



MINUTES

Council Meeting

Tuesday, 20 October 2020 at 6.32pm

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**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135
CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 20 OCTOBER 2020**

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.32pm

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. RECORD OF ATTENDANCE

3.1 Attendance

The following members were in attendance:

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

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 L Collett	Communications & Marketing Officer
Ms J May	Minute Secretary

There were 3 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

5.2.1 Mr Paul Kreppold, 1 View Terrace

Mr Kreppold submitted the following public questions:

1. Is the council going to take measures to discourage its own contractors from failing to park on the left of a two-way carriage way?
2. Given the above reasoning will the council continue to allow its contractors to expose the council to liability?
3. If the council continues to use contractors to do verge cleans, how will the council satisfy its culpability?
4. Why does the council give its contractors preferential treatment over its residents?
5. Why did the council tacitly approve the contractors transgression by not stopping it as they were advised early in the morning?
6. What further avenues of appeal are available to seek equitable conduct from the council for residents versus council contractors?
7. Is the council able to answer the above questions in writing.

Mayor O'Neill provided the following responses, prepared by the CEO:

1. *Yes, this type of work practice for bulk waste collection will not be tolerated, and the contractor has been advised accordingly.*
2. *No, as mentioned above the contractor has been instructed to stop the practice immediately. In addition, the service will now be reviewed.*
3. *As mentioned above, the service delivery will now be reviewed to ensure any future works by contractors is undertaken in accordance with appropriate operating standards and in compliance with the Road Traffic Act and the Town Local Laws at all times.*
4. *Council does not give preference to any road users. The Town's Administration was not aware of the contractor's conduct in relation to its collection practices (no previous known complaints) and upon being informed has contacted the contractor requesting immediate action.*
5. *It is understood that the Officer who received the call was unclear about the complaint and requested further information in writing with photographs. Our records indicate your email was received Saturday evening, and the contractor was contacted today. However, given the matter involves public safety this should have been addressed sooner, as such, our reporting processes in relation to such matters will now also be reviewed.*
6. *As previously advised the Town's contractor has not been treated differently and has also been fined for a parking indiscretion. There are no further grounds for appeal with Council.*
7. *Normal protocol is that written responses are only provided when answers are not available at the Council Meeting, these responses will be recorded in the Council's minutes of this meeting.*

6. PRESENTATIONS/DEPUTATIONS

6.1 Presentations

Nil.

6.2 Deputations

6.2.1 Mr Bryn Jones (City of Fremantle Councillor) – Minute No 13.2 Cr Collinson – New Fremantle Traffic Bridge

Mr Jones outlined the history of City of Fremantle's involvement with Main Roads WA in regard to this project and advised of the City's recent resolution seeking a pause in the current design and procurement process to enable a proper and meaningful community engagement process on a range of options for the project by State Government.

The impact of the current plan on the residents of North Fremantle was of great concern.

Mr Jones stressed that it was not the City's intention to provide alternative design options but to ensure that consultation process is not rushed to allow all options to be looked at, resulting in the best possible outcome for the community.

6.2.2 Mr Robert Delves (Convenor-Fremantle Bicycle User Group) – Minute No 13.2 Cr Collinson – New Fremantle Traffic Bridge

Mr Delves advised that his Group provides recommendations on where infrastructure changes should be made to make cycling safer and encourage more people to ride.

He advised he had consulted with many cyclists who found it difficult to get onto the Bridge and to cross the river. Pedestrians had the same issue.

Mr Delves supported City of Fremantle's call for a pause and greater consultation.

The Group was seeking:

- priority shared paths (attached to the rail bridge) across Tydeman Road and then across the river to Fremantle
- the retention of the heritage of the old Traffic Bridge. The structure should provide a place for cyclists and pedestrians to linger, vegetation spaces etc. the main replacement bridge being limited to two lanes.

The Group did not have a strong view on providing cyclist access on the new bridge.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Meeting of Council (15 September 2020)

8.1 OFFICER RECOMMENDATION

Moved Cr Harrington, seconded Cr Donovan

That the minutes of the Ordinary meeting of Council held on Tuesday, 15 September 2020 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY)

9. ANNOUNCEMENTS BY THE PRESIDING MEMBER

Mayor O'Neill reported having attended the following events and thanked staff involved in the Council functions:

- Strategic Community Plan Review Workshop – East Fremantle Yacht Club (16/9/20)
This event was well attended.
- Peace Pole Opening – Merv Cowan Park (20/9/20)
Special thanks to Wendy Wisniewski and members of the Bahai
- Swan River Crossing Information Session – (21/9/20)
- East Fremantle Yacht Club Opening (27/9/20)
- East Fremantle Croquet Club Opening (10/10/20)
- East Fremantle Lawn Tennis Club Opening (10/10/20)
Elected members were encouraged to visit the Club and look over the renovations.
- Strategic Community Plan Business Breakfast – Swan Yacht Club (15/10/20)
This event was very well attended by business owners.
- Lisa O'Malley MLA (17/10/20)
- Function preparing for her pre-election campaign.
- Henry Jeffery Oval Clubroom Renovations Opening (17/10/20)
Fantastic event with a huge crowd in attendance.

10. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil.

11. REPORTS AND RECOMMENDATIONS OF COMMITTEES

11.1 Town Planning Committee Meeting (6 October 2020)

File ref	C/MTP1
Prepared by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Town Planning Committee Minutes

Purpose

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

Executive Summary

The Committee, at its meeting on 6 October 2020, exercised its delegation in three statutory matters where at least four members voted in favour of the Reporting Officer's recommendations.

Consultation

Town Planning Committee.

Statutory Environment

Nil.

Policy Implications

Nil.

Strategic Implications

Nil.

Site Inspection

Not applicable.

Comment

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

11.1 COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION 011020

Moved Cr Collinson, seconded Cr Natale

That the unconfirmed Minutes of the Town Planning Committee Meeting held on 6 October 2020 be received.

(CARRIED UNANIMOUSLY)

12. REPORTS

12.1 PLANNING

12.1.1 Urban Streetscape and Public Realm Style Guide

File ref	A/USPR
Prepared by	Executive Manager Regulatory Services Andrew Malone
Supervised by	Chief Executive Officer Gary Tuffin
Meeting Date	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Draft Urban Streetscape and Public Realm Style Guide2. Draft Urban Streetscape and Public Realm Style Guide Pamphlets3. Community Engagement Checklist

Purpose

The purpose of this report is to present Council with the draft Urban Streetscape and Public Realm Style Guide Pamphlets and the Guide itself for the purposes of being advertised for public comment.

Executive Summary

The Urban Streetscape and Public Realm Style Guide combines three documents, the Contextual document, the Urban Streetscape and Public Realm Style Guide (Style Guide) and the Precinct Pamphlets which when combined supplements the local planning strategy, policy and urban design principles with a set of appropriate and consistent design guidelines for public spaces to include such aspects as materials, verges, public furniture etc.

Background

The Style Guide aims to guide those involved in the creation and enhancement of urban spaces within the public realm, including local government, developers, project managers, designers, community groups and residents engaged in the use, design, implementation and ongoing management and maintenance of public spaces. The Style Guide will set a consistent approach for Council, owners, residents and developers to enable a consistent and appropriate design of public spaces within the community.

UDLA was engaged by Council in January 2019 to undertake the Urban Streetscape and Public Realm Style Guide and was worked closely with administration to develop a set of guidelines which recognises the distinct attributes of East Fremantle but also those characteristics of the individual precincts.

Consultation

- Elected members
 - Chief Executive Officer
 - Project Coordinator
 - Urban Project Planner
 - Operations Manager
-

UDLA has undertaken several Forum presentations to Elected Members regarding Style Guide.

The Style Guide will be advertised for a period of approximately six weeks until Friday 4 December 2020. During this time a drop-in session will also be held with UDLA. Council will also develop a You Tube video to inform the community.

Statutory Environment

Nil

Financial Implications

Nil

Risk Implications

No significant risk identified.

Strategic Implications

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

Strategic Priority 3 – Built environment – Accessible, well planned built landscapes which are in balance with the Town’s unique heritage and open space.

- 3.1 *Facilitate sustainable growth with housing options to meet future community needs*
 - 3.1.1 *Advocate for a desirable planning and community outcome for all major strategic development sites.*
 - 3.1.2 *Plan for a mix of inclusive diversified housing options.*
- 3.2 *Maintaining and enhancing the Town’s character*
 - 3.2.1 *Continue to improve asset management practices*
- 3.3 *Plan and maintain the Town’s assets to ensure they are accessible, inviting and well connected.*
 - 3.3.1 *Continue to improve asset management practices*
 - 3.3.2 *Optimal management of assets within resource capabilities*
 - 3.3.3 *Plan and advocate for improved access and connectivity*

Site Inspection

Not applicable

Comment

The Style Guide combines three documents. The Context documents objective was to:

- describe the existing conditions of the public realm relevant to the streetscape and public realm character and style.
- provide relevant background information related to the precinct character to assist in developing the Style Guide document.

The Recommendation of the Contextual document was to:

- conserve and protect character and heritage;
- harmonise with streetscape;
- improve the Urban Forest & Tree Canopy;
- consolidate streetscape materials; and
- identify a Public Open Space Hierarchy for the Town’s parks.

Upon completion of the Contextual document, and based on the analysis of the document the Urban Streetscape and Public Realm Style Guide was developed with the purpose to provide:

1. Consistency
 - consistent style and design palette for future works to the public realm and streetscape.
2. Character
 - design guidelines that enhance and celebrate the unique Town's character, recognising and responding to identified areas or precincts of a similar nature.
3. Safety and Comfort
 - create comfortable and safe places for people to use which encourage walking, cycling and use of public transport.
4. Quality
 - Provide clear guidance to those involved in designing and constructing public realm spaces on the quality of design expected.

A summary of the Style Guide can be broken down into the following key areas:

1. Protected Heritage and Enhanced Character
 - Enhance and celebrate the Town's heritage and character, recognising and responding to individual precincts.
2. Improved Streetscapes
 - Safer and accessible streetscapes for all ages, with an increased tree canopy for green, shaded and cooler streets.
3. Quality
 - A consistent approach to the quality of finishes that can be utilised broadly across the Town.
4. Strategic Vision and Direction
 - Strengthen the Town's Strategic Vision, and align with Community Scorecard feedback.
5. Consolidation
 - Consistent and consolidated palette of materials, with a clear direction and rationale for design decisions within the Town.

Upon the completion of the Style Guide, UDLA developed the Style Guide Precinct Pamphlet, which provided a shorter review of the Style Guide for the public. The Pamphlets are to be utilised in the Welcome Packs provided to new residents in the Town and as a general information tool. An overview of the Pamphlets is to:

- provide information for residents on footpaths, crossovers, street trees, and verges etc.
- provide a 'Whole of Town' approach, however tailored for each Precinct;
- utilise Towns existing brand and marketing templates for a Precinct Style Guide;
- provide concise, clear and graphical illustrations and easy to read content as a short and easy to understand Style Guide for each Precinct; and
- provide Council with a succinct Style Guide which can be distributed to new residents as part of a 'welcome pack' for residents.

It is recommended that Council accept the draft Urban Streetscape and Public Realm Style Guide Pamphlets and the Style Guide subject to being advertised to the community for comment. An extended comment period is provided greater than the usual 21 days to facilitate community engagement and a drop-in session for community members.

12.1.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 021020

Moved Cr M McPhail, seconded Cr Collinson

That Council:

- 1. advertise the draft Urban Streetscape and Public Realm Style Guide Pamphlets and Guide for public comment for a period until Friday 27 November 2020.**
- 2. notes a further report will be provided to Council at the completion of the public submission period outlining the outcomes of the public advertising.**

(CARRIED UNANIMOUSLY)

12.1.2 Authority to Affix the Common Seal – Assumption Deed – No. 180 (Lot 100) Canning Highway, East Fremantle

Applicant	Herbert Smith Freehills Lawyers
Owner	Caltex Petroleum P/L
File ref	P/CAN180
Prepared by	Christine Catchpole, Senior Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting Date:	20 October 2020
Voting requirements:	Simple Majority
Documents tabled	Nil
Attachments	1. Location Plan 2. Assumption Deed dated 10 September 2020

Purpose and Executive Summary

The purpose of this report is to authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal of the Town in respect to the following document:

- Assumption Deed: No. 180 (Lot 100) Canning Highway, East Fremantle.

Consultation

No community engagement/consultation is required.

Statutory Environment

Transfer of Land Act, 1893 (as amended)

Local Government Act, 1995

Strategic Implications

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

Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.1.1 Strengthen governance, risk management and compliance.

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

5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance.

5.3.1 Deliver community outcomes through sustainable finance and human resource management.

5.3.2 Improve organisational systems with a focus on innovation.

5.3.3 Increased focus on strengthening fostering a positive customer service experience.

Risk Implications

Nil.

Site Inspection

N/A

Comment

In 2004 Caltex applied for a development approval to undertake works on the site outlined in Attachment 1. As a portion of the site is reserved for the purposes of road widening under the Metropolitan Region Scheme, the development approval was granted subject to the original owner, the Town of East Fremantle and the WAPC entering into a Deed which acknowledged that the reserved land may be resumed and removed all liability from the Town and the WAPC in respect of compensation claims in the event the reserved land was resumed.

Further to the above:

- When the property was sold to Caltex in 2006, an Assumption Deed dated 11 January 2007 was entered into between the parties under which the current owner took over the obligations and rights of the original owner.
- The current owner is proposing to sell the property and pursuant to clause 2.4 of the Deed of Covenant, the current owner must not sell the property unless:
 - it has obtained written consent of the Town and the WAPC; and
 - it procures the execution of a Deed, similar to the Deed of Covenant, under which the incoming proprietor takes over the obligations and rights contained in the Deed.

Herbert Smith Freehills have prepared the Assumption Deed (refer to Attachment 2). In general, the intent and form of the Deed is similar to the Assumption Deed dated 11 January 2007. The Town's lawyers, McLeods Barristers and Solicitors have vetted the attached Deed on behalf of the Town and forwarded the final version prepared by Herbert Smith Freehills for execution.

The Town will also become a caveator in respect to the Assumption Deed. The caveat will need to be registered on the Certificate of Title. McLeods will attend to this matter in due course. All costs associated with the Deed and the caveat will be met by the prospective purchaser.

In light of the above it is recommended that Council authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal in relation to the Assumption Deed at No. 180 (Lot 100) Canning Highway, East Fremantle and any other documents pertaining to the registration of a caveat on the Certificate of Title.

12.1.2. OFFICER RECOMMENDATION/COUNCIL RESOLUTION 031020

Moved Cr A McPhail, seconded Cr Natale

That Council authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal in relation to:

- 1. the 'Assumption Deed' for No. 180 (Lot 100) Canning Highway, East Fremantle between the Town of East Fremantle, Western Australian Planning Commission, Caltex Petroleum P/L and One Fund Services Ltd (as trustee of Ampol Property Trust); and**
- 2. any other relevant documents pertaining to the registration of a caveat over the land on the Certificate of Title for No. 180 (Lot 100) Canning Highway, East Fremantle.**

(CARRIED UNANIMOUSLY)

12.2 FINANCE

12.2.1 Statement of Financial Activity for Period Ended 30 September 2020

Applicant	Not Applicable
File ref	F/FNS2
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Meeting Date:	20 October 2020
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	1. Statement of Financial Activity 30 September 2020 2. Capital Works Report 5 October 2020 3. Financial Health Check 30 September 2020

Purpose

The purpose of this report is to present to Council the Monthly Financial Report (containing the Statement of Financial Activity) for the month ended 30 September 2020. The Monthly Financial Report also includes a Capital Works Report and Financial Health Check summary.

Executive Summary

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

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

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

Background

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

The monthly Financial Report is appended and includes the following:

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

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

Consultation

Management team

Statutory Environment

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

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

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

Policy Implications

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

Financial Implications

Material variances are disclosed in the Statement of Financial Activity.

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

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

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

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

Strategic Implications

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

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

Risk Implications

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

Risk Matrix

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

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

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

Site Inspection

Not applicable.

Comment

This report presents the Statement of Financial Activity for the period 30 September 2020. The following is a summary of headline numbers from the attached financial reports:

	Original Budget	YTD Budget	September Actuals
Opening Surplus	160,328	160,328	211,331
Operating Revenue	10,517,403	8,720,414	8,668,078
Operating Expenditure	(10,969,062)	(2,804,715)	(2,014,166)
Capital Expenditure	(1,026,681)	(133,500)	(258,711)
Capital Income	210,000	0	0
Financing Activities	(470,888)	(23,790)	(25,232)
Non-Cash Items	1,578,900	394,725	0
Closing Surplus	0	6,313,462	6,581,300
Unrestricted Cash			5,084,334
Restricted Cash			991,601

- Depreciation has yet to be processed due to the finalisation of the 2019/20 accounts and asset register;
- A Capital Works Report is being auto generated within the Town's financial system and emailed to Responsible Officer's on a weekly basis to monitor projects. This Report is provided as Attachment 2 and includes actual expenditure as at 1 October. Capital works have yet to substantially commence, with \$259k in total expenditure;
- Rates were levied in the month of July with rate notices issued in the first week of August. At the end of September 62% of rates levied (including arrears) has been received. The due date for payment of rates including the election of instalments was the 7 September.

Budget Variations

The 2020/21 Budget includes an allocation of \$25,000 for the statutory 4-yearly swimming pool inspections.

Quotes have now been obtained, with the final cost being in the order of \$50k (595 pools x \$85). A budget variation of \$25k is therefore required to proceed with the inspections.

12.2.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 041020

Moved Cr A McPhail, seconded Cr Natale

That Council:

1. receives the Monthly Financial Report (Containing the Interim Statement of Financial Activity) for the month ended 30 September 2020, as presented as attachment 1 to this report.
2. notes the unrestricted municipal surplus of \$6,581,300 as at 30 September 2020.
3. receives the Capital Works Report dated 1 October 2020, as presented as attachment 2 to this report.
4. receives the Monthly Financial Health Check, as presented as attachment 3 to this report.
5. pursuant to section 6.8 of the *Local Government Act 1995*, approve the schedule of budget variations below resulting in an unfavourable movement of (\$25,000) in net current assets as at 30 June 2021, with a view of funding this amount in the mid-year budget review.

Account No.	Description	Current Budget	Amended Budget	Variance	Comment
E07228	Swimming Pool Inspection Fees	(25,000)	(50,000)	(25,000)	Quotes have been obtained. 595 pools x \$85
Change in Net Current Assets				(25,000)	

(CARRIED ABSOLUTE MAJORITY/UNANIMOUSLY)

12.2.2 Accounts for Payment –September 2020

File ref	F/FNS2
Prepared by	John Mondini, Manager, Finance & Administration
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Monthly List of Payments – September 2020

Purpose

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 30 September 2020 and recorded in the minutes of the Council.

Executive Summary

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the Lists of Accounts paid for the period 1 September to 30 September 2020, as per the summary table.

Background

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

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

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

Consultation

Nil.

Statutory Environment

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

Policy Implications

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

Financial Implications

Accounts for Payment are sourced from budget allocations.

All amounts quoted in this report are inclusive of GST.

Risk Implications

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

Risk Matrix

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

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

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

Strategic Implications

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

STRATEGIC PRIORITY 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

Site Inspection

Not applicable.

Comment

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

Payee	Particulars	Amount
Prime Civil	Footpath Works/Drainage Lids	27,867.73
SMRC	Loan Repayment (Quarterly)	27,498.00
SMRC	Waste Services	43,102.77
Statewide Turf Services	RFQ04 2020/21 Preston Point Reserve Resurfacing & Relevelling	31,933.00

12.2.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 051020

Moved Cr Natale, seconded Cr A McPhail

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, RECEIVES the list of payments made under delegated authority for the month ended 30 September 2020 and recorded in the Minutes of the Council.

SEPTEMBER 2020		
Voucher No	Account	Amount
5304-5310	Municipal (Cheques)	\$3,317.16
EFT30147– EFT30260	Municipal (EFT)	\$356,123.81
Payroll	Municipal (EFT)	\$276,222.49
Direct Debits	Municipal (Direct Debit)	\$53,318.31
	Total Payments	\$ 688,981.77

(CARRIED UNANIMOUSLY)

12.3 GOVERNANCE

12.3.1 Sustainable Event Policy

File ref	H/CCAP
Prepared by	Connor Warn Waste and Sustainability Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date:	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Sustainable Event Policy – amended with public comments

Purpose

The purpose of this report is to present an amended Sustainable Event Policy for Council's consideration and adoption.

Executive Summary

Town staff have developed the Sustainable Event Policy to work in association with the Trading in Public Places Policy (recently advertised and adopted by Council), to assist the Town in limiting the amount of waste going to landfill. At the Council Meeting on 18 August 2020 Council formally considered the draft Sustainable Event Policy and resolved to advertise the policy for public comment for a period of 28 days. An updated policy, incorporating public feedback received, is now presented to Council for endorsement.

Background

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

Consultation

The draft Policy was advertised in the local paper on 29 August 2020 with a closing date for submissions of 28 September 2020.

Four submissions were received from the community in relation to the policy which have been incorporated in the final policy attached.

Statutory Environment

WARR Act 2007

Policy Implications

This policy applies to:

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

Financial Implications

Nil

Risk Implications

No significant risk identified.

Strategic Implications

Strategic Priority 1: Social

1.2 Inviting open spaces, meeting places and recreational facilities.

1.3 Strong community connection within a safe and vibrant lifestyle.

Strategic Priority 4: Natural Environment

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

4.1.2 Plan for improved streetscapes parks and reserves

4.2 Enhance environmental values and sustainable natural resource use.

4.2.1 Reduce waste through sustainable waste management practices.

Site Inspection

Nil

Comment

The four public submissions consisted of:

- Exclusion and restriction of Glitter
 - Glitter is a huge microplastic problem and inevitably ends up in our waterways and food chains.
- Inclusion of Containers for Change program
 - As an option when reusable options are unavailable, incorporation of Containers for Change to ensure containers are recovered.
- Bin signage and inclusion of recommendation to have bin monitors
 - To encourage increased separation with a reduction in contamination it is recommended
- Post event cleanups
 - To ensure no waste from any event ends finds its way into the environment.

The policy has been updated incorporating public feedback received as outlined above. The revised policy is now presented to Council for final endorsement.

12.3.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 061020

Moved Cr Collinson, seconded Cr Donovan

That Council adopt the Sustainable Event Policy, as amended.

(CARRIED UNANIMOUSLY)

12.3.2 Waterwise Verge Policy

File ref	H/CCAP
Prepared by	Connor Warn Waste and Sustainability Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date:	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Draft Waterwise Verge Policy

Purpose

The purpose of this report is to present Council with the proposed Waterwise Verge Policy for Council's consideration and adoption.

Executive Summary

Town staff have developed the Waterwise Verge Policy in line with the Water Corporation's Waterwise Verge Best Practice Guidelines. The Waterwise Verge Policy gives residents information and direction relating to the installation of soft landscaping in the verge area.

This policy applies to any residential, commercial or Town property that wishes to alter an aspect of the Council verge. This policy provides a list of acceptable materials pursuant to the Public Places and Local Government Property Local Law 2016 (Local Law) and provides guidance on how to modify and landscape the street verge.

Background

In May 2020 the Town of East Fremantle was recognised as a Waterwise Council. As part of the Waterwise Council Program, local governments can be endorsed as a Waterwise Gold Council. To apply for Gold Waterwise the Town must demonstrate significant contribution towards development of waterwise communities and best practice water management. The construction of a Waterwise Verge Policy is a required action under the waterwise Council program and will ensure the Town is able to reach gold accreditation for 2021. This Policy has been drafted to provide the East Fremantle community and Town employees with a guide to enact sustainable and waterwise actions in the Town and at home.

Consultation

Consultation was undertaken with other local governments, the Water Corporation, Department of Water and Regulation and internal Town staff.

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

Statutory Environment

Nil

Policy Implications

If adopted, this Policy will guide residents wishing to apply to landscape their verge.

Financial Implications

Nil

Risk Implications

No significant risk identified.

Strategic Implications

Strategic Priority 4: Natural Environment

4.2 Enhance environmental values and sustainable natural resource use.

Site Inspection

Nil

Comment

A Waterwise Verge Policy is recommended for a number of reasons:

1. To provide guidance to residents when installing soft landscaping on the verge area
2. To provide clarity to staff reviewing applications for new verge landscaping
3. To respond to community expectations regarding sustainability and environmental consciousness
4. To align with the Town's agreement to the Water Corporation

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

12.3.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 071020

Moved Cr Nardi, seconded Cr Collinson

That Council

1. **advertise the draft Waterwise Verge Policy for 28 days.**
2. **adopt the Waterwise Verge Policy, should no public submissions be received.**

(CARRIED UNANIMOUSLY)

12.3.3 Waterwise Pool and Spa Cover Policy

File ref	H/CCAP
Prepared by	Connor Warn Waste and Sustainability Officer
Supervised by	Andrew Malone Executive Manager Regulatory Services
Meeting Date:	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Waterwise Pool and Spa Cover Policy2. Swimming Pool/Spa inspection Report 2020

Purpose

The purpose of this report is to present Council with the proposed Waterwise Pool and Spa Cover Policy for Council's consideration and adoption.

Executive Summary

Town staff have developed the Waterwise Pool and Spa Cover Policy in accordance with the National Construction Code WA Part 2.3.2, the Town will require that all future outdoor swimming pools associated with a Class 1 and Class 2 building to be fitted with an appropriate pool/spa cover. The use of pool and spa covers aligns with the Town's agreement to the Water Corporation relating to water efficiency and water management in the Town of East Fremantle.

In accordance with the National Construction Code, an outdoor private swimming pool associated with a Class 1 building must be supplied with a cover/ blanket. The requirement to install a pool blanket/cover will be conditioned on all future building permits from the time that the policy is adopted.

Background

Over the last four decades rainfall has drastically reduced across Western Australia by around 20%. An average swimming pool can lose as much as 55L of water through evaporation per day when a pool cover is not used. The enforcement of swimming pool and spa covers on Class 1 and Class 2 properties is a simple method the Town can ensure the preservation of much water as possible in the Town.

This Policy has been drafted to provide Town staff and community with a guide to enact sustainable and waterwise actions in the Town and at home.

Consultation

Consultation was undertaken with other local governments including the City of Stirling, the Water Corporation and internal Town staff.

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

Statutory Environment

National Construction Code WA 2.3.2

Policy Implications

This policy applies to:

- all future Class 1 and Class 2 residential properties in the Town.
- This policy does not apply to preexisting pools, indoor pools or public pools prior to the time this policy was accepted by Council.

Financial Implications

The financial cost of the swimming pool cover for the resident.

Risk Implications

No significant risk identified.

Strategic Implications

Strategic Priority 4: Natural Environment

4.2 Enhance environmental values and sustainable natural resource use.

Site Inspection

Nil

Comment

A Waterwise Pool and Spa Cover Policy is recommended for a number of reasons:

1. To provide guidance to residents when installing a pool and when purchasing a pool cover
2. To provide clarity to staff reviewing applications for new swimming pools
3. To respond to community expectations regarding sustainability and environmental consciousness
4. To align with the Town's agreement to the Water Corporation
5. To improve the Town's customer service by ensuring consistent advice to applicants.

It is recommended that Council accept the Waterwise Pool and Spa Cover Policy subject to being advertised for 28 days for community comment.

12.3.3 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 081020

Moved Cr Nardi, seconded Cr Collinson

That Council:

- 1. advertise the draft Waterwise Pool and Spa Cover Policy for 28 days.**
- 2. adopt the Waterwise Pool and Spa Cover Policy, should no public submissions be received.**

(CARRIED UNANIMOUSLY)

12.3.4 Authority to Affix the Common Seal – Licence Agreements

File ref	F/COM1, R/RSB1
Prepared by	Bron Browning, Executive Assistant to Executive Manager Corporate Services
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting Date:	20 October 2020
Voting requirements:	Simple Majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none">1. Licence Agreement: The Scout Association of Australia, Western Australian Branch (Incorporated) – Leeuwin Scout Hall and Boat Shed2. Licence Agreement: Hurricane Dragon Boat and Outrigger Canoe Club - Leeuwin Boat Shed

Purpose and Executive Summary

This report is seeking approval for the Mayor and CEO to affix the Common Seal to the Licence Agreements for The Scout Association of Australia, Western Australian Branch (Incorporated) to use the Leeuwin Scout Hall and Boat Shed and the Hurricane Dragon Boat and Outrigger Canoe Club to use the Leeuwin Boat Shed.

Background

Scouts WA have interest in both Camp Waller and the Leeuwin Scout Hall as facilities for FFSSG, which is an amalgamation (due to dwindling numbers) of the First Fremantle and the First Leeuwin Scout groups.

It was identified in September 2017 that Camp Waller was the more utilised of the two facilities, and at that time the suggestion was made that the Town negotiate with Scouts WA to limit their activities to one location. Scouts WA advised that access to both facilities was required due to the Leeuwin Scout Hall being more suitable for younger Scouts, as it includes a beach launch area.

Due to a number of issues arising over the shared use of the facility between Scouts WA and HDBOCC, Council supported the investigation of an alternative facility use model, or models for the Leeuwin Scout Hall. Both incumbents received formal advice from the Town that the existing draft lease agreements would be withdrawn.

Numerous consultations with each incumbent took place to negotiate a License Agreement for use of premises, including the delineation of storage areas, until 30 June 2021.

On 2 November 2020 Council will be calling for public submissions on the future Community Facility use post 30 June 2021.

Consultation

Both incumbents have been consulted by the Town.

Statutory Environment

Local Government Act 1995

Policy Implications

There are no Council Policies relevant to this item.

Financial Implications

N/A

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

Site inspection undertaken:

Risk Implications

There are no significant risks associated with this item.

Comment

Licence Agreements are legal instruments and require to be executed by the Chief Executive Officer and Mayor accordingly.

12.3.4 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 091020

Moved Cr Natale, seconded Cr A McPhail

That Council authorise the Mayor and Chief Executive Officer to sign and affix the Common Seal to:

- 1. Licence Agreement: The Scout Association of Australia, Western Australian Branch (Incorporated) – Leeuwin Scout Hall and Boat Shed.**
- 2. Licence Agreement: Hurricane Dragon Boat and Outrigger Canoe Club – Leeuwin Boat Shed.**

(CARRIED UNANIMOUSLY)

12.3.5 Withdrawal of Caveat for Lot 172 on Plan 3954 (Late item)

File ref	F/RAT1
Prepared by	Executive Manager Corporate Services
Supervised by	Chief Executive Officer
Meeting Date:	20 October 2020
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The purpose of this report is to seek Council's authority for the Mayor and CEO to sign and affix the Common Seal to a Withdrawal of Caveat for Lot 172 on Plan 3954.

Executive Summary

The Town registered a caveat against the aforementioned land arising from the non-payment of rates. The property has now been sold (settlement date 19 October 2020) and rates have been paid in full. This has triggered the requirement to withdrawal the caveat

Background

Pursuant to Council's Debt Collection Policy, where payment of rates or service charges imposed in respect of any land is in arrears of more than three (3) years, the Town of East Fremantle has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land.

Statutory Environment

Section 9.49A of the *Local Government Act 1995* provides;

9.49A. Execution of documents

- (1) *A document is duly executed by a local government if —*
 - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
 - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
 - (a) *the mayor or president; and*
 - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*

each of whom is to sign the document to attest that the common seal was so affixed.

Financial Implications

All outstanding rates for the property have now been paid in full.

Risk Implications

No significant risk identified.

Comment

A Withdrawal of Caveat form has been prepared and requires the Common Seal to be attached. This item is being presented as urgent business as the Town has only recently been notified of the sale, and the matter cannot be held over to the next Council Meeting.

This matter is considered to be administrative in nature.

Council's is requested to giving consideration to authoring the Mayor and CEO to sign and affix the Common Seal to a Withdrawal of Caveat for **Lot 172 on Plan 3954**.

12.3.5 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 101020

Moved Cr Natale, seconded Cr A McPhail

That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal to the Withdrawal of Caveat form for Lot 172 on Plan 3954.

(CARRIED UNANIMOUSLY)

13. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Cr M McPhail - Inclusion of Indigenous Country Names

"That Council submits a request to the South Metropolitan Zone calling on WALGA to support the inclusion of indigenous country names as part of Australia's official address standard, and to advocate this position to Australia Post and other relevant bodies."

Background

The article that prompted Cr McPhail's motion: <https://www.abc.net.au/news/2020-09-10/push-for-indigenous-place-names-in-addresses/12645756>

Comment – Cr M McPhail

The logic behind this is it's a low impact way of acknowledging and frequently reminding the community about Aboriginal traditional ownership of our land. Adding another line to postal addresses is a low impact way of frequently raising awareness and starting conversations about Aboriginal traditional ownership. Importantly, it's a very soft way of initiating conversations that might lead to increasing awareness of and support for more widespread dual place naming.

I'm asking WALGA to consider the item (i.e. it's not an item for the Town's consideration and action), so I expect it be considered as part of their reconciliation process and plan. I'm asking for Council's support for this to be sent to the South Metro Zone for their discussion, and should they wish, this being sent to WALGA state council for their consideration.

COUNCIL RESOLUTION 111020

Moved Cr M McPhail, seconded Cr Collinson

That Council submits a request to the South Metropolitan Zone calling on WALGA to support the inclusion of indigenous country names as part of Australia's official address standard, and to advocate this position to Australia Post and other relevant bodies.

(CARRIED UNANIMOUSLY)

13.2 Cr C Collinson – New Fremantle Traffic Bridge

"That Council

- (1) express its concern to Main Roads WA in relation to the proposed design and location of the new Fremantle Traffic Bridge.*
- (2) formally request a briefing be provided by Main Roads WA on the rationale behind the new Fremantle Traffic Bridge's design and location.*
- (3) offers its assistance to work with the City of Fremantle to explore other opportunities for a more desirable outcome for the new Fremantle Traffic Bridge."*

Comment – Cr Collinson

Widespread community concern regarding:

- lack of consultation
- the proposed location of the new bridge directing traffic into North Fremantle
- the design not being bicycle friendly

Project Update August 2020

- Jointly funded by Federal and State Governments, \$230 million committed to the project which will replace the Fremantle Traffic Bridge.
- The project includes a new passenger rail bridge, which will separate freight and passenger rail lines and a new principal shared path for pedestrians and cyclist, connecting North Fremantle Station, over Tydeman Road to the new bridge and across the river.
- The broad bridge alignments have been confirmed. However, the design aspects will continue to be subject to detailed analysis, stakeholder engagement and engineering investigations.
- Construction is anticipated to begin in late 2021 with completion scheduled two years later.

City of Fremantle at their meeting on 23 September resolved that:

“Council supports the community calls for a pause in the current Main Roads WA design and procurement process to enable a proper and meaningful community engagement process on a range of options for the Swan River Crossings Project by State Government.”

Moved Cr Collinson, seconded Cr Nardi

That Council

1. *express its concern to Main Roads WA in relation to the proposed design and location of the new Fremantle Traffic Bridge.*
2. *formally request a briefing be provided by Main Roads WA on the rationale behind the new Fremantle Traffic Bridge’s design and location.*
3. *offers its assistance to work with the City of Fremantle to explore other opportunities for a more desirable outcome for the new Fremantle Traffic Bridge.*

PROCEDURAL MOTION

Moved Mayor O’Neill, seconded Cr Harrington

That this motion be deferred for consideration by Council until after the community consultation/stakeholder workshop to be held on Friday 23 October 2020. (LOST 2:7)

COUNCIL RESOLUTION 121020

Moved Cr Collinson, seconded Cr Nardi

That Council

1. **express its concern to Main Roads WA in relation to the proposed design and location of the new Fremantle Traffic Bridge.**
2. **formally request a briefing be provided by Main Roads WA on the rationale behind the new Fremantle Traffic Bridge’s design and location.**
3. **offers its assistance to work with the City of Fremantle to explore other opportunities for a more desirable outcome for the new Fremantle Traffic Bridge.**

(CARRIED 8:1)

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 8.31pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Council** of the Town of East Fremantle, held on **20 October 2020**, Minute Book reference **1. to 18.** were confirmed at the meeting of the Council on*

17 NOVEMBER 2020



Presiding Member