



Agenda

Ordinary Meeting of Council

Wednesday 24 April 2024 6pm



Notice of an Ordinary Meeting of Council

Elected Members

An Ordinary Meeting of Council of the City of Fremantle will be held on **Wednesday 24 April 2024** in the Council Chamber at the Walyalup Civic Centre, located at 151 High Street, Fremantle commencing at 6.00 pm.

A handwritten signature in black ink, appearing to read "Glen Dougall".

Glen Dougall
Chief Executive Officer

18 April 2024



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1. Official opening, welcome and acknowledgement

Ngala kaaditj Whadjuk moort keyen kaadak nidja Walyalup boodja wer djinang Whadjuk kaaditjin wer nyiting boola yeye.

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

2. Attendance, apologies and leave of absence

There are no previously received apologies or approved leave of absence.

3. Applications for leave of absence

Elected members may request leave of absence.

4. Disclosures of interest by members

Elected members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO; or at the meeting.

5. Responses to previous public questions taken on notice

The following questions were taken on notice at the Ordinary Meeting of Council held on 10 April 2024:

Stacey Cattalini-Towne spoke in relation to matters not on the agenda and asked the following questions:

Question 1:

After a prolonged delay, we now have incomplete responses to questions raised at the OCM on 13 March 2024. According to staff, delays in getting our responses were blamed on the need for further investigation. We asked 8 questions on 13 March 2024 but only one has been satisfactorily answered.

Please advise why the additional delays were required when they achieved no further outcomes or responses other than creating some obstruction to our family taking further action?

Response:

While we understand that the family is seeking answers, the City is undertaking a thorough investigation of the process to ensure all answers provided are correct as well as can be determined.

There are no remaining staff members that were part of the process in 2018/2019. This means we are relying on the records in the City's system and then cross-checking it against other data.



Once the investigation is complete, responses will be provided to the Catalini family in relation to any matters related to the questions where the response referred to the investigation.

Question 2:

Local Planning Scheme No. 4 requires the Council to notify all owners and occupiers of a place where a tree is proposed to be included in the Significant Tree Register. The landowner has no record of correspondence being received regarding this initial proposal, nor the occupiers of 195 High Street.

Can you please confirm if the City followed their own requirements of Local Planning Scheme No. 4 by notifying the occupiers of 195 High Street when creating the Significant Tree Register, or not?

Response:

This is one of the questions that will be provided at the conclusion of the investigation identified in question 1 above, and this advice has already been provided to Mr Tony Cattalini.

Danielle Cattalini spoke in relation to matters not on the agenda and asked the following questions:

Question 1:

Local Planning Scheme No. 4 requires the Council to notify all owners and occupiers of a place once a tree has been included in the Significant Tree Register. The occupiers of 195 High Street were not notified that tree was determined to be listed on the register, as was required by LPS4.

Can you please confirm if the City followed their own requirements of Local Planning Scheme No. 4 by notifying the occupiers of 195 High Street when the Significant Tree Register had been created, or not?

Response:

Please refer to the response to question 2 from Stacey Cattalini-Towne above.

Question 2:

We believe that the Council did not carry out the procedure as required under the provisions of its own Local Planning Scheme No. 4 in creating the Significant Tree Register. Please confirm if this is the case?

Response:

Please refer to the response to question 2 from Stacey Cattalini-Towne above.

Question 3:

Is the City aware that when a procedure outlined in a provision under a local planning scheme is not followed, that the outcome has no statutory effect and is null and void?



Response:

The City is aware of the need to follow statutory requirements and the outcome of not following process.

Question 4:

LPP 2.23 clearly states that trees will not be placed on the Significant Tree register without the landowner's consent. This consent was not given.

Can you please confirm that you have received legal advice to suggest that the landowner's permission was not required?

Response:

The City is not required to not generally shares its legal advice on matters and will not do so on this matter.

Question 5:

Is the City aware and concerned, as the Mayor quite rightly commented at Council Meeting on 20 February 2024, that listing significant trees and vegetation without private landowner permission will encourage the removal of trees and vegetation that would have otherwise likely remained?

Response:

The City does not generally make comment on general debate commentary from Council meeting discussion.

Keryth Cattalini spoke in relation to matters not on the agenda and asked the following questions:

Question 1:

We are aware that the occupiers of 195 High Street were not notified of the proposed or final decision to list the Moreton Bay Fig tree on the Significant Tree Register. The Council is also aware of this. Why is the City refusing to be open, honest, upfront, and transparent by admitting to this?

Response:

As per the response to the previous council meeting query, the City is investigating the process undertaken in 2018/19 and the process for notification.

A response will be provided when the investigation is complete.

Question 2:

Is it true that the trees located on the park adjacent to 195 High Street are infected by the Polyphagous Shothole Borer, which is highly contagious and for which there is no remedy, and are to be removed over the coming weeks?

Response:

The City has been notified there are a number of trees in Queens Square which have been infected and we've been liaising with the relevant state government agency (DPIRD) in respect to when and how these will be addressed.



Elisabeth Megroz spoke in relation to matters not on the agenda and asked the following questions:

Question 1:

What is the total cost of running an OCM, covering all elected members, all admin personnel present, and absolutely every other aspect that requires payment, for example catering, parking, serviced vehicles, travel allowances, childcare, and so on?

Response:

Note 13 of the 2023/24 budget identifies the costs associated with payments to elected members for the year. This comes to \$603,000.
The City also has a catering budget of \$40,000.

Generally, any other costs are incidental to the meeting and required for general operations of the City.

Question 2:

Livestreaming/recording was resolved to be implemented in the new Civic Centre at the AGME on 9 March 2020, where the first OCM was held on 15 Dec 2021. Is it reasonable that after 2 years in this new 20 plus million more than budgeted building, that ratepayers have to put up with 'technical difficulties' in livestreaming/recording?

Response:

Livestreaming will be compulsory for all Local Governments from the 1st of January 2025. The City have been livestreaming since occupation of the Walyalup Civic Centre. The system in place now will require an upgrade to meet requirements from 1 January 2025.

Question 3:

Who is funding the livestreaming and recording arrangements, if not ratepayers?

Response:

This is considered to be rhetorical.

Question 4:

What were the considerations made at the OCM on 28 Feb 2024 by Council in relation to the motion of the rejection of the Annual Report?

Response:

A report on the AGM was included in the agenda of the Ordinary Council meeting for 28 February 2024. This report was provided for council consideration.

Question 5:

To whom specifically will I formally address my grave concerns about your published minutes?



Response:

There is information on the website regarding complaints.

[Feedback and complaints | City of Fremantle](#)

Ian Ker spoke in relation to matters not on the agenda and asked the following question:

Question 1:

Will Fremantle Council follow the lead of the City of Nedlands Council and appoint an independent forensic auditor to identify, and where possible, correct the many errors, inconsistencies, and other problems that have been identified by community members over recent years in the Annual Report/s?

Response:

No.

The City of Fremantle, like all local governments, is independently audited by the Office of the Auditor General. The City has received unqualified audit reports from the OAG since this process began.

It is not considered that there is a credible need to undertake further analysis beyond any matters raised by the OAG in its assessments.

The City has also been identified by the Department of Local Government as having improved its Financial Health Indicator (FHI) to a rating of 94.

6. Public question time

Members of the public have the opportunity to ask a question or make a statement at council and committee meetings during public question time.

Further guidance on public question time can be viewed [here](#), or upon entering the meeting.

7. Petitions

Petitions may be tabled at the meeting with agreement of the presiding member.

8. Deputations

8.1 Special deputations

A special deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.

There are no special deputation requests.



8.2 Presentations

Elected members and members of the public may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.

9. Confirmation of minutes

OFFICER'S RECOMMENDATION

Council confirm the minutes of the Ordinary Meeting of Council dated 10 April 2024.

10. Elected member communication

Elected members may ask questions or make personal explanations on matters not included on the agenda.



11. Reports and recommendations from officers

11.1 Planning reports

C2404-7 TRANSFERRING TREES FROM HERITAGE LIST ONTO THE SIGNIFICANT TREE REGISTER

Meeting date:	24 April 2024
Responsible officer:	Director Planning, Place and Urban Development
Voting requirements:	Simple Majority
Attachments:	Nil.

SUMMARY

Following Council’s decision of 28 February 2024, to retain the Moreton Bay Fig Tree located at 195 High Street on the Significant Trees and Vegetation Areas Register (the Register), the City received inquiries into the process that was undertaken in 2018-19 to transfer a number of trees provided on the Heritage List to the Significant Trees and Vegetation Areas Register.

The City has since investigated this matter and reviewed the original process that was undertaken in 2018-19. The review concluded that the City may not have undertaken all administrative processes in this instance and as a result, this report recommends that the City undertake the process again.

It is recommended that the City undertake the process in accordance with the requirements under the Local Planning Scheme (LPS No.4) in place of the process under LPP2.23. This is recommended to align line with the original intent of Council, to transfer the trees from the Heritage List to the Significant Trees and Vegetation Areas Register prior to implementation of LPP2.23.

BACKGROUND

As an ‘early adopter’ of protection mechanisms within the planning framework for heritage places on private property, the City of Fremantle clearly identified a number of trees, as having cultural significance from as far back as 1995.

Protection of heritage buildings was, and remains, clear under heritage listing provisions in LPS4. However, protection for significant trees and vegetation was less clear and it is for this reason that the City looked towards developing a Significant Tree Register under LPS4 to give Council the clarity and authority to protect significant trees and vegetation areas. This would also align the City with other local authorities as they started to identify significant trees and bring these onto Registers under similar scheme provisions. Once included on the Register, a



development approval would be required to undertake any activities, which may have an impact on the wellbeing and longevity of the tree.

Under Schedule A Supplemental Provisions to the Deemed Provisions of LPS4, clause 13A Conservation of Significant Trees or Vegetation Areas states:

- (1) *The Council may establish and maintain a register of significant trees to identify those trees or vegetation areas within the Scheme area considered worthy of conservation under the provisions of the Scheme, together with a description of each tree or vegetation area and the reasons for its entry.*
- (2) *In considering a proposal to include a place on the register of significant trees, the Council shall –*
 - (a) *Notify in writing the owner and occupier of the place where the tree is located and provide them with a copy of the description referred to in clause 4.1 and the reasons for the proposed entry.*
 - (b) *Invite submissions on the proposal from the owner and occupier of the place within 21 days of the date specified in the notice,*
 - (c) *Carry out such other consultations as it thinks fit, and*
 - (d) *Consider any submissions made and resolve to enter the place on the register of significant trees with or without modification or reject the proposal after consideration of the submissions.*

A summary of key decisions associated with the adoption of a register of significant trees and transfer of existing trees from the Heritage List to the Register, is provided below:

On **26 September 2018**, Council approved a draft Local Planning Policy 2.23 for the purpose of public consultation. This policy looked at providing greater guidelines around new tree nominations for consideration to be entered on the Register. At the same meeting, Council resolved to undertake specific consultation with landowners over transferring 5 existing heritage listings of trees onto the new Register.

On **27 February 2019**, Council reconsidered the matters discussed in September 2018 and, in summary, resolved to:

- Note the submissions received (in response to consultation).
- Authorise the transfer of 5 Heritage Listed properties with trees onto the Register:
 - Tree, 11 Harvest Road, North Fremantle
 - Trees, 15 Harvest Road, North Fremantle
 - Tree Grove, 21 Harvest Road, North Fremantle
 - Trees, 45 Henderson Street, Fremantle
 - Moreton Bay Fig, 195 High Street, Fremantle
- Adopt Local Planning Policy 2.23 and call for additional nominations for new trees to be considered for the Register. (It should be noted that the



City was still obliged to give public notice about the new Policy before it is deemed to be finally approved and able to be enacted.)

On **14 February 2024**, Council decided to remove the Morton Bay Fig tree at 195 High Street from the Significant Trees and Vegetation Areas Register, as request by the owners.

On **28 February 2024**, Council revoked its previous decision made on 14 February 2024 and resolved to:

- 1. Approve to retain the Moreton Bay Fig located at 195 High Street, Fremantle on the Significant Trees and Vegetation Areas Register, and;*
- 2. Advise the owner of 195 High Street, Fremantle that while the City will continue to encourage the retention of the Moreton Bay Fig, Council will revisit its position on the tree's inclusion on the Significant Trees and Vegetation Areas Register upon receipt of a formal redevelopment application for the site, provided that any proposal demonstrates other positive heritage outcomes and/or community benefit.*
- 3. Reconfirm the City's agreement with the owner (dated 1996) to assist with general maintenance associated with the Moreton Bay Fig at 195 High Street Fremantle, including, in consultation with the owner, tree trimming, blowing and clearing of carpark during fruit drop, and a financial contribution to cleaning; and request officers work with the owner to prepare an appropriate tree maintenance plan for the Moreton Bay Fig, setting out future maintenance requirements, that would include any contributions or support to be provided by the City.*

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

As the original trees were already identified on the Heritage List and the requirements of the Local Planning Policy 2.23 exceeds the requirements under the Local Planning Scheme No.4, it is considered reasonable for Council to consider only undertaking the process in accordance with the requirements under the Local Planning Scheme (LPS No.4).

CONSULTATION

As per the requirements under LPS4, consultation and notices will be undertaken with all relevant persons. Importantly, all persons consulted with will be advised that the trees being sought for re-registration are of cultural significance and that their continued care and protection during the process of re-registering must be observed.



OFFICER COMMENT

The original intent of Council was to transfer trees that were already provided on the Heritage List (contained in LPS4) onto the Register of Significant Trees and Vegetation Areas (the Register), in addition to adopting the Local Planning Policy 2.23. By doing so, would require any request for removal to be considered under LPS4.

In line with this intent, is it proposed that the process be undertaken again for the following trees:

- Tree, 11 Harvest Road, North Fremantle
- Trees, 15 Harvest Road, North Fremantle
- Tree Grove, 21 Harvest Road, North Fremantle
- Trees, 45 Henderson Street, Fremantle
- Moreton Bay Fig, 195 High Street, Fremantle

Once the process under LPS4 is completed, a report will be brought back to Council to consider any feedback received during the process and finalise the consideration of the transfer of these trees to the Register.

VOTING AND OTHER REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council agrees to undertake the process under Local Planning Scheme No.4 to transfer the following trees that were identified on the Heritage List onto the Register of Significant Trees and Vegetation Areas (LPP2.23):

- a. Tree, 11 Harvest Road, North Fremantle**
- b. Trees, 15 Harvest Road, North Fremantle**
- c. Tree Grove, 21 Harvest Road, North Fremantle**
- d. Trees, 45 Henderson Street, Fremantle**
- e. Moreton Bay Fig, 195 High Street, Fremantle**



11.2 Strategic and general reports

C2404-8 SOUTH BEACH - LANDSCAPE & CIVIL INTERGRATION WORKS

Meeting date:	24 April 2024
Responsible officer:	Manager Parks and Landscape
Voting requirements:	Simple Majority
Attachments:	1. South Beach Change Facilities Precinct - Design Development

SUMMARY

The South Beach landscape and civil integration works, around the proposed new change facility, have been developed from the South Beach Place Plan. This involved extensive Working Group, community and stakeholder engagement, the proposal was also influenced by the Change Facility design process. The overarching goal has been the new facility and landscape create a precinct that prioritises inclusivity, accessibility, and sustainability.

This report seeks endorsement of the design development of the civil and landscape integration works for the South Beach Change Facility.

BACKGROUND

The South Beach Place Plan was developed to guide the delivery and staging of future infrastructure and renewal upgrades or changes to the Precinct to enhance the visitor's experience and the look and feel of the place.

The Place Plan is a whole-of-place approach initiated due to the immediate need to replace the South Beach Change Facility and the City's asset renewal programme that forecasts upgrade and renewal works to irrigation, pathways, park infrastructure, playground, signage, car park and the coastal landscape.

The Place Plan approach ensures the renewal of assets occurs in a way that meets the current, emerging, and future requirements of the community, rather than a 'like for like' replacement approach to better enable the community's use of the precinct.

Among other activities, the Place Plan considered the Change Facility and the landscape integration works, including:

- The location of the change facility
- The design principles including access and inclusion
- General materials used in facility and landscape construction.

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The South Beach Place Plan was adopted by Council at the Finance, Policy, Operations and Legislation Committee on 12 July 2023.

At the Ordinary Meeting of Council on 27 March 2024, Council considered the award of RFQ 558/24 for the Construction of South Beach Change Facility at 7 Ocean Drive, South Beach and resolved as follows:

1. *Acknowledge the process undertaken by officers as outlined in this report is undertaken in accordance with Regulation 11(2)(c) of the Local Government (Functions and General) Regulations 1996.*
2. *Give delegated authority to the Chief Executive Officer to award and manage a contract with the preferred contractor (as indicated in Confidential Attachment 1) for the construction of the South Beach change facility at 7 Ocean Drive, South Beach, with a view to secure agreement within the following parameters:*
 - a. *The total contract value must not exceed the budget identified in this report for RFQ558/24;*
 - b. *Any amendment to the building footprint is to be limited to 30m2 size reduction, only if required in order to achieve the requirement of part 2a; and*
 - c. *Reasonable changes to building materials that does not affect quality.*
3. *Note the design proposal and tender for the landscaping works will be considered separately, with a view to aligning the delivery of these works to commence following completion of the change facility.*

This report seeks endorsement of the design development of the civil and landscape integration works for the South Beach Change Facility in relation to part 3 above.

FINANCIAL IMPLICATIONS

The table below outlines the total project budget adopted by Council in the 2023/24 annual budget for the South Beach Change Facility, including integrated landscape works:

Item	Budget (ex GST)
Year to Date Actuals	\$433,094
Construction Budget for the building (RFQ558/24)	\$2,699,025
Civil and Landscape Integration Works	\$604,000
Estimated Professional Fees, Certifications, Permits and other costs	\$94,000
Total Project Budget	\$3,830,119



As indicated above, \$604,000 is allocated in the annual budget for the landscaping works as part of the South Beach Change Facility project. This budget allocation covers consultancy and construction of the landscape and civil integration works, including a 10% contingency.

LEGAL IMPLICATIONS

Nil

CONSULTATION

The design process for the new public facilities has been undertaken in conjunction with and informed by the community engagement process for the South Beach Place Plan.

The change facility and landscape design has been developed using feedback received during the community engagement process for the South Beach Place Plan, inclusive of the South Beach Reference Group represented by the following stakeholder groups:

- South Fremantle Precinct Group
- Fremantle Sailing Club
- South Beach Community Group
- Community members
- South Beach Café (Beachside)
- Access and Inclusion Working Group
- Walyalup Reconciliation Action Plan representatives
- Elected Members
- City Officers

The Schematic Design Report for the change facility was presented to Council on 26 October 2022. Council requested the CEO to establish a Reference Group consisting of elected members, staff and targeted stakeholders including the South Beach swimmer group to progress with the detailed design. Through this design process, items such as external showers and footwash areas, social areas and seating were considered and influenced the final design. The location of the Changing Place facility was also considered, and the legibility, inclusion, parking and access was developed with input from 'lived experience' facilitated by Community Development.

OFFICER COMMENT

The South Beach landscape and civil integration works around the new facility have been developed from the South Beach Place Plan. This involved extensive Working Group, community and stakeholder engagement and includes the Change Facility design process. The overarching goal has been the new facility and landscape create a precinct that prioritises inclusivity, accessibility, and sustainability.



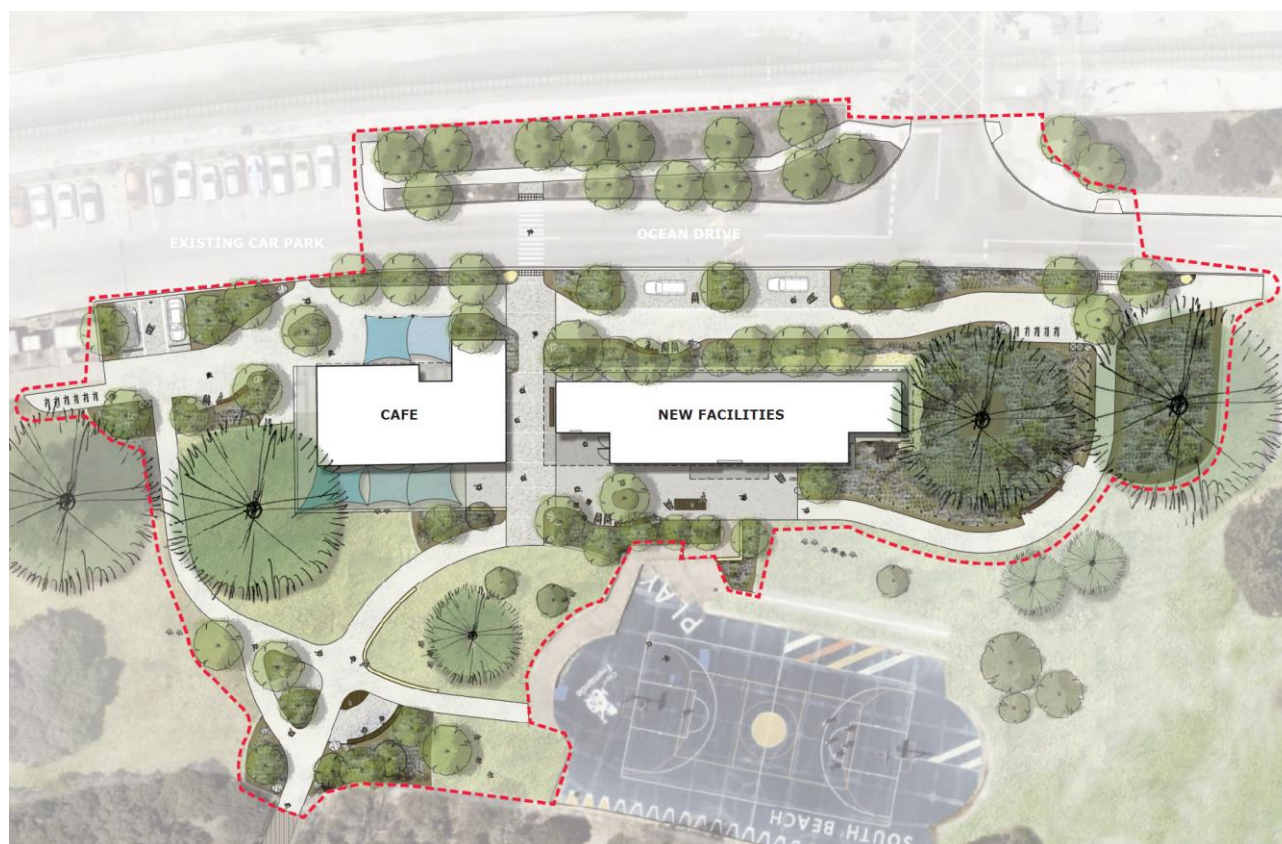
A pedestrian-first approach is emphasised in the design, ensuring clear wayfinding through simple pathway material changes. Bike racks and strategically placed trees serve as both cyclist speed deterrents and aids to wayfinding, fostering a safe pedestrian environment, while encouraging active transport to the precinct.

Improved accessibility is a key outcome to allow inclusive use of the Changing Place facility and beach wheelchairs. ACROD drop-off bays and parking provide DDA-compliant access to the facility while accessible ramps provide access to the basketball court. In addition, the City has completed a project this financial year to purchase and install seasonal beach matting from the accessible ramp to enhance beach access and support the facility. The concept has considered and allowed for future opportunities, such as a timber boardwalk over the dune which would provide year-round accessibility to complement the precinct.

The landscape design offers inclusive social areas featuring accessible seating, outdoor showers, and water fountains, catering to individuals of diverse ages and abilities. The placement of showers and foot washes at the dune edge is to reduce pedestrian congestion at the new facilities and minimise sand maintenance challenges. This also takes into account some beach users just want to wash their feet off and leave the beach without entering the change facility. This has been designed based on feedback received from the Working Group.

The South Beach landscape considers environmental responsibility by using local boulders and native, water-wise plants while reducing lawn areas for water conservation, natural limestone walls, recycled timber, and eco-concrete pathways. In addition, the existing Norfolk Island Tree, a valuable wayfinding device within the landscape, has been protected through the construction period and will be protected with bollards, boulders and planting off for longevity.

Future planned asset renewal upgrades such as furniture, BBQs, and playground to the south of precinct have been considered to coordinate services and understanding the location of the future pathway networks.



South Beach Changerooms / Cafe Precinct

DESIGN DEVELOPMENT

If the civil and landscape works are to be staged to manage budget, prioritisation will be placed on the accessibility components to ensure the landscape supports the change facility, and access to the beach and broader precinct.

The implementation of the South Beach landscape works have been planned to align completion as close as possible to the opening of the facility, while allowing for safety, access and practical construction sequencing between the two separate contracts. The City has now awarded the contract for RFQ 558/24 for the Construction of South Beach Change Facility.

Subject to Council endorsing the South Beach Landscape Schematic Design, officers will finalise the tender documentation in preparation for the release of a public tender. Subject to suitable submissions, it is anticipated this tender will come back to Council for approval of contract award.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required.



OFFICER'S RECOMMENDATION

Council:

- 1. Adopt the South Beach Change Facilities Precinct Design Development, as provided in Attachment 1.**
- 2. Approve to progress with the detailed design and tender of the landscape and civil integration works, noting:**
 - a. The tender will be structured to allow the works to be awarded in full or in part depending on value and the available budget.**
 - b. Should the civil and landscape works need to be staged to manage budget, prioritisation will be placed on the accessibility components to ensure the landscape supports the change facility, and access to the beach and broader precinct.**
 - c. The construction will be sequenced with the South Beach Change Facility program to align completion as close as practically feasible.**



C2404-9 FREMANTLE TOURIST BUS PROPOSAL

Meeting date:	24 April 2024
Responsible officer:	Manager Economy & Commercial
Voting requirements:	Simple Majority
Attachments:	Nil.
Confidential Attachments:	1. Expression of Interest Submission

SUMMARY

The purpose of this report is to provide Council with the submission received through the Fremantle Tourist Bus expression of interest process.

This report recommends that Council nominate Horizon’s West as the preferred supplier for the Tourist Bus expression of interest, subject to seeking interest from the State Government in delivering a broader solution across multiple metropolitan destinations, inclusive of Fremantle.

BACKGROUND

At its ordinary council meeting on 24 May 2023 as part of the resolution when considering a review of the Fremantle Cat Bus service, Council resolved to:

- 3. Requests officers to initiate an Expression Of Interest (EOI), as detailed in this report, to investigate commercial opportunities for a ‘hop on, hop off’ bus service that responds to visitor demand, connects visitors to key city centre destinations and events, and integrates this with destination marketing.**

Following this resolution, officers conducted a public expression of interest process seeking submissions from commercial operators to deliver a public hop-on, hop-off tourist bus service in Fremantle.

Officers sought proposals that considered a number of options with regard to operating models. Prospective operators were required to address how they would approach the delivery of one or all of a series of potential models. The following models were identified as potential solutions:

Model 1- Fully commercial non-funded service

In this model, the operator would run an independent commercial service with no funding support from the City. The operator would have the option to partner with key locations as outlined above to either contribute to the cost of the service, or independently fund the service and seek a paid ticketed return.



Model 2 - Partially-funded service

In this model, the operator would run a partially funded service with a funding contribution from funding partners which may include but not be limited to the City.

The funding contribution would be delivered through the implementation of a partnership model whereby the City would be recognised as a key delivery partner and would receive partnership benefits commensurate with the level of funding support. The operator could seek a paid ticket return commensurate with the level of funding support received.

Model 3 - Fully-funded service

In this model, the operator would run a service that is fully funded by funding partners, which may include but not be limited to the City.

The funding contribution would be delivered through a partnership model whereby the City would determine the service frequency and range of hours and the serviced locations, and the operator would deliver the service on the City's (and other participating partners) behalf.

This model would ideally require patrons/visitors to access the service free of charge.

Tourist Bus Route & Key Locations

The expression of interest documentation requested that the tourist bus route should consider Fremantle's distinct neighbourhoods which are key tourism attractions and were identified as key opportunities for connection.

Key locations include (but were not limited to):

1. Fremantle Prison
2. Walyalup Koort – Fremantle Visitor Centre
3. Esplanade Reserve / Fremantle Fishing Boat Harbour / WA Shipwrecks Museum / Bathers Beach
4. Fremantle Train Station
5. Cappuccino Strip
6. WA Maritime Museum (Victoria Quay)
7. Fremantle Markets / Fremantle Oval
8. Round House / West End
9. Wray Avenue
10. South Beach



11. Passenger Terminal (during cruise visits)
12. North Fremantle / Leighton Beach
13. Fremantle Arts Centre

FINANCIAL IMPLICATIONS

The proposal received through this expression of interest process currently requires a level of financial support for the service to operate.

Depending on the level service determined, the operating frequency, the sponsorship model and other requirements, this financial support could be up to \$200,000 annually and a contribution from the either City of Fremantle and/or other partners would be required in order for the service to be delivered in Fremantle.

There has been no provision for funding this service in the 24/25 budget. Any future funding commitment would need to be considered by Council as part of the budget process.

OFFICER COMMENT

One submission was received during the submission period. The submission was from Horizon's West (owned and operated by Kelsian Group).

Kelsian Group (Kelsian) is Australia's largest land and marine tourism and public transport service provider with established international operations. It is one of Australia's most experienced and diverse multi-modal transport businesses, providing performance-driven capabilities across ferry, bus, and light rail operations.

While Kelsian is the parent company, the subsidiary managing the day-to-day operation of the Fremantle Tourist Bus contract would be Horizon's West. (wholly owned Kelsian).

Horizon's West's core business focus is bus transport making it one of the largest and most experienced land transport operators in WA with a large fleet of quality buses as well as a pool of experienced drivers. Horizon's West are currently the incumbent of the Fremantle Visitor Centre shuttle bus contract.

In addition to the Horizon's West management, SeaLink WA (also owned by Kelsian Group), which runs both the Captain Cook Cruise business on the Swan River and the SeaLink Rottneest ferry service between Fremantle and Rottneest Island, would play an active part in managing this contract, using its strong relationships with Fremantle's tourism and hospitality operators to maximise the opportunities associated with this concept.

The proposal includes the opportunity for these businesses who are experts in both marine and tourism to partner to leverage tourism outcomes maximising on the transport connection via river.



Horizon's West Proposal

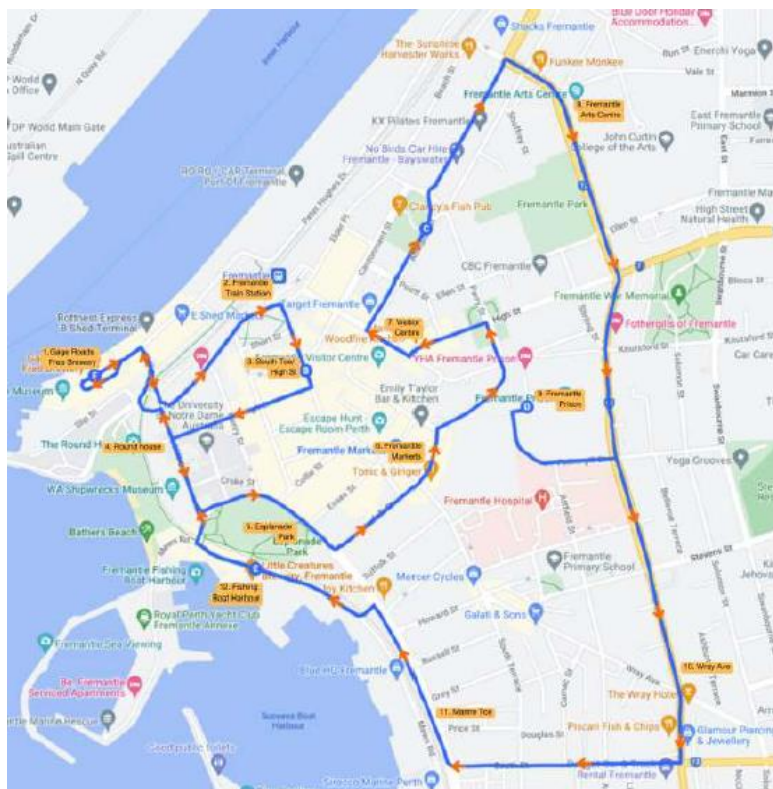
The model Horizon's West has proposed requires an annual sponsorship in the vicinity of \$200,000 to ensure the ongoing commercial viability of the service.

Horizon's West have proposed to deliver a route including but not limited to the following locations:

- Victoria Quay (Fremantle Port)
 - Maritime Museum
 - Gage Roads
 - B Shed (Rottnest Ferries)
 - O'Connor Landing (Captain Cook Cruises)
 - E Shed Markets
- Fremantle Train Station
- South Terrace / High Street
 - Cappuccino Strip
 - Shopping precinct
 - Restaurants
- Round House / WA Shipwrecks Museum
- Esplanade Park
- Fremantle Markets / Fremantle Oval
- Fremantle Visitor Centre
- Fremantle Arts Centre
- Wray Avenue / Marine Terrace
- Fishing Boat Harbour

An indicative route map is below:

**Agenda – Ordinary Meeting of Council
24 April 2024**



Operating Schedule

The following proposed schedule of services has been provided and considered both the current SeaLink WA operating timetable and the Horizon’s West servicing schedule.

Season	Dates	Days of Operation
High Season	1 Dec – 30 April	7 days a week
Low Season	1 May – 31 Aug (excluding public and school holidays)	Friday, Saturday and Sunday (as well as public and school holidays)
Mid Season	1 September – 30 November	Wednesday – Sunday (as well as public and school holidays)

Day(s)	Start Time	Finish Time	Number of loops per day
Monday – Thursday	0800	1800	15
Friday – Saturday	0900	1900	16
Sundays and public holidays	1000	1900	14



Full details in relation to the operator’s experience and current operations are in enclosed in the confidential submission attached.

Whilst there is currently no transport operator delivering this tourist service in Fremantle, there are also other destinations within the State with similar potential for transport connectivity to achieve tourism outcomes.

In 2021, the Sunset Coast Explorer – a free hop-on hop-off coastal bus service was delivered on Saturdays and Sundays over a 13-week period over spring and summer months in Perth’s Northern suburbs.

The hop-on hop-off service ran from Whitford City Shopping Centre and Scarborough with stops at Hillary’s Boat Harbour and North Beach. The service was jointly funded by the cities of Joondalup and Stirling, Destination Perth and the Hillary’s Boat Harbour Traders Association.

The service was trialled for the 13-week period but didn’t continue beyond that due to the expiration of funding support and the shift to a user-pays, ticketed service.

There has also recently been consideration of similar tourist transport models in the Swan Valley region and on Rottnest Island.

Given there are other opportunities for transportation outcomes currently available within other destinations across the metropolitan area, officers are considering the opportunity to pursue of a state-wide approach in partnership Tourism WA, who have expressed initial interest in exploring the opportunity.

The prospect of Fremantle participating in a state-wide approach could result in a more sustainable and integrated solution whereby a Fremantle tourist bus service is delivered in partnership with the State and key partners, along with other destinations, with linkages across the broader metropolitan area. This could potentially reduce the funding requirement for the City, and will likely reduce the risk for a prospective operator.

Discussions with the state will prioritise the following key outcomes for a Fremantle tourist bus service:

- A service with the ability to respond to visitor demand
- A service that connects visitors to key city centre destinations and events
- A service that can integrate with the City’s destination marketing activities

LEGAL IMPLICATIONS

This report seeks Council approval to nominate the proponent, Horizon’s West, as the preferred supplier following the conclusion of the expression of interest process.



Following the nomination of the proponent, officers will engage the state to determine the suitability and viability of Fremantle participating in a state-wide approach.

Subject to officers engaging with the state, the nominated proponent will be referred to a subsequent tender process, with the outcome of the process to be brought back to Council for consideration.

CONSULTATION

The expression of interest opened on 9 August 2023, and was extended for two-week period, closing on 3 October 2023.

The expression of interest was advertised in the following ways:

- City's website and various media channels
- Tenderlink and direct notification to registered Tenderlink database
- Direct approach to potential candidates and use of the Economic Development database

VOTING AND OTHER REQUIREMENTS

Simple majority required.

OFFICER'S RECOMMENDATION

Council:

- 1. Nominate Horizon's West as the preferred supplier for the Tourist Bus expression of interest, subject to seeking further interest from the State Government in delivering a broader metropolitan-wide tourism related bus service that incorporates Fremantle.**
- 2. Notes that the outcome of a further tender process will be brought back to Council for consideration.**



C2404-10 DISPOSAL OF DEMOUNTABLE BUILDING AT 8 FORREST STREET, FREMANTLE

Meeting date: 24 April 2024
Responsible officer: Manager Economy & Commercial
Voting requirements: Simple Majority
Attachments: Nil.
Confidential attachments: 1. 2023 Market Valuation

SUMMARY

The purpose of this report is to seek Council approval to dispose of a demountable building located at East Fremantle Primary School at 8 Forrest Street, Fremantle.

This report recommends that Council approve the disposal of the demountable asset to the Department of Education in accordance with the requirements of s3.58 of the *Local Government Act 1995*.

BACKGROUND

In the early 1990's, with the assistance of Lotterywest grant funding, the City purchased a demountable building currently located at 4 Forrest Street, Fremantle.

4 Forrest Street is situated upon State Government owned land. The City entered into a licence agreement with the Department of Education for the land on which the demountable is located (a portion of Reserve 3465 being Lot 2068 on Deposited Plan 190520), and then a sub licence with the after-school care provider that was operating within the demountable building.

The licences were renewed every five years up until 30 June 2009 and then remained on a holding over arrangement.

The licence agreement between the City and the Department of Education is still holding over. The sub licence the City has with the most recent after-school care provider, Wanslea, has been terminated following Wanslea's advice on their intention to vacate the site ceasing their current agreement as of December 2023.

In July 2019, East Fremantle Primary School approached the City requesting to purchase the demountable building and advised that the school would seek approval from the Department of Education to undertake the purchase. Following this request, officers undertook a valuation of the demountable building to determine the market value that was provided to the school to assist the approval process with the Department of Education.

In February 2020, the Department of Education inspected the demountable building and City officers provided further information in relation to the



demountable and the licence arrangements. There was no further correspondence in 2020 or 2021.

In August 2022, the Department of Education contacted the City and requested the demountable plans, market valuation and sale price, and expressed the Department and the Primary School's interest in purchasing the demountable building, subject to the Department's approval.

In September 2023, the Department of Education advised the City that the Department was assessing the viability of the school purchasing the asset and requested that the City does not lease the demountable to any other parties.

Following this expression of interest, officers undertook a updated market valuation and provided this value to the Department of Education and East Fremantle Primary School. The demountable was valued at \$176,000. The valuation is attached to this report.

The East Fremantle Primary School have continued to express interest in purchasing the asset, have agreed in writing to purchase the demountable at market value (\$176,000) and have sought approval from the Department of Education to commence the purchasing process.

FINANCIAL IMPLICATIONS

The recent valuation undertaken in October 2023 indicated the fair value of the demountable is \$176,000 exclusive of GST, as shown in Confidential Attachment 1. Income from the disposal of the demountable building is not currently provided for in the budget.

Cost estimations for dismantling/disconnection and removal/transportation of the demountable are \$20,000. Cost estimations for make good of the site, should the demountable be removed are \$8,000. There are currently no scheduled works for the demountable or upgrades planned in the 23/24 budget.

Should this disposal occur and remediation works are required, an appropriate budget amendment will be brought back to Council through the monthly financial report for consideration.

LEGAL IMPLICATIONS

Section 3.58 of the *Local Government Act 1995* prescribes how Local Governments must dispose of property (including assets not fixed to the land). If property is not sold by public auction or tender, the City must issue a public notice outlining the proposed disposition and invite submissions from the public for a two-week period.

If Council resolve to approve the disposal in line with the officer's recommendation, officers will issue a public notice outlining the proposed disposition and invite submissions from the public for a two-week period. If



submissions are received during this notice period, they will be brought back to Council for consideration, prior to the disposal being undertaken.

CONSULTATION

This sale process has been initiated by the East Fremantle Primary School and the Department of Education. The asset is proposed to provide additional accommodation for East Fremantle Primary School's growing student population.

Officers have been in communication with the East Fremantle Primary School and Department of Education since 2019 in relation to the sale of the demountable building.

Whilst the Department of Education have not yet provided formal approval to purchase the demountable, it is understood that Council approval of the disposal will assist the East Fremantle Primary School in obtaining Department of Education approval for the sales process to be undertaken.

OFFICER COMMENT

Following Wanslea's licence termination, the transfer of the asset will enable the East Fremantle Primary School to better resource the demountable. As the asset is owned by the City, a transfer of ownership is required.

If the demountable is sold to the Department of Education for market value, there will be no additional costs to the City outside of the costs associated with processing the sale. The City will also no longer be responsible for maintenance of the asset.

If the City maintains ownership of the demountable, the City will be required to remove the demountable from the East Fremantle Primary School and the City will be responsible for fees associated with the removal, relocation and reinstatement of the land in which the asset was in situ. This is due to the land being owned by the Department of Education. Costs to undertake these works are estimated in the vicinity of \$28,000.

If the demountable building is sold on the open market, it is likely the sale will yield a financial return that is greater than market value. The City would be responsible for costs associated with processing the sale, advertising and marketing the demountable, and fees associated with the removal, relocation and reinstatement of the land in which the demountable was in situ (estimated at \$28,000).

If the City does not sell to the Crown, additional costs will also be incurred to meet the requirements of Local Government Act.



VOTING AND OTHER REQUIREMENTS

Simple majority required.

OFFICER'S RECOMMENDATION

Council:

- 1. Approve the disposal of the demountable building located at 8 Forrest Street, Fremantle to the Department of Education subject to the requirements of s3.58 of the *Local Government Act 1995*.**
- 2. Note that if submissions are received during the two-week advertising period, they will be brought back to Council for consideration, prior to final decision of disposal is made.**



C2404-11 BEACH STREET CAR PARK SHELTER

Meeting date:	24 April 2024
Responsible officer:	Manager Community Development
Voting requirements:	Absolute Majority
Attachments:	1. Cost Estimates 2. Site Map

SUMMARY

Charity food services operate from the Beach Street car park seven evenings and two mornings per week, providing meals to people in need in the community. Currently there is no shelter from sun or rain in the car park. Charity service representatives have requested that the City provide a shelter structure, storage and additional lighting for their meal services. This addition will also provide increased amenity for skate park users and the broader community. Funding is required to provide this structure.

This report recommends that Council provides funding for the purchase and installation of a shelter structure, storage container and lighting enhancements in the Beach St car park, to be used for charity meal services, and by skate park users and the broader community.

BACKGROUND

Mobile charity services have operated in Fremantle since the early 2010s. As the population of people experiencing homelessness and disadvantage in the City has grown, the number of services has expanded. Currently six groups serve meals at the Beach Street car park across seven days, including all evenings and weekend mornings. Orange Sky Laundry also attends the car park to provide showers and laundry services three times per week.

The charity service Freo Street Kitchen approached the City in 2023 to discuss the potential for an alternative site for food services during the winter months. The Beach Street car park has no shelter and individuals serving and receiving food are exposed to wind and rain. At that time the services were interested in the possibility of occupying the Captain Munchies building. The Public Transport Authority (PTA) own the Captain Munchies building which was not tenanted at the commencement of negotiations. However in mid-2023 the previous tenant resumed their lease so the opportunity to use this location was no longer available.

City officers investigated the potential for food services to operate at other venues over this period including the Sunshine Harvester Works, sporting clubs and City facilities. The food services operate every evening from approximately 5:45 to 7pm, sometimes extending to 8:30pm, in addition to weekend mornings. Therefore, it was not possible to find an alternative sheltered venue to host these services.



FINANCIAL IMPLICATIONS

This project is seeking funding from Council prior to the end of the 2023/24 financial year to proceed with building the shelter, this will be brought to Council for consideration as part of the monthly financial report in May 2024. See cost estimates based on quotes from two companies **Attachment 1**.

LEGAL IMPLICATIONS

The site is zoned 'Railway Reserve' under the Metropolitan Regions Scheme and is under the ownership of the PTA. Ordinarily approval for development on such reserves requires an application to the Western Australian Planning Commission (WAPC), with the City providing recommendations. However given the intent and use of the structures and that the work is being proposed by the City, officers are currently applying to the WA Planning Commission to request a 'public work' exemption from the WAPC for the works under the *Public Works Act 1902* and in accordance with Section 6 (3) of the *Planning and Development Act 2005* (the Planning Act). If that application is not successful the City will apply for development approval from the WAPC.

CONSULTATION

Charity services Freo Street Kitchen and Red Cross Soup Patrol brought this request to the City on behalf of the services operating at the Beach Street car park. This group will be further consulted on the design of a shelter prior to finalising a design.

The site plan and initial shelter designs have been provided to the PTA.

OFFICER COMMENT

The City has continued to research options for providing a structure at the current location of services. The charity services have requested that design and construction of a shelter includes two side screens to act as a buffer for wind and rain. They have also asked for a storage container (half size) to be provided to store their tables and chairs, and increased lighting at the car park. Information on location for the shelter and container is included in the Site Plan **Attachment 2**. Lighting can be improved with the addition of a dedicated solar lightpole with LEDs.

The previous lease held by the City for the Beach Street car park area has expired. City officers are working with the PTA to determine terms of a new lease and seek permission for the construction of a shelter.

St Pat's Community Support Service are currently in the early stages of planning a redevelopment of their centre, which will incorporate facilities that the charity meal providers can use. However as these plans will not be completed for a number of years, the shelter can provide an interim measure to accommodate charity



providers in their existing location. The shelter can also be used by skate ramp users and other community members.

Given the current cost-of-living crisis and the scope of development happening in the region, it is likely that the current services will continue to be utilised and additional services will be required. Services operating at Beach Street car park have reported a steady rise in the number of people accessing meals at this location since the beginning of 2024. This infrastructure will help support any increase service provision in the area by providing protection from the elements and storage for items used by the City and other community groups.

Potential risks of installation of the shelter include the risk of people sleeping and congregating at the shelter, potentially attracting anti-social behaviour. This risk can be mitigated through patrols by Community Safety, Noongar Outreach, and the Mental Health Outreach Team, and by landscaping to create an attractive area for use by different groups in the community.

There is also a potential risk of the shelter and storage being damaged. Risk will be managed by ensuring sturdy materials are used and incorporating Crime Prevention through Environmental Design principles in the shelter design.

The City has a Voluntary Goodwill Service Provider Policy which supports the coordination of the safe and responsible delivery of essential services to people experiencing food insecurity and other vulnerabilities in the City of Fremantle.

VOTING AND OTHER REQUIREMENTS

Absolute majority required

OFFICER'S RECOMMENDATION

Council supports the installation of a shelter structure, storage container and lighting enhancements in the Beach St car park in 2023/24 financial year.



C2404-12 RESOURCE RECOVERY GROUP – REVISED UPDATE OF THE ESTABLISHMENT AGREEMENT

Meeting date: 24 April 2024
Responsible officer: Director Infrastructure
Voting requirements: Simple Majority
Attachments: 1. Updated Establishment Agreement for the Resource Recovery Group

SUMMARY

Following a previous review of the establishment agreement for the Resource Recovery Group (RRG) and submission to the Minister for Local Government seeking approval, feedback has been received from the Minister to undertake further changes before any changes are considered.

This report seeks Council consideration for approval of the further minor changes to the Establishment Agreement for the Resource Recovery Group as suggested by the Minister.

Subject to this approval, the amended Establishment Agreement will be resubmitted to the Minister for approval.

BACKGROUND

The RRG conducted a strategic review workshop in 2021, the outcome being an agreement to undertake a review of the current Establishment Agreement to update it to reflect modern practices and wording.

A workshop was held on 30 March 2022 to discuss proposed amendments to the existing Establishment Agreement, the workshop was attended by Regional Councillors, Regional Executive Officers and RRG Executive staff and facilitated by Minister Elision Lawyers.

The draft agreement was considered by members at a Special Meeting of Council on 14 July 2022 and subsequently endorsed by the RRG Council resolution on 2 November 2022.

The updated establishment agreement was subsequently endorsed by member Councils, (*approved by the City of Fremantle's Finance, Policy, Operations and Legislation Committee on 8 February 2023*) prior to the amended Establishment Agreement being forwarded to the Minister of Local Government for approval. A copy of the report to the City of Fremantle FPOL Committee, which outlined these changes, can be viewed in the minutes of that meeting, linked here: [FPOL Minutes - 8 February 2023](#)



In response the Minister has proposed a number of further amendments, and this report is provided to seek Council endorsement of the revised establishment agreement.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

The Local Government Act 1995 allows for the establishment of a regional local government by two or more local governments. S3.65 of the Local Government Act 1995 sets out the requirements for amendment of an establishment agreement.

- 1) The participants may amend the establishment agreement for a regional local government by agreement made with the Minister's approval, and a reference in this Division to the establishment agreement includes a reference to the establishment agreement as so amended.*
- 2) The establishment agreement can be amended under subsection (1) to include another local government as a further participant if that local government is a party to the amending agreement.*
- 3) Section 3.61(2) and (3) apply, with any necessary modifications, to an agreement amending the establishment agreement.*

The Local Government Act 1995 s3.61 establishing a Regional Local Government

(2) An application for the Minister's approval is to be —

- (a) in a form approved for that purpose by the Minister; and*
- (b) accompanied by a copy of an agreement between the participants to establish the regional local government (referred to in this Division as the establishment agreement).*
- (c) The participants are to supply the Minister any further information about the application that the Minister asks for.*

CONSULTATION

The current establishment agreement members have been consulted and participated during the review exercise.



OFFICER COMMENT

Member Council officers have been engaged in the review process; members have been provided with a version of the revised establishment agreement with tracked proposed changes (see attachment 1).

In providing a response to the RRG, the Minister has requested that formal endorsement be provided by participant Councils of the proposed changes prior the agreement being returned for approval by the Minister in order for it to become effective.

These changes were adopted by the RRG Council on 18 December 2023. The RRG now seeks participant Council endorsement.

Table 1 below provides a summary of the key recommended changes requested by the Minister.

Table 1.

Clause	Comment
5.1	The Clause does not explicitly address the appointment of deputy members.
	Consider amending the clause to either expressly provide for either (a) the appointment of deputy members or (b) a confirmation that no deputy members are to be appointed.
5.4(c)	This clause is not required, may lead to instability in RRG and clashes with analogous provisions in the Local Government Act 1995. It is recommended it is removed.
6.3(b)	Consider amending the clause to clarify whether the business plan must be produced in accordance with section 3.59 of the LG Act on all occasions, or whether this only occurs when the requirement under the Act is enlivened.
	Consider including a formal mechanism for giving notice under the AEA.
	The AEA provides that the Original EA was entered into on 22 January 1998, when the original EA was entered into on 13 December 1991. Consider amending the recitals to provide the complete history.
	Consider removing the definition of ' <i>Regional Purpose</i> '. The definition is not required as the term is only used in clause 4.
6.7(a)(iii)	Remove an unnecessary ')
6.8	Consider replacing ' <i>Trade Practices Act 1974 (Cth)</i> ' with ' <i>Competition and Consumer Act 2010 (Cth)</i> ' (assuming the reference remains relevant).
16.45(h)(i)	Consider amending to state the value as '\$500,000 (five hundred thousand dollars)'.
16(5)(a)(i)	Consider amending to provide 'clause 16.3(b) and (c)', as both clauses operate together.

Officers are satisfied that the changes are of a relatively minor nature and predominately improve clarity. There are no significant changes, areas of concern or changes with a potentially negative impact for the City as a participant.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required.



OFFICER'S RECOMMENDATION

Council endorse the amended Establishment Agreement, as proposed by the Minister of Local Government, for the Resource Recovery Group, as provided in Attachment 1, and request that it be resubmitted to the Minister for approval.



C2404-13 INFORMATION REPORT - SOUTH BEACH CHANGE FACILITY UPDATE

Meeting date: 24 April 2024
Responsible officer: Manager Building, Facilities and Sustainable Services
Voting requirements: Simple Majority
Attachments: Nil.

SUMMARY

This report is provided to update Council in respect to progress with the South Beach Change Facility building project.

The report confirms contract award to the contractor ICS Australia following period of evaluation of the contractor's alternative proposal. The value of the construction work as been contracted at \$2.5m.

BACKGROUND

At its meeting of 27 March council resolved:

COUNCIL DECISION ITEM C2403-16
(Amended officer's recommendation)

Moved: Cr Andrew Sullivan

Seconded: Cr Frank Mofflin

- 1. Acknowledge the process undertaken by officers as outlined in this report is undertaken in accordance with Regulation 11(2)(c) of the Local Government (Functions and General) Regulations 1996.**
- 2. Give delegated authority to the Chief Executive Officer to award and manage a contract with the preferred contractor (as indicated in Confidential Attachment 1) for the construction of the South Beach change facility at 7 Ocean Drive, South Beach, with a view to secure agreement within the following parameters:**
 - a. The total contract value must not exceed the budget identified in this report for RFQ558/24;**
 - b. Any amendment to the building footprint is to be limited to 30m² size reduction, only if required in order to achieve the requirement of part 2a; and**
 - c. Reasonable changes to building materials that does not affect quality.**
- 3. Note the design proposal and tender for the landscaping works will be considered separately, with a view to aligning the delivery of these works to commence following completion of the change facility.**
- 4. Request the Chief Executive Officer to update the community of the finalised design proposal and development timeline.**

Carried: 11/0

Mayor Hannah Fitzhardinge, Cr Jenny Archibald, Cr Geoff Graham,
Cr Andrew Sullivan, Cr Adin Lang, Cr Jemima Williamson-Wong,
Cr Fedele Camarda, Cr Ben Lawver, Cr Frank Mofflin,
Cr Doug Thompson, Cr Ingrid van Dorssen



This report is to inform Council of the current status of the project.

FINANCIAL IMPLICATIONS

In the RFQ process, respondents submitted conforming bids that significantly exceeded the City's construction budget. There was a variance of 1.8% between respondents' conforming submissions.

Through thorough review of the preferred respondent's alternative submission, and further value engineering opportunities, the City has achieved a financial saving of approximately \$500,000 on contract award. The value of the contract award has been agreed at \$2.5m, this aligns with the available budget for the construction of the building.

Suitable contingency and professional fee provisions are retained within the overall project budget.

LEGAL IMPLICATIONS

The original Tenders were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tendering procedures and evaluation complied with part 4 of the *Local Government (Functions and General) Regulations 1996*.

Under the *Local Government (Functions and General) Regulations 1996*, Regulation 11(2), tenders do not need to be publicly advertised if the local government has publicly advertised tenders within the last six months, but no tender was submitted that met the tender specifications or satisfied the value for money assessment.

CONSULTATION

No additional community consultation has occurred since the engagement / development and tendering of the project, as referenced in the previous report to Council on 27 March 2024.

Officers will ensure the community are informed of the projects progress through its social media channels and site signage.

OFFICER COMMENT

Contract Negotiation

Following a period of review, Officers have now awarded the construction contract for the delivery of the South Beach Change Facility to ICS Australia based on their alternative proposal submission in the recent RFQ process, reference in part 2 of the above resolution.



The contract for ICS to deliver the construction of the South Beach Change Facility was executed on 11 April 2024. The value of the contract award has been set up to \$2.5m.

The scope of works has been agreed and the revised detailed design is in progress to confirm the final construction value.

Value Engineering / Design Elements

ICS Australia submitted an alternative proposal that offered cost savings with limited compromise, maintaining the quality design intent of the project.

The City’s officers and ICS Australia have since been exploring alternative product and methodologies to provide value engineering solutions to the City. The following table outlines the proposed design elements that will be implemented in the revised design and included for final cost confirmation.

Product Application	Original Design Element	Value Engineering Solution	Opportunity
Structural internal and external walls	Pre-cast tilt panel concrete structural walls	Rammed recycled concrete external walls, and internal blockwork to internal walls	<ul style="list-style-type: none"> • <i>Environmentally sustainable product.</i> • <i>Local supplier identified.</i> • <i>High performance material.</i> • <i>Aesthetically similar to pre-cast tilt panel concrete.</i> • <i>Substantial cost savings.</i> • <i>Schedule advantages.</i>
External and in situ structural steel	High grade stainless steel	Coastal grade HDG steel with coatings	<ul style="list-style-type: none"> • <i>Substantial cost savings.</i> • <i>Product readily available.</i> • <i>Similar tensile strength to stainless steel.</i>
Electrical fit out	Imported electrical products	Alternative electrical product solution.	<ul style="list-style-type: none"> • <i>No alteration to aesthetic.</i> • <i>No alteration to performance.</i>

Officers are satisfied that the contract award value of \$2.5 million can be achieved with absolute minimal impact to the functionality, quality and aesthetic of the building.



The following design elements were discussed throughout the value engineering process and were not required or not accepted by the City to achieve the \$2.5 million contract award value.

Design Element (not included)	Officer Comment
Hydraulic fit out	Although this alternative provided cost saving solutions, there was impact to the design aesthetic.
Reduction of building footprint (Limited to 30m2)	Perceived to offer less value than other value engineering solutions.

Officer Comment

ICS Australia’s alternative submission best demonstrated alignment with the value-for-money assessment. Through evaluation of alternative proposals, ICS’s submission deviated the least from the original scope of works, ensuring project continuity and adherence to objectives.

Additionally, ICS exhibited a clear understanding of the alternative submission requirements, tailoring their proposal accordingly.

In summary, ICS Australia struck the right balance between adhering to the project scope and offering a competitive price, their approach has been positive and proactive and officers are confident that they will deliver the required output at the required quality.

Timeframes

Value engineering solutions have been approved with consideration to both financial and time advantages. As such, there is minimal time impact to the original delivery timeframe for the project as a result of the RFQ and value engineering process.

The City’s construction contract grants site possession to the Contractor in June 2024, and the current provisional schedule indicates completion in early 2025. This will be subject to final confirmation.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required



OFFICER'S RECOMMENDATION

Council receive the Information Report - South Beach Change Facility Update.



C2404-14 INFORMATION REPORT - FREMANTLE LIBRARY BI-ANNUAL REPORT OCTOBER 2023 TO MARCH 2024

Meeting date: 24 April 2024
Responsible officer: Manager Customer Experience and Learning
Voting requirements: Simple Majority
Attachments: 1. Biannual Report Info Graphic

SUMMARY

In accordance with the City’s Memorandum of Understanding (MoU) with the Town of East Fremantle to provide a biannual report, this report provides information to the City of Fremantle and Town of East Fremantle Councils on the operation and performance of the Fremantle Library during the period from October 2023 to March 2024

The City of Fremantle Library provides services to residents of the City of Fremantle and the Town of East Fremantle. The Town contributes to the provision of the City’s library services as a participating body under the Library Board Act 1951.

This report recommends that Council receives the Fremantle Library bi-annual report and forwards the report to the Town of East Fremantle as agreed in the Service Level Agreement.

BACKGROUND

The Fremantle Library was the first municipally funded public library in Western Australia, opening in September 1949. In 1955, an agreement was signed noting the contribution of the East Fremantle Municipal Council, the City of Fremantle, the Fremantle Road Board, and the Library Board of Western Australia to the delivery of the City of Fremantle Public Library. The Town of East Fremantle has continued to contribute to the provision of the Fremantle Library to the present day.

The City of Fremantle Library provides lifelong learning services to the residents of the City of Fremantle and the Town of East Fremantle.

FINANCIAL IMPLICATIONS

The Fremantle Library and its services are jointly funded by:

- City of Fremantle – library operating, establishment and capital funding.
- Town of East Fremantle – contribution to library operating and establishment funding.
- State Library of Western Australia – provision of annual funding to support the supply of physical and electronic library resources. For Local Governments with a population of over 10,000, a percentage of the total state-wide materials funding is allocated based on their population. The allocation to the City



of Fremantle is based on its combined population with the Town of East Fremantle. For 2022/2023, this equated to \$75000 and for 2023/24 was \$74,300.

- These amounts are calculated according to projected population figures of the local government areas. The figures for the upcoming financial year 2024/20245 will be announced in May when the State Government unveils the budget allocation to the State Library of Western Australia.

LEGAL IMPLICATIONS

The City of Fremantle and the Town of East Fremantle are each participating bodies under the Library Board of Western Australia Act 1951.

A five-year service level agreement for the provision of library services by the City of Fremantle to the Town of East Fremantle was signed on 2 September 2020.

CONSULTATION

Nil

OFFICER COMMENT

Walyalup Civic Centre Library

Between October 2023 and March 2024, there were 119,473 visitors to Fremantle Library in the Walyalup Civic Centre location, which is an increase of 3.2% compared to the same time frame a year ago (115,759 visitors). This library has also welcomed 1,346 new members, with 9,488 members actively using the library. 735 of those active users are from East Fremantle.

Library staff have answered 21,511 customer enquiries. The top five enquiries received were:

- Public computer assistance - including handing out guest passes and extending computer time.
- General circulation help e.g. returns, issues, new registrations, collection and item specific queries.
- Printing assistance - photocopying, and scanning.
- Processing payments including EFTPOS and cash.
- Collection queries – questions specific to finding books or about the collection.

LIBRARY OPERATIONS

In January 2024, Fremantle Library collaborated with the Creative Arts and Community Directorate to develop and implement an ongoing Truth Telling program. This initiative included various activities such as providing a children's engagement area at the launch event on March 24, promoting the Bibool Bang-ga collection of First Nations resources, and organizing special events at the Library, Toy Library, and Buster throughout the year. Fremantle Library takes pride

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in joining the City of Fremantle in acknowledging and appreciating the connection of First Nations people to the land and their contributions to Walyalup / Fremantle's development.

Several library staff attended the 'Thinking Outside the Box' conference hosted by New Norcia. This yearly conference, held for the first time since 2020 due to Covid, featured engaging talks by various library representatives, and a tour of the seven libraries located there.

The Fremantle Library collaborated with the Literature Centre for the Celebrate Reading Conference, held at the Town Hall. This two-day event, organized by the Literature Centre, showcased a lineup of renowned authors. Additionally, the Literature Centre hosted a free event on Sunday, known as the 'Storytellers Festival,' which featured a Drag Queen Storytime session. The Drag Queen Storytime was very popular, prompting the Fremantle Library to host its first Rainbow Storytime session.

On January 17, Fremantle Library organized a Rainbow Storytime event, with local Drag Queen PRISM. Held at the Fremantle Town Hall, the event attracted over 110 attendees, including children and adults, who thoroughly enjoyed PRISM's storytelling, dancing, singing, and messages of love and inclusion. The overwhelmingly positive response from the community reaffirmed the significance of such library events, indicating a desire for more diverse and inclusive programming.

Between February and April 2024, Fremantle Library welcomed two practicum placement students, each making valuable contributions to the library's operations and initiatives.

Library Feedback through Customer Surveys

The Lifelong Learning Team conducts surveys, both online and via phone, to gain insights into customer expectations and perceptions of the services provided. This ongoing practice allows us to refine our service strategies and identify opportunities for improving our performance.

In October 2023, an annual survey was conducted through Culture Counts, with Fremantle Library participating as part of the Culture Counts' Public Libraries Evaluation Network (PLEN). This nationwide initiative aims to deepen our understanding of the essential outcomes generated by libraries. Through Culture Counts, feedback is collected from public library users, focusing on various aspects such as library usage, performance, and personal and community outcomes.

During the survey, 168 participants provided valuable feedback on the library service. Notably, 89 percent of respondents highlighted the integral role of the library in their lives and communities. The library's role as a safe and trusted space was also highly rated, with digital connection being the lowest-rated dimension at just 59 percent. Participants emphasized the library's critical role in



providing a safe and welcoming environment for activities such as studying, reading, and spending time with family.

Additionally, the Voice of the Customer survey took place, encompassing feedback for the Library, Toy Library, and Meeting Place. In March 2024 external researcher Ken Gray from Customer Connection conducted phone interviews with 42 regular users of these services. The Library, Toy Library, and Meeting Place received 100% satisfaction ratings for the services provided at each community centre, an outstanding result.

The feedback provided in the survey was largely positive, with customers praising the library as a wonderful Community Centre in the heart of Fremantle. Those with children particularly appreciated the facility and the services offered. Common themes expressed by customers included feelings of safety and comfort, recognition of the library as a community facility beyond just a library, appreciation for the building's aesthetics and functionality, and acceptance of operating hours. Improvement suggestions were for increasing the number and width of books available in the collections. Parking was raised as a concern by some as it is regarded as expensive and difficult to access, yet most members say that this is to be expected in Fremantle.

The Toy Library is regarded as an amazing service which is much valued by the community and its members. Suggestions for improvement were related to the toy age or condition (yet wasn't a big issue) with customers understanding that budgets are limited.

The Meeting Place feedback is that the Centre provides a service that is much valued and appreciated. The venue is almost universally regarded as comfortable and fit-for purpose venue.

The next six months for the library

The library's regular weekly term-based programs will continue to be a cornerstone of our offerings, catering to a diverse range of interests and age groups.

Adult programs and events will continue to promote lifelong learning of the library community. We intend to start our Seasonal Program starting with *Winter Warmers* which will include fortnightly Saturday afternoon events and workshops. Regular programs will continue including, subject to approval of a current grant application, the Be Connect program. More author talks are planned and with a focus on mostly local authors. The month of May will see the return of *Between the Books* with local band The Stamps performing after hours in the library along with an Open Mic Poetry. The launch, in a collaboration with Fremantle Press, of the 25th anniversary edition of local author Kim Scott's book *Benang* is planned for mid-May.

The library collection will continue to be develop and grow in line with interests and needs of the community. We will promote our collection through special



monthly displays both in house and online. Programs and events will also look to align with these monthly promotions.

With the acquisition of a new and improved 3D Printer, the library will be offering hands-on workshops to teach the public how to use this innovative technology effectively.

Fremantle Library is committed to providing enriching experiences and fostering a sense of community and a safe place for all the community. We look forward to welcoming members of the public to participate in these exciting initiatives over the coming months.

Fremantle History Centre

In December, the Fremantle History Centre launched the Freo MySay engagement program to gather community insights, ideas, and aspirations for the future physical location of the History Centre. The city received 172 submissions during the public engagement period. 76% of people said they wanted it to stay on the ground floor of the Walyalup Civic Centre, while 15% suggested the Fremantle Town Hall as a suitable location. The Centre will now remain in the Wanjoo Lounge on the ground floor of the Walyalup Civic Centre.

Minor works commenced to transform the Wanjoo Lounge into a dedicated space for history research and events. The centre will contain new shelving, research desks, a scanning and copying station and display areas. The extensive collection of materials that relate to Fremantle, including rare books, reports, ephemera, over 7,000 photographs, manuscripts, historical maps and 600+ oral history recordings will now be predominantly stored on-site here at the Walyalup Civic Centre and will be accessible, conserved and displayed in this dedicated space.

Not all items are located here on site, with 25% of the collection (rare, valuable and delicate materials requiring temperature-controlled conditions) remaining in offsite storage and available through request.

The History centre will be open to the public weekdays 9am-1pm and by appointment from 1pm – 4pm from April 20th. Afternoons will be dedicated to digitising the collection and making it available to a wider audience.

The Fremantle History Centre hosted the annual Fremantle History Society Studies Day, drawing an attendance of around 40 people. The event featured talks by notable figures such as Grant Donnes, Nick Everett, Steve Grant from The Fremantle Herald, and Bruce Menzies. Deputy Mayor Jenny Archibald was also present to officially launch volume 12 of the Fremantle Studies Journal, which includes papers by the speakers.

Additionally, the Fremantle History Centre played a role in formalizing a Local History Practitioners' Working Group within the State Library of WA – Public Libraries portal. This initiative aims to connect local government authorities (currently 35 with local history collections) to establish industry standards, provide

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advice and support for new staff, offer professional readings and resources, and share templates, policies, procedures, and copyright information.

Volunteers from the Friends of the Fremantle History Centre are making progress on various projects, including transcribing historical rate books from 1880 and digitizing the biographical collection. The volunteers are also assisting with tasks such as original cataloguing, scanning photographs and quality assurance.

A third display plinth was purchased for local history exhibition area. This expansion enables the History Centre to showcase more items from local history and Civic collections. Alongside this, a new exhibition featuring photographs from the Fremantle History Centre collection has opened, highlighting Fremantle's diverse sporting history from the 1890s to the late 1950s. Unique sports-related objects from the City's civic collection are also on display.

Three local history interest group information sessions were conducted in February for White Gum Valley, South Fremantle, and Beaconsfield. These interest groups aim to actively engage residents in capturing and promoting local history, as well as building Fremantle's local history collection for future generations. Participants can contribute by writing topical histories, taking photos, and conducting oral history interviews after training.

Overall, the community has responded positively and expressed eagerness to be involved in these initiatives.

LIBRARY CONNECT – FREO

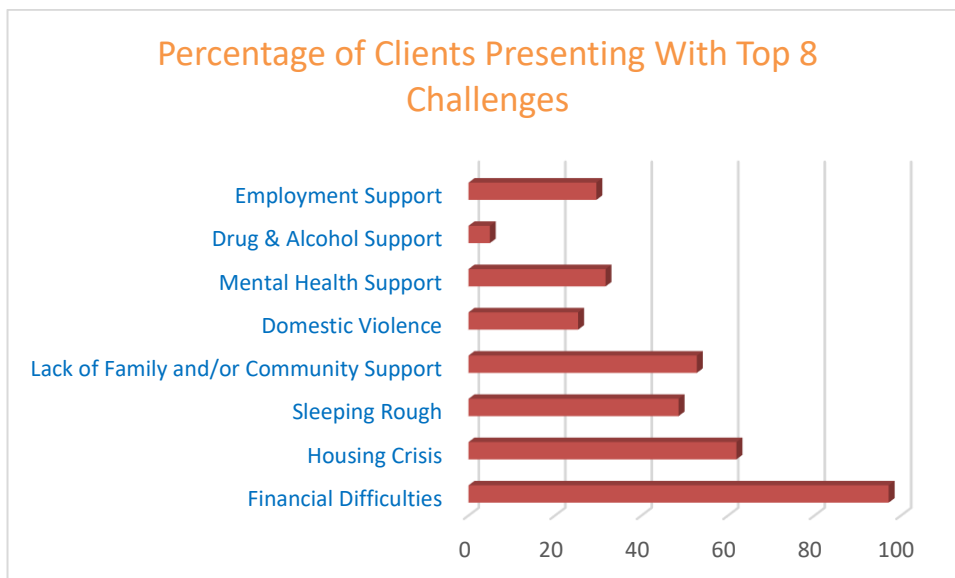
The number of clients presenting at Library Connect has doubled since the last report with total client interactions now at 142 instances. The main challenges people present with have remained similar, however each of the hardships represented in the chart below are reported ~10% more commonly since the last reporting period. The exception to this is those presenting with drug and alcohol support needs which has decreased by half. This may be due to improvements in other services addressing the associated needs for these people, for example Fremantle new mental health outreach program.

The number of clients with housing crisis and affordability hardships has now reached 97%. The work Library Connect can do to assist in this area is peripheral to their housing issues due to exponentially decreasing beds, rooms, and homes available to refer people to for both transitional and long-term options. When supporting people without housing or inadequate housing, Library Connect ensures referrals and waitlists are completed as comprehensively as possible but mostly focuses on helping people remain financially, mentally, and emotionally resilient to manage through the increasingly long journey to housing stability. The endurance of months and years to reach even basic levels of 'stability' is doing severe damage to people's mental health, physical health, financial wellbeing, and relationships. This is difficult to report on however, it should be said that the cost



for our community is enormous and for some individuals will have irreparable damage.

In the area of domestic and family violence (DFV) support, Library Connect is having success in being more visible to those facing this hardship. Library Connect clients are now benefiting from networking efforts from the previous half of the year. The increasingly interwoven community services network is making itself available to these people. They are supported with swift and caring response from legal, mental health and other services in Fremantle and neighbouring councils. What threatens this network is the high volume of turnover this sector faces. Women who are accessing Library Connect for DFV support are returning to be supported over longer periods of time which is indicative of improvements in our ability to build trust and offer useful referrals along the client’s journey.



Case Study:

Pam presented to library connect after concerns about the proximity of her ex-partners new home were not taken seriously by her housing officer or allocations at Department of Housing. Pam also didn’t feel comfortable to approach her local police who she had had unsupportive experiences within the past with due to her low mental health resilience at the time.

Library Connect offers Pam advocacy to approach department of housing for more thorough investigation of her housing options and their obligations to her care and wellbeing. Pam is connected with support to report a potential breach of FVRO (Family Violence Restraining order) to Fremantle police who have been supportive and understanding to Pams challenges. During the process of dealing with these issues, Pam experienced a mental health crisis and using the supports we had put in place she was immediately able to access respite and collaboratively put a plan in place to restore her wellbeing and keep goals on track. Pam feels Library Connect is somewhere she is believed, is safe and she is supported. Pam



has connected with the library environment (including staff) as a safe and soothing space to spend time when she feels overwhelmed or needs a break and will often choose to do work on her case or chill out in between visits to Library Connect.

PROGRAMS & OUTREACH

Adults Programming –

Adult programming and events have proved popular from October 2023 to March 2024 with attendance and feedback from the community always positive. The community has appreciated the return of author talks whilst our increase in ongoing programs have all been well attended.

Pride Movie Night – part of Pride month celebrations, with tea and coffee beanbags, popcorn and lolly snakes provided.

Book Launch - *Counting on The Hill* – for Friends of Cantonment Hill. Funding from Port Authority saw the production of 1000 copies of a beautiful children's book *Counting on The Hill*. Written and illustrated by members of Friends of Cantonment Hill, this book has been distributed through all local primary schools in the Fremantle Area. Local community members attended the launch of the book, including Fremantle Ports, Fremantle State and Federal members Brad and Josh, teachers from local schools, volunteers from Friends of Cantonment Hill and members of the public. Renowned educator Ron Gorman officially launched the book, followed by an afternoon tea.

ESL (English as a second language) Conversation Group- has become very popular and is well attended each week. The sessions are run by a volunteer and seem to be even busier this year. One of the student participants speaks Spanish and proposed the idea of hosting a Spanish conversation class in the library which will commence in April.

The ***Celebrate Reading*** Two-day Conference was held in the Fremantle Town Hall from 27-28 October 2023. Teachers and Librarians from across WA came to listen and learn from authors and educators in a unique professional setting. The program brought an impressive line-up of well-known and award-winning authors from around Australia who shared their writing and teaching journeys, delving into how to engage with young, and not so young, people on topics that are sometimes difficult to talk about. This fabulous event was a successful collaboration between the Literature Centre, Fremantle Library and Events that showcased the not only the quality of published authors and storytellers in Australia but also the vibrant educators and writers in the community keen to develop their skills and talents to take back into their schools and libraries.

George Street Festival – During October the library attended the George Street Festival – book sale and badge making were a huge hit!



Freo Filmies is a creative community group for film makers of all abilities to network in a safe and inclusive environment. The 2024 project information night saw local community groups such as DADDA Fremantle coming together to talk about their inclusive creative projects and programs for 2024 and how they could work collaboratively with each other, including the library. A creative community workshop is now held in our space each month with filmmakers coming together to share their ideas and projects.

Quiltbags sewing workshop was held in the Lab to make tote QUILTBAGs, an alternative to LGBTQIA+. Sami (the tutor) guided participants through the process of making the bag and attendees left with a completed bag. Fabulous fun workshop, with Sami bringing sewing machines and all the supplies.

Freo Library Writers group: is a new group which commenced this year in January. This is aimed to be a participant driven program. Writers discuss their writing, as well as how they would like the structure of the sessions to be going forward.

Spoken Word Book club: new, participant driven program where participants read to each other.

International Women's Day morning tea – Poet Lisa Collyer read poetry and spoke about her journey as writer and educator.

Author talk – Holly Craig – author Holly Craig talked about her new book – The Rip – as well as her journey through to publication of her novels.

Author Event – Pip Williams online in Conversation with Bolinda Books. Pip Williams discussed her writing journey as well as talking about her latest book. Afternoon Tea provided.

Lester Prize Portraiture Workshop with Savannah was held in the Library. A collaboration between the Library and the Lester Prize for Portraiture, this workshop is very popular with full attendance at 12 participants.

Lester Prize Exhibition Tour – A collaboration between the Library and the Lester Prize for Portraiture with Lester Prize taking people on the bus from the Library to the Lester Prize Exhibition in the city.

Scrabble Club has commenced in the library. A participant run program for members of the community with numbers growing weekly.

Be Connected Workshops continue to be popular with workshops always fully booked. Run on a weekly basis, different tech topics are covered such as E-safety, using android and apple mobile phones, photo workshops and connecting with loved ones online. These workshops, run by a tech expert, are sponsored by a Good Things Foundation Grant we apply for each February.



Legal Series – run monthly from March in collaboration with the Legal Centre. The first one , Wills and Estates, proved very popular with over 45 attendees.

Corporeal Encounters – Poetry event - conversation and poetry with 2 local poets as they discuss their books and the power and pitfalls of living in their bodies in a contemporary world.

Adult Program Statistics: October 2023 – March 2024

Program	No. of sessions	Total attendance
Pride Movie Night	1	5
Book Launch - <i>Counting on The Hill</i>	1	55
ESL Conversation Group	20	114
<i>Celebrate Reading</i>	1	300+
George Street Festival	1	300+
Freo Filmies	4	21
Quiltbags sewing workshop	1	5
Freo Library Writers group	4	25
Spoken Word Book club	2	6
International Women’s Day – Lisa Collyer	1	33
Author talk – Holly Craig	1	12
Author talk – Pip Williams	1	12
Lester Prize Portraiture Workshop	1	14
Lester Prize Exhibition Bus Tour	1	14
Scrabble Club	3	12
Be Connected Workshops	8	51
Legal Series	1	45
Corporeal Encounters	1	38
Lester Prize Exhibition Bus Tour	1	14
TOTAL	54	1076

Childrens programming.

Children's programs at the library have experienced consistently high attendance over the past six months, offering a diverse range of engaging activities from October 2023 to March 2024. During the Christmas school holidays, public Virtual Reality sessions were reintroduced, attracting numerous enthusiastic attendees each week eager to participate in the program.

The library's regular term programs have maintained their popularity, with Rhyme time experiencing significant growth in attendance each week. Feedback from both children and parents reflects a strong appreciation for the program and its value.

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The Gaming Zone has seen a resurgence in popularity, particularly among teenagers who frequent the space after school and during school holidays. Additionally, LibraryCraft has witnessed steady growth each month, with sustained interest from players and increased attention from other libraries across Western Australia. To better understand the social impact of LibraryCraft, a feedback survey was distributed to players and parents, with an overwhelming response received overnight. Analysis of this data will be conducted in June 2024 to generate a comprehensive report on the program's impact and effectiveness and to be shared with participating councils.

Teenage Writing Group - In collaboration with Globe Town Project's - StoryLab, local author Deb Fitzpatrick guided 6 budding young authors to weave their stories over 4, 1.5hrs weekly sessions.

Homeschooling Games morning – a new program set up after requests from some parents of homeschooled children. 4 attendees

Family Movies sessions were held over the school holidays in January with two sessions held across two weeks. Although they were not as well attended as we hoped they still had some keen families come in during the hot weather

Safe Space by the Bookcase – this program continued from October to December with no attendance. From March 2024 we rebooted the program with a Pizza party. Some attendance from youth already in the library. Community Development have now taken over the running of this program, in collaboration with Headspace, with the Library providing support for set up if required on the day.

Albany Library Craft - Our Youth Services Librarian travelled to Albany to host some sessions which were very popular with both Albany parents and children with 69 people attending.

Teenage Writing Group - In collaboration with Globe Town Project's - StoryLab, local author Deb Fitzpatrick guided 6 budding young authors to weave their stories over 4, 1.5hrs weekly sessions.

In August 2024, as part of Children's Book Week, Fremantle Library will welcome local WA author Sharon Giltrow to deliver special workshops tailored for primary school classes. These sessions aim to foster a love for reading and storytelling among young readers.



Children’s Programming Statistics October 2023 – March 2024

Program	Number of sessions	Total attending	Sessions April to Sept 2023	Sessions April to Sept 2023
Better Beginnings Kindy Visits	8	178	10	198
Storytime	20	337	22	476
Rhymetime	19	675	22	741
CoderDojo Freo	19	236	22	344
LibraryCraft Social Sessions	1	19	2	36
School Holiday Kids Movie	2	12	-	-
Public VR sessions	3	49	-	-
Storytime with PRISM	1	110	-	-
LibraryCraft Albany Event	1	50	-	-
Safe Space	12	17	4	8
Total	74	1,666	78	1,795
Gaming Zone	N/A	1022hr 37m	N/A	948hr 47m
LibraryCraft	521 registered players	7,857 hrs of play	454 registered players	6,787 hrs of play

Library Collections

The last six months has been an interesting time for the library’s collections with some major updates and a focus on expanding special collections and improving their accessibility.

Library staff have been working hard on adding genre labels to all the books in the the adult fiction collection (there are over 6000 books to work through!). There are now 22 genres to help people choose what they want to read next. Since the project started in November, we have had wonderful feedback and support with people commenting that the labels now help to discover new authors or find old favourites.

The Junior collection has also had a refresh of the First Experiences collection and is now called Tricky Topics. It is geared towards helping parents to helping children navigate the world around them and covers a range of topics including first days, grief and loss, emotions and relationships, families, and more. It has been very popular with parents and will continue to grow to include more valuable resources.

The Community Languages collection underwent a comprehensive refresh, with the addition of over 140 new items in languages including Japanese, Bosnian, Korean,

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Russian, Thai, Ukrainian, French, Dutch, Indonesian, German, Italian, Chinese, Vietnamese, Spanish, Polish, Portuguese, and others.

Our Bibool Bang-ga Collection is also going through an expansion in the direction of new Nyoongar books for children as part of the Truth Telling program led by the city. This will become a long-term project to expand and promote this important collection.

We use various approaches for testing how the collection is performing, and a particularly important and noteworthy measure is stock turnover as it is a good indicator of a collection’s relevance and efficiency (according to ALIA, Australian Library and Information Association standards). Our current stock turnover (average loans per item for the population that we service) is currently 2.7. The target for Libraries is 2.0. For historical context, in Feb 2022, the average loans per item was 1.5. The collection is constantly being refined and it is at a point now where items are meeting library patron demand and are loaned more frequently.

Occupancy of Bookable rooms (hours)

The library has four bookable spaces which are regularly booked both by internal City of Fremantle Staff and external hirers. For internal users some of the groups include Storytime, Rhyme time, Buster Bubs, Geri-fit, over 55s Yoga classes, workshops and Art Classes, library school holiday programs, Fremantle Youth Network and the Wanjoo space is regularly booked by the Local history librarian to house his 8 volunteers to do a variety of work on Fremantle Local history. The Wanjoo space will be part of the dedicated local history centre (April 2024) and it will be removed as a bookable space.

The usage statistics for the past month are outlined in the below table.

Room	Type	Oct	Nov	Dec	Jan	Feb	March	Total
Quokka	Internal	25	40.5	15	11	56.5	44.25	192.25
	External	15	12.75	28.75	13.75	8	23.75	102
Yonga	Internal	163	171	145.5	101	155	150	885.5
	External	5	0	0	1	16.5	4	26.5
Mardoo	Internal	50	38.25	19.25	9.5	57.75	68.75	243.5
	External	0	6.75	3.75	0	3.5	5	19
Wanjoo	Internal	196	198.75	187	261	261	171	1,274.75
	External	0	5	7.5	0	0	0	12.5

Freo Toy Library

The Toy Library has observed a slight decrease in memberships, and it has found that regular programs and school holiday attractions remain popular among patrons. To better engage with the community, the Toy library has focused on providing more outreach programs and activities.

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In October, the Toy Library organized several events to coincide with school holidays and community celebrations. This included setting up a Toy Library Marquee in the Walyalup Koort as part of the City's Superhero trail. The marquee featured outside party hire toys, children's crafts, and badge making, attracting a large turnout of 456+ families over the three days.

The library hosted Children's Week with a morning tea, kids' entertainment, messy play, and stalls with information from children's service providers, which was enjoyed by over 245 families. Furthermore, a Wellness Afternoon event was held to coincide with Mental Health Week, offering activities such as art therapy, face painting, potting plants, and a sausage sizzle, drawing in over 100 community members after school. A Bikes Workshop was also hosted during Bike Week, with 10 families attending for children to learn to ride and bike maintenance skills.

In December, the Toy Library participated in the City's Christmas activations held in the Koort during the Movie and Carols weekends. The library set up its marquee, engaging families with Christmas-inspired crafting, decorations, bubbleology, and larger toys for play. Over the two weekends, 270+ families attended, with many returning for both weekends to enjoy the crafting activities.

January saw the Toy Library organizing a Family Fun Day on a particularly hot day, January 16. Despite the temperature reaching 39 degrees Celsius, the event was well attended. Featuring an Inflatables gladiator ring, stall holders providing information and freebies from organizations such as Parents Next, Headspace, Imagined Futures, and Aboriginal Child Health, there was also a sausage sizzle with icy poles to help beat the heat. Additionally, over three days the Toy Library hosted its first marquee at the Fremantle Leisure Centre during VACSWIM, which proved to be a hit among kids and parents, providing alternative activities while waiting for swimming lessons to start or finish.

In February, the regular Kids Club resumed after the long school holidays. This weekly program not only provides social and emotional connections and friendships for children but also for parents. Additionally, a new pilot program called Stay n Play, tailored for children of all abilities, was launched on Thursdays. The program received positive feedback, and its continuation depends on securing funding.

In March, the Toy Library introduced its first Auslan session, attended by 26 participants, with plans to expand this into a monthly Storytime session. This addition reflects the Toy Library's commitment to inclusivity and catering to diverse community needs.



Toy Library Memberships

Freo Toy Library	TOTAL	East Fremantle
Membership at March 2024	268	16
New members at March 2024	24	1
Loans	14,613	
Visits TOTAL	5,098	

Programs and Attendance October 23 to March 24.

Program	Oct	Nov	Dec	Jan	Feb	March
Kids Club	50	95	45		83	126
Stay n Play					54	166
					137	292
TOTAL						429
Events	Oct	Nov	Dec	Jan	Feb	March
Childrens week	245+					
Mental health week	100+					
TL Marquee Movies night			126+			
TL Marquee Carols night			150+			
Family Fun Day				60+		
Auslan story time						24
TOTAL	345		276	60		705
School Hols	Oct		Dec	Jan		
Toy Library Marquee x 3 days Walyalup Koort	456					
Bikes workshop	12					
TL Marquee x 3 days Leisure Centre				185+		
TOTAL	468			185		653



Toy Library - the next 6 months

The Toy Library is committed to increasing community engagement through various outreach initiatives and programs. Here are the planned activities:

- Term 2 Afterschool Program: Launching the LEGO club in April.
- Term 2 Stay n Play Launch Program: Beginning in April.
- April School Holidays: Hosting the RAC bike and child ride event, featuring Hoopolo.
- May: Organizing a morning tea event in celebration of National Families Week.
- June: Collaborating with Community Development for an event in North Fremantle.
- June: Hosting a NAIDOC Community Event on Tuesday, June 18th.
- July: Offering school holiday programs.
- July: Resuming the Hilton Creations Club after the school holidays.
- September/October: Conducting school holiday programs and outreach initiatives.
- October: Hosting a special event for Children's Week.

Buster – Mobile Play Group.

The Buster program continues to thrive. This program is aligned to early childhood development, modelling positive play and helping support the development of gross motor skills, creative play and literacy skills.

From October 2023 to March 2024 Buster sessions have been held at Fremantle Art Centre on Wednesdays and Gordon Dedman Park in North Fremantle on Fridays during school terms. Attendance has been steadily increasing on the previous 6 months.

Mat Time remains a popular activity, with over half of the attendees actively participating.

Several special events and themed days were organized during our sessions, drawing significant attendance: These included:

- Intergenerational Sessions: These were held each term and have seen growing numbers of older adults participating alongside children.
- Children's Christmas Party: including local community services and entertainment.
- Harmony Day: including morning tea, bilingual story reading in Italian and English.
- These special events have been warmly received by attendees, enriching the Buster sessions with diverse experiences and fostering community engagement.

Informal verbal feedback from attendees indicated a request for more messy play sessions. Parents and guardians mentioned that some toys appeared worn out and suggested incorporating more larger toys. Messy play will be introduced monthly into the program. Accommodating larger play items poses a challenge due to space limitations in the Buster van.

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Aligning with the Truth Telling program led by the City, age-appropriate truth-telling activities will be incorporated into Buster sessions with Nyoongar songs, words and stories to enhance the educational and cultural experiences offered during sessions.

Buster Sessions and program statistics October 23 – March 24

Sessions/Events	Attendees	Sessions
Buster Sessions	2225	33
Buster Dick Lawrence Consultation- November 23	30	1
Buster at Fremantle Art Centre Bazar	440	2
Buster Summer Session Jan 24	85	1
Buster Truth Telling Launch	80	1
Intergenerational Session/Event		2
Christmas Party	250	1
Harmony Day Session/Event	150	1

Buster- the next 6 months:

For the next six months, Wednesday sessions will be held at The Meeting Place, while Fridays will be at PCYC Hilton.

- Buster plans to expand Mat time activities to incorporate Aboriginal themes such as days, weather, and months in both English and Nyoongar language.
- Messy play sessions will now be scheduled on the first Friday of each month.
- A simultaneous story time event is scheduled for May.
- Nature Play will be a featured session for the month of April.
- A Buster Survey will be distributed in August to gather feedback from participants.
- Buster will continue to support children and families in the community by providing information on events and assistance for young families.

Homebound Service

Fremantle Library’s Homebound book delivery service runs approximately every four weeks and public holidays. The Homebound book delivery service ran 7 times over the October 2023 – April 2024 period. One of these delivery runs was a double delivery, to give Homebound readers extra reading material over the Christmas/New Year period. Since October 2023, 5 new members have joined Homebound. As of April 2024, Homebound currently has 20 members over an area that covers the suburbs of North Fremantle, East Fremantle, Fremantle, South Fremantle, Beaconsfield, Hilton, and O’Connor

The Meeting Place

The Meeting Place community centre and the programs run by the Centre, continue to be a popular hub and activity for members of the Greater Fremantle community, as well as a large proportion of our attendees coming from out



of the area as well. Attendances are increasing term-to-term, as is the variety of programs on offer. We are currently running a consistent slate of 7-8 volunteer-run social groups, and up to 6 language classes – Levels 1-3 each of Italian and Spanish. Each term we are running an additional 3-5 one-off workshops or short courses based on feedback from our users and applications submitted by prospective facilitators.

OFFICER'S RECOMMENDATION

Council:

- 1. Receive the information report for the period from October 2023 to March 2024.**
- 2. Approve the Bi-Annual report, to be forwarded to the Town of East Fremantle as agreed in the Service Level Agreement for the provision of Library services to the Town.**



11.3 Committee and working group reports

C2404-15 CEO PERFORMANCE REVIEW COMMITTEE REPORT - MARCH 2024

Meeting date:	24 April 2024
Responsible officer:	Manager People and Culture
Voting requirements:	Simple Majority
Attachments:	1. Minutes of the CEO Performance Review Committee meeting held on 25 March 2024
Confidential Attachments:	1. Interim KPI Progress Report by CEO

SUMMARY

This report makes recommendation to Council from the Chief Executive Officer (CEO) Performance Review Committee in relation to the progress of performance monitoring undertaken by the committee.

This report recommends that Council:

- 1. Receive the minutes of the Chief Executive Office Performance Review Committee meeting held 25 March 2024, as provided in Attachment 1.**
- 2. Receive the Chief Executive Officer interim progress report, for the period ending March 2024, as provided in Confidential Attachment 1.**

BACKGROUND

The purpose of the CEO Performance Review Committee (the Committee) is to coordinate and undertake the performance review of the CEO on behalf of Council, and report findings and recommendations to Council for consideration in accordance with the *Local Government Act 1995*.

This committee does not have any decision-making authority and therefore may only make recommendations to Council for consideration. The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its functions, such as:

- Appointment of an independent facilitator to assist the committee to undertake the CEO performance review.
- Development and review of Key Performance Indicators (KPI's) to be achieved by the CEO.
- Annual review of the CEO's performance in accordance with the CEO's KPI's.
- Quarterly informal reviews of the CEO's performance in accordance with the CEO's KPI's.
- Review of the CEO's remuneration package.



The CEO KPI's were adopted by Council on 23 August 2023. As part of the interim performance reviews undertaken by the Committee, the CEO is required to prepare a brief report outlining progress against these KPIs in November, and March for discussion with the CEO Performance Review Committee.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

The CEO's performance review process is undertaken in accordance with the *Local Government Act 1995* and the City of Fremantle CEO Recruitment, Performance and Termination Standards, as adopted by Council on 15 December 2021.

CONSULTATION

Nil

OFFICER COMMENT

As outlined in the Minutes of the Committee meeting held 25 March 2024 (Attachment 1), Committee received the CEO's interim progress report for the period ending March 2024 and recommended that Council receive this report.

In addition to reviewing the CEO's progress report, the Committee had a general discussion around the following matters;

- Progress towards service reviews being completed by year end
- Workforce planning and the initial position being completed mid-year
- The capability for the organisation to deliver
- General commentary around strategic matters

No further action was recommended by Committee as a result of the review.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required.



OFFICER'S RECOMMENDATION

Council:

- 1. Receive the minutes of the Chief Executive Office Performance Review Committee meeting held 25 March 2024, as provided in Attachment 1.**
- 2. Receive the Chief Executive Officer interim progress report, for the period ending March 2024, as provided in Confidential Attachment 1.**



11.4 Statutory reports

C2404-16 STATEMENT OF INVESTMENTS – MARCH 2024

Meeting date:	24 April 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority
Attachments:	1. Statement of Investments – March 2024

SUMMARY

This report outlines the investment of surplus funds for the month ending 31 March 2024 and provides information on these investments for Council consideration.

This report recommends that Council receive the Investment Report for the month ended 31 March 2024, as provided in Attachment 1.

The investment report provides a snapshot of the City’s investment portfolio and includes information as at 31 March 2024 in relation to:

- **Portfolio details;**
- **Portfolio credit framework;**
- **Portfolio liquidity;**
- **Portfolio fossil fuel summary;**
- **Interest income; and**
- **Investing activities.**

BACKGROUND

In accordance with the Investment Policy adopted by Council, the City of Fremantle invests its surplus funds, long term cash, current assets and other funds in authorised investments as outlined in the policy.

Due to timing differences between receiving revenue and the expenditure of funds, surplus funds may be held by the City for a period of time. To maximise returns and maintain a low level of credit risk, the City invests these funds into appropriately rated and liquid investments, until the City requires the money for operational expenditure.

The City’s investment policy seeks to limit investments in financial institutions which support, either directly or indirectly, fossil fuel companies, while balancing compliance with the Investment Policy, and achieving a suitable return on those investments.



FINANCIAL IMPLICATIONS

Investment interest earned year to date is \$2,016,267 against a full year budget of \$2,206,375. Interest earnings year to date are higher than YTD budget by \$286,455 with \$234,065 being earned in March. The strong investment performance is due to the attractive interest rates in the current market.

The current official cash rate as determined by the Reserve Bank is 4.35%, which remained unchanged at their March Board meeting. The current cash rate remains the highest since April 2012.

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 4.90% for the month of March 2024. The City's actual portfolio return in the last 12 months is 4.19%, comparing on par with the benchmark Bloomberg AusBond Bill Index reference rate of 4.19% (refer to Attachment 1 point 8).

LEGAL IMPLICATIONS

The following legislation is relevant to this report:

- *Local Government (Financial Management) Regulations 1996* Regulation 19 – Management of Investments; and
- *Trustee Act 1962* (Part 3)

Authorised Deposit-taking Institutions are authorised under the *Banking Act 1959* and are subject to Prudential Standards which are overviewed by the Australian Prudential Regulation Authority (APRA).

CONSULTATION

Nil

OFFICER COMMENT

The City's Investment Portfolio Manager has provided a comprehensive Investment Report for the month ending 31 March 2024 which can be viewed in the Attachment. A summary of the investment report is provided below.

1. Portfolio Details

As at 31 March 2024, the City's investment portfolio totalled \$53.61m. The market value of this investment was \$54.41m at that time, which takes into account accrued interest.

The investment portfolio is made up of:



Cash Investments (<= 3 months)	\$ 8.11m
Term Deposits (> 3 months)	\$ 45.50m
TOTAL	\$ 53.61m

Of which:

Unrestricted cash	\$ 36.39m
Restricted cash (Reserve Funds)	\$ 17.22m
TOTAL	\$ 53.61m

The current amount of \$36.39m held as unrestricted cash represents 40.42% of the total adopted budget for operating revenue (\$90.02m).

2. Portfolio Credit Framework

The City’s Investment policy determines the maximum amount to be invested in any one Tier, or any one financial institution within a Tier, based on the credit rating of the financial institution. Council adopted amendments to this policy at its Ordinary Council Meeting held on 25 November 2020, and the current adopted Counterparty Credit Framework is noted below.

Portfolio Credit Framework limits

The Portfolio Credit Framework limits prescribe the limit of investments that may be made within any Tier of financial institutions. The maximum allocation to be invested in each Tier, and the City’s actual investment allocation in those Tiers as at 31 March 2024, is outlined below. It shows that the distribution of the City’s investments across the four Tiers is compliant with the City’s investment policy.

Tier	Allocation	Allocation %	Maximum Allocation %	% Used of Maximum Allocation	% Available of Maximum Allocation	% Exceeded of Maximum Allocation
Tier 1	18,024,715.69	33.62%	100.00%	33.62%	66.38%	0.00%
Tier 2	27,085,405.48	50.52%	60.00%	84.20%	15.80%	0.00%
Tier 3	8,500,000.00	15.86%	35.00%	45.31%	54.69%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
	53,610,121.17					

Values used in the above calculations exclude interest for term deposits and other simple interest securities.

Within each Tier, the Counterparty Credit Framework limits prescribe the limit of investments that may be made with any one financial institution. The maximum percentage of investments to be held with any one financial institution, within a given Tier, are outlined below.

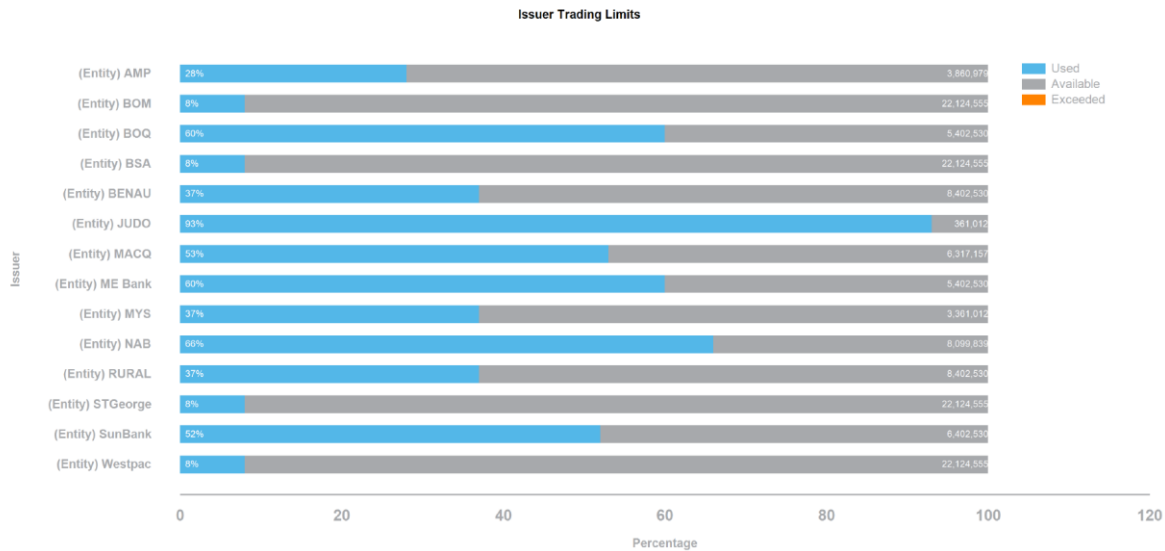


Counterparty credit framework

Investments are not to exceed the following percentages of average annual funds invested with any one financial institution and consideration should be given to the relationship between credit rating and interest rate.

Credit quality	Maximum % of total investments
Tier 1 (excl. AAA government) AAA to AA-	45%
Tier 2 A+ to A-	25%
Tier 3 BBB+ to BBB-	10%
Tier 4 Unrated	(\$1m)

The City’s funds invested as at 31 March 2024, relative to the Counterparty Credit Framework limits were as follows:



As highlighted in the chart above, the City’s portfolio of investments as at 31 March 2024 is compliant with the City’s investment policy.

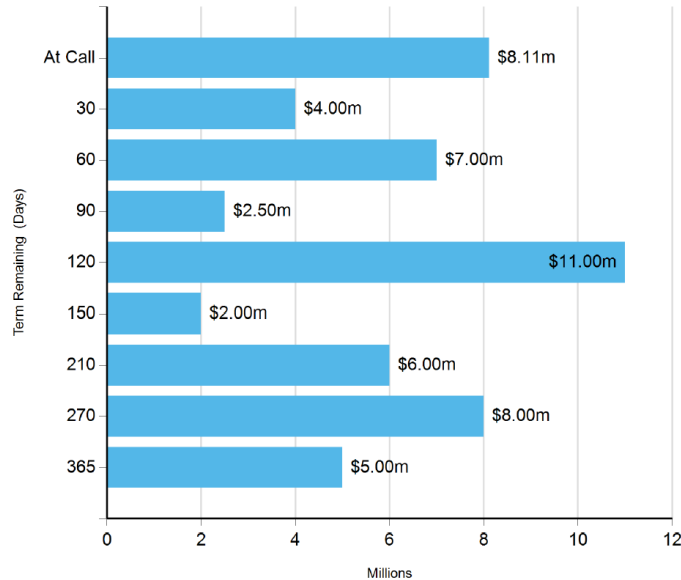
3. Portfolio Liquidity Indicator

The City’s investments are to be made in a manner to ensure sufficient liquidity to meet all reasonably anticipated cash flow requirements, without incurring significant costs due to the unanticipated sale of an investment.

The below graph provides details on the maturity timing of the City’s investment portfolio as at 31 March 2024. Currently, all investments will mature in one year or less.



Face Value by Term Remaining

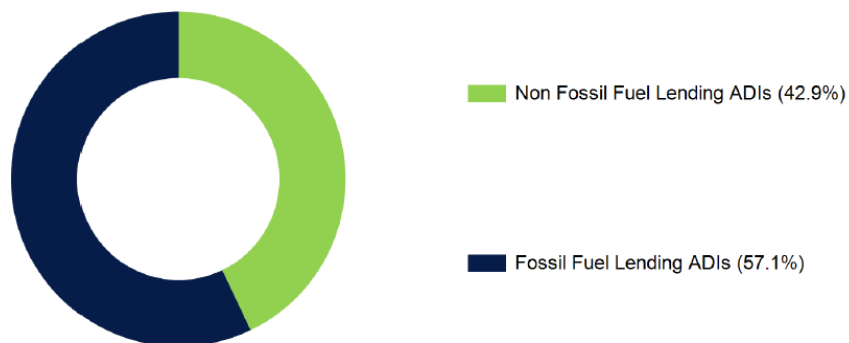


4. Portfolio Summary by Fossil Fuels Lending Authorised Deposit-Taking Institutions (ADIs)

To support the City’s ability to undertake greater fossil fuel divestment, a review of the Investment Policy was presented and adopted by Council on 25 November 2020 which incorporated a minor change to the investment framework to increase the percentages allocated to Tier 3 and Tier 4 categories, allowing greater flexibility. Since December 2020 investments have been made in accordance with the revised policy to increase the percentage invested in “Green Investments”; being ADIs that do not lend to industries engaged in the exploration for, or production of, fossil fuels (Non-Fossil Fuel Lending ADIs).

As at 31 March 2024, \$23m (42.9%) of the City’s portfolio was invested in “Green Investments”.

Fossil Fuel vs Non Fossil Fuel Lending ADI





Refer to Attachment 1 (Note 7) for details on which financial institutions these investments are held in.

Update on volatility in the global banking sector

According to the Reserve Bank of Australia's (RBA) Financial Stability Review published in October 2023 higher interest rates and high inflation have exposed vulnerabilities in some parts of the global financial system and put pressure on households and businesses.

Global interest rates have increased substantially since late 2021, after a prolonged period of historically low rates. This increase has exposed vulnerabilities in some banking systems, and stresses experienced by non-bank financial institutions (NFBIs).

NFBIs have disrupted functioning in parts of the global financial system. Such events – including liquidity stress in commodity and energy markets in 2022, stress in UK government bond markets caused by pension funds in September 2022, and banking stress in the United States and Switzerland in March 2023 – have required interventions by authorities to ensure broader system stability.

Notwithstanding continuing concerns internationally, The RBA has cited there are important differences in the composition of the financial system meaning these vulnerabilities are not as prevalent in Australia.

The Australian NBFBI sector is largely comprised of superannuation funds that do not guarantee member returns, use little leverage, and have a lower risk of redemptions that could spark unforeseen liquidity calls. Outside of superannuation funds, credit intermediation from non-banks (including from hedge funds) is also limited in Australia compared with other economies, comprising 4 per cent of outstanding housing credit and 9 per cent of business credit.

More generally, the RBA has advised that global financial stability risks remain elevated for the following reasons:

- The spread of property sector stress in China to the rest of its economy and financial system, which has other longstanding vulnerabilities.
- A sharp tightening in financial conditions and disorderly asset repricing caused by, for example, a severe global economic downturn or a reassessment of the interest rate outlook if inflation stays high for longer than expected.
- NFBIs in key financial centres could amplify abrupt adjustments in global financial conditions.
- A further weakening of conditions in commercial real estate (CRE).
- A sharp increase in unemployment and a slowdown in economic growth.
- Renewed pressure on smaller banks, especially in the United States



- Ongoing threats to global financial stability generated from outside the financial system continue to build, including those related to cyber-attacks, geopolitical tensions and risks associated with climate change.

Given the current volatility in the banking sector the City is currently prioritising higher rated banks (Tier 1 & 2) when it comes to investment activity. If a non-fossil fuel lender is providing competitive rates that will generate a suitable return, and fall within a tier 1 or 2 category, these lenders will be prioritised. However outside of this the City will prioritise low risk investment activity across higher tier banks in order to limit the City's exposure to the increasing risk being faced across the sector.

5. Interest Income for Matured Investments

Per Attachment 1 (Note 9), interest income earned during March 2024 from matured investments was \$191,470.

6. Investing Activities

In March 2024, 4 new term deposit of \$9.06m was invested. Full details of the institutions invested in, interest rates, number of days and maturity date for investments held as at 31 March 2024 are provided in Attachment 1 (Note 10).

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required.

OFFICER'S RECOMMENDATION

Council receive the Investment Report for the month ending 31 March 2024, as provided in Attachment 1.



C2404-17 SCHEDULE OF PAYMENTS –MARCH 2024

Meeting date:	24 April 2024
Responsible officer:	A/Procure to Pay Team Lead
Voting requirements:	Simple Majority
Attachments:	1. Schedule of Payments and Listings 2. Purchase Card Transactions <i>Attachments viewed electronically</i>

SUMMARY

The purpose of this report is to present to Council a list of accounts paid by the Chief Executive Officer under delegated authority for the month ending 31 March 2024, as required by the *Local Government (Financial Management) Regulations 1996*.

This report recommends that Council accept the list of payments made under delegated authority and accept the detailed transaction listing of Purchase Card expenditure.

BACKGROUND

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's municipal or trust fund. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid under delegation for the month of March 2024, is provided within Attachments 1 and 2.

FINANCIAL IMPLICATIONS

A total of \$8,616,860.73 in payments were made in the month of March 2024 from the City's municipal and trust fund accounts.

LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*



- (2) A list of accounts for approval to be paid is to be prepared each month showing
- (a) for each account which requires council authorisation in that month –
 - (i) the payee’s name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be –
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

CONSULTATION

Nil

OFFICER COMMENT

The following table summarises the payments for the month ending 31 March 2024 by payment type:

Payment Type	Amount (\$)
<i>Cheque / EFT / Direct Debit/International Payments</i>	\$ 6,039,007.49
<i>Purchase card transactions</i>	\$ 51,492.11
<i>Salary / Wages / Superannuation</i>	\$ 2,526,361.13
Total	\$ 8,616,860.73

Attachment 1 provides a detailed listing of the payments by Cheque, EFT and Direct Debit, while Attachment 2 provides a detailed listing of Purchase Card transactions for the month ending 31 March 2024.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required



OFFICER'S RECOMMENDATION

Council:

- 1. Accept the list of payments made under delegated authority, totalling \$8,616,860.73 for the month ending 31 March 2024 including the Cheque /EFT/ Direct Debits/ International Payments as contained within Attachment 1.**
- 2. Accept the detailed transaction listing of Purchase Card expenditure, totalling \$51,492.11 for the month ending 31 March 2024, as contained within Attachment 2.**



C2404-18 MONTHLY FINANCIAL REPORT - MARCH 2024

Meeting date: 24 April 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority
Attachments: 1. Monthly Financial Report – March 2024

SUMMARY

The monthly financial report for the period ending 31 March 2024 has been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

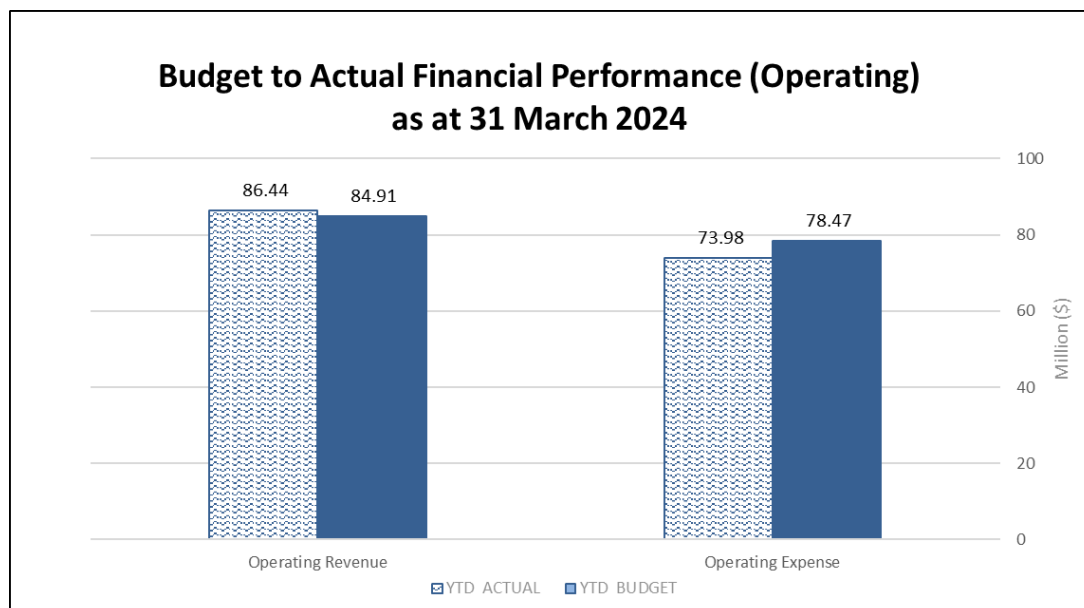
This report provides an analysis of financial performance up to February 2024 based on the following statements:

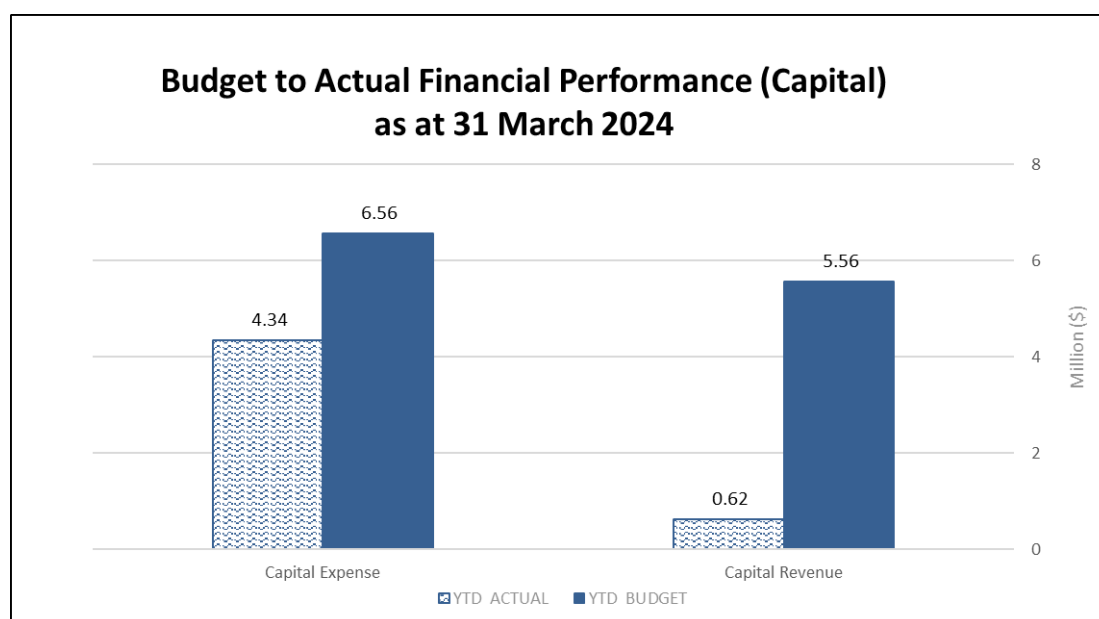
- Statement of Comprehensive Income by Nature;
- Statement of Financial Activity by Nature and by Directorate; and
- Statement of Financial Position with Net Current Assets.

This financial report for the period ended 31 March 2024 is prepared considering accrued interest on borrowings (loans) and prepaid insurance premiums.

BACKGROUND

The following charts and table provide a high-level summary of the Council's year to date financial performance as at 31 March 2024.





STATEMENT OF FINANCIAL ACTIVITY – BY NATURE FOR THE PERIOD TO 31 MARCH 2024

The table to follow provides a summary of the year-to-date Statement of Financial Activity by Nature, to 31 March 2024. The detailed Statement can be found in the attached Monthly Financial Report.

STATEMENT OF COMPREHENSIVE INCOME – BY NATURE AND TYPE FOR THE PERIOD TO 31 MARCH 2024

As detailed in the Statement of Comprehensive Income by Nature and Type, operating income and expenses have varied to the Adopted Budget as follows:

Description	YTD Adopted Budget \$	YTD Actual \$	Variance \$	Variance %
Operating Income				
Rates (including Annual Levy)	58,917,371	59,793,833	876,462	1.49%
Service Charges	6,602	12,680	6,078	92.07%
Op. Grants, Subsidies & Contributions	2,452,538	1,851,786	(600,752)	(24.50%)
Fees and Charges	19,607,582	20,418,937	811,355	4.14%
Interest Earnings	2,197,812	2,501,189	303,377	13.80%
Reimbursement Income	1,095,677	1,203,797	108,120	9.87%
Other Income	635,191	655,704	20,513	3.23%
Total	84,912,773	86,437,926	1,525,153	1.80%
Operating Expenses				



Employee Costs	(33,063,292)	(31,342,260)	1,721,032	5.21%
Employee costs - Agency Labour	(675,447)	(812,187)	(136,740)	(20.24%)
Materials and Contracts	(23,717,098)	(21,397,329)	2,319,769	9.78%
Depreciation - Non-Current Assets	(16,805,436)	(16,833,476)	(28,041)	(0.17%)
Interest Expenses	(359,995)	(353,555)	6,440	1.79%
Utility Charges	(1,542,381)	(1,202,673)	339,708	22.02%
Insurance Expenses	(875,690)	(783,934)	91,756	10.48%
Other Expenditure	(1,431,946)	(1,248,895)	183,051	12.78%
Total	(78,471,284)	(73,974,310)	4,496,975	5.73%

Further explanation of material variances can be found within the Officer’s Comment section of this report.

FINANCIAL IMPLICATIONS

This report is provided to enable Council to assess how revenue and expenditure are tracking against budget, and to identify any budget issues of which the Council should be informed.

LEGAL IMPLICATIONS

Local Government (Financial Management) Regulation 34 requires a monthly financial activity statement and an explanation of any material variances to be prepared and presented to an Ordinary Council meeting.

CONSULTATION

Nil

OFFICER COMMENT

Summary of financial performance

As at the end of March 2024, the City demonstrated strong financial performance with a closing funding position of \$28.25m.

In summary, as at the end of March 2024, the current closing position exceeds the YTD amended budget by \$7.54m. This is mainly due to favourable variances against the year-to-date budget across the following areas:

- Increased Rates revenue of \$0.87m;
- Increased revenue from Fees and Charges of \$0.81m;
- Increased revenue from Interest earnings of \$0.30m;
- Operating expenditure underspend of \$1.58m from Employee Cost;

**Agenda – Ordinary Meeting of Council
24 April 2024**



- Operating expenditure underspend of \$2.32m from Material and Contracts;
- Operating expenditure underspend of \$0.34m from Utility costs;
- Capital expenditure underspend of \$2.23m.

These favourable variances are offset by:

- Decreased revenue of \$0.60m recognised for Capital grants and contributions;
- Decreased revenue of \$4.34m recognised for Proceeds from disposal of assets;
- Decreased Reserve transfer of \$4.22m.

Explanation of Material Variances & YTD Performance

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopted the level to be used in Statements of Financial Activity by Nature in the 2023-24 financial year for reporting material variances as 10% together with the minimum value of \$100,000 (Refer Item C2306-1 from Council meeting on 28 June 2023).

The material variance thresholds are adopted annually by Council and indicate whether actual expenditure or revenue varies materially from the year-to-date budget. The following is an explanation of significant operating and capital variances to budget as identified in the Statements of Financial Activity by Nature.



Building on the favourable opening net position for the year, the following items explain the City’s major variances in operating performance for this financial year, as highlighted in the year-to-date Financial Activity Statement as at 31 March 2024:

Description	Variance Amount (\$)	Comment
Grants, Subsidies and Contributions	(600,752)	▼ (24.50%)
Major Variances:		
Operate Fremantle Arts Centre	(400,000)	Timing variance: 2 nd instalment of grant to be received from DLGSC.
Provide tenancy advocacy and support	(92,709)	Timing variance: Grant received but income to be recognised in line with expenses to be incurred to June 2024.





Description	Variance Amount (\$)	Comment
Conduct Fremantle Festival	(46,350)	Grant still to be received from Lotterywest for Fremantle Festivals.
Interest Earnings	303,377	13.80%
Major Variances:		
Receive investment income	286,455	Higher interest earning is mainly due to higher interest rates on investments along with higher cash holdings due to above budget revenue and underspends. Current investment markets continue to offer attractive interest rates.
Employee costs - Agency Labour	(136,740)	(20.24%)
Major Variances:		
IT Operations Team	(62,982)	Agency labour used to cover vacant positions, offset by savings in staff establishment budget.
Parks and Landscapes Team	(61,858)	
Utility Charges	339,708	22.02%
Major Variances:		
Public Street lighting	177,671	Timing variance - Billing for one month outstanding
Other Expenditure	183,051	12.78%
Major Variances:		
Contribute to the operations of Regional Resource Recovery	78,224	Timing variance: Resource Recovery Group Membership Contribution towards Operating Expenses FY2023-24
Support TAG Hun. Sponsorship	20,000	Timing variance: Sponsorship expected to be paid in April.
Capital Grants and Subsidies/Contributions for the development of Assets	(604,051)	(49.87%)
Major Variances:		



Description	Variance Amount (\$)	Comment
P-11823 Design and construct-Port Beach coastal adaptation	(324,172)	Timing variance: Project is currently in aquittal phase with Department of Transport, with further works on dune vegetation set to be on site in June 2024.
P-12201 Purchase - Wayfinding system	(175,000)	Timing variance: Income will be recognised in line with expenses. Tender has been issued.
P-12138 Design and construct - John St Riverwall Replacement	(161,027)	Timing variance: Income will be recognised in line with expenses.
Proceeds from Disposal of Assets	(4,340,243)	 (99.78%)
Major Variances:		
7 Quarry Street 9 Quarry Street	(4,350,000)	Timing variance: Council authorised the Chief Executive Officer to dispose of proposed Lot 802 (portion of 5-15 Quarry Street) by entering into a Contract of Sale. Awaiting finalisation of subdivision as part of settlement process.
Payment for Investment properties	211,827	 74.20%
Major Variances:		
P-12176 Install - Moores Building - Electrical	50,000	Timing Variance: In progress to be complete by June.
P-12174 Install - Victoria Pavilion - Fire system	33,000	Timing Variance: In progress to be complete by end of May.
P-11944 Design and construct – 38-40 Henry Street – Facade	31,000	Project scheduled to commence December due to university scheduling requirements and operational interface. This will be carried forward.
P-12181 Install - Arts Centre - Lighting	30,000	Works have been completed and invoiced in April.



Description	Variance Amount (\$)	Comment
Payment for Property, plant and equipment	770,388	 32.80%
Major Variances:		
P-12201 Purchase - Wayfinding system	225,000	Timing variance: Tender issued and anticipating to pay \$225k this financial year.
P-12082 Design and construct - Brad Hardie Changerooms	200,000	The Brad Hardie Changerooms are being considered in the Hilton Park Masterplan Project. The project has been put on hold until the scope of works for refurbishment is clearly defined following engagement, use and needs analysis, functional requirements, masterplanning and budget/funding development.
P-11989 - Design and construct - Hilton Park Precinct	163,244	The project is currently in the engagement phase for the Place Plan and draft phase for the Masterplan which will start to define the project scope of works.
P-11829 Design and construct-Kings Square Commercial tenancy	134,779	Timing variance: Lease negotiations are underway. Based on the current timeline, it is now likely this will be spent next financial year.
Payment for Construction of infrastructure	1,245,876	 31.70%
Major Variances:		
P-12148 Design and construct - Walyalup Koort Lighting	264,620	Timing variance: Project progressing and expected to be invoiced in April and May 2024.
P-11823 Design and construct-Port Beach coastal adaptation	203,711	Timing variance: The works Contract for dune revegetation has been awarded and works are set to be on site in June 2024.



Description	Variance Amount (\$)	Comment
P-12138 Design and construct - John St Riverwall Replacement	147,526	The Contract has been awarded. Works have been put on hold whilst the City obtains approval for an Aboriginal Cultural Heritage Management Plan as part of the Conditions for the Section 18 approval for works within the Swan River.
P-11842 Design and construct-Westgate Mall courtyard	105,973	In progress – complete May 2024.
P-12191 Install - Fremantle Oval - Bore	100,000	The project has been delayed due to heritage issues. The City will need to engage an archaeologist prior to the project going to tender.
Reserve Transfers	4,221,502	▼ (38.72%)
Major Variances:		
Transfer to Reserves (Restricted) – Capital	4,350,000	Timing variance: Awaiting settlement and proceeds from disposal of 7 and 9 Quarry Street.
Transfer from Reserves (Restricted) – Capital	(116,445)	Timing variance: primarily attributed to an underspend on capital works, therefore, the required funding from Reserves is less than budgeted year to date.

Accounting methods

The City manages its finances in line with the requirements of the Local Government Act 1995, associated regulations and Australian accounting standards.

The City carries out accounting on both an accrual basis and a cash basis.

Accrual accounting requires accounting transactions to be recognised and recorded when they occur, regardless of whether payment/receipt has been made at that time, in accordance with the Australian Accounting standards.

**Agenda – Ordinary Meeting of Council
24 April 2024**



The City accounts for Rates, Service Charges, Interest income on term deposits, Insurance expenses and Interest expenses on borrowings (loans) & leases on an accrual basis.

The remainder of income and expenditure items are recognised and recorded at the period they are encountered.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council receive the Monthly Financial Reports, as provided in Attachment 1 including the Statement of Comprehensive Income, Statement of Financial Activity, Statement of Financial Position and Statement of Net Current Assets, for the period ended 31 March 2024.



12. Motions of which previous notice has been given

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO.

Nil.

13. Urgent business

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

14. Late items

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

15. Confidential business

Members of the public may be asked to leave the meeting while confidential business is addressed.

Nil.

16. Closure