual inspection only and did not assess the structural integrity of the building as this would have required a more invasive and detailed inspection. A refurbishment cost of \$81,489 was estimated, which would address a number of maintenance items, most of which are included in the Stage 1 proposal (see attached Building Assessment Report).

In respect to queries raised by elected members:

- *The EFLTC would be requested to include a Council representative on their development subcommittee*
- *Should further investigation reveal a funding shortfall, the matter would come back to Council for further consideration*
- *It was understood that the Tennis Club's in-kind contribution would entail professional services such as engineering and architectural expertise, however, this aspect would be monitored.*

12.1.5 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 050619

Moved Cr Collinson, seconded Cr White

That Council:

- 1. provides in-principle support for the Stage 1 refurbishment of the East Fremantle Lawn Tennis Club (EFLTC) building as detailed on Plan 1747 dated 25/05/18, subject to development approval being obtained from the Department of Biodiversity, Conservation and Attractions.**
- 2. makes provision of \$100,000 for the proposed EFLTC building works (Stage 1) in the 2019/20 Annual Budget.**
- 3. authorises the Chief Executive Officer to sign the SPORTAUS Community Sport Infrastructure Grant Landowners Consent Form.**
- 4. requests a funding agreement be prepared between the East Fremantle Lawn Tennis Club and the Town for the \$100,000 contribution. Conditions of funding to include a requirement for a detailed Project Management and Procurement Plan and any other conditions as considered necessary by the Chief Executive Officer.**
- 5. authorises the Chief Executive Officer to sign the funding agreement, subject to receiving written approval from Department of Biodiversity Conservation and Attractions for the proposed building works.**
- 6. directs no building works to commence prior to:**
 - a. development approval being obtained from the Town and Department of Biodiversity, Conservation and Attractions for all external modifications to the building;**
 - b. the execution of the funding agreement refer to above (4); and**
 - c. the Town receiving an application for a Building Permit and issuing the Building Permit for the proposed building works.**

(CARRIED UNANIMOUSLY)

12.1.6 Funding Request – Glyde-In Community Learning Centre

File ref	P/GLY42
Prepared by	Janine May, EA to Chief Executive Officer
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Annual Report to Council.

Purpose

Council is requested to consider a further request from Glyde-In Community Learning Centre to increase the cash funding approved for 2019/20 by \$3,000, with the removal of the allocated in-kind support (\$3,000).

Executive Summary

To consider an increase in the level of funding (cash contribution) approved by Council for the Glyde-In Community Learning Centre in May 2019, and removal of the in-kind support.

It is recommended that Council consider providing a further cash increase in-line with the Council's proposed 2019/20 Rates increase of 2.4%, which equates approximately to an additional \$2,000, and removes the allocated in-kind support as requested.

Background

Following an \$88,000 budget request from Glyde-In for the 2019/20 year, Council at its meeting held on 21 May 2019 resolved:

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).*
3. *authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to the 3 year Funding Agreement.*

On 29 May 2019 the attached email was received from the Glyde-In Chair, Mal Christison, advising that they had no requirement for the in-kind support offered (printing and mail out of course programs) and requesting that the \$3,000 be a cash contribution, in addition to the \$85,000 previously approved.

Mr. Christison's email states;

"I refer to our recent conversation where you advised me that the Council Meeting of May 21, 2019, resolved to increase annual funding for the Glyde-In from \$84,000 to \$85,000 per annum plus \$3,000 in kind. While we are most grateful for this increase, we were surprised by the outcome because we made no request for payment-in-kind. We are at a loss to understand how we could use so much in-kind support because we have our own resources for photocopying and mail-outs. We would prefer to receive this \$3,000 as funding, as requested because we are incurring additional costs in running the centre and we need this revenue to balance our books, as shown in the attached Budget Report.

CPI has eroded our Council funding causing us, in part, to seek this increase. Our history of annual Council funding shows that in 2014/5 we received \$86,721, which dropped to \$81,500 in 2015/16. In the 2016/17/18 years, we received \$84,000pa. So we have not received an effective CPI increase since 2014/15.

We sincerely hope that we have provided sufficient justification for the Council to reallocate these funds from in-kind to actual and that we can continue to provide a most cost-effective and comprehensive programme of learning activities to our community while remaining financially viable."

Consultation

Elected member briefing session 11 June 2019.

Statutory Environment

Section 6.2 of the *Local Government Act 1995*. – Annual Budget

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

A 3-year funding agreement was agreed to at the May Council Meeting, 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 the requested extra funding for the Glyde-In	Possible (3)	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	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Comment

In light of the valuable services provided by the Glyde-In Community Learning Centre, Council are requested to give consideration to their request and provide a further increase in-line with the proposed (2019/20) Rates increase of 2.4%. This would equate to approximately a further \$2,000 increase to the already approved \$85,000 (cash) funding (May Council Meeting), bringing the total 2019/20 Budget cash contribution to \$87,000 with no in-kind contribution.

12.1.6 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 060619

Moved Cr Collinson, seconded Cr Harrington

That Council resolve:

- 1. to approve a total budget allocation (cash) of \$87,000 with no in-kind contribution for the Glyde-In Community Learning Centre, for inclusion in the 2019/20 Budget.**
- 2. the proposed Glyde-In Community Learning Centre 3 year Funding Agreement be amended accordingly, and include a provision for an annual CPI increase for future cash contributions - (2020/21) onwards.**

(CARRIED UNANIMOUSLY)

12.2 GOVERNANCE

12.2.1 Town of East Fremantle Corporate Business Plan 2019-2023

Applicant	Town of East Fremantle
File ref	A/RSCP
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Date of Meeting	18 June 2019
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Town of East Fremantle Corporate Business Plan 2019-2023

Purpose

This report recommends that Council adopt the attached Corporate Business Plan pursuant to Regulation 19DA of the *Local Government (Administration) Regulations 1996*.

Executive Summary

All Western Australian local governments are required to prepare a Plan for the Future for their district, comprising of two key strategic documents, a Strategic Community Plan and Corporate Business Plan, which the local government is required to have regard for when forming its annual budget.

Council adopted the biennial review of Strategic Community Plan 2017-2027 at its Ordinary Meeting of 19 September 2017. Together, with the attached Corporate Business Plan 2019-2023, it forms the Town of East Fremantle's Plan for the Future.

Background

Council last reviewed its Corporate Business Plan at its Ordinary meeting held on the 18 December 2018.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires the following, amongst other things:

- A local government is to ensure that a corporate business plan is made in respect of each financial year;
- A corporate business plan is to cover the period specified in the plan, which is to be at least 4 financial years;
- A local government is to review the current corporate business plan every year;
- A local government may modify a corporate business plan because of modification of the local government's strategic community plan;
- A council is to consider a corporate business plan, or modifications of such a plan, and determine whether or not to adopt the plan or the modifications.

A new Corporate Business Plan has now been prepared in line with the above requirements.

Statutory Environment

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of the district. The requirements are spelled out in Regulations 19C and 19DA of the *Local*

Government (Administration) Regulations 1996, which requires the preparation and adoption of a Strategic Community Plan and Corporate Business Plan.

Policy Implications

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

Financial Implications

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

Strategic Implications

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

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)
Delivery of actions within the Corporate Business Plan will be subject to the appropriate allocation of human and financial resources, set as part of the Annual Budget process. Inadequate resourcing will lead to non-delivery.	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected < 1 month	Manage by annual review.

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

Comment

Achieving the community's vision and the Town's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of the Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. The statutory Budget for the 2019/20 financial year will be presented to the July Ordinary Council Meeting.

Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents:

- Workforce Plan
- Strategic Resource Plan
- Asset Management Plans
- Long Term Financial Plan

In accordance with statutory requirements, the Corporate Business Plan will be reviewed and updated annually to assess the progress of projects, and to realign the Plan's actions and priorities based on current information and available funding.

12.2.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 070619

Moved Cr White, seconded Cr Natale

That Council, pursuant to section 5.56 of the *Local Government Act 1995* and Regulation 19DA of the *Local Government (Administration) Regulations 1996*, adopt the Town of East Fremantle Corporate Business Plan 2019-2023, as presented.

(CARRIED UNANIMOUSLY)
(ABSOLUTE MAJORITY)

12.2.2 Policy Review

File ref	A/POL1
Prepared by	Janine May, EA to CEO
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date	18 June 2019
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Policies recommended for revocation.

Purpose

Council is requested to consider the revocation of a number of obsolete policies.

Executive Summary

To consider removing thirty three Council Policies that are no longer considered relevant or appropriate.

A summary table of all proposed policies that have been identified for revocation has been provided below and details the reasons for recommending their revocation.

Background

A recent review of Council policies has identified there are a number of outdated policies that are not relevant, and/or are covered by legislation.

Consultation

Elected member briefing session 11 June 2019.

Statutory Environment

Section 2.7 2(b) *Local Government Act 1995*

(2) Without limiting subsection (1), the council is to —

- (a) oversee the allocation of the local government's finances and resources; and*
- (b) determine the local government's policies.*

Policy Implications

As part of this review, it is proposed that all remaining policies within the current Policy Register will be renumbered into the following categories:

- Governance
- Corporate Services
- Regulatory Services
- Operations

Financial Implications

Nil.

Risk Implications

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not agree to revoke the listed Policies	Rare (1)	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	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

Strategic Implications

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

STRATEGIC PRIORITY 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency

5.1.1 Strengthen governance, risk management and compliance

5.1.3 Improve the efficiency and effectiveness of services.

Site Inspection

Not applicable.

Comment

The following Policies are considered redundant and are recommended for revocation:

Policy No	Policy	Last Review	Comments
001	Hall & Sports Ground Hire	1997	Hiring of Council facilities is covered by the Town's <i>Public Places & Local Government Property Local Law 2016</i>
007	Multiple Dogs – Application to Keep More than Two	1997	New Policy currently being developed. Is covered under Delegation DA75 Dog Registration <i>(vi) grant an exemption from the limit imposed on the number of dogs that can be kept (s26(3))</i>
053	Delegation of Authority – Health Act	1992	The Health Act 1911 has been replaced by the Health (Miscellaneous Provisions) Act 1911. Authorised persons covered by Delegation DA37 and DA38 issue infringements.
057	Advisory Panel on Town Planning & Building Matters	1993	Planners (DA29) and Town Planning Committee (DA73) have delegated powers to determine planning applications, subject to conditions. Also replaced by Policy 3.1.6 Community Design Advisory Committee.
067	Control of Building Sites	1997	The policy requirements within the policy are covered under various planning, building and health legislation including: <ul style="list-style-type: none"> • <i>Planning and Development Act</i> • <i>Planning and Development Regulations</i> • <i>Residential Design Codes</i> • <i>Building Codes of Australia</i> • <i>Building Act</i> • <i>Environmental Protection (Noise) Regulations 1997</i> • <i>Policy 3.1.2 Noise Attenuation</i>
097	Significant Events	1998	Duplication of legislative requirements. New events guide has been created and is publicly available on our website.
102	East Fremantle Oval – Hours of Use	1997	Noise complaints are dealt with under the <i>Environmental Protection (Noise) Regulations 1997</i> and noise matters covered in Policy 3.1.2 Noise Attenuation.
113	Street Trees	2005	Clause 67 of the Planning & Development Regulations 2015 'Matters to be considered by local government' states: <i>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.</i> Applications for development approval are assessed on their own merit and any tree removal will be assessed in conjunction with the development application. The Town is currently drafting an Urban Streetscape and Public Realm Style Guide which

			will provide further direction in relation to this matter and will provide recommendations for Council to implement. It is envisaged this document will guide any future Urban Forestry policies in the future.
133	Visitor, Temporary and Residential Parking Permits	2000	The ability to issue a parking permit is covered in the <i>Parking Local Laws 2016</i> . Commercial parking specifications and requirements are addressed in the Town's Local Planning Scheme. The Residential Design Codes provide residential car parking requirements. New development applications are assessed on the merit of the development proposal, considering such aspects as car parking provided onsite, end of trip facilities, street car parking and public transport routes
136	Road Safety Audits	2003	Road Safety Audits are undertaken as safety concerns arise. Any major developments are required to provide a traffic impact assessment as a condition of development approval to ensure the proposal does not cause undue traffic consequences. The Town improves its road network according to Australian Standards and best practice. An Integrated Traffic Management & Movement Strategy is being undertaken by Council to review traffic, parking, and cycle and pedestrian movements. This Strategy will review traffic movements and accident prone areas, as well as assessing areas of conflict between various road users. The Strategy will provide recommendations for Council to implement.
137	Public Question Time	2003	Public question time is provided in the Meeting Procedure Local Law 2016 and the <i>Local Government Act 1995</i> . Council's website and agendas provide guidance as to the operation of Public Question Time.
147	Town of East Ftle – Internal Procedures – Obligations under the <i>Public Interest Disclosure Act 2003</i>	2005	This is an internal document (procedure) and should not be included as a Council Policy.
F1.1	Setting Objectives	2008	Covered under <i>Local Government Act 1995 – Plan for the Future (SCP)</i>
F1.2	Forward Planner	2008	Covered under <i>Local Government Act 1995 & Regs 19C and 19 DA – Plan for the Future (SCP)</i> , Asset Management Plan, Corporate Business Plan and Workforce Plan.
F2.1	Rate Increases	2008	Council reviews the budget deficiency required to be funded from rates on an annual basis as part of the review of the Corporate Business Plan and strategic Resource Plan.

F2.3	Elimination of Overdraft	2008	Council does not operate an overdraft, nor does it have the need.
F2.4	Budget for a Minor Surplus Each Year	2008	Strategic Resource Plan has been adopted, which is effectively a 15 year balanced budget, surplus of \$0 each year.
F2.6	Budget Preparation Timetable	2008	Outdated. Policy does not consider IPRF requirements/framework.
F4.1	Interest Charges on Late Payment of Rates	2008	Should be a budget decision for Council each year.
F4.2	Interest Charge on Payment of Rates by Instalments	2008	Should be a budget decision for Council each year.
F4.3	No discount for Early Payment of Rates	2008	Should be a budget decision for Council each year.
F4.4	Administration Charge Applicable to Payment by Instalments	2008	Should be a budget decision for Council each year.
F4.5	Interim Rates – Minimum Level	2008	Superseded by Policy 4.4.2 Debt Collection. CEO & EMCS have delegated authority to write off small balances.
F4.6	Collection of Outstanding Rates	2008	Superseded by Policy 4.4.2 Debt Collection.
F5.1	Office Equipment Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F5.2	Plant and Vehicle Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F5.3	Leave Provision Reserve	2008	Council elected to no longer maintain this Reserve as part of 2018/19 budget adoption. Policy not required as current leave provisions are effectively cash backed by virtue of net current asset position.
F5.4	Building and Infrastructure Reserve	2008	All Reserve Policies can be revoked as Reserves are established as part of the Annual Budget. EMCS looking to introduce a replacement Policy on Reserves.
F6.1	Debt Servicing Ratio	2008	EMCS to present a replacement Policy on Borrowings.
F6.2	Self-supporting Loans	2008	Included in Policy 2.2.2 Requests for New or Capital Upgrades to Existing Community Buildings.
F8.7	Significant Accounting Policies	2008	Is updated annually as part of the preparation of the Annual Financial Statements.
RM01	Management, Storage and Public Accessibility of Heritage Assessment Records	2000	Policy is incorporated in the Town's Records Management Plan.
RM02	Record Keeping	2004	Policy is incorporated in the Town's Records Management Plan.

The following remaining outdated Policies are currently being reviewed and reformatted:

Policy No	Policy	Last Review
007	Multiple Dogs – Application to Keep More than Two (<i>Original Policy to be revoked see above</i>)	1997
134	Directional Signs	2003
F2.2	Rubbish Collection Charge – Domestic Service – No Separate Charge	2008
F8.3	Employee Use of Council Equipment	2008
F8.5	Motor Vehicle Acquisition & Usage	2008

12.3.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 080619

Moved Cr Natale, seconded Cr Nardi

That Council resolve to revoke the following policies, and update the Policy Register accordingly:

- 001 Hall Sports Ground Hire
- 007 Multiple Dogs – Application to Keep More than Two
- 053 Delegation of Authority – Health Act
- 057 Advisory Panel on Town Planning & Building Matters
- 067 Control of Building Sites
- 097 Significant Events
- 102 East Fremantle Oval – Hours of Use
- 113 Street Trees
- 133 Visitor, Temporary and Residential Parking Permits
- 136 Road Safety Audits
- 137 Public Question Time
- 147 Town of East Fremantle – Internal Procedures – Obligations under the *Public Interest Disclosure Act 2003*
- F1.1 Setting Objectives
- F1.2 Forward Planner
- F2.1 Rate Increases
- F2.3 Elimination of Overdraft
- F2.4 Budget for a Minor Surplus Each Year
- F2.6 Budget Preparation Timetable
- F4.1 Interest Charges on Late Payment of Rates
- F4.2 Interest Charge on Payment of Rates by Instalments
- F4.3 No discount for Early Payment of Rates
- F4.4 Administration Charge Applicable to Payment by Instalments
- F4.5 Interim Rates – Minimum Level
- F4.6 Collection of Outstanding Rates
- F5.1 Office Equipment Reserve
- F5.2 Plant and Vehicle Reserve
- F5.3 Leave Provision Reserve
- F5.4 Building and Infrastructure Reserve
- F6.1 Debt Servicing Ratio
- F6.2 Self-supporting Loans
- F8.7 Significant Accounting Policies
- RM01 Management, Storage and Public Accessibility of Heritage Assessment Records
- RM02 Record Keeping.

(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 7.53pm.

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

16 July 2019
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Presiding Member