



Agenda

Ordinary Meeting of Council

Wednesday 25 September 2024 6:00 pm



Notice of an Ordinary Meeting of Council

Elected Members

An Ordinary Meeting of Council of the City of Fremantle will be held on **Wednesday 25 September 2024** in the Council Chamber (Bibbool Room) 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 September 2024



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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.

Attendance, apologies and leave of absence

Apologies

There are no previously received apologies.

Leave of absence

There are no previously received leave of absence.

Applications for leave of absence

Elected members may request leave of absence.

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.

Responses to previous public questions taken on notice

There are no responses to public questions taken on notice at a previous meeting.

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.



Petitions

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

Deputations

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

Presentations

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

Confirmation of minutes

OFFICER'S RECOMMENDATION

Council confirm the minutes of the Ordinary Meeting of Council dated 11 September 2024.

Elected member communication

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



Reports and recommendations from officers

Planning reports

Nil.



Strategic and general reports

C2409-10 HILTON PARK MASTER PLAN

Meeting date:	25 September 2024
Responsible officer:	Manager Parks and Landscape
Voting requirements:	Simple Majority Required
Attachments:	1. Hilton Park Precinct Plan – Masterplan Report 2. Hilton Park Precinct Planning - Community Engagement Outcomes Report

SUMMARY

Through an empowering community and stakeholder engagement process the Hilton Park Precinct Masterplan sets a comprehensive, contemporary, exciting, and achievable plan for future revitalisation and development of existing sporting assets, reconsidered as 'Community Parkland', to include broader social and ecological outcomes.

The project emerged through Council's focus on renewing and activating suburban amenities and precincts as well as through discussions with clubs identifying issues with facilities and need for major renewal to better cater to a growing and changing community. In part due to ageing, inaccessible and non-compliant infrastructure, the project is aimed at renewal but also a revival in order to meet contemporary needs.

This report recommends Council adopt the Hilton Park Precinct Plan – Masterplan Report.

BACKGROUND

Hilton Park is on a 19ha site 4km from Fremantle centre, on the southeast edge of Beaconsfield and is framed by Carrington Street, Lefroy Road, Shepherd Street and Jeffery Street. The development of the Masterplan emerged through engagement with sporting clubs on desired use highlighting issues with facilities, infrastructure and access to suit current and future sporting requirements. The City's asset renewal information, facility assessment and long-term financial plan also highlighted the need for redevelopment of the facilities to better cater for the communities current and future use for both active and passive recreation, and other community use.



The "Place Plan approach has been adopted for the review and development of the Masterplan to ensure the City's asset renewal program occurs in a way to meet the current, emerging and future requirements of key stakeholders and the community. It aims to better enable the community's use of the precinct while catering for the increasing demand being placed on City public open space.

The project scope and Project Working Group (PWG) Terms of Reference were presented and subsequently adopted at the Ordinary Council Meeting on 22 February 2023. The PWG was formed for stakeholder involvement throughout the project. The PWG allows for a collaborative approach with representation from Council, City Officers, clubs and a diverse range of community members, including those with lived experience to ensure inclusivity and accessibility. An internal Cross Functional Team (CFT) made up of City Officers provides technical advice and subject matter expertise.

To lead the delivery of the Hilton Park Masterplan, the City also engaged a consultant team led by an experienced Landscape Architecture consultancy supported by a team of subconsultants including engagement/communications, civil engineering, architectural, irrigation, and quantity surveying advice services.

FINANCIAL IMPLICATIONS

Asset renewal works for the precinct have been forecast and scheduled in the City's asset renewal plans. A key outcome of the Masterplan is to inform the renewal of these assets to align with the current and future needs of the community and develop project cost estimates and recommendations based on priority, staging and delivery. A key focus is to align it with available grants and seek funding contributions and partnerships that may be available.

The current capital budgets allocated to the Hilton Park Project are as follows, noting the scope for each project is being finalised through the masterplan:

Project		24/25 adopted	25/26 proposed	26/27 proposed	27/28 proposed
North Precinct (Stage 1) - submitted for Thriving Suburb Grant					
Scope includes Brad Hardie Pavilion, senior and junior football oval, cricket nets, pump track and other recreational areas.					
P-11989 Hilton Park Masterplan projects	Municipal	\$250,000	\$750,000	\$2,470,000	\$530,000
	Income	\$3,747,977 Thriving Suburbs Grant*			
	Total	\$7,747,977			
P-12082 Design and Construct Brad Hardie Pavilion Changerooms Upgrade	Municipal	\$250,000			
	Income	\$200,000 CSRFF*			
	Total	\$450,000			



Other budgeted projects					
P-12225 Ken Allen Field Lighting	Municipal	\$250,000*			
	Income	\$108,798			
	Total	\$358,79			
P-12197 Demolition Ken Allen Clubhouse	Municipal	\$106,285			
	Income	\$0			
	Total	\$106,280			
Ken Allen Field Irrigation	Municipal		\$409,000		
	Income		\$0		
	Total		\$409,000		
Ken Allen Car Park Renewal	Municipal			\$20,760	
	Income			\$0	
	Total			\$20,760	

* Grant not approved.

Once the Masterplan is adopted, additional projects will be aligned with the City’s existing asset renewal program, in addition to the projects noted above.

The City has submitted a Thriving Suburbs Program Grant on 30 August 2024 which is focussed on delivering investment in locally-driven urban, suburban and peri-urban community infrastructure projects. The grant focusses on delivering the northern precinct of the site including Brad Hardie Pavilion, senior and junior football Oval, cricket nets, pump track and other recreational areas. This stage of works is estimated total cost of \$7,495,954 ex GST and the grant submission was for \$3,747,977 with the balance to be funded by the City.

An unsuccessful “Play Our Way” grant expression of interest was also submitted in April 2024 for the amount of \$5,592,400. The project would have delivered a new community facility to replace the existing Ken Allen building on the south-west corner of the reserve. The proposal centred around female sport and recreation that encourages connection and provides a safe space for local women and girls to participate in a range of sports or recreation activities. The facility proposed a standard set of provisions for a neighbourhood community space, while also utilising the recent *Female Friendly Sport Infrastructure Guidelines*.

An order of magnitude of costs is also being developed and refined alongside the masterplan and will be used to align the project with the City’s financial plan, identify and apply for grants and seek other funding sources.

LEGAL IMPLICATIONS

Nil



STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Liveable City - Liveable and socially connected neighbourhoods

- Community-led clubs and groups allow for social inclusion and connection across our neighbourhoods.
- Community participation is encouraged through spaces that enable social connection.

Liveable City - Sustainably designed and optimised urban and natural environments

- The community can access and enjoy natural areas and green spaces for passive and active recreation.

Liveable City - Functional and inclusive recreational facilities

- Recreational facilities are contemporary, functional and can be accessed by all members of the community.
- Sporting clubs have access to facilities and greenspace that meet the needs of a broad range of sporting codes and skill levels.
- The community can participate in a diverse and affordable range of sporting and recreational pursuits.

CONSULTATION

The Working Group stakeholders have met 5 times and each session has involved engagement updates on the former round/results as well as exercises. The community was consulted after each review with the stakeholders and in a similar but tailored fashion. The feedback has been largely positive and has been fed into the masterplan each time.

MySay platform final figures overall were as follows.

- Total visits: 3,100
- Engaged visitors: 117
- Informed visitors: 1,100
- Aware visitors: 2,100

Since the previous update to Council on 22 May 2024, the following stakeholder and community engagement has occurred for the masterplan. The final round of community engagement was undertaken on the City's MySay platform between 31



May and 30 June 2024 and there were 22 responses. A summary of the feedback provided is as follows:

Masterplan Aims:

The online survey asked the public to rate agreement with the aims of the Masterplan. Response feedback was:

- Safety - 15 respondents agreed that the masterplan improved safety. Respondents noted the importance of lighting.
- Movement - 16 respondents agreed that the masterplan improved movement. Respondents noted the importance of paths.
- Recreation, Leisure, Convenience/Health and Wellbeing - Most respondents agreed that the Masterplan promoted this. 16 respondents feeling the Masterplan provided adequate bookable indoor recreation spaces. 18 respondents agreeing it provides suitable convenience facilities. 16 respondents felt there were opportunities for new and enhanced buildings that enable greater inclusivity. 14 respondents felt it offered relaxation and leisure outdoors. Only 5 respondents felt that it did not offer for recreation outdoors.
- Creativity and Community Connection - Most respondents agreed that the masterplan fostered and provided for this. 18 respondents sensed a wider range of spaces that can enable different uses, activities and events for everyone to enjoy at all times and all year round. 19 respondents sensed a park with multiple spaces that can be used in a single outing and across different people within a group.
- Nature/Greening - 18 respondents agreed that the masterplan displayed this. Respondents noted the importance of trees.
- Water Use - 14 respondents agreed that the masterplan promoted responsible use of water on site. A couple felt grass is not considered water wise.
- Dog Friendly Spaces - 15 respondents agreed that the masterplan enabled good dog activation, only 3 disagreed. However, respondents questioned how this will be managed.

Overall Masterplan support:

- Supported - 8 respondents supported the draft masterplan. Feedback included: noting the importance of retaining all sports ovals, providing interactive spaces for all ages, and the importance of disc golf.
- Somewhat supported - 12 respondents somewhat supported the draft masterplan. Feedback included: concerns about disc golf and basketball being impacted, concerns over reduction in turf, concerns regarding pedestrian safety due to parking inside the park.



Suggestions included: increasing disc golf, including tennis and BMX track and a bike jump line, fenced dog area being too small, needing space for creativity, need for an indoor multi-sport recreation facility.

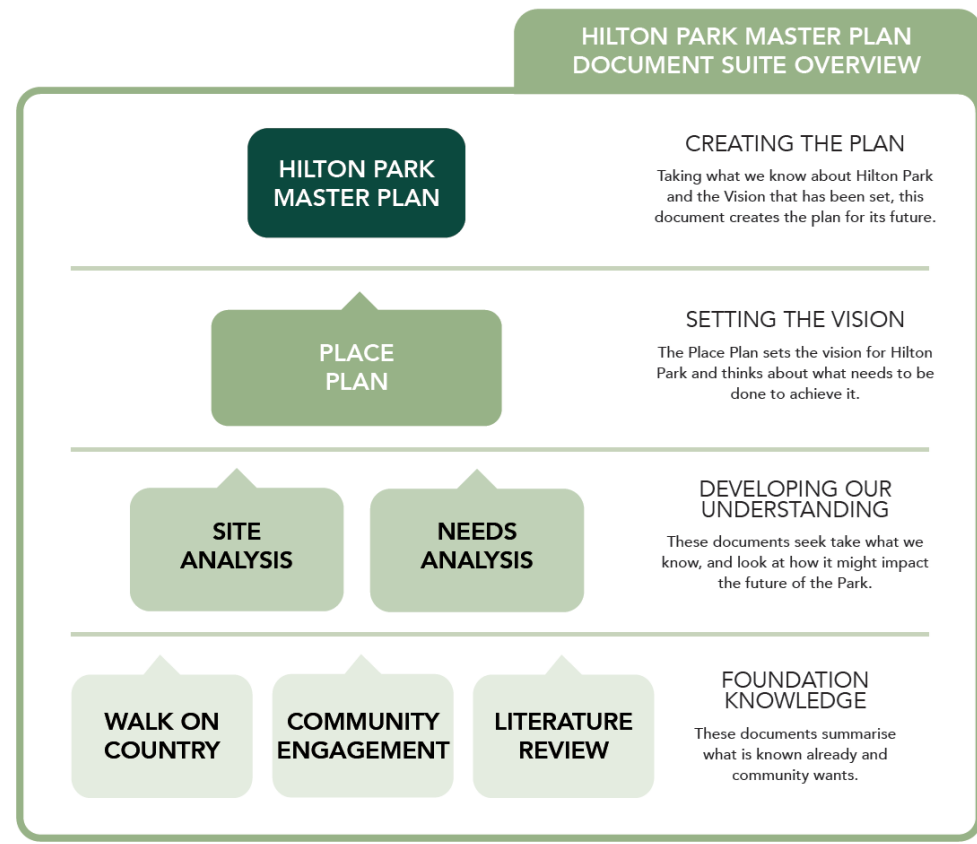
- Not supported: Only 2 respondents did not support the draft masterplan. Feedback included: sentiment that the answer was short term/there was a need for an indoor multi-sport facility, and that there were too many suggestions on the oval which will become overcrowded. Suggestions included: making the disc golf plans clearer, communicating the dog park with signs, lighting to be a focus of the plans, paths to be for all users.

Overall, there were several items identified to be considered in the final masterplan. These included: more clearly show the disc golf improvements, clarify the new public toilets in each of the 3 zones, clarify the parking on youth zone functionality i.e. only for overflow events and use of safety bollards at other times, and legibility of dog park signs.

The masterplan was presented to the PWG at workshop 5 on Tuesday 30 July 2024 to test changes and updates incorporated following the community engagement. The Group were in agreement with the slight changes and there was consensus that the plans were well considered and heeded social capital and keeping of club/community culture.

OFFICER COMMENT

The Hilton Park Masterplan forms part of the suite of documents for the Hilton Park project. The following diagram puts the document in context:



At the Ordinary Meeting of Council on 22 May 2024, Council endorsed the draft Hilton Park Masterplan for the purpose of community engagement. This occurred between 31 May and 30 June 2024 and the Project Working Group meeting 5 occurred on Tuesday 30 July 2024. Feedback received during this process has been considered and integrated into the final masterplan where appropriate.

Masterplan Updates

The City undertook further community engagement and stakeholder consultation on the draft Masterplan. The feedback received was considered minor and limited, demonstrating overall support of the masterplan.

The following feedback was considered and included in revisions to the plan. These were easily relieved as they were due to the communication/graphics rather than real concern or need for change.

- Disc Golf - clearly show the increase to 18-hole course from current 9-hole course. This was included in the draft Masterplan.
- Basketball - clearly show it not being impacted because of the proposed youth zone which was in the draft Masterplan.
- Turf reduction - not being impacted, clear that overall the turf area stays largely the same.



- Toilets - clearly show that we have planned for three public toilet facilities across the park including one in each zone.
- Creative space - this was included in the in the draft Masterplan via the creative hub/outdoor performance/gathering space.
- Lighting - clearly indicate these across the plan as a key component which will improve park safety. Plans for these are underway and a key focus if the quick wins stage.
- Paths - clearly indicate that these are shared for all users, and safe.
- Dogs/Fencing - the management and communication of this will fall under the park signage strategy and signs will mention locations, controls and times.

The following feedback was received which was not included in revisions to the plan as they were not supported by the engagement journey.

- Mountain bike jump line or BMX track - there is one existing not far from Hilton Park at Booyeembara Park. At Hilton Park we have the proposed pump track planned to fit this type of recreation.
- Tennis - not supported by the engagement journey, tennis is provided for elsewhere in Fremantle.
- Indoor multi-sport facility - an indoor multi-sport facility was not supported by the engagement journey nor a focus of the place, however a community recreation room of 150m² has been proposed in the lower floor of a proposed central building and likewise sized in the southern building.
- Oval overcrowding - the northern ovals are set to simply support football in winter and cricket in summer, and when these activities are not being undertaken these parts become flexible community spaces inclusive of dog walking.
- One central facility - the engagement supported smaller, distributed satellite facilities.
- Fenced dog areas - there are no planned changes to off leash dog exercise areas within the precinct and the focus is on retaining flexible, public open space that caters for all. The new junior football oval provides an additional grass dog exercise area when it is not being used for sport.

The final masterplan presented for Council adoption reflects a comprehensive process conducted in close partnership with stakeholders and the community.

Next Steps

Upon adoption of the masterplan, the project moves to the delivery phase. This includes the following actions:



Business Case

The Business Case is being developed to prepare:

- Economic and Financial Analysis:
 - Cost Benefit Analysis: including how the project adds value to the local community and economic development.
 - Economic Impact Assessment: of construction and operations.
 - Social Impact Assessment.
 - Risk Assessment.
 - Forecasts for the development and the implementation of the project, including cost management options.
- Partnerships: Identification of opportunities for partnerships, user groups, functions and services, stakeholder engagement summary (high-level).
- Funding and Grant Opportunities Identification: aligned with City budget planning (renewal alignment).
- Delivery/Implementation Options: delivery model, priorities and staging.
- Final Reporting: with recommendations and implementation planning.

Advocacy Pack

The Hilton Park advocacy pack has been developed to:

- Support advocacy and grant submission when seeking partnership on the delivery of the project.
- Includes project vision, scope, benefits, community engagement, funding and delivery.

Hilton Park Building Provision Summary

The redevelopment of Hilton Park will deliver accessible facilities and green spaces that cater to a diverse range of sports and skill levels, addressing a core priority in the Strategic Community Plan 2024-2034. The Public Open Space Strategy 2024-2034 further highlights the growing demand for public open space (POS) and sports facilities. Hilton Park will serve as both a neighbourhood and district open space, aligning with the Department of Local Government, Sport, and Cultural Industries' (DLGSC) Classification Framework for Public Open Space. The redevelopment is set to achieve key objectives outlined in the DLGSC Strategic Plan: 2024-2029, which aims to increase participation and success in sport. One key goal is to "maximise the use of arts and culture, and sport and recreation infrastructure, and provide an evidence-based investment program for new infrastructure".



The Masterplan identifies refurbishments, upgrades or new builds for Brad Hardie Pavilion, Alastair Mackay Pavilion, Hilton Park Bowling Clubrooms and Ken Allen Pavilion. Through the masterplan process, indicative massing and level of provision has been identified. Officers are now undertaking further detailed brief developments for each of these facilities to ensure they work in harmony as a suite of buildings for the precinct while catering for the main building occupants. This includes undertaking further detailed assessment of the need, function, requirements and sizing of proposed community bookable space across the buildings.

Brad Hardie Pavilion Brief

The existing Brad Hardie Pavilion is ideally located overlooking the oval and adjacent to the recently upgraded Dick Lawrence Playground and BBQ picnic area. This convenient placement allows parents and guardians to easily supervise their children at the playground while enjoying views of the playing fields and accessing the Pavilion's amenities.

The existing Brad Hardie Pavilion, while serving the community well, has notable room for improvement. As the first building to be refurbished on the site, this project will set the standard for future developments within the masterplan. The renovation will enhance the Pavilion's functionality, leveraging its east-west orientation to maintain its excellent viewing vantage of the oval.

The key goals of the Brad Hardie Pavilion are:

- To better accommodate a diverse range of users, from club members to the broader community.
- Support junior players.
- Encouraging more women and girls to participate in sports.
- Create more accessible and inclusive facilities to establish a benchmark for future improvements across the Precinct.

By fostering a welcoming environment for all, especially young athletes, the pavilion will play a crucial role in promoting sports participation and community engagement.

The project scope of works will include the following:

- Community/social space: Cosmetic upgrade to community room including replacement of heavy-duty carpet tiles and paint finish to walls.



- Player Changerooms: Renovate both home and away changerooms to create a welcoming, inclusive, and modern environment. Changeroom facilities to include resilient floor finish with coved skirting, bench seating, impact resistant wall linings, coat hooks, high level glazing and natural ventilation if possible and energy efficient lighting.
- Player Amenities: Consolidate player amenities to provide teams with access to non-gendered, inviting, and inclusive toilets and showers. Remove all existing urinals. Amenities to include the following requirements, resilient, impact resistant, and low maintenance materials, compact laminate cubicle partitions, vanity bench, mirrors, wall-mounted soap dispensers, ventilation/air exhaust and hand dryers. Energy-efficient lighting.
- Umpires: Revitalise the current underutilised and uninviting space for increased use by umpires.
- First Aid/Medical & Office: Consolidate and ensure the functionality of the first aid, medical, and office areas. First Aid requirements include, resilient flooring, energy-efficient lighting, a doorway wide enough for a stretcher to be carried through and enough room to allow for a first aid bed. Bench with cupboards and lockable drawers. Tiled waterproof membrane to splashback. Basin and tapware. Ventilation/air exhaust.
- External Storage: Consolidate external storage areas to provide accessible space for sports equipment. Ensure that the storage space is flexible and enhances the experience community volunteers. Consider storage space for a buggy for volunteer use.
- Internal Storage: Consolidate internal storage areas for uniforms, furniture, and merchandise.
- Kitchen: Apply minimal treatments to the kitchen, including painting and general maintenance.
- Kiosk: Perform an aesthetic update to the servery while retaining existing equipment.
- External: Conduct minor aesthetic upgrades including painting and lighting enhancements.
- Public Amenities: Consider making internal toilets accessible to the public or providing a standalone toilet pavilion.

As the Brad Hardie Pavilion is a retrofit, the following CoF Community Facility Provision Standards will be accommodated where the building fabric can support it:



Brad Hardie Provision - Small Community Facility	
Club and community space	Function room (minimum 100m ²)
	Meeting room (minimum 70m ²)
	Kitchen (25m ² and has external servery)
Toilets and change rooms	2 x non-gendered change rooms including showers (1 shower in each change room to be an accessible shower). Changing space area to be a minimum 35m ²
	Internal access toilets
	Internal unisex accessible toilet – 6m ²
	Unisex accessible park/public toilet – 6m ²
	1 non-gendered umpire room with 2 shower cubicles
	First aid room – if required by sport (minimum 10m ²)
Storage	Internal community group storage (minimum 30m ²)
	Furniture store (minimum 10m ² or ratio 1m ² : 7m ² of meeting space)
	Externally accessible sports group storage (20m ² per sporting group)
	Playgroup storage (30m ² internal / external access)
Other	Cleaners room
	CCTV / AV / IT room (minimum 3m ²)
	Cabling conduit to service future CCTV / AV
External	Undercover viewing area facing park (minimum 4m depth) – 1 side only
	Bin store compound.

This project is identified for the Department of Local Government, Sport and Cultural Industries Community Sport and Recreation Facilities Fund grant program. The project, inclusive of design, will be brought back to Council for approval ahead of this grant submission.

Ken Allen Lighting

The Ken Allen lighting project will provide floodlighting to 2 rectangle pitches at Ken Allen Fields, Hilton Park. The pitch is used by 2 winter sports for training purposes, but the inadequate lighting restricts game or training after sunset. Lighting the pitch to game standard will allow formal and informal competition to take place, expanding the City’s recreation provision. Current technology is metal halide and current lux level is unknown but likely 50 lux without conformity. Proposed lux level is 100 lux as required according to the relevant Australian Standard.



In the 2024/25 budget Council adopted project P-12225 Lighting - Ken Allen with a municipal budget of \$250,000 and an assumed *Club Night Lights Program* grant from the Department of Local Government, Sport and Cultural Industries. This grant submission is considered in a separate Council report within this agenda. If the grant is successful, works are expected to be complete in May 2025.

Thriving Suburbs Grant

The City has submitted a Thriving Suburbs Program Grant on 30 August 2024 which is focussed on delivering investment in locally-driven urban, suburban and peri-urban community infrastructure projects. The Grant focusses on the revitalisation of the northern portion of the precinct. The submission includes development of:

1. Full size and junior Australian Rules Football ovals:
 - Supply and installation of one floodlight for the senior oval to increase lux levels for night play.
 - Relocation of goal posts for the senior oval to improve the dimensions of the facility.
 - Earthworks and construction of a new junior oval.
 - Removal of the dilapidated 3-on-3 basketball court.
 - Installation of new shade structures.
2. Planted zone with integrated disc golf fairways:
 - Significant endemic tree and ground cover planting to approximately 21,000sqm.
 - Installation of 9-disc golf concrete pads and hoops to build the course out to 18 holes.
3. Pump track
 - Construction of an approx. 80m dirt pump track.
4. Cricket nets
 - Installation of 3 cricket nets including synthetic grass to the south of the oval (to unlock development potential for future stages and improve facility connections).
5. Fenced off dog area
 - Installation of low-level fencing around the junior oval and designation as an off-leash dog area in line with the Policy.
6. Refurbishment of the Brad Hardie Pavilion
 - Strip out existing fit out in change rooms.
 - Replace fit out with new modern fittings.
 - Install required fixtures for disability access compliance.
7. Community gathering space
 - Designed in consultation with local Aboriginal Elders to allow for gathering, yarning and connecting amongst nature.



- Informal play opportunities around retaining walls to activate the topography, including a slide.
8. Increased endemic tree planting
- New endemic trees to produce canopy cover.
 - New endemic plant species within the existing swale to create new habitats and learning experiences.
9. Perimeter path to connect the entire precinct

The stage is estimated to cost \$7,495,954 ex GST and the grant submission was for \$3,747,977 with the balance to be funded by the City. Design is intended to commence in October 2024 with construction completion in October 2026.

Delivered Projects

Concurrently, the City has been undertaking various stages of project scoping, design and delivery/construction aligned with existing project budgets, which includes the following projects:

- Synthetic Bowls Green: Completed October 2023.
- Dick Lawrence Oval Irrigation: an upgrade to the inground irrigation system was completed in June 2024. This will improve the quality of the turf on Dick Lawrence Oval, which in conjunction with the lighting and oval realignment, will support increased sporting use of the oval.
- Dick Lawrence Oval Lights: an upgrade to 100 lux LED lights was completed in June 2024, supported by a Club Night Lights Grant.
- Hilton Mid Soccer Pitch: Fencing to the pitch surrounds to support Fremantle City Football Club's match day requirements.
- Winter Planting Program 2024: Dick Lawrence Playground infill planting has been completed in August 2024.

Conceptual Phasing

Hilton Park precinct will be renewed over time, and as funding becomes available. The plan establishes a realistic and achievable costing framework and identifies immediate, 2 year, 5 year and 10 year delivery priorities. Some quick wins and funding applications for higher priority works are already under way. Stakeholders are engaged and committed to the vision and plan for redevelopment of the site. This ensures that decisions continue to be informed by community and stakeholder priorities as the project evolves.

The Masterplan illustrates one approach to phasing and delivery of the project. Phasing aims to minimise disruption to sporting fixtures, movement and recreational activities. Initial quick wins and early staging works are designed to set the scene for future major works once funded.



It is important to note that the phasing and delivery of the masterplan will be flexible and adapted to available budget and grants, partnerships or other funding opportunities.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

- 1. Council adopt the Hilton Park Precinct Plan – Masterplan Report, as provided in Attachment 1.**
- 2. Note the Brad Hardie Pavilion project summary scope of works, being developed by officers for procurement, which includes the following:**
 - a. Community/social space: Cosmetic upgrade to community room.**
 - b. Player Changerooms: Renovate both home and away changerooms to create a welcoming, inclusive, and modern environment.**
 - c. Player Amenities: Consolidate player amenities to provide teams with access to non-gendered, inviting, and inclusive toilets and showers.**
 - d. Umpires: Revitalise the current space for use by umpires.**
 - e. First Aid/Medical and Office: Consolidate and ensure the functionality of the first aid, medical, and office areas.**
 - f. External Storage: Consolidate external storage areas to provide accessible space for sports equipment.**
 - g. Internal Storage: Consolidate internal storage areas for uniforms, furniture, and merchandise.**
 - h. Kitchen: Apply minimal treatments to the kitchen, including painting and general maintenance.**
 - i. Kiosk: Perform an aesthetic update to the servery while retaining existing equipment.**
 - j. External: Conduct minor aesthetic upgrades including painting and lighting enhancements.**
 - k. Public Amenities: Consider making internal toilets accessible to the public or providing a standalone toilet pavilion.**



C2409-11 SPORT AND RECREATION FUNDING - GRANT APPLICATIONS

Meeting date: 25 September 2024
Responsible officer: Manager Parks and Landscape
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

This report seeks Council endorsement of the grant funding applications for the Department of Local Government Sport and Cultural Industries (DLGSCI) Club Night Lights Program (CNLP) and Forward Planning Grants (FPG) for lighting upgrades at Ken Allen Fields and Stevens Reserve. Upgrading the lighting will maximise the use of the reserves and support the clubs in expanding their membership and providing active opportunities for the City's residents.

This report recommends that Council supports the grant application and prioritisation.

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) administers the Sport and Recreation Funding Program to provide financial assistance to community sporting groups and local government authorities (LGA) to develop sports infrastructure. The focus is on maintaining or increasing participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities and infrastructure.

This report considers two types of grants available through this funding stream as follows:

- Annual Grants Round Club Night Light Program (CNLP)
- Forward Planning Grants (FPG) with a total expenditure of above \$500,000.

This report considers two grant applications:

- Club Night Light Program:
 - The Ken Allen Fields Lighting project will provide upgraded floodlighting to 2 rectangle pitches at Ken Allen Fields, Beaconsfield.



- Forward Planning Grants:
 - The Stevens Reserve Lighting Project will provide upgraded floodlighting to the main playing field (Cricket and Hockey) at Stevens reserve, Fremantle.

All applications must have been presented to the local government and endorsed by Council, otherwise they will be ineligible for consideration by DLGSCI. Grant applications must be submitted to DLGSCI by 30 September 2024.

FINANCIAL IMPLICATIONS

Ken Allen Fields Lighting Project

This project is being undertaken by the City as part of the oval lighting program. Council adopted a project P-12225 Lighting - Ken Allen with a municipal budget of \$250,000 and an assumed grant of up to \$200,000 as part of the current budget. The total project cost is estimated at \$358,798 (ex GST). The grant request is for \$108,798 with the City required to contribute its \$250,000 budget as the remainder of the project costs in the 2024/25 financial year. A summary of the budget is as follows:

P-12225 Lighting - Ken Allen (adopted in 24/25 FY budget)		\$250,000
Club Night Lights Program Grant	\$108,798	
Total Project Budget (ex GST)		\$358,798

As part of the grant submission process, Council must show endorsement by way of budget allocation and a letter of endorsement.

The ongoing costs to maintain the floodlights will remain the responsibility of the City and would enter asset lifecycle costings. The City will monitor the use of the floodlights through an online/SMS system which also applies an ongoing maintenance cost to ensure the project is sustainable.

Stevens Reserve Lighting Project

This project is a joint application through the Fremantle Cricket Club and Fremantle Hockey Club. The total project cost is estimated at \$1,248,768 (ex GST). The grant request is for \$416,256 (ex GST) and will require a contribution from council of \$500,000 (ex GST) in the 2025/26 Financial Year.



The City has project Stevens Reserve - Masterplan Projects in the long-term financial plan (not adopted) and has \$250,000 allocated in the 2025/26 FY and \$500,000 allocated in the 2026/27 FY. Should the grant be supported by council and be successful, adjustments to the long-term financial plan to fund the project. This will require adjustments to an existing planned project to be postponed by a year.

The project also relies on the Stevens Reserve Joint Management Committee securing other funding of \$182,512 (ex GST) proposed from the State Government, and the Stevens Reserve Joint Management Committee members, being the Fremantle District Cricket Club (FDCC) and Fremantle Cockburn Hockey Club, providing \$75,000 respectively.

A summary of the proposed budget is as follows:

Budget	Income	Municipal
City of Fremantle – 2025/26 Financial Year Funding Requirement		\$500,000
Forward Planning Grants (Club Night Lights Program Grant)	\$416,256	
Fremantle District Cricket Club	\$75,000	
Fremantle Cockburn Hockey Club	\$75,000	
Other State Government Funding	\$182,512	
Total Project Budget (ex GST)	\$1,248,768	

The Fremantle District Cricket Club and Fremantle/Cockburn Hockey Club contributions are reliant on securing \$75,000 loans respectively. The other State Government funding is unsecured at the time of this report.

While the City is not the applicant, it still must endorse grantee claims for payment, via an authorised officer. This endorsement is to ensure that the applicant has completed the work described, for which the grant was approved, and where appropriate, complies with standards and by-laws.

LEGAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:



Liveable City - Liveable and socially connected neighbourhoods

- Community-led clubs and groups allow for social inclusion and connection across our neighbourhoods.
- Community participation is encouraged through spaces that enable social connection.

Liveable City - Sustainably designed and optimised urban and natural environments

- The community can access and enjoy natural areas and green spaces for passive and active recreation.

Liveable City - Functional and inclusive recreational facilities

- Recreational facilities are contemporary, functional and can be accessed by all members of the community.
- Sporting clubs have access to facilities and greenspace that meet the needs of a broad range of sporting codes and skill levels.
- The community can participate in a diverse and affordable range of sporting and recreational pursuits.

Inclusive City – A safe and accessible community for all abilities

- Public places and spaces are accessible for all.

CONSULTATION

Ken Allen Fields Lighting Project

The Ken Allen playing fields fall within proposed upgrades in the Hilton Park Masterplan (considered for adoption as part of this agenda). The Hilton Park Masterplan will guide the next 10+ years for the site. A comprehensive engagement process has been established for this project to capture the City's, stakeholders and community's needs and aspirations for the precinct. This approach ensures new infrastructure and actions are integrated into the precinct to provide the best possible place outcomes for the community.

The Hilton Park Precinct Project and subsequent Masterplan Report demonstrated community and stakeholder support for well lit and connected spaces to increase participation and hours of use, inclusive of Ken Allen.

Stevens Reserve Lighting Project

The City has developed a Stevens Reserve *Needs and Feasibility Study* to help guide future masterplanning and investment in the site. The process included meetings between City staff, the consultants and:



- Fremantle Cockburn Hockey Club
- Fremantle District Cricket Club
- Development WA
- Hockey WA
- WA Cricket

Additionally, the City and the JMC have had a series of in-person discussions with regards to future needs and opportunities.

The lighting upgrade has not been through community engagement and this will be a next step for the project if funding is approved.

OFFICER COMMENT

Community Sporting Reserve Plan

The purpose of the Community Sporting Reserve Plan (CSRP) is to identify current and future facility needs, establish facility priorities and engender an equitable and consistent approach to facility development across the City. The focus of the CSRP Plan is on the provision of facilities in an efficient and effective manner, which meet the general needs of the community, adhere to relevant standards and are functional and flexible to meet the changing needs of the community over time. The CSRP identifies the City’s priorities for recreation reserve lighting, among other actions, as follows:

Reserve	Floodlighting Action	Goal Length
Hilton Park	Prioritise irrigation and floodlighting upgrades in the implementation of the Hilton Park Master Plan.	Short
Bruce Lee Reserve	Upgrade of the existing floodlighting installation to meet current standards for large ball sports training and community competition.	Short
Fremantle Park	Install floodlighting to the required standard for large ball sports (training and community level competition) with an accompanying power upgrade.	Short
Stevens Reserve	Install lighting for small ball sports at community level provision.	Medium

The CSRP is considered in a separate report in this agenda.



Ken Allen Fields Lighting Project

The Hilton Park Masterplan is included in a report with this agenda for consideration of adoption. It aims to set the foundations for the future of the precinct becoming the City's premier district level community sports and recreation precinct. While it is reviewing the precinct holistically, the Masterplan does not propose a significant change of use of Ken Allen Fields. However, should a change of use or ground dimensions become apparent during the planning, a variation to this project may be sought to reconsider the lighting and accommodate changes.

The Ken Allen Fields lighting project, managed by the City, will provide floodlighting to 2 rectangle pitches at Ken Allen Fields, Hilton Park. The pitch is used by 2 winter sports for training purposes, but the inadequate lighting restricts game or training after sunset. Lighting the pitch to game standard will allow formal and informal competition to take place, expanding the City's recreation provision. Current technology is metal halide and current lux level is unknown but likely 50 lux without conformity. Proposed lux level is 100 lux as required according to the relevant Australian Standard.

The existing floodlighting at Ken Allen Fields are reaching end of life and are likely 50 lux metal halide luminaries. Through consultation, spatial analysis and review of specifications by City Officers, and subsequent investigations by lighting consultants, the area has been found to have the ability to host night training and games with an increase in lighting to 100 lux.

The City's Public Open Space Strategy (POSS) proposes adequate lighting to more of our sporting spaces to support the improvement of use of sporting reserves. Use of our floodlight reserves has increased over a 4 year period, with half of sport spaces being used at or more than the 26 to 30 hours per week benchmark. Lighting 2 rectangle spaces at Ken Allen Field will allow the City to make more space available to groups wishing to be physically active in arrange of large ball sports.

The project involves the replacement of all existing tower poles with 6 and the 50 lux metal halide luminaires to 100 lux LED luminaires consistent with the following two Standards:

- *AS2560.2.3 Sports lighting Part 2.3: Specific applications - Lighting for football (all codes)*
- *AS/NZS 4282:2019 Control of the obtrusive effects of outdoor lighting*



The proposed lighting system will maximise use of the entire playing surface and provide a larger training area. The system will also permit the use of the reserve for scheduled night fixtures increasing the capacity of the ground to hold additional training and matches outside the traditional booking schedule.

The program scheduled for the timing of the project implementation is as follows:

Task	Date
Council Approvals	Not required following Council endorsement of budget and CNLP grant application
Preparation of tender/quotes for major works contract	December 2024
Issuing of major works contract	January 2025
Signing of major works contract	February 2025
Site works commencement	March 2025
Construction commencement	March 2025
Project 50% complete	March 2025
Project completed	April 2025
Project hand over and acquittal	May 2025

Stevens Reserve Lighting Project

Stevens Reserve is leased to the Stevens Reserve Joint Management Committee (JMC) by the City of Fremantle. The JMC is made up of Fremantle District Cricket Club (FDCC) and Fremantle Cockburn Hockey Club (FCHC), who use the grounds and facility in the summer and winter sporting seasons respectively. The Stevens Reserve Lighting Proposal has been prepared by the FDCC and Council is required to endorse it’s submission.

Officers have engaged with and supported the JMC in reviewing their proposals for Stevens Reserve. The floodlighting proposal is identified as a required project in the CSRP and will benefit current users, increase participation and facilitate a higher level of community recreational use. However, it is noted there are other locations prioritised as short term goals while Stevens Reserve is prioritised as a medium term goal. Given the funding uncertainty and the prioritisation of Stevens Reserve, progression will be subject to the clubs meeting their funding commitments and signing a new lease which includes enabling a higher level of community use of the reserve to take advantage of the lighting.

The following information is from the Grant submission prepared by FDCC:



The FDCC is leading the project and will manage its delivery in consultation with City services. The FDCC prepared the application in consultation with FCHC and the assistance of a consultant. The City of Fremantle has been approached by the JMC to endorse their grant submission.

The submission emphasises the upgrade will enhance lighting for both hockey and cricket, facilitating better training and game scheduling and supporting the growth of sports at Stevens Reserve.

This reserve is used for junior hockey in winter and premier league cricket in summer. Current lighting limits training and events, impacting both the FCHC hockey club and FDCC cricket club.

The upgrade plan includes installing six light towers with LED floodlights to meet 350lux standards for both the hockey field and cricket pitch. It also involves obtaining necessary permits, engineering certifications, and upgrading the Western Power supply. A provisional budget of \$100,000 (ex GST) is allocated for the power supply upgrade. Enhanced lighting will support increased participation and improve training and game scheduling at Stevens Reserve.

Additionally, an upgrade to the Western Power supply is necessary to support the new lighting. This will involve bringing in a new supply at the north-west corner of the site. A provisional budget of \$100,000 (ex GST) has been allocated for this purpose, covering application fees, construction costs, and reconnection to existing power users. The upgrade will significantly enhance the functionality of Stevens Reserve, benefiting both hockey and cricket users and supporting the growth of sports in the community.

The following program is proposed for project implementation by the JMC as part of their application:

Task	Date
Attainment of all required approvals	January 2025
Preparation of tender/quotes for the major works contract	August 2024
Issuing of tender for major works	January/February 2025
Signing of major works contract	April 2025
Site works commence	May/June 2025
Construction of project starts	June/July 2025
Project 50% complete	October 2025
Project Completed	January/February 2026
Project hand over and acquittal	March 2026

*This timing is subject to the grant application being successful.



VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Prioritise the Ken Allen Fields Lighting Project as 1 of 1 Club Night Lights Program applications and:**
 - a. Rate the Ken Allen Fields Lighting Project as "Well planned and needed by municipality".**
 - b. Endorse the submission of the Club Night Lights Program grant application for the Ken Allen Fields Lighting Project seeking contribution of \$108,798 towards its implementation.**
 - c. Note the City's financial contribution of \$200,000 from Project P-12225 Lighting - Ken Allen costs as set out in the Club Night Lights Program application.**

- 2. Support the Stevens Reserve Lighting Project prepared by the Fremantle District Cricket Club on behalf of the Stevens Reserve Joint Management Committee as 1 of 1 Forward Planning Grant applications received by the City and:**
 - a. Rate the Stevens Reserve Lighting Project as "Well planned and needed by the applicant".**
 - b. Endorse the submission of the Forward Planning Grants application for the Stevens Reserve Lighting Project seeking contribution of \$416,256 towards its implementation.**
 - c. Note, subject to the approval of the Forward Planning Grant application by the Department of Local Government Sport and Cultural Industries, project progression will require:**
 - i. A City of Fremantle municipal contribution of \$500,000 being approved in the 2025/26 financial year.**
 - ii. Confirmation of the Stevens Reserve Joint Management Committee funding package of:**



- 1. Fremantle District Cricket Club contribution of \$75,000.**
 - 2. Fremantle Cockburn Hockey Club contribution of \$75,000.**
 - 3. Other State Government Funding contribution of \$182,512.**
- iii. Signing of a new lease or tenure agreement, which includes enabling a higher level of community use of the reserve.**



C2409-12 POLYPHAGOUS SHOT HOLE BORER

Meeting date: 25 September 2024
Responsible officer: Manager Parks and Landscape
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

The Department of Primary Industries and Regional Development have engaged in a nationally coordinated and funded eradication response to Polyphagous Shot Hole Borer (PSHB). PSHB is a declared pest in Western Australia under section 22(2) of the Biosecurity and Agriculture Management Act 2007. The City of Fremantle is within Quarantine Zone A and is required to comply with requirements including restrictions on the movement of wood and plant material to help stop the spread of PSHB.

This report recommends a range of management activities for Council consideration.

BACKGROUND

The following background information is sourced from the Department of Primary Industries and Regional Development website (agric.wa.gov.au/borer).

Polyphagous shot-hole borer (PSHB, *Euwallacea fornicatus*) is a small beetle native to Southeast Asia that tunnels into the trunks, stems and branches of trees and plants.

This beetle is highly invasive and attacks a wide range of plant species, with over 500 species documented globally to have been infected.

The Department of Primary Industries and Regional Development (DPIRD) is responding to a detection of this pest in the Perth metropolitan area and a Quarantine Area is currently in place, restricting the movement of wood and plant materials.

As of September 2024, PSHB has only been found in the Perth metropolitan area. Intensive surveillance and management activities underway across the metropolitan area include:



- Surveillance to determine the distribution of PSHB.
- Containing the pest to prevent further spread to non-infested regions within Western Australia.
- Removing infested trees to eradicate the beetle and save healthy trees.
- Providing advice and information to residents, industry, and other stakeholders.
- Ensuring all response activities are conducted safely, consistently, and efficiently.

This report relates to the DPIRD management activities approach - "Removing infested trees to eradicate the beetle and save healthy trees".

FINANCIAL IMPLICATIONS

The City has the following budgets adopted for the purpose of tree maintenance in its annual operating budget.

Account			Budget
100319.6823	Maintain Trees - Recreation Reserves	Contract Exp - General	106,090
100352.6823	Maintain trees - road reserves and carparks	Contract Exp - General	424,360

The cost of tree removal for Quarry Street is approximately \$6,400 and will be attributed to Maintain trees - road reserves and carparks.

The cost of tree removal for Queens Square is approximately \$6,000 and will be attributed to Maintain Trees - Recreation Reserves.

The cost of tree removal for Booyeembara Park is approximately \$1,500 and will be attributed to Maintain Trees - Recreation Reserves.

The City is also in the process of undertaking preventative measures including updating asset data and implementing a monitoring program to inform management.

Should the removal of PSHB trees or other management actions lead to an overspend or forecast overspend on the above accounts, adjustments will be proposed at mid-year budget review for consideration.



LEGAL IMPLICATIONS

The City of Fremantle is located within a Quarantine Area under regulation 60 of the *Biosecurity and Agriculture Management Regulations 2013* (Regulations) until 11.59pm on 05 September 2026.

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Liveable City - Sustainably designed and optimised urban and natural environments

- An increasing tree canopy that enhances biodiversity and helps cool our urban environments.

CONSULTATION

The City of Fremantle has been actively collaborating with DPIRD to provide consultation and keep the public informed about the PSHB issue. Through a series of community engagement activities, training sessions, and information resources, the City and DPIRD are working together to educate the public on the importance of early detection and management of PSHB infestations. Below are some key actions taken in the partnership:

1. Community Information Session: Held on 3 April 2024 at Queens Square and attended by 5 people. The session was presented by DPIRD and focussed on explaining why tree removal is currently the only management option and the consequences of leaving infestations untreated. Samples of the beetle and infested wood were shown.
2. Parks and Landscape Staff Training Sessions: Conducted on 20 August 2024 by DPIRD, at the City's works depot, with approximately 15 staff attending. The training aimed to equip the Parks and Landscape staff with the knowledge to identify possible PSHB infestations while carrying out their daily activities. The objective of this training was to aid in increasing detections of PSHB while infestation is in its initial stages, which may allow for trees to be pruned rather than removed, and to stop the spread to nearby healthy trees.



3. Informal Elected Member Presentation: DPIRD delivered a presentation on Monday the 8 July 2024 to elected members. The presentation focussed on current management options and potential actions that the City can take to better manage PSHB from operational and planning perspectives.
4. Webpage and Online Resources: Since 2021 the City's Communications team has been sharing warnings to residents about the detection of PSHB in the Fremantle area, particularly during the Bulk Garden Organics Collections communications campaigns. In March 2024, the City created a dedicated PSHB information landing page on its website, using materials provided by DPIRD (images, posters, videos etc.). The City's Communication team also facilitated 5 social media posts and a news item on the City's website.
5. Letter Drops to Impacted Residents and Businesses: No letter drops in relation to the Queens Square, Quarry St and Booyeembara cases has occurred to date. If infested trees in these locations are removed by DPIRD, they will distribute letters to residents and businesses in the impacted areas once the works are scheduled. If the City undertakes the tree removals, the City will organise a letter drop prior to any removal activities.
6. Signage Coordination with DPIRD: The City of Fremantle is coordinating with DPIRD to arrange signage which can be deployed in relation to PSHB surveillance and confirmed detections. The new signage, developed by the PSHB Public Information team for local governments, will be provided and delivered by DPIRD at no cost to the City.

Officers will continue to keep the community up to date with the latest PSHB management information.

OFFICER COMMENT

Immediate Management Actions

The Department of Primary Industries and Regional Development engaged in a nationally coordinated and funded eradication response to Polyphagous Shot Hole Borer. PSHB is a declared pest in Western Australia under section 22(2) of the Biosecurity and Agriculture Management Act 2007 (BAM Act). When a tree is identified as being infested with PSHB by the Case Manager from DPIRD, the City is issued with a Quarantine Area Notice and Tree Management Plan which includes details for the course of action to eradicate the infestation, as per the following steps:



1. The City is issued with a Pest Control Notice for the property placing restrictions on the movement of green waste material.
2. Two options for the prescribed control measures (treatment) are provided, which are typically tree removal or limb pruning, as follows:
 - a. Option 1: DPIRD will arrange, manage, and pay for the prescribed control measures (treatment) set out in the Tree Management Plan.
 - b. Option 2: The City of Fremantle will arrange, manage, and pay for the prescribed control measures (treatment) set out Tree Management Plan.
3. After the prescribed control measure has been undertaken, DPIRD have an ongoing monitoring program for the property until it is no longer considered an infested premise, and the Pest Control Notice is lifted.

The City has had 8 trees identified with PSHB and dealt with in accordance with the process above, noting the prescribed control measures (treatment) set out in the Tree Management Plan has been undertaken by DPIRD under per Option 1.

However, there are three remaining infestation sites with 16 trees as follows:

Site	Species	Number of Trees	Date of Tree Management Plan from DPIRD	Cost for Removal
Queens Square	Erythrina sykesii	7	Monday, 11 March 2024	\$6,000
Quarry Street	Robinia pseudoacacia	8	Friday, 5 April 2024	\$6,400
Booyeembara Park	Ficus rubiginosa	1	Friday, 31 May 2024	\$1,500

The City has not had a date of removal confirmed by DPIRD for these trees and officers are recommending the City progress with their removal, as per Option 2 noted above. This is due to the trees being in high-risk locations, with a number of host species being in close proximity, and the high profile of their location. PSHB is also observed to become more active in warmer weather. Should the City decide to undertake the prescribed control measures to expedite the process, the City must comply with the following process:

- Confirm the date and time of the work at least 3 working days prior to the work being completed.
- Have an inspector authorised under the *Biosecurity and Agriculture Management Act 2007* present to ensure compliance with the Quarantine Area Notice and Pest Control Notice (there is no cost to the City to have the inspector present).



- The authorised inspector will issue a Direction Notice (DN) for the infested material to be taken off site. The DN will require the material to be:
 - Chipped to less than 2.5cm on site.
 - Securely transported in a fully sealed or covered skip bin, trailer, or truck to the location specified by DPIRD.
 - Unloaded, ensuring all debris is removed from the vehicle.
- Otherwise, the infested material can be chipped to less than 2.5cm and left on site.

Should Council decide to progress with the removal of the trees, as specified in the Tree Management Plan, the works will happen as soon as possible following the decision. The Contractors have the works tentatively scheduled and the soonest removal date will be coordinated with DPIRD and the Inspector.

Tree Management and Succession Planning

Officers are continuing to monitor the PSHB situation, management actions and information as it becomes available to respond to the impacts and plan for the management of PSHB. Some of the key areas of focus include City tree asset data, preventative monitoring program and tree succession planning.

Tree Asset Data Update

An update of the City's current tree data system is currently underway to update the over 16,000 points of historic tree data in the tree management software. The tree asset data update program requires a targeted approach, in which high profile areas and locations where PSHB have been identified are to be prioritised first. The update will include characteristic information of current trees, add trees not yet included, and remove trees that are missing. This information is key to having a successful and targeted PSHB monitoring program as below, as well as understanding the City's PSHB risk profile to help with tree succession planning. This data also assists with various other tree management actions and resilience planning.

Polyphagous Shot-Hole Borer Monitoring Program

A pro-active inspection program is in the procurement phase to monitor and identify cases of PSHB within the City. The PSHB monitoring program will be executed in 3 stages, with the aim to assess a total of 2,300 trees:



- Stage 1: 8 high priority species, 734 trees
- Stage 2: 15 species, 1428 trees
- Stage 3: 19 species, 138 trees

The PSHB assessment will include a visual on-ground inspection to determine if borer damage is suspected or not suspected. Inspections will be undertaken on early mature, semi mature, and post mature trees only.

Tree Succession Planning

DPIRD publish a species list of reproductive hosts (plants that PSHB can complete its reproductive lifecycle in) and non-reproductive hosts (plants that PSHB can not complete its reproductive lifecycle in, and the tree is not expected to die). This is separated into a global host list (has been observed globally) and an Australian host list (has been observed in Australia) and is regularly updated by DPIRD to reflect new species. This data is monitored by the City and will be used when selecting species for the tree planting program. In the winter 2024 planting season, the City did not plant any PSHB reproductive host species as a precaution. As more is being understood about PSHB and how trees are classified as host species, some trees which fall within the classification may still be planted by the City. This may be for reasons such as the risk is perceived to be low (i.e. few cases detected) and the benefit of planting the tree, such as an important endemic tree like *Corymbia calophylla* Marri, is seen as greater.

Research Partnerships

The City is investigating research partnership opportunities with University's and research organisations for the management of PSHB. This may include offering City trees for research trials, provision of data or other programs. As the City is within the Quarantine Area Notice, DPIRD will need to be engaged on research programs.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council:

- 1. Request officers progress with the City funded removal of the DPIRD identified infested Polyphagous Shot Hole Borer trees located at Quarry Street, Queens Square and Booyeembara Park in Fremantle, in accordance with the Tree Management Plan issued by the Department of Primary Industries and Regional Development. This is a proactive management response to protect the surrounding trees and reduce the risk resulting from leaving the infected trees in situ for a prolonged period.**
- 2. Note that if the removal of the Polyphagous Shot Hole Borer trees leads to an overspend or forecast overspend on the Maintain Tree accounts, adjustments will be proposed at 2024/25 mid-year budget review for consideration.**
- 3. Note officers have been implementing a more formal management response to Polyphagous Shot Hole Borer including tree succession planning, tree asset data updates, risk profile mapping and proactive monitoring programs.**
- 4. Note officers are engaging with the research industry in the ongoing development of management responses to Polyphagous Shot Hole Borer and will continue to advocate with State and Federal Government for proactive response measures.**



C2409-13 RESOURCE RECOVERY GROUP - MEMBER EXIT PROVISIONS

Meeting date:	25 September 2024
Responsible officer:	Director Infrastructure
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Town of East Fremantle - Draft Deed of Settlement

SUMMARY

This report provides an update in respect to current progress with the Waste Management Collective Project team, and confirms the next steps as part of the process going forward.

The report also seeks Council approval to allow the CEO to work with the Resource Recovery Group (RRG) and the City of Melville to conclude and execute an exit agreement for the Town of East Fremantle following their formal withdrawal from the Resource Recovery Group at 30 June 2024.

This report recommends that Council:

- 1. Note the officers update in respect to recent progress with the Waste Management Collective Working Group.**
- 2. Note that whilst the City of Fremantle's effective withdrawal date is currently 1 July 2025, it is anticipated that the Chief Executive Officer (in accordance with Council Decision C2405-20, part 2) will be required to authorise an extended membership period of up to 31 December 2025 to accommodate a managed project closure and a transitional decommissioning and win-up phase.**
- 3. Authorise the CEO to agree and execute the Deed of Settlement with final terms for the Town of East Fremantle's exit from the Resource Recovery Group.**

BACKGROUND

The City of Fremantle, at its meeting of 22 May 2024 resolved as follows:



COUNCIL DECISION C2405-20
(Officer's recommendation)

Moved: Mayor Hannah Fitzhardinge

Seconded: Cr Jenny Archibald

Council:

- 1. Give formal notice to the Chief Executive Officer at the Resource Recovery Group of the City of Fremantle's intention to withdraw as a member and project participant of the Resource Recovery Group, effective from 1 July 2025.**
- 2. Provide delegated authority to the Chief Executive Officer to approve an extended membership period for the City of Fremantle in collaboration with the City of Melville (beyond 1 July 2025) should the need arise for the purpose of ensuring service continuity during an extended managed transitional or decommissioning phase of the RRG windup process.**
- 3. Note the Officers progress update for the Waste Management Collective Working Group in respect to its due diligence review and in assessing opportunities a new service model at the Regional Resource Recovery Centre at Canning Vale.**
- 4. Request that Officers report back to Council with a proposal for a preferred action moving forward in terms waste disposal arrangements for the City of Fremantle by December 2024.**

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**

Officers have given notice to the CEO of the RRG in respect to the withdrawal of the City of Fremantle, effective as of 1 July 2025. Officers have also actively engaged with the RRG in contemplating windup and transitional arrangements and associated timeframes, this including consideration of potential arrangements if the process progresses beyond 1 July 2025.

The 'Waste Management Collective Project Group' (WMCPG), (*inc – the Resource Recovery Group, City of Melville, City of Fremantle and City of Canning*) have been meeting regularly and have completed the evaluation of service models options going forward.

The WMCPG consultants (Deloitte) have now moved from the due diligence review of the RRG through a second phase which included a soft market testing exercise for an Operation and Maintenance arrangement for the Materials Recycling Facility (MRF) and potentially Food Organic Green Organics (FOGO) services, they continue to support in terms scenario testing and option analysis.



The Town of East Fremantle formally exited the RRG as of 30 June 2024; consultation with the Town of East Fremantle has continued beyond that date in respect to their obligations to complete a Business plan (as stipulated in the Establishment Agreement) and their potential asset equity share as an exiting member. A position has now been reached with a view to a deed of agreement to formalise their exit terms.

FINANCIAL IMPLICATIONS

Costs for advice and consultant services are currently being split between the Cities of Fremantle, Melville and Canning. The City of Fremantle portion of the costs are accommodated as part of the operational budget.

All discussions and negotiations in respect to a agreement and suitable way forward are predicated on the basis of an outcome that provides cost neutral outcome for the remaining member Councils.

LEGAL IMPLICATIONS

There are several legislative requirements and legal issues to negotiate for the stakeholders as part of the process. Council members have retained lawyers to provide legal advice and guidance during the review process. The RRG also retains legal advice separate to the members. It is anticipated that significant legal advice will continue to be required moving forward, whatever scenario develops.

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Livable City - Sustainable growth in city centre population

- Infrastructure, services, and facilities meet the needs of a growing residential population and contribute to making the city centre a safe and desirable place to live.

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Improve organisational performance and capability.

CONSULTATION

Officers have engaged key stakeholders during the review process, these include:



- Western Australia State government, inc:
 - *Minister for Environment*
 - *Senior Department of Water and Environmental Regulation (DWER) staff*
 - *Minister for Local Government*
 - *Senior Department of Local Government Sport and Cultural Industries (DLGSC) staff*
- The RRG and its staff
- The RRG members and other potential prospective regional partners – these would include but are not limited to, the City of Melville, Town of East Fremantle, City of Canning and more lately the City of Cockburn.

The City remains in active and constructive discussion with the RRG, the City of Melville and the City of Canning.

OFFICER COMMENT

Waste Management Collective – progress update:

The WMCPG has been working increasingly constructively and collaboratively. The weekly Project update meetings are continuing and the team are supported by a number of specialist consultants.

The RRG remains engaged and provides advice and support in respect to the obligations and requirements of the RRG whilst continuing to focus on the operational requirements of the RRRC at Canning Vale.

The WMCPWG remains in regular contact with the Department of Water and Environmental Regulation (DWER) in respect to the possibility of securing 'Recycling Modernisation Fund' (RMF) grant funding for the upgrade of the Materials Recycling Facility at the RRRC, Canning Vale (estimated value \$12m); this is required to accommodate increased paper and cardboard export quality standards, now suggested to be effective from July 2026.

The WMCPG and its consultants have completed a market testing exercise for interest in a third-party 'Operation and Maintenance' model for the Materials Recovery Facility (MRF) (and possibly FOGO pre-sorting) prior to progressing to the next stage. Suitable and sufficient interest has been identified to justify a formal 'Request for Proposal' process.

Given the progress made and the initial response from the market, the WMCPG are now preparing a proposal for the Cities of Melville, Canning and Fremantle



Councils to consider; if approved, this would commit the three Councils to move forward with two scenarios:

Scenario 1 - (GO) progress with continued services at the RRRC site with and a suitable Operation and Maintenance Contractor, or

Scenario 2: (NO GO) agree to discontinue services and decommission / close the site.

In this scenario, officers would propose to secure its waste disposal services through market tender.

The WMCPG are currently working through the necessary provisions for the above proposals to be presented in the form of a Heads of Agreement. It is anticipated that reports will be presented to the respective Councils during October.

Remaining member withdrawal provisions

Under current arrangements, the Cities of Melville and Fremantle's formal withdrawal takes effect (1 July 2025); it has become more evident that as the process and options develop, there is a very likely requirement for both remaining Council members to extend their respective memberships by up to a further six months (until 31 December 2025) to ensure suitable arrangements for a managed transition and windup process. This arrangement is also necessary to ensure a greater level of certainty for the operational management requirements of the RRG.

Waste to Energy

The new Waste to Energy plant at Kwinana, is now nearing operational certification. The City (via the RRG) has commenced the delivery of commissioning waste. Once the plant is certified as operational, the RRG and the member supply contracts (for all residual waste) will be formally committed.

Subject to a successful commissioning phase, it is anticipated that the plant will commence full operation from November 2024.

Town of East Fremantle Exit

The Town of East Fremantle and the RRG have now reached a position in respect to the proposed exit arrangements for the Town of East Fremantle. The Town of East Fremantle's withdrawal took effective at 30 June 2024; however, there were



exit requirements that still required qualifying and formalisation. (see confidential attachment 1).

The RRG Council now seek Member Council approval of the terms of the proposed exit arrangements.

Summary

It is currently anticipated that the scenarios being proposed for moving forward would provide suitable provision to provide continued waste/recycling services to an acceptable level, be cost effective and resolve the outstanding legal proceedings with the City of Canning.

It is currently anticipated that a report which includes a detailed proposal will be presented to Council during October 24.

RISK

Officers have undertaken risk analysis and also workshopped the scenarios and options internally and with the City of Melville and the consultants – the risk profile has also been discussed and reviewed with the RRG.

The risks continue to be monitored, reviewed and updated.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Note the officers update in respect to recent progress with the Waste Management Collective Working Group.**
- 2. Note the City of Fremantle's effective withdrawal date is currently 1 July 2025, it is anticipated that the Chief Executive Officer (in accordance with Council Decision C2405-20, part 2) will be required to authorise an extended membership period of up to 31 December 2025 to accommodate a managed project closure and a transitional decommissioning and wind-up phase.**



- 3. Authorise the CEO to agree and execute the Deed of Settlement with final terms for the Town of East Fremantle's exit from the Resource Recovery Group.**



C2409-14 PROPOSED AMENDMENT TO THE CAT MANAGEMENT LOCAL LAW 2020

Meeting date: 25 September 2024
Responsible officer: Manager Governance
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

Following adoption and implementation of the City of Fremantle Cat Management Local Law 2020, Council endorsed subsequent amendments with the intent to implement additional provision that may help the City mitigate negative impacts roaming cats may have on local native animals and biodiversity. As part of that process the Joint Standing Committee for Delegated Legislation (JSCDL) sought undertakings from Council to remove some elements of the proposed changes being sought by Council, in particular the prohibition of cats in City owned and managed places.

At an informal elected member briefing held in July 2024, a presentation and discussion was made on the proposed local law amendment being considered at the time by the City of Bayswater, to incorporate the wording of clause 3.2 'Cats in other places' from the *Shire of Northam Cat Local Law 2019*, by utilizing the provisions of section 82 of the *Cat Act 2011*. This addition would allow for control of cats in other places.

In response to feedback received at the informal briefing with elected members, officers have reviewed this matter further and prepared the following two options for Council consideration:

Option 1:

Request that a proposed amendment to the City of Fremantle *Cat Management Local Law 2020*, to incorporate, by reference, the wording of clause 3.2 'Cats in other places' from the *Shire of Northam's Cat Local Law 2019* under section 82 of the *Cat Act 2011*, be prepared and brought back to the next appropriate Council meeting for consideration.



Option 2:

Support the proposed amendment to the City of Fremantle Cat Management Local Law 2020, and request that a report be brought back to Council to initiate a local law process, if the City of Bayswater local law process has concluded and is endorsed by the JSCDL, with consideration of any further amendments if required.

BACKGROUND

On 13 May 2020 Council adopted the City's Cat Management Local Law 2020 which came in effect in June 2020 following its Gazettal on the 25 May 2020.

At the Ordinary Council Meeting held on 24 November 2021 council supported a Notice of Motion moved by Cr Lang as follows:

"Council supports current initiatives to improve cat and wildlife safety by amending the City of Fremantle Cat Management Local Law to expand cat prohibited areas on all City owned and managed property and consider including nuisance provisions that are consistent with the controls provided by the Cat Act 2011."

Following consideration of a Notice of Motion in November 2021, officers prepared the proposed *Cat Management Amendment Local Law 2022* to prohibit cats from all City owned and managed property (Clause 7). At the Finance, Policy, Operations and Legislation Committee held on 9 February 2022, it was resolved to give notice of its intention to make a City of Fremantle *Cat Management Amendment Local Law 2022*.

At the Ordinary Council Meeting held on 22 June 2022, Council considered the submissions received and subsequently adopted the proposed local law, with no further changes. Following the Council decision, a copy of the Explanatory Memorandum and supporting documentation relating to the amendment local law, was sent to the Minister for Local Government and the Joint Standing Committee for Delegated Legislation (JSCDL) for consideration.

The local law was published in the Western Australian Government Gazette on 1 July 2022, No. 97 at page 4035, and local public notice of the adoption of the local law was provided in the Fremantle Herald on 10 July 2022.



The Chair of Joint Standing Committee on Delegated Legislation (JSCDL) wrote to the City on 21 September 2022, advising of matters raised by the committee in response to the *Cat Management Amendment Local Law 2022* and recommended an undertaking to delete clause 7.

This clause amended schedule 3 'Cat Prohibited Areas' to remove the current list of areas where cats are prohibited and replace it with the words '*All City of Fremantle owned and managed property*'.

The JSCDL rejected this part of the amendment local law and requested that clause 7 be deleted on the following grounds:

- *inconsistency with Cat Act 2011.*
- *inconsistency with section 79(3)(f) of the Cat Act 2011, which requires a local law to specify places where cats are prohibited absolutely.*
- *clause 7 operates in a way that has an unintended effect on cat owners existing rights and interests.*

Council at its meeting held on 26 October 2022, resolved to accept the undertaking provided by the JSCDL and requested officers to prepare an amendment to the Cat Management Local Law 2020, to amend the Cat Prohibited Areas in Schedule 3, to include all of the City's 'green' areas. This amendment was prepared by officers, adopted by Council and accepted by the JSCDL with no further changes.

FINANCIAL IMPLICATIONS

The total cost to undertake a local law process is approximately \$4,000. This includes the costs for Gazettal and advertising of public notices. This amount does not include the officer resources required to undertake a local law process.

LEGAL IMPLICATIONS

If Council resolves to initiate an amendment to the local law, the procedure is the same as it would be for making a new local law. As set out in Section 3.12 of the *Local Government Act 1995*, and summarised below:

- Council initiate process - s3.12(2) of the *Local Government Act 1995* (the Act) & Regulation (3) *Local Government (Functions and General) Regulations 1996*
- Public notice – s3.12(3) of the Act
- Notification to Minister - s3.12(3)(b) of the Act



- Considering Submissions – s3.12(4) of the Act
- Gazettal notice – s3.12(5) of the Act
- Public notice – s3.12(6) of the Act
- Explanatory Memoranda – s3.12(7) of the Act
- Commencement of local law - s3.14 of the Act
- Review by government (Joint Standing Committee on Delegated Legislation) - s3.17 of the Act

Regulation 3 of the *Local Government (Functions and General) Regulations 1996* requires that for the purposes of Section 3.12 of the *Local Government Act 1995*, the purpose and effect of any proposed local law must be included in the agenda and minutes of the meeting in which the notice is given.

CONSULTATION

In accordance with Section 3.12(3) of the *Local Government Act 1995*, the City is required to give notice of the purpose and effect of the proposed local law in the prescribed manner, inviting submissions for a period of no less than six weeks after the notice is given.

The community will be invited to make a submission via the following methods:

- [My Say Freo](#) website
- email info@fremantle.wa.gov.au
- in person at the Walyalup Civic Centre, 151 High Street, Fremantle
- in writing and posted to PO Box 807, Fremantle WA 6959

OFFICER COMMENT

Since the initial notice of motion by Cr Lang in 2021, officers have reviewed a number of options to implement 'effective controls' and other similar provisions, including consideration of amendments made by other local governments. It was found that all attempts to implement such controls by local governments have been unsuccessful, as they are considered to be inconsistent with the *Cat Act 2011* by the JSCDL.

However, in June 2024, the City of Bayswater Council considered a Notice of Motion from an elected member and endorsed to commence the process set out in section 3.12 of the *Local Government Act 1995* to amend their cat local law to incorporate, by reference, the wording of clause 3.2 'Cats in other places' from the Shire of Northam's Cat Local Law 2019 under section 82 of the *Cat Act 2011*.



Section 82 of the *Cat Act 2011* allows local governments, in preparing a local law, to adopt the text of an already approved local law prepared by another local government. Section 82(3) of the *Cat Act 2011* reads:

"The adoption may be direct, by reference made in the local law, or indirect, by reference made in any text that is itself directly or indirectly adopted."

The Shire of Northam Cat Local Law 2019 was published in the gazette on 28 October 2019. It includes a clause (3.2) that requires cats in public places, to be under effective control. The wording of the clause is as follows:

"Clause 3.2 Cats in other places

- (1) *A cat shall not be in a public place unless the cat is, in the opinion of an Authorised Person, under effective control.*
- (2) *If a cat is at any time, in contravention of clause 3.2 (1),*
 - (a) *the keeper of the cat commits an offence; and*
 - (b) *an Authorised Person may seize and impound the cat and deal with the cat pursuant to the Act.*
- (3) *A cat shall not be in a place that is not a public place unless-*
 - (a) *consent to its being there has been given by the occupier, or a person apparently authorised to consent on behalf of the occupier; and*
 - (b) *it is under effective control.*
- (4) *If a cat is at any time, in a place in contravention of the Shire of Northam Cat Local Law 2019*
 - (a) *The keeper of the cat commits an offence; and*
 - (b) *In any premises lawfully entered by an Authorised Person, they may seize and impound the cat and deal with the cat pursuant to the Act."*

The City of Bayswater local law process is currently underway and the public submission period has now closed. The Bayswater Council will now be required to consider the submissions received, prior to final adoption of the proposed local law amendment. Should the City of Bayswater Council adopt the local law it will be published in the Government Gazette and considered by the JSCDL.

This proposal under section 82 has not yet been considered by any other local government to date and there is no certainty as to whether it will be accepted by the JSCDL based on their previous determinations. The DLGSC has also previously formed the view that while the Cat Act permits local laws that prohibit cats absolutely from specified areas (such as parks and reserves), it does not contemplate local laws that:



- *ban cats from all public areas;*
- *place conditions on when a cat may be permitted in a public area; or*
- *attempts to restrict all cats in the district to their owner's premises.*

The [JSCDL Annual Report for 2023](#) published earlier this year, supports this position, stating that various Cat Local Laws were found to be inconsistent with the *Cat Act 2011*, despite warnings from the DLGSC to local governments that the JSCDL may request an undertaking to delete clauses relating to matters as noted above.

In considering the above information, the following options are proposed as a possible way forward, for council consideration:

Option 1:

Request that a proposed amendment to the City of Fremantle *Cat Management Local Law 2020*, to incorporate, by reference, the wording of clause 3.2 'Cats in other places' from the Shire of Northam's Cat Local Law 2019 under section 82 of the *Cat Act 2011*, be prepared and brought back to the next appropriate Council meeting for consideration.

Option 2:

Support the intent of a proposed amendment to the City of Fremantle Cat Management Local Law 2020, and request a report be brought back to Council to initiate a local law process, after and if the City of Bayswater local law process has concluded and is endorsed by the JSCDL.

Whilst cross-referencing clause 3.2 of the Shire of Northam Cat Local Law 2019, under section 82 will achieve the outcome originally intended to protect cats and mitigate negative impacts roaming cats may have on local native animals and biodiversity within the Fremantle municipality, there is no certainty as to whether the JSCDL will accept the amendment.

With this, option 2 is preferred by officers, as it will enable officers to prepare a proposed amendment that incorporates any potential undertaking required by the City of Bayswater as recommended by the JSCDL. This will potentially eliminate any need for the City to undertake local law process again, to resolve any potential issues raised by the JSCDL. Alternatively, if the City of Bayswater local law is not accepted by the JSCDL, the City will not progress with the amendment, which is considered to be the most cost and time effective solution.



Should Council support the recommendation to not progress with the proposed amendment until after the City of Bayswater local law process has concluded and considered by the JSCDL, the following recommended actions may be considered in the interim:

- Implementation of community education initiatives;
- Increase the City's feral animal trapping program in 'green areas' where cats are already prohibited;
- Advocating through WALGA for greater collaboration with other local governments to bring greater attention and awareness to the matter; and
- Advocating to the State Government for environmental objectives and containment measures to be included in the *Cat Act 2011*.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council supports the intent of a proposed amendment to the City of Fremantle Cat Management Local Law 2020, and request a report be brought back to Council to initiate a local law process, after and if the City of Bayswater local law process has concluded and is endorsed by the JSCDL.



C2409-15 COMMUNITY SPORTING RESERVE PLAN 2024-34 (DEFERRED ITEM C2409-9)

Meeting date:	11 September 2024
Responsible officer:	Manager Community Development
Voting requirements:	Simple Majority Required
Attachments:	1. Community Sporting Reserves Plan 2024

SUMMARY

The City of Fremantle Community Sporting Reserve Plan (CSRP) aims to identify and prioritise current and future facility needs, ensuring equitable and consistent facility development. It focuses on providing efficient, effective, and flexible facilities that meet community standards and adapt to evolving needs.

The report takes into account previous feedback and recommends that the Council adopt the Community Sporting Reserve Plan 2024–2034

BACKGROUND

In November 2020, Council endorsed the draft Community, Sport, and Recreation Facilities Plan (CSRFP) - 2020 -2030 (FPOL2011-6) for advertising, which identified key public open space and set out an equitable and consistent approach for the development and management of sport and recreation facilities over a 10-year period. This draft Plan was not finalised after the consultation period as further review was requested from Council.

As part of this further review, the need to develop a Public Open Space (POS) Strategy to sit above the CSRFP was identified to establish the base for diverse community needs and to achieve the balance for provision of sport, recreation, and nature functions across the POS network.

In February 2024, the City endorsed the Public Open Space Strategy which highlights four key priorities.

1. Acquisition of public open space through partnerships and agreements
2. Sound management practices
3. Flexible functionality
4. Long-term resilience through advanced practice and technologies.



Since the February endorsement, the City has developed the CSRP which aligns Fremantle's sports facilities with the evolving needs of the community. It complements the Public Open Space Strategy, which balances sport, nature, and recreational spaces, by focusing specifically on optimising existing sports facilities within the City's green public open spaces.

FINANCIAL IMPLICATIONS

The preparation and adoption of the draft CSRP align with the City's 2023/2024 operating budget. As a guiding document, the CSRP will outline financial implications, which will be detailed in separate asset renewal, capital, and operational budgets referenced within the plan.

LEGAL IMPLICATIONS

The City operates under several different planning policies to determine how much public space is provided, where it's located and how its designed, namely:

- Development control policy 2.3
- Public Open Space State planning policy 3.6
- Infrastructure Contributions Liveable Neighbourhoods January 2009 State planning policy 7.0
- Design of the Built Environment. State planning policy 7.2
- Precinct Design Precinct Design Guidelines State Planning Policy 2.8
- Bushland policy for the Perth Metropolitan Region. The City also holds several Crown land reserves.

Under section 41 of the Land Administration Act 1997 (LAA) the Minister may set aside Crown land as reserve for a particular purpose in the public interest. Every such reservation has a land description and designated purpose registered on a Crown Land Title (CLT) or a conditional Freehold Title encumbered by a Crown Grant in trust and are graphically depicted on a plan or diagram held by Landgate.

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Liveable City - Functional and inclusive recreational facilities

- Recreational facilities are contemporary, functional and can be accessed by all members of the community.



- Sporting clubs have access to facilities and greenspace that meet the needs of a broad range of sporting codes and skill levels.
- The community can participate in a diverse and affordable range of sporting and recreational pursuits.
- The matters contained in this report align to the intent of this theme's outcome.

CONSULTATION

The CSRP has been informed by the SCP engagement report and aligns with the Strategic Community Plan, which sets Fremantle's long-term vision as:

- **Liveable:** Vibrant, socially connected, and desirable.
- **Thriving:** Prosperous and innovative economy.
- **Creative:** Inspiring, diverse, and unique.
- **Resilient:** Future-focused and proactive.
- **Inclusive:** Welcoming to all people, cultures, and abilities.

The CSRP priorities and recommendations are based on extensive engagement with sporting clubs and organizations, initially conducted during the development of the interim Community Sport and Recreation Plan and further refined through the City's Sporting Club Engagement Plan.

Clubs and organisation highlights from 2020 consultation for the interim Community Sport and Recreation Community Plan:

- **Diverse Facilities:** Demand for multiuse spaces and leisure options.
- **Upgrades:** Need for facility improvements and a new community center in Beaconsfield.
- **Management:** Improved efficiency and consolidation of sporting codes and leases.
- **Planning:** Better integration of facilities, access, and lighting at Fremantle Park.
- **Accessibility:** Focus on non-competitive sports, female participation, and accessibility audits.
- **Future Planning:** Robust asset renewal plans, shared use agreements with schools, and data-driven decisions.
- **Community Feedback:** Satisfaction among younger and renting residents; concerns from families with older children, Samson residents, and the disabled community.

Additionally, the CSRP was developed through extensive internal consultation to ensure its relevance across the City's delivery systems.



OFFICER COMMENT

The Community Sporting Reserve Plan (CSRP) was developed through a systematic approach, consisting of the following stages:

1. Strategic Document and Context Review
2. Benchmarking
3. Demographic and Community Profile Analysis
4. Partnership Opportunities
5. Community Infrastructure Requirements (Suburb Focus)
6. Prioritisation
7. Recommendations

The CSRP focuses on delivering facilities that meet community needs effectively and flexibly, adhering to standards. The plan is designed to adapt over time to continue to accommodate evolving requirements and ensure that current provisions support formal, structured sporting activities effectively.

It aligns with current strategic directions and emphasises its role in influencing key City departments. Developed with input from various teams;

- Parks and Landscape,
- Places and Projects,
- Asset Renewal,
- Project Delivery,
- Commercial Leasing, and
- Strategic Planning

The CSRP ensures recommendations are relevant and operationally coherent.

The plan incorporates current and projected population profiles to assess community participation in sporting reserves and adapts to different project drivers like grant funding, major events, and external strategies. It aims to improve project viability and outcomes for the community.

Prioritisation of the recommendations has been undertaken for key Sport and Recreation Spaces:

1. Fremantle Park
2. Hilton Reserve
3. Stevens Reserve
4. Bruce Lee Reserve
5. Gilbert Fraser Reserve
6. Frank Gibson Reserve



These priorities are based on the need for facility upgrades and replacements to meet both current and future capacity demands.

The CSRP includes key policy recommendations aimed at improving facility management and processes including transition from traditional leases to licenses or seasonal/casual hire for sporting spaces, improve interactions and processes with sporting groups.

Amendments to the CSRP

The final draft of the CSRP was considered by Elected Members at its Ordinary Council meeting on September 4. During the meeting, amendments were proposed which have been incorporated into the plan, with the following changes:

1. pg. 13. Recommendation - Policy and Management Practices

The city will collaborate with existing user groups at our active sporting reserves to develop equitable agreements that create a sustainable management model for each active reserve. This means moving from a historical leasing model to a more flexible and equitable policy for sport spaces, allowing for a broader range of uses over time.

2. Pg. 20 Active Reserve Plan – Bruce Lee Reserve

Action 5. Initiate the development of a Masterplan and funding model that integrates with surrounding precinct redevelopment and demographic changes i.e. Heart of Beaconsfield.

3. The document has been reviewed to ensure the use of consistent language throughout.
4. Active Reserve Plan titles have been updated to reflect current usage e.g. *Fremantle Park Layout*

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council adopts the Community Sporting Reserve Plan 2024-2034, as provided in Attachment 1.



Committee and working group reports

ARMC2409-01 AUDIT ACTIONS UPDATE - AUGUST 2024

Meeting date:	16 September 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - August 2024 Audit Action Register

SUMMARY

This report provides an update on the status of actions arising from annual audits carried out in line with statutory requirements.

The report requests the Audit and Risk Management Committee receive and note the current list of audit actions and status associated with each.

BACKGROUND

Currently the City of Fremantle participates in or undertakes the following audits as required under the *Local Government Act 1995*:

- Audit of annual financial statements
- Audit of General computer controls and information systems
- Audit of Financial management (Regulation 5)
- Audit of general systems, procedures and controls (Regulation 17)

The Financial Audit and General Computer Controls Audit are carried out by the Office of the Auditor General (OAG) and assess both financial and information technology related compliance and controls.

The Regulation 5 and Regulation 17 audits are carried out by external auditors engaged by the City.

Each audit results in a series of recommendations being made by the auditor, which the City reviews, tracks and actions accordingly. Recommendations are rated based on risk and severity and the city prioritises any remediation required on that basis.

The audit register, as provided in confidential attachment 1, provides information regarding the status of each action and progress associated with each.



FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The City considers and actions audit recommendations in line with its requirements under the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Audit recommendations are implemented and actioned in consultation with auditors to ensure accurate interpretation and understanding of audit recommendations.

OFFICER COMMENT

The audit action register has been developed as part of the continuous improvement of the City's management and reporting of audit activities and findings.

The audit action register provides a summary report of all the current open audit findings, recommendations, and progress comments from the various audit activities.

Noting that full audit reports are presented to the Audit and Risk Management Committee upon completion of each audit, the register provides an ongoing summary update on status and includes the following information:



- The core finding identified by the relevant audit.
- The associated risk rating as identified by the auditor.
- The auditor's core recommended actions.
- The officer responsible for implementing the action.
- Indications of which audits resulted in the core finding, whether it be the OAG financial or IT audits, Regulation 5 or 17.
- Comments on progress made, and current status of action being taken by the City.
- Estimated completion date and actual completion date for the items that have been resolved.

As at the ARMC in June 2024 there were only 4 outstanding items on the audit register. One item has been closed since June 2024, leaving only 3 outstanding items on the audit register.

Of the three 3 outstanding items:

- Two relate to the OAG GCC (IT) Audit, with one of those findings being assessed as moderate and one the other being assessed as minor.
- One relates to the Reg 17 audit and is assessed as minor.

All three findings are on track to be addressed and closed out prior to the end of the FY24/25 financial year.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2409-1 **(Officer's recommendation)**

Moved: Cr Frank Mofflin

Seconded: Cr Fedele Camarda

Council receive and note the updated Audit Actions Register as provided in confidential attachment 1.

Carried: 5/0

For:

**Cr Doug Thompson, Cr Fedele Camarda, Cr Frank Mofflin,
Cr Jenny Archibald and Ms Hayley Manser**

Against:

Nil



ARMC2409-02 EMERGING ISSUES REPORT - JUNE TO AUGUST 2024

Meeting date:	16 September 2024
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Emerging Issues Summary Report August 2024

SUMMARY

This report highlights the relevant issues which are either current or emerging and may significantly affect the operation, financial, legal, or reputational operation of the City.

These matters are raised to inform the committee of any significant issues identified by officers and allow for any further feedback or questions on the actions currently being taken or under consideration to address and resolve them.

BACKGROUND

Part of the role of the Audit and Risk Management Committee is to be aware of any significant financial, political, and corporate issues being identified by the organisation and to understand, review or advise on the possible actions to address these.

FINANCIAL IMPLICATIONS

Some of the issues and potential mitigation actions outlined in this report may include financial implications for the City. Order of magnitude estimates of financial implications based on information available at the time of the report is included in the issues table attached.

LEGAL IMPLICATIONS

The City actively seeks legal advice and support where issues and risks identified have potential legal implications.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

The table provided in confidential attachment 1 identifies the current or emerging issues which are considered significant by the organisation. Some are in action, and some are under review by the organisation and will continue to be updated to the Audit and Risk Management Committee over time.

In conjunction with the organisation's newly developed Risk Management Framework, the City's issues log will provide a consistent and effective means of tracking, managing, and resolving significant issues.

It should be noted that as the City progresses through the transitional period to the new Risk Management Framework, there are a number of issues covered on both the issues log and the current Corporate Risk Register.

The City's emerging issues log is populated and maintained by officers. This document is maintained live in the City's corporate document management system and is reviewed and discussed by the Executive Leadership Team as a standing agenda item monthly.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



COMMITTEE RECOMMENDATION ITEM ARMC2409-2
(Officer's recommendation)

Moved: Cr Frank Mofflin

Seconded: Cr Jenny Archibald

Council receive the Emerging Issues report for June to August 2024 as detailed in confidential attachment 1.

Carried: 5/0

For:

**Cr Doug Thompson, Cr Fedele Camarda, Cr Frank Mofflin,
Cr Jenny Archibald and Ms Hayley Manser**

Against:

Nil



ARMC2409-03 PURCHASING POLICY EXEMPTIONS JUNE TO AUGUST 2024

Meeting date: 16 September 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority Required
Attachments: 1. Exemption Register June to August 2024

SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempted from the requirements of the Purchasing Policy, during the period June to August 2024.

This report recommends that Council receive the Purchasing Policy Exemptions report for June to August 2024.

BACKGROUND

At the Ordinary Meeting of Council of 25 November 2020, Council adopted an updated Purchasing Policy. The Purchasing Policy outlines the requirements and decision-making process for each Policy threshold. The Policy also contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and other Policy exemptions.

Under this policy all exemptions applied by the City are to be reported to the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

June 2024

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$44,565.00** for the month of June 2024.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	Nil
Request for Artist	\$44,565.00
Sole Source of Supply	Nil
Total	\$44,565.00

Details regarding individual exemptions can be found in Attachment 1.

July 2024

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$123,621.04** for the month of July 2024.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	\$107,621.04
Request for Artist	\$5,000.00
Sole Source	\$11,000.00
Total	\$123,621.04

Details regarding individual exemptions can be found in Attachment 1.



August 2024

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$140,076.14** for the month of August 2024.

The value of exemptions by category is:

Exemption Category	Value
Purchasing Policy Exemption	\$127,832.50
Request for Artist	\$7,500.00
Sole Source	\$4,743.64
Total	\$140,076.14

Details regarding individual exemptions can be found in Attachment 1.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2409-3
(Officer's recommendation)

Moved: Cr Frank Mofflin

Seconded: Ms Hayley Manser

Council receive the information report on Purchasing Policy Exemptions for June to August 2024.

Carried: 5/0

For:

**Cr Doug Thompson, Cr Fedele Camarda, Cr Frank Mofflin,
Cr Jenny Archibald and Ms Hayley Manser**

Against:

Nil



ARMC2409-04 TENDERS AWARDED UNDER DELEGATION JUNE TO AUGUST 2024

Meeting date: 16 September 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

The purpose of this report is to summarise tenders awarded under delegation by various delegated officers and Committees during the period June to August 2024.

This report recommends that Council receive the report on tenders awarded under delegation between June to August 2024.

BACKGROUND

Tenders awarded by the City are awarded under the following delegations, approved at Council on 26 June 2024 (C2406-15):

Delegated Authority	Amount of Delegation
Ordinary Meeting of Council	\$1,000,000+ (if within budget)
CEO	Up to \$1,000,000
Directors	Up to \$500,000

Items identified under 'Officer Comment' of this report detail tenders awarded under delegation.

FINANCIAL IMPLICATIONS

All tenders were awarded in line with the adopted 2023-24 and 2024-25 budget.

LEGAL IMPLICATIONS

All tenders awarded met the requirements of Regulations 11A – 24AJ of the *Local Government (Functions and General) Regulations 1996* and S3.57 of the *Local Government Act 1995*.



Under delegation 2.11 Expressions of interest and tenders, of the City’s Register of Delegated Authority 2023-24, the Chief Executive Officer is required to report the use of this delegation to the Audit and Risk Management Committee.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Below is a list of tenders awarded under delegation between June 2024 to August 2024.

June 2024

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
Nil				

July 2024

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
WFCC Provision of Gas	Director	Kleenheat	1 year	\$182,876.00
FCC656/24 Town Hall Balcony Renewal	Director	CLPM Pty Ltd	One-Off Project	\$580,054.98



August 2024

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
FCC657/24 Conservation & Environmental Services	Director	South East Regional Centre For Urban Landcare Inc. (SERCUL)	3 years	\$414,855.00

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

**COMMITTEE RECOMMENDATION ITEM ARMC2409-4
 (Officer's recommendation)**

Moved: Cr Frank Mofflin

Seconded: Cr Fedele Camarda

Council receive the information report on Tenders Awarded under Delegation for June to August 2024.

Carried: 5/0

For:

**Cr Doug Thompson, Cr Fedele Camarda, Cr Frank Mofflin,
 Cr Jenny Archibald and Ms Hayley Manser**

Against:

Nil

Note: Officers noted an error in the report, for FCC656/24 Town Hall Balcony Renewal. Noting that the tender was awarded by the CEO, not a Director, in accordance with delegation.



ARMC2409-05 OVERDUE DEBTORS REPORT AS AT 31 AUGUST 2024

Meeting date:	16 September 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Summary of Outstanding Debtors Above Threshold

SUMMARY

This Overdue Debtors Report, with confidential attachment, is provided to the Audit and Risk Management Committee to report details of overdue debts, as at 31 August 2024, and identify those where the amount owing is over 90 days with a total debt exceeding \$10,000.

This report recommends that Council receive the Overdue Debtors Report and acknowledge the overdue debts exceeding 90 days that have a combined value greater than \$10,000 as at 31 August 2024.

BACKGROUND

This report provides the Audit and Risk Management Committee the following information in relation to overdue debtors:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above.
- A confidential report containing the individual debtor information in relation to the outstanding debts exceeding 90 days with a combined value of debt, by debtor, exceeding \$10,000.
- The Debtor Day Ratio, being the average number of days taken for the City to receive payment from its customers for invoices issued to them.

FINANCIAL IMPLICATIONS

It is a requirement that annual financial statements include an allowance for impairment of receivables owed to the local government to be recognised as a cost to the budget in the year in which the impairment is made.

As at the year ending 30 June 2024 an amount of \$160,937 is held as an allowance for impairment of sundry receivables. There was a total of \$87,996 of waivers or debts written off for the 2023/24 financial year.



LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the *Local Government Act 1995* provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the *Local Government Act 1995* the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$50,000 per account where, in the opinion of the Chief Executive Officer, all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where, in the opinion of the Director or Manager, all other reasonable avenues of recovery have been exhausted.

All records of the uses of this delegated authority, to waive or write off debts valued at \$1,000 or above, per debtor, must be reported to the Audit and Risk Management Committee.

Any amount more than \$50,000 is to be written off by Council resolution. A Council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

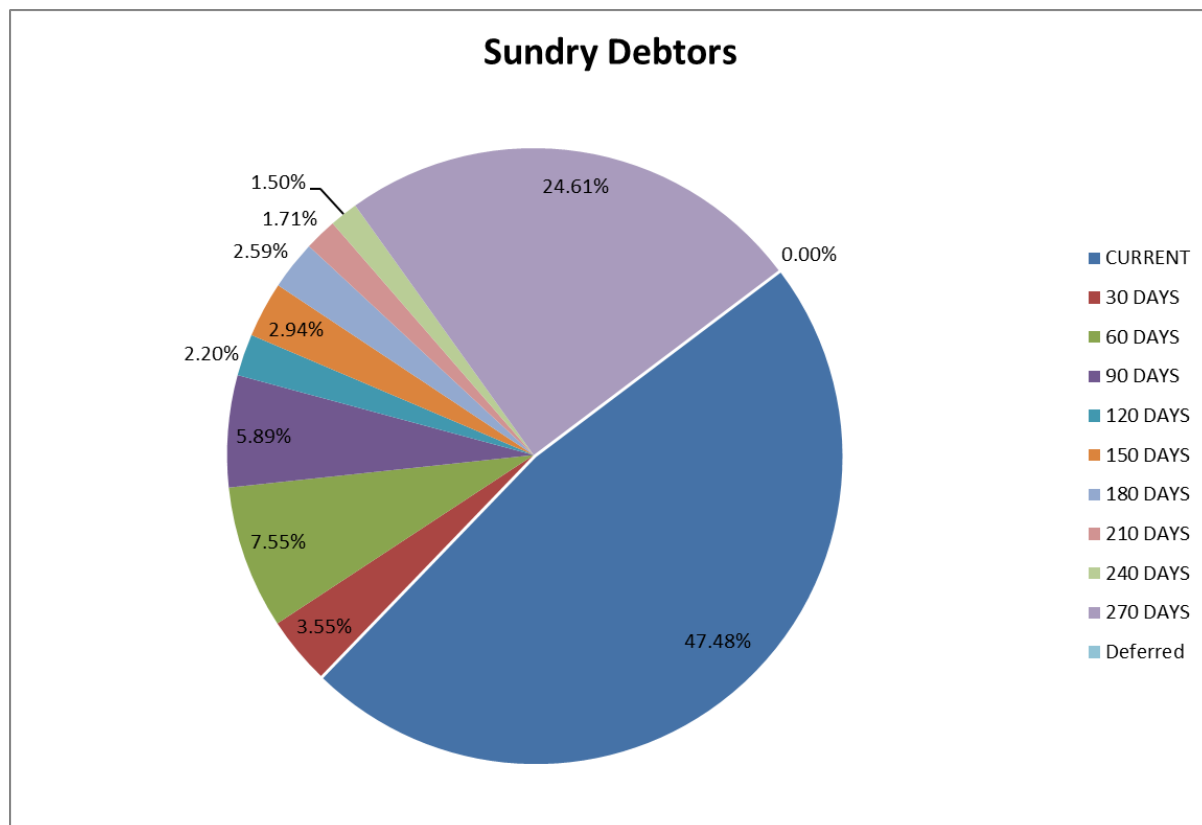


OFFICER COMMENT

The total of debts outstanding as at 31 August 2024 was \$707,717. A breakdown of aged debt for the current period compared to prior year is tabled below.

2024/25					
Period Ending August 2024	Current	30 Days	60 Days	90+ Days	Total
Jun 24 – Aug 24	47%	4%	8%	41%	100%
	336,029	25,132	53,455	293,101	707,717
Jun 24 – Aug 24 Excl. Commercial Properties	46%	10%	12%	32%	100%
	112,083	23,149	27,987	78,093	241,312
Jun 23 – Aug 23	556,104	64,451	173,028	327,958	1,121,541

The graph below shows the aged debt balances as at 31 August 2024:



Compared to the report of overdue debtors as at 31 May 2024, presented to Audit and Risk Management Committee at the 17 June 2024 meeting, the total value of outstanding debts has decreased from \$1,105,710.34 to \$707,717.07.

Total outstanding debt over 90 days has decreased from \$425,837 at the end of the previous reporting date to \$293,101.



The number of overdue debtors over 90 days, and above the total debt reporting threshold of \$10,000, has had a significant decrease from eleven down to three.

Of the three reported, one debtor has had no change and two are new debtors.

These three debtors have a total debt owing of \$81,334 of which \$81,334 is over 90 days. The confidential attachment contains details of the debtors comprising this balance.

Key Performance Indicators

When determining status or risk associated with outstanding debtors, officers typically consider and assess the following metrics:

- Total amount of outstanding debt
- Age of outstanding debt (and value of that debt)
- Frequency of payment of outstanding debt
- Outstanding debt per individual debtor
- Outstanding debt per type of debtor

Officers consider all of these metrics alongside each other as well as the debtor day ratio to assist in providing an overarching assessment of general performance of outstanding debtors. The debtor day ratio measures how quickly cash is being collected from debtors regardless of the level of total outstanding amount of debt or the type of debt, allowing for a consistent metric that will identify periods where debtors are taking longer to pay down outstanding debt.

A number of metrics have been provided to follow that provide an initial snapshot of performance and or status of outstanding debtors to follow.

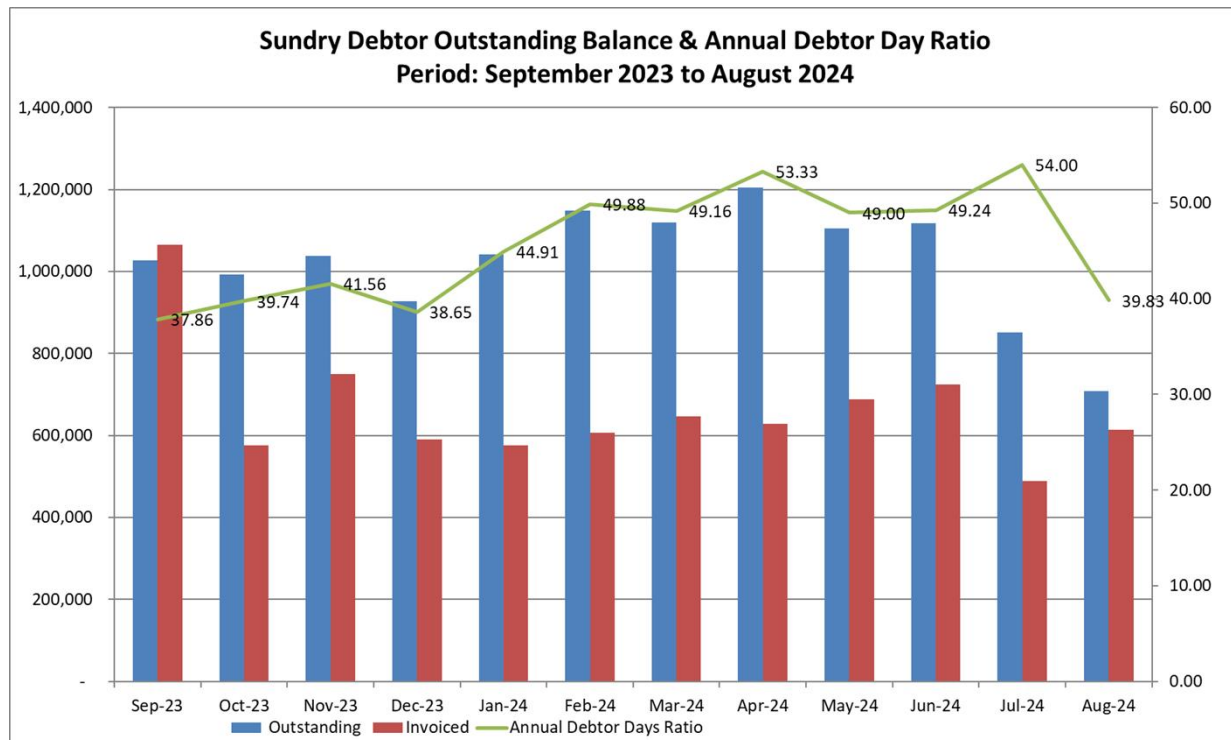
Debtor Day Ratio

The Debtor Day Ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

The calculation of the ratio considers the total amount outstanding at the end of the period divided by the total amount invoiced to that period for the financial year. This is then multiplied by the total number of days from 1 July to the end of the period. See calculation in the graph to follow.

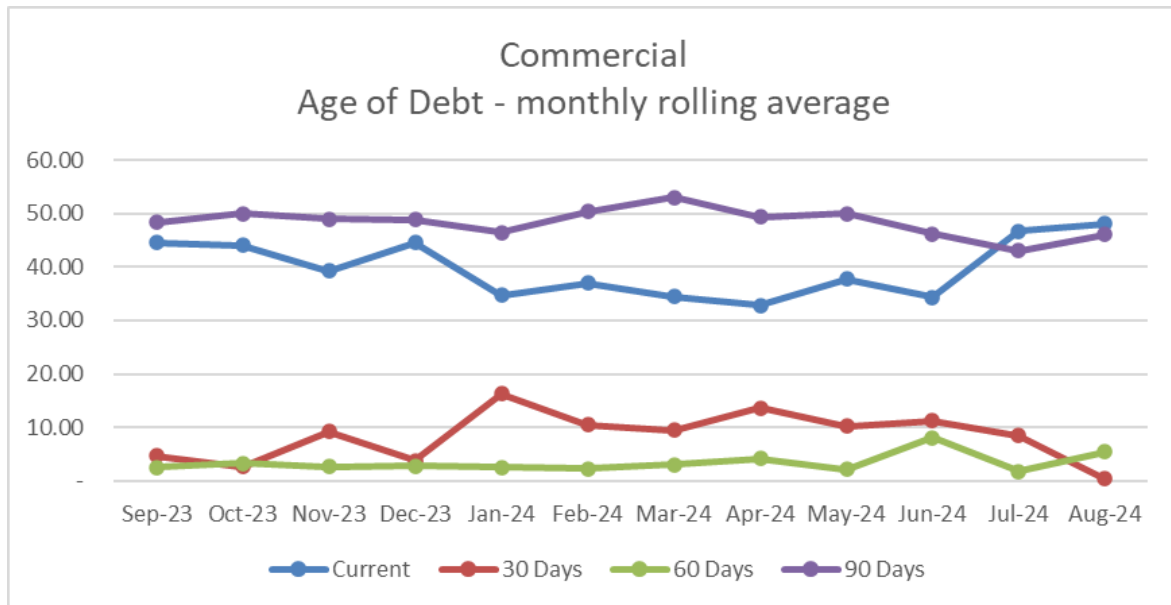


The chart to follow indicates the debtor days over the last 12 months. Debtor days have steadily increased during last financial year, however have dipped back to 39.83 as at August 2024. The impact of reducing the 90+ day debtors from 11 to 3 is clearly indicated in the graph to follow.



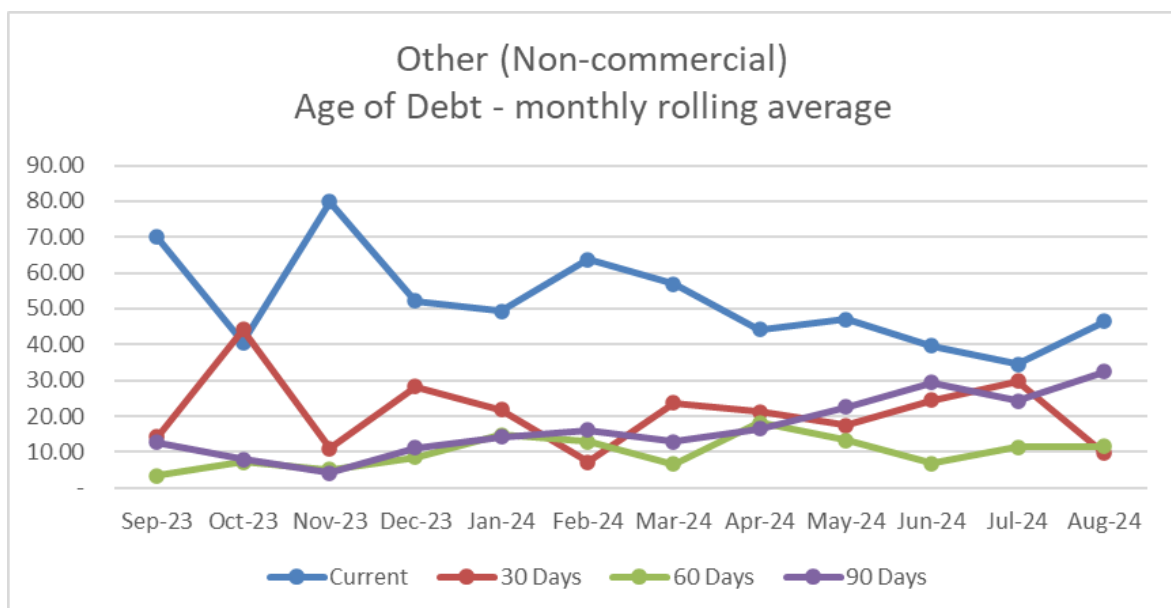
Age of Debt

The rolling 12-month Average for debt in each age category is shown in the graphs to follow for Commercial and Other (non-commercial) debt. These graphs show the 12-month average as at each point in time, to provide a view of the trend of the City’s aged debt portfolio.



As per the monthly rolling average chart for commercial, the portion of debt that is current was 32% as at August 2024. The portion of debt that is over 90 days has remained steady over time but has slightly decreased since March 2024. The current and 90 Days have remained relatively stable over the year. The portion of debt in the 30-59 days and 60-89 days remained at the lower end.

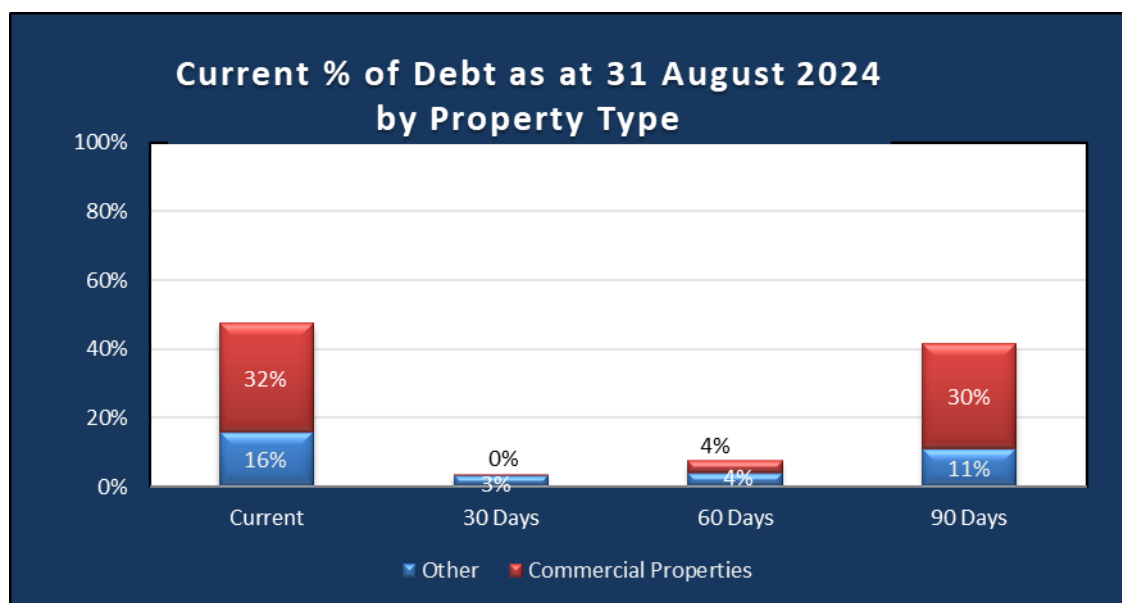
For other (non-commercial) debt, current debt remains the category with the highest amount outstanding. All other categories remain much lower than the current trend line. This indicates a high proportion of debts being collected in a timely manner.





The Current Value of Debt by Age category is shown in the graph to follow, split between Commercial Properties and Other (non-Commercial) Property Types. Of the total debt, Commercial Properties account for 32% of Current debt, and account for 30% of the debt owing 90 days or more.

City officers continue to liaise with all commercial tenants to provide assistance, including payment arrangements where appropriate.



Impact of COVID on Commercial Property

As at 1 April 2021 all COVID-19 waiver arrangements came to an end and 100% of normal rent became payable. The total amount waived for commercial properties relating to COVID-19 during both the emergency period and recovery period was \$656,975.

After waivers the City invoiced a total of \$492,579 for commercial properties. This amount has now been fully collected from the respective debtors. A such future ARMC reports will no longer reference this information as all outstanding invoices have been paid.

Delegation 2.3 - Defer payment, grant a concession, waive fees and write off of Debts

During the reported period there were no waivers or write offs greater than \$1,000.



VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC2409-5
(Officer's recommendation)

Moved: Cr Frank Mofflin

Seconded: Cr Doug Thompson

Council receive the Overdue Debtors Report as at 31 August 2024, and the confidential attachment listing overdue debts exceeding 90 days with the combined value, by debtor, exceeding \$10,000 as at 31 August 2024.

Carried: 5/0

For:

**Cr Doug Thompson, Cr Fedele Camarda, Cr Frank Mofflin,
Cr Jenny Archibald and Ms Hayley Manser**

Against:

Nil



Statutory reports

C2409-16 STATEMENT OF INVESTMENTS AUGUST 2024

Meeting date:	25 September 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	1. Investment Report - 31 August 2024

SUMMARY

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

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

The investment report provides a snapshot of the City's investment portfolio and includes information as at 31 August 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 \$325,283 against a full year budget of \$1,618,500. Interest earnings year to date are over the YTD budget by \$783. 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 August 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 4.95% for the month of August 2024. The City's actual portfolio return in the last 12 months is 4.27%, comparing on par with the benchmark Bloomberg AusBond Bill Index reference rate of 4.39% (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).

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Improve organisational performance and capability.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

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

1. Portfolio Details

As at 31 August 2024, the City's investment portfolio totalled \$53,526,147. The market value of this investment was \$54,162,969 at that time, which takes into account accrued interest.

The investment portfolio is made up of:

Cash Investments (<= 3 months)	\$11.03m
Term Deposits (> 3 months)	\$42.50m
TOTAL	\$53.53m

Of which:

Unrestricted cash	\$36.45m
Restricted cash (Reserve Funds)	\$17.08m
TOTAL	\$53.53m

The current amount of \$36.45m held as unrestricted cash represents 37.69% of the total adopted budget for operating revenue (\$96.71m).



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.

Tier	Allocation	Allocation %	Maximum Allocation %	% Used of Maximum Allocation	% Available of Maximum Allocation	% Exceeded of Maximum Allocation
Tier 1	25,812,727.10	48.22%	100.00%	48.22%	51.78%	0.00%
Tier 2	20,713,420.65	38.70%	60.00%	64.50%	35.50%	0.00%
Tier 3	7,000,000.00	13.08%	35.00%	37.37%	62.63%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
53,526,147.75						
Values used in the above calculations exclude interest for term deposits and other simple interest securities.						

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 August 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.

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.

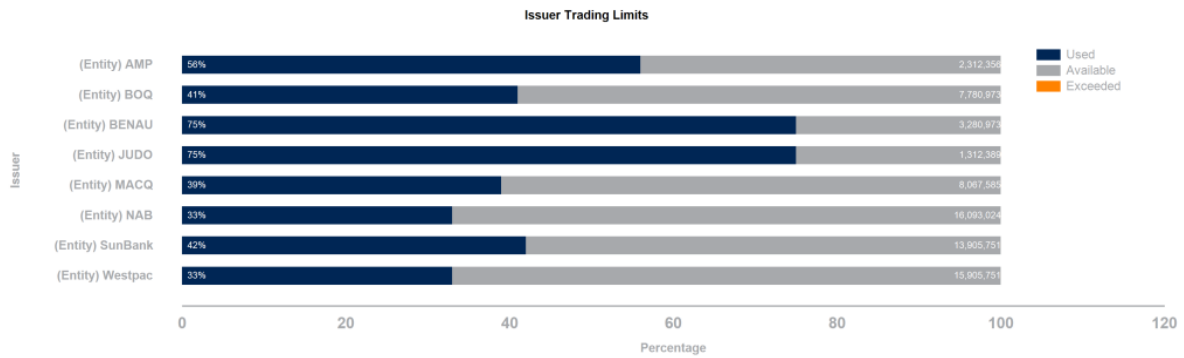
Counterparty credit framework

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 August 2024, relative to the Counterparty Credit Framework limits were as follows:



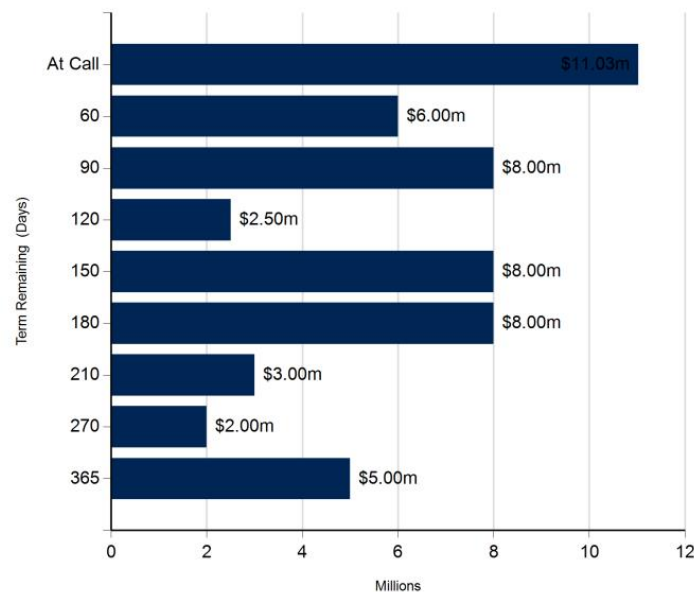
As shown in the above graph, the portfolio was compliant with the issuer trading limit.

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 August 2024. Currently, all investments will mature in one year or less.

Face Value by Term Remaining





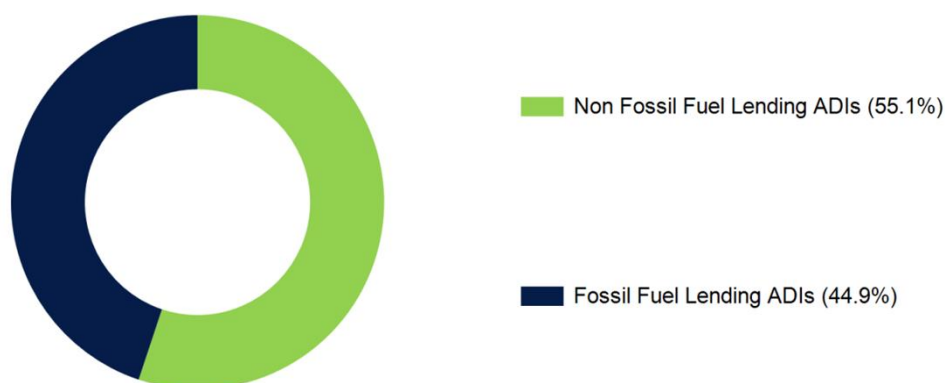
4. Portfolio Summary by Fossil Fuels Lending Authorised Deposit-Taking Institutions (ADIs)

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 August 2024, \$29.5m (55.1%) 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.

Risk Assessment

In line with an ongoing risk assessment of the Global and Australian banking sectors, the City continues to implement the following investment strategies:

1. Diversify investment portfolio across different banks - continue to prioritise 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.



2. Implement risk management strategies to protect the investment portfolio against downside risks - The City will prioritise low risk investment activity across higher tier banks in order to limit the City's exposure to the risk being faced across the sector.
3. Regular review and rebalance of investment portfolio to ensure alignment with the investment goals, risk tolerance and market conditions.

Interest Income for Matured Investments

Per Attachment 1 (Note 9), interest income earned during 31 August 2024 from matured investments was \$102,718.

Investing Activities

In August 2024, there were eight new term deposits totalling \$20m. Full details of the institutions invested in, interest rates, number of days and maturity date for investments held as at 31 August 2024 are provided in Attachment 1 (Note 10).

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

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



C2409-17 SCHEDULE OF PAYMENTS AUGUST 2024

Meeting date:	25 September 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	1. Purchase Card Transaction August 2024 2. Schedule of Payments and Listings August 2024

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 August 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 31 August 2024, is provided within Attachments 1 and 2.

FINANCIAL IMPLICATIONS

A total of \$7,664,910.35 in payments were made in August 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.*

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

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

Payment Type	Amount (\$)
Cheque / EFT / Direct Debit/International Payments	\$ 4,845,050.50
Purchase card transactions	\$ 44,257.77
Salary / Wages / Superannuation	\$ 2,775,602.08
Total	\$ 7,664,910.35



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 August 2024.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Accept the list of payments made under delegated authority, totalling \$4,845,050.50 for the month ending 31 August 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 \$44,257.77 for the month ending 31 August 2024, as contained within Attachment 2.**



C2409-18 MONTHLY FINANCIAL REPORT AUGUST 2024

Meeting date: 25 September 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority Required
Attachments: 1. Monthly Financial Report - August

SUMMARY

The monthly financial report for the period ending 31 August 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 31 August 2024 based on the following statements:

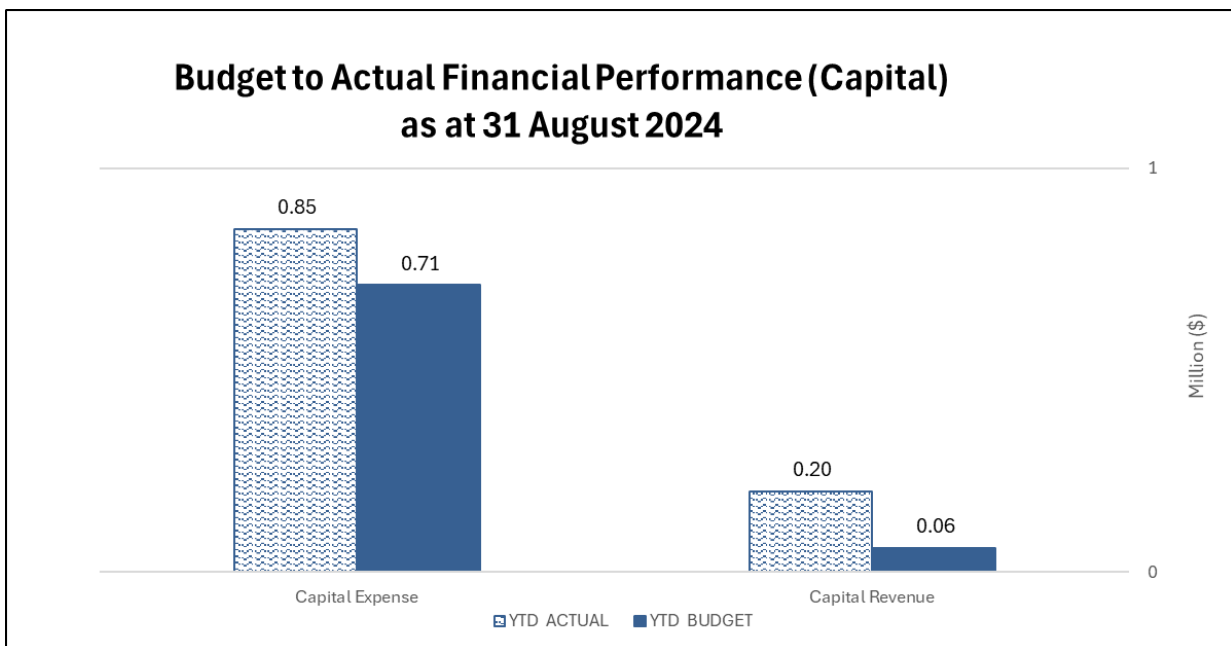
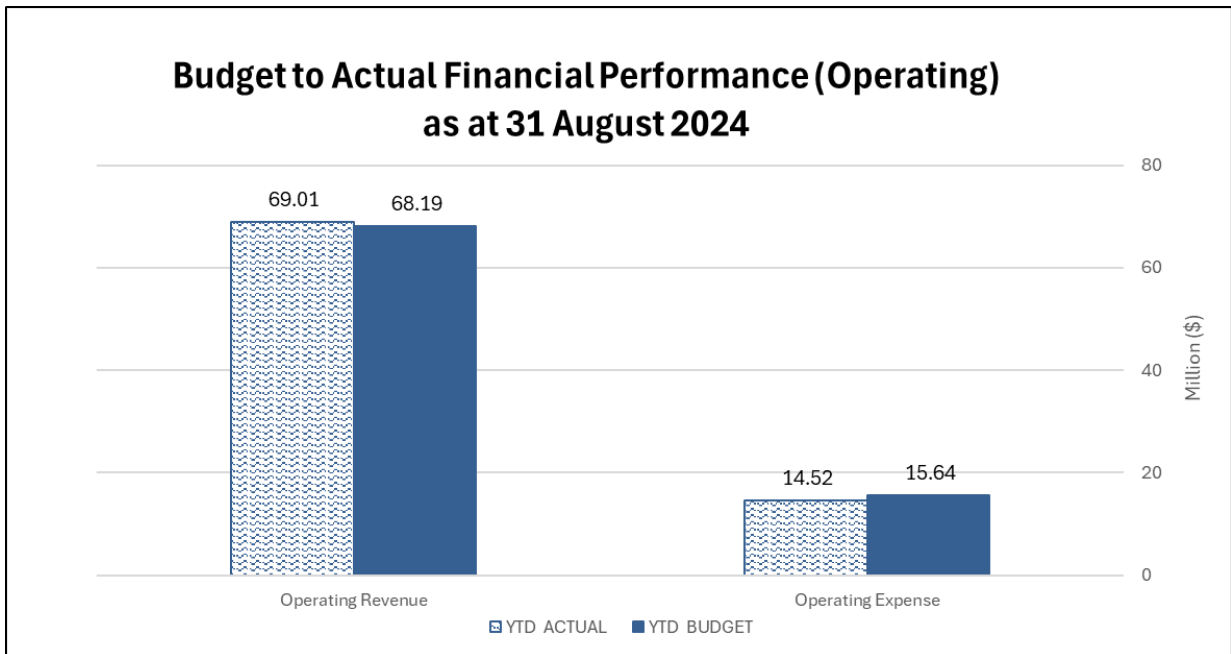
- **Statement of Comprehensive Income by Nature;**
- **Statement of Financial Activity by Nature and by Directorate; and**
- **Statement of Financial Position with Net Current Assets.**

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

Please note 2023/24 Financial Year figures reported in this report are draft and subject to change with end-of-year adjustments.

BACKGROUND

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



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

The table to follow provides a summary of the year-to-date Statement of Financial Activity by Nature to 31 August 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 AUGUST 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)	63,111,761	63,097,575	(14,186)	(0.02%)
Service Charges	8,804	8,804	-	0.00%
Op. Grants, Subsidies & Contributions	275,770	278,154	2,384	0.86%
Fees and Charges	3,907,495	4,588,460	680,965	17.43%
Interest Earnings	618,600	642,883	24,283	3.93%
Reimbursement Income	183,775	179,097	(4,678)	(2.55%)
Other Income	93,280	220,742	127,462	136.64%
Total	68,199,485	69,015,716	816,231	1.20%
Operating Expenses				
Employee Costs	(8,089,487)	(7,086,732)	1,002,755	12.40%
Employee costs - Agency Labour	(103,952)	(233,016)	(129,064)	(124.16%)
Materials and Contracts	(3,073,077)	(2,966,953)	106,124	3.45%
Depreciation - Non-Current Assets	(3,722,111)	(3,723,343)	(1,232)	(0.03%)
Interest Expenses	(14,610)	(66,268)	(51,658)	(353.58%)
Utility Charges	(293,118)	(213,478)	79,640	27.17%
Insurance Expenses	(203,378)	(181,221)	22,157	10.89%
Other Expenditure	(144,798)	(51,614)	93,184	64.35%
Total	(15,644,531)	(14,522,625)	1,121,906	7.17%

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.



STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Summary of financial performance

As at the end of 31 August 2024, the City demonstrated strong financial performance with a closing funding position of \$68.82m.

In summary, as at the end of 31 August 2024, the current closing position exceeds the YTD amended budget by \$2.51m. This is mainly due to favourable variances against the year-to-date budget across the following areas:

- Increased revenue from Fees and Charges of \$0.68m;
- Increased Other revenue of \$0.13m;
- Operating expenditure underspend of \$1.00m from Employee Cost;
- Increased carry forward funds from the 2023-24 financial year of \$0.72m compared to the adopted budget*;

*It should be noted that 2023/24 FY figures are unaudited and subject to change from end of year processing and audit finalisation. The figures remain draft until such time as these processes have been completed.

These favourable variances are offset by:

- Increased spend on capital expenditure of \$0.15m recognised for Capital grants and contributions.
- Operating expenditure overspend of \$0.10m from Material and Contracts;

The depreciation expenditure for 2024/25 FY is calculated based on the budget amount, which will be amended to actual depreciation based on the fair value revalued as at 30 June 2024 once the audit of the 2023/24 FY is completed.






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 2024-25 financial year for reporting material variances as 10% together with the minimum value of \$100,000 (Refer Item C2407-10 from Council meeting on 10 July 2024).




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 August 2024:

Description	Variance Amount (\$)	Comment
Fees and Charges	680,695	 17.43%
Major Variances:		
Operate on street paid parking	237,044	Revenue higher than expected as at August based on previous years data.
Lease Fremantle Markets	96,649	Timing variance - Invoice for Turnover Rent (Jan to June 2024) billed in August. Phasing to be adjusted.
Collect and disposal - general waste (2 Bin)	70,363	Timing variance - Phasing to be adjusted to match billing cycle.
Conduct art centre special events	50,824	Receipt of funds in July and August for for June event.
Operate car park 01 Parry Street Fremantle	47,440	Revenue higher than expected as at August based on previous years data.
Other Revenue	127,462	 136.64%
Major Variances:		
Lead the Organisation	125,484	Contribution received towards Court of Appeal costs.
Employee Costs	1,002,755	 12.40%
Major Variances:		
Employee costs across multiple team’s	1,002,755	The Employee cost underspend is



Description	Variance Amount (\$)	Comment
		mainly due to vacant positions. Vacant positions are actively being recruited for. Funds used for agency labour in the interim will be adjusted at budget review.
Employee costs - Agency Labour	(129,064)	 (124.16%)
Major Variances:		
Parks and Landscapes Team	(35,439)	Agency labour used to cover vacant positions, offset by savings in staff establishment budget.
Procurement Team	(26,044)	
Waste collection Team	(18,234)	
IT Operations Team	(14,759)	
Payment for Property, plant and equipment	(53,665)	 (11.44%)
Major Variances:		
P-11992 Design & construct-South Beach-Changerooms	(48,634)	Timing variance: Project invoicing ahead of forecast, full project budget to be utilised.
Payment for Construction of infrastructure	(97,610)	 (56.38%)
Major Variances:		
P-12190 Program - Paths	(69,501)	Timing variance: The footpath renew program is progressing quickly, with invoices being issued and paid earlier than anticipated.

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.

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.

Budget Amendments

Item	Account	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
	<p>The City of Fremantle released quotation WFCC122/24 – South Beach New Facilities Landscaping for civil and landscape integration works for the new Change Facility at South Beach. The City received 3 submissions and the most advantageous offer for the City is approximately \$148,000 above the allocated project budget including contingency. To address the budget shortfall, it is proposed to make a budget amendment from projects 300403 City Centre - Market & Collie Street Public Toilets Design and 300393 Town Hall - Design for essential works to Project 300218 P-11992 Design & construct–South Beach–Changerooms. The award of this Contract would under CEO delegation and subject to negotiation on the final scope to ensure the project delivers value and quality for the community and is within the reallocated project budget.</p>					
	300393.1606	Town Hall - Design for essential works Capital WIP- Contract Labour and Materials	(270,000)		58,000	(212,000)
	300403.1606	City Centre - Market & Collie Street Public Toilets Design Capital WIP- Contract Labour and Materials	(250,000)		90,000	(160,000)
	300218.1606	Design & construct–South Beach– Changerooms Capital WIP- Contract Labour and Materials	(3,305,141)		(148,000)	(3,453,141)
Item	Account	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
	<p>Carry forward funds adjustment FY23/24 – 300218 Design & construct–South Beach–Changerooms for additional invoice \$62,149 paid in FY24/25 relating to works completed FY23/24 which has now been accrued into FY23/24.</p>					
	300218.3915	Accumulated Surplus - Unspent muni surplus	175,022	(62,149)		112,873
	300218.1606	Capital WIP- Contract Labour and Materials	(3,453,141)		62,149	(3,390,992)



VOTING AND OTHER REQUIREMENTS

Absolute majority required

OFFICER'S RECOMMENDATION

Council:

- 1. 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 August 2024.**
- 2. Approve and amend the budget with the following budget adjustment items:**

Item	Account	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
	<p>The City of Fremantle released quotation WFCC122/24 – South Beach New Facilities Landscaping for civil and landscape integration works for the new Change Facility at South Beach. The City received 3 submissions and the most advantageous offer for the City is approximately \$148,000 above the allocated project budget including contingency. To address the budget shortfall, it is proposed to make a budget amendment from projects 300403 City Centre - Market & Collie Street Public Toilets Design and 300393 Town Hall - Design for essential works to Project 300218 P-11992 Design & construct–South Beach–Changerooms. The award of this Contract would under CEO delegation and subject to negotiation on the final scope to ensure the project delivers value and quality for the community and is within the reallocated project budget.</p>					
	300393.1606	Town Hall - Design for essential works Capital WIP- Contract Labour and Materials	(270,000)		58,000	(212,000)
	300403.1606	City Centre - Market & Collie Street Public Toilets Design Capital WIP- Contract Labour and Materials	(250,000)		90,000	(160,000)
	300218.1606	Design & construct–South Beach–Changerooms Capital WIP- Contract Labour and Materials	(3,305,141)		(148,000)	(3,453,141)

City of Fremantle
Ordinary Meeting of Council - Agenda
25 September 2024



Item	Account	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
	Carry forward funds adjustment FY23/24 – 300218 Design & construct–South Beach–Changerooms for additional invoice \$62,149 paid in FY24/25 relating to works completed FY23/24 which has now been accrued into FY23/24.					
	300218. 3915	Accumulated Surplus - Unspent muni surplus	175,022	(62,149)		112,873
	300218. 1606	Capital WIP- Contract Labour and Materials	(3,453,141)		62,149	(3,390,992)



Motion 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 in accordance with the Meeting Procedures Policy.

Nil.

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.

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.

Confidential business

Nil.

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

Closure