



Agenda

Ordinary Meeting of Council

Wednesday 28 August 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 28 August 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

22 August 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

Cr Frank Mofflin East Ward

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

The following questions were taken on notice at the Ordinary Meeting of Council held on 14 August 2024.

Helen Cox spoke in relation to C2408-7 and asked the following questions which were taken on notice:

Question 1:

The Corporate Plan Report (item C2408-7) attachment refers to the \$1.6m 'Asset renewal of commercial tenancy fit-outs in the civic centre level 1,2 and 3 and



Newman Court in 2023/24. How much has been spent on the civic centre tenant fit-outs in 2023/24 and how much revenue has been generated from the civic centre tenants in 2023/24?

Response:

Expenditure for the tenancy fit-out to date for the WCC is \$17,250.

The revenue generated from the civic centre tenancy during the 2023/24 financial year is \$42,000.

Question 2:

From which funding source is the repayment of the \$20m civic centre loan coming from given the low level of tenant revenue in 2023/24 and as originally stated in the City's business plan as the repayment source?

Response:

Loan repayments for delivery of the WCC project are generated from general revenue.

Question 3:

What does the 'South Beach implementation' budget of \$3.2m in 2023/24 as a project or project components refer to in the Corporate Plan Report?

Response:

In addition to the commentary provided in the Corporate Plan Report, this figure includes delivery of the South Beach change facility and landscaping works. This commentary will be corrected in the next reporting cycle.

Elisabeth Megroz spoke in relation to matters not on the agenda, Victoria Hall, Destination Marketing and Fossil Fuels, and asked the following questions which were taken on notice:

Question 2:

Indicate by page number where the above item line 'Destination Marketing' can be found in the annual budget?

Response:

The budget allocation for the delivery of the destination development strategic plan is not listed individually within the statutory budget, however, the annual budget allocated towards the delivery of this strategic plan is \$690,000.

Question 3:

Have East Fremantle and Cockburn contributed to the campaign *This is Fremantle*?



4x (Coogee in Common, Etho's Deli, La Luna, Young George Bar and Kitchen) out of the 16 restaurants show cased in the section *WA's top restaurants in Fremantle* are located outside Fremantle, why are Fremantle ratepayers funding their advertising?

Response:

No.

Question 4:

Thinking about the following:

- ratepayers having contributed funds to One Planet for many years to be certified carbon neutral,
- council's efforts to ban fossil fuel advertising, and
- establishing a new group to monitor *Community Emission 62408-5*

Mayor Fitzhardinge how do you justify your fossil fuel emission by flying 3 times to Canberra to lobby for yet unapproved plans (oval development), when this could have easily been done in other ways, eg. online?

Response:

This is considered a rhetorical question. However, it is advised that the City takes its commitments to reducing emissions seriously and the current process is to include travel as part of the process used to calculate offsets.

Question 5:

Is the use of fossil fuels more justified when someone else foots the bill; thinking about your and the CEO's AUKUS excursion to the US?

Response:

This is considered a rhetorical question.

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 14 August 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

C2408-8 KAARL BOYAK NAARINY PUBLIC ARTWORK

Meeting date:	28 August 2024
Responsible officer:	Manager of Arts
Voting requirements:	Simple Majority Required
Attachments:	Nil

SUMMARY

The City of Fremantle has been in a process of developing a concept for a major public artwork for Walyalup Koort since running an open process in 2018. The project has reached a significant milestone with the City being advised it is successful in gaining a funding contribution of \$949,993 (inc GST) from the WA Government through Lotterywest towards the project. This report provides:

1. An update on items from councils 2020 resolution
2. An update on receiving the funding contribution

BACKGROUND

On 18 November 2020, the Council passed the following resolution:

Council:

1. *Supports in principle the interpretative concept RESPECT, RECOGNITION AND RECONCILIATION by Sharyn Egan and Simon Gilby for Kings Square as outlined in Attachment 1, it also integrates an interpretation of the location of the former St John's Church as well as Nyoongar culture;*
2. *It was noted that the following aspects would need to be progressed to develop the concept:*
 - a. *Engagement with traditional owners from 14 Nyoongar clans, seeking initial advice from the South West Aboriginal Land and Sea Council;*
 - b. *Integrating the interpretative paving for the former church as part of the planned enhancement works around the Walyalup Civic Centre;*
 - c. *Re-instating the plaque that explains the location of the former church building;*
 - d. *Concept design development;*



- e. Presentation to the City's WRAP Reference Group;*
- f. Development of a cost plan and identification of potential funding partners;*

3. *Requests that a further report be presented back to Council to provide an update on matters in Items 2 c, d, e and f, above.*

Since the 2020 resolution, Elected members have received presentations on the developments of this project and grant funding submission, through informal briefing sessions held on the 15 August 2022 and 22 April 2024.

FINANCIAL IMPLICATIONS

The grant from the WA State Government via Lotterywest of \$949,993 (inc GST) is a cash contribution to fund the development and delivery of the public artwork including the consultation phase.

The Lotterywest application includes the proposal for the City to fund the public realm integrated civic works associated with the installation area of the artwork, being paving and underground infrastructure works associated with the artwork installation.

A provisional amount of \$400,000 has been allocated in 25/26 and \$800,000 has been allocated in 26/27 forward budget estimates for this purpose.

These allocations will be subject to final approval through the annual budget process for those years.

The City has also allocated \$164,000 towards the project as part of the carry forward funds in the 2024/25 adopted budget.

LEGAL IMPLICATIONS

Normal statutory and legislative requirements will apply and a formal agreement with Lotterywest will be initiated.

STRATEGIC IMPLICATIONS

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

Creative City – 50,000 years of First Nations culture and heritage is recognised, celebrated and embraced

- A 'First Nations First' approach informs the design of our key programming areas.



- Content creation and program delivery is driven by cultural leaders and First Nations artists.
- Commitment to advancing reconciliation and truth telling.

Creative City – Events and programming celebrate Fremantle’s unique and diverse creative and cultural identity

- Major venues and spaces positions Fremantle as WA’s capital of arts and culture events.

Creative City – A diverse and resilient arts and culture community

- Programming for all levels of interest and knowledge, providing multiple entry points to engage audience members.

Creative City – Industry-leading community arts facilities and programming

- Fremantle is recognised as an industry leader in arts programming, enhancing our strong reputation in the sector.

Inclusive City – A clear and respectful path towards reconciliation and truth telling for First Nations people

- A reconciliation action plan (RAP) drives authentic two-way engagement with Whadjuk people, the traditional owners of the greater Walyalup area.
- A ‘First Nations First’ approach to planning and programming that recognises the past and works towards a collaborative future.
- Truth telling opportunities are supported through programming and events.

Inclusive City – A safe and accessible community for all abilities

- Public places and spaces are accessible for all.
- Equitable events and programming enable participation in community life.

Draft Walyalup Reconciliation Action Plan 2024 – 2027:

- Relationships – Build stronger relationships with the Aboriginal and Torres Strait Islander communities
- Respect – Continuous learning and expanding our understanding and knowledge of Aboriginal and Torres Strait Islander cultures, ways of being and traditions.
- Opportunities – Develop and deliver educational, employment and economic development initiatives and projects for Aboriginal and Torres Strait Islander peoples and businesses.

Arts, Culture and Creative Strategy 2024 – 2034:

- First Nations: Walyalup | Fremantle is a place that recognises, respects, and celebrates First Nations arts and culture

CONSULTATION

The vision of the artists has received to date support from the Whadjuk Aboriginal Corporation and Cultural Advice Committee. Through the concept and



development stages of this project, artists Sharyn Egan and Simon Gilby, the artists team Consultation Lead, Wardarndi woman Brenda Hill and the City's Senior Aboriginal Engagement Officer have undertaken consultation with representatives of the Nyoongar Nation and broader arts industry.

The artists vision of *Kaarl Boyak Naariny* will only be realised through considered consultation and validation by the entire Nyoongar Nation. To create the artwork, the artists will consult and work with the 14 clans of the Nyoongar Nation – Whadjuk, Minang, Korang, Wadjaru, Njaki Njaki, Ballardong, Yued, Wilman, Pinderup, Wardarndi, Pibelman, Amangu, Ganeang and Njuna (groups may be spelt in different ways). This activity will be led by Brenda Hill and Sharyn Egan, with Simon Gilby, Kate Lindsay and the City in support. Traditionally, within the construct of a non-Indigenous project, this part of the project would be considered as a 'period of consultation with a beginning and an end', a process that would lay the foundation and direction of a project before its commencement. With *Kaarl Boyak Naariny*, however, the consultation with the 14 Nyoongar clans is vastly more than that. It is a critical part of the artistic and cultural vision and is considered part of the artwork itself. It is this stage that begins the process of truth-telling, respect and reconciliation. And at all stages, it will be led by Brenda Hill and representatives of each Nyoongar clan. While ultimately, this project will manifest itself physically with the installation of the artwork in Walyalup Koort (and the voices and stories via the App), it is the dialogue and bringing together of all 14 Nyoongar clans that truly represents the artistic, cultural and reconciliation process of this project.

The commitment of a stone to this artwork is not an ask made lightly or without consideration of the significant First Nations protocols and ceremonial implications. It is the proportion of this commitment and the consultation that it requires that will create the true meaning and significance of this project. In supporting this work, the City commits to developing a meaningful public art project of national significance that embeds First Nations agency and authority in every aspect of development and delivery. This includes being led by the First Nations' artists team and Nyoongar Nation's determination of their own engagement and cultural protocols, and being open and accepting of new knowledge and cultural guidance that is offered during discussions with Nyoongar representatives.

In December 2022 the City of Fremantle's Public Art Advisory Group, made up of independent industry experts, and senior and First Nation artists, also endorsed the concept.

OFFICER COMMENT

The following provides an update on the 18 November 2020 council resolution, in relation to part 2 c, d, e and f.

2. c. Re-instating the plaque that explains the location of the former church building



The plaque has been reinstated.

2. d. Concept design development

Concept development and project scoping have been continued by City staff in collaboration with the artist team. The public artwork titled *Kaarl Boyak Naariny* (Fire is Burning on the Rocks) will be a powerful, contemporary public artwork that respects and recognises the entire Nyoongar Nation and creates a Nyoongar sense of place in Walyalup Koort, the civic heart of Walyalup | Fremantle.

The symbolic and thought-provoking work will compliment and contradict the urban colonial environment in which it will sit, between the heritage listed St John's Anglican Church and the architecturally award winning Walyalup Civic Centre building. Ensuring an inclusive design, it will be accessible to everyone who visits or passes through Walyalup Koort. As an artwork of national and international significance in terms of its scale, cultural importance, and the breadth of its underpinning consultation, it will stand silently yet powerfully for decades to come.

The artwork will add value to the considerable investment already made in the Walyalup Civic Centre and will be complimented by consideration of further public realm works as the City looks to continue to improve urban areas.

2. e. Presentation to the City's WRAP Reference Group

This concept has been presented to local representatives on the City's Walyalup Reconciliation Action Plan (WRAP) reference group. This project has been guided by the City of Fremantle's Walyalup Reconciliation Action Plan (WRAP) maxim of Respect Recognition and Conciliation.

2. f. Development of a cost plan and identification of potential funding partners

A cost plan has been developed with external funding secured for the public artwork.

The next steps of the implementation of the public artwork are the disbursement of the Lotterywest funds to the artist team to undertake the next phase of consultation. City staff will continue to work with the artist team to ensure successful delivery in the public realm.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council:

- 1. Acknowledge approval of the Lotterywest commitment to provide \$949,993 (inc GST) funding contribution for the development of the *Kaarl Boyak Naariny (Fire is Burning on the Rocks)* public artwork proposed for Walyalup Koort.**
- 2. Note the response to part 2 c, d, e and f of the council resolution dated 18 November 2020 and next steps, as provided in this report.**



C2408-9 RECONCILIATION ACTION PLAN 2024 - 2027

Meeting date:	28 August 2024
Responsible officer:	Manager Community Development
Voting requirements:	Simple Majority Required
Attachments:	1. DRAFT RECONCILIATION ACTION PLAN 2024-2027 [31 pages]

SUMMARY

The purpose of this report is to adopt the City’s Walyalup Reconciliation Action Plan (WRAP) 2024 – 2027. The report has been prepared to outline the process and approach taken by the City with the support of the Walyalup Reconciliation Action Plan Working Group (WRAPWG).

The City is building on more than twenty years of initiatives to strengthen its relationships with the Aboriginal community and seeks to establish an ongoing dialogue with the Aboriginal community through the development of the City’s WRAP. There are four levels of Reconciliation Action Plan (RAP) and this is the City’s second Stretch RAP, it is the highest level RAP that a Local Government can reach.co

The City’s WRAP 2024 – 2027 details our commitment to improving relationships, respect and opportunities within the City to contribute to reconciliation in Australia. This WRAP confirms the City’s commitment to the Uluru statement in full and has permission from Reconciliation Australia (RA) to include Truth-telling as a separate and new pillar in the plan. RA provided conditional endorsement of the WRAP 2 July 2024.

This report recommends that Council endorse the WRAP and forwards it to RA for final endorsement.

BACKGROUND

The RAP program was launched in 2006 during the 40th anniversary of the 1967 referendum. All RAP’s are developed with the support of RA and include actions, timelines and deliverables based around three pillars of relationships, respect and opportunities.

The City identified the need to develop a RAP to provide a framework that recognises Aboriginal culture within the City and to continue building strong relationships with the Aboriginal community.



The City has a long standing commitment in fostering relationships with Aboriginal people dating back to the formative policy endorsed by Council in 2000 calling for respect, recognition and conciliation with Aboriginal. An Aboriginal Engagement Plan was developed and endorsed by Council in 2015 to assist the City to improve relations with the Aboriginal community and is underpinned by a key principle of establishing two separate dialogues, one for community matters and another for land and heritage matters.

An Aboriginal Engagement Policy is in preparation, it will provide clarity and certainty to staff and community and is included as an action within this draft WRAP 2024 – 2027. It will supersede the Aboriginal Engagement Plan.

The Aboriginal community have indicated the importance they place on the City developing a WRAP. This is not a deviation of the work that is being done through the Aboriginal Engagement Plan as it will complement that plan. The WRAP will gather all of the initiatives in a reporting framework and place a focus on the City making a whole of organisation commitment to reconciliation.

In recent years the City has achieved a number of initiatives such as the establishment of the Walyalup Aboriginal Cultural Centre, development of the Statements of Significance recognising the historical relationship of the Whadjuk people in the Fremantle Walyalup area, along with the acknowledgement and recognition of the traditional owners. Other initiatives include events such as the Wardarnji Festival, Revealed art exhibition, One Day in Fremantle and Smoking Ceremony that commenced in 2017, supporting in full the ULURU statement, the renaming of Kings Square to Walyalup Koort, the Walyalup Civic Centre and various collaborations with Aboriginal artists to produce events as part of our festivals, event and exhibition programs.

The City's commitment is already being demonstrated as the result of listening to the community, building connections and taking action. The target of Indigenous employment of 4%, for example, is on track at 3.5%. While the goal has not yet been reached our employment rate is more than double the Aboriginal population percentage. In the 2021 Census, 552 of the 29,631 residents (1.7%) counted in Fremantle said that they had Aboriginal or Torres Strait Islander origins, or both. Of these, 95% were Aboriginal.

FINANCIAL IMPLICATIONS

The WRAP's 17 actions and 95 deliverables are currently being scoped and will be incorporated into the budget processes for future financial years.



LEGAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Creative City – 50,000 years of First Nations culture and heritage is recognised, celebrated and embraced

- A 'First Nations First' approach informs the design of our key programming areas.

Inclusive City – A clear and respectful path towards reconciliation and truth telling for First Nations people

- A reconciliation action plan (RAP) drives authentic two-way engagement with Whadjuk people, the traditional owners of the greater Walyalup area.
- A 'First Nations First' approach to planning and programming that recognises the past and works towards a collaborative future.
- Truth telling opportunities are supported through programming and events.

CONSULTATION

The WRAP (attached) is the City's second Stretch RAP 2024-2027. It has been built from the foundations and community support recognised in the previous Stretch RAP 2019-2022, which was developed through extensive community consultation, beginning in November 2017.

Throughout 2018 the City held a powerful and engaging community meeting, attended by over 100 committed people including Aboriginal people and key stakeholders, as well as the Mayor, Elected Members and City staff. This meeting generated organic and grass roots discussion around people, spirit and place in Fremantle and was summarised into a practical plan for Reconciliation. At the meeting nominations for membership to the Working Group were accepted. This working group was a diverse and consisting of traditional owners (Whadjuk people), Aboriginal people both young and older, non-Aboriginal external people, Elected Members and City staff.

The WRAP was then endorsed by the Working Group in April 2019. Over 50 committed people attended that meeting where they also signed the Statement of Commitment to Reconciliation. It was at this meeting that the Working Group requested that the reconciliation action plan be referred to as the Walyalup RAP (WRAP).



During the month of May 2019 the plan was made available to the wider community, who were asked to provide their comments on how our community and individuals can help on our path to reconciliation. Electronic feedback was taken through the City's My Say portal along with hard copies available at the City's library, Wanjoo Lounge and Meeting Place in South Fremantle. Two thirds of respondents felt the 15 actions in the draft RAP aligned with the City of Fremantle's vision for reconciliation.

The community felt they could work towards reconciliation by involvement in education and events (with a focus on truth telling), Aboriginal involvement in decision-making, implementation of the RAP and a focus on youth and children. Individuals identified a range of actions they are taking to build respect, relationships and opportunities. The most common were actively spending time together, being kind and fair and having respect, or attending arts and culture events, reading plaques or championing the RAP. A number of people also felt they did not need to take any individual action.

Given community support for the City to have a WRAP in 2024 has not waned since 2019 and likely increased, efforts have focussed on developing the new WRAP. Community support was obvious given the key theme of the Inclusive City pillar of the Strategic Community Plan 2024-2034 is "A clear and respectful path towards reconciliation and truth telling for First Nations people." In addition, support for a WRAP is reflected in the City's Creative Art Strategy and the newly formed WRAPWG.

A new WRAPWG was formed during 2023 and has recommended this new WRAP be adopted. Membership is diverse and includes First Nations and community members, the Mayor, Elected Members and city staff. Traditional Owners via the Whadjuk Aboriginal Corporation have also supported the new WRAP through nomination of two delegates to sit on the WRAPWG and represent the Whadjuk people.

OFFICER COMMENT

The City is developing a WRAP for many reasons but primarily to engage better with Aboriginal people and the general community to advance the values of inclusiveness and equality. It's been more than 20 years since council committed to reconciliation and 9 years on from an Aboriginal Engagement Plan. A key learning from this is that maintaining relationships with Aboriginal people is an investment, with the more invested the better the return for all people. This WRAP will add to this work and form an overarching framework for what is occurring now and to update and measure future deliverables.



RA determines four types of RAP's – Reflect, Innovate, Stretch and Elevate. Reflect is for organisations that are new to the reconciliation journey; Innovate is for organisations that are trialling different approaches to reconciliation and are testing where their resources are best invested; Stretch is for organisations that are setting measurable outcome targets for their activities, and Elevate is for organisations that are considered leaders in reconciliation nationally, have a wealth of experience and knowledge, and can assist RA and other organisations. In consultation with RA it was determined the most appropriate RAP type for the City would be the Stretch RAP which was named by the City's RAP Working Group as the WRAP.

The purpose of the City's WRAP, specifically a Stretch RAP, is to stretch the organisation beyond business as usual, it provides governance models and future commitments that promote sustainable opportunities in areas such as employment, economic development and procurement all the while celebrating and recognising Aboriginal culture.

The City's Stretch WRAP sets out 17 actions and 95 deliverables required to prepare the City for reconciliation in successive RAPs. The first action and deliverables are large items and scheduled to be completed by December 2024. These will set the scene for an ambitious plan to deliver outcomes over the next three years.

The WRAP will be a whole of organisation approach, guided and championed by the Walyalup RAPWG. The plan will be reviewed every 12 months in alignment with the financial year. The plan will be reviewed with RA after two years. Reports will be provided annually to RA, and annually in the City's Annual Report.

The City's vision for reconciliation is to create an inclusive, caring community where Aboriginal people experience the same life outcomes as other Australians, and where their special place in our nation and our City is recognised. We want a community and an organisation in which Aboriginal people are acknowledged, listened to and understood; a community and organisation that respect and tell the truth about history, and where healing and growth is nurtured by all of us. Ultimately, we want this to be a shared vision for Fremantle, where the City embraces culture and heritage, and where Aboriginal people are part of making decisions and improvements for community wellbeing.

The City recognises the importance of meaningful engagement, mutual respect, creating trust and utilising culturally appropriate practices and protocols to truly understand its local communities. The City has a strong commitment to working collaboratively with the Aboriginal community.



The resulting document captures this vision and demonstrates the City's commitment to help increase respect, foster relationships and develop opportunities for Aboriginal people in 17 actions and 95 deliverables.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Endorse the Walyalup Reconciliation Action Plan (WRAP), as provided in Attachment 1.**
- 2. Note that the Walyalup Reconciliation Action Plan (WRAP) will be forwarded to Reconciliation Australia for final endorsement.**



C2408-10 SAMSON RESERVE MASTER PLAN REFERENCE GROUP

Meeting date:	28 August 2024
Responsible officer:	Manager Parks and Landscape
Voting requirements:	Simple Majority Required
Attachments:	<ol style="list-style-type: none">1. Samson Park Master Plan Reference Group - Terms of Reference [2 pages]2. Samson Park DRAFT Trail Signage Audit + Sketch Design [14 pages]3. Samson Park Master Plan - DRAFT Site Analysis [25 pages]4. Samson Park Management Plan - February 2006 [48 pages]

SUMMARY

The Sir Frederick Samson Park Master Plan and Management Plan aim to set the foundations for upgrade, renewal and conservation works at Samson Park over the coming years. Samson Park possesses many great attributes, and the master plan process aims to build on and improve these for the community, rather than undertake wholesale changes to the park.

This report recommends that Council supports the establishment of the Samson Reserve Master Plan Reference Group for the Sir Frederick Samson Park Project and adopts the Terms of Reference for the reference group.

BACKGROUND

Sir Frederick Samson Memorial Park (Samson Park, Bush forever site #059) was reserved in 1971, when Samson Estate was developed from former Army land. An 8.6-hectare area of bushland was retained for the Park, named after a former Mayor of Fremantle, Sir Frederick Samson. Now a "C" Class Reserve vested with the City of Fremantle, the Park remains largely undeveloped, except for a central strip of turf with play, barbecue, picnic settings, toilet facilities and drainage infrastructure.

The suburb of Samson is also important to Fremantle's wartime heritage, being the site of the Melville Military Camp during World War Two. Seven W.A. battalions (an estimated 12,000 troops), the Australian Women's Army Service and a small contingent of RAAF personnel trained here during WWII. A cairn commemorating the Army's presence has been erected in the Park.



The vegetation of the park consists of Jarrah/Marri/Tuart woodland, with a Banksia and Sheoak understorey. Dominant understorey species are grasstrees and Zamia palms. The park provides habitat for over 50 bird species, reptiles, and bats. A Friends of Samson Park group was formed in 1990 with the aim of fostering greater community interest and involvement in Samson Park, particularly conserving the Park’s flora and fauna. The Friends group hold regular busy bees and nature walks in the Park. The Friends of Samson Park Management Committee advise Council on matters relating to the management of the park.

Samson Park is the City of Fremantle’s largest natural park. Its significance as an urban bushland reserve was originally recognised by its inclusion in the Environmental Protection Authority’s System Six Reserve System (1981). It has now been included as one of the Bush Forever sites as part of the State Government’s Perth Bushland policy.

FINANCIAL IMPLICATIONS

Council have adopted the following budgets in financial year 2024/2025 and proposed the following budgets in subsequent financial years. The exact budget allocations and project stages will be refined through the master plan process and aligned with the forward financial plan. Future budgets are subject to Council adoption as part of the annual budget process

Project	24/25 (adopted)	25/26 (proposed)	26/27 (proposed)	27/28 (proposed)
P12212 Place - Samson Park - Design	\$50,000			
P12211 Place - Samson Park - Parking/path	\$250,000			
Samson Park - Construction of seasonal wetland, boardwalks and drainage infrastructure		\$800,000		
Park - Toilet, ordinance and education signage		\$140,000		
Samson Park - Bore, cabinet and irrigation		\$40,000		
Samson Park - Playground and picnic area upgrade including shelters, seating, BBQs and drink fountain			\$400,000	
Samson Park - Youth basketball area upgrade			\$50,000	



Samson Park - Bushland paths and fencing upgrades			\$400,000	
Samson Park - Playground and picnic area upgrade including shelters, seating, BBQs and drink fountain				\$400,000
Samson Park - Bushland paths and fencing upgrades				\$400,000

The following Grant has already been submitted for Samson Park:

Urban River Grant with Perth NRM

Summary: The activities aim to improve water quality, water availability, habitat values, natural amenity, and public awareness through installation of a constructed seasonal wetland at Sir Frederick Samson Park. The project will improve habitat values and connectivity benefiting Tuart Woodlands (TEC) and Carnaby Cockatoos as well as other flora and fauna within the site. The City will support Perth NRM with technical advice, supply of drainage mapping, contractor selection and assistance with community engagement and participation. The City intends to support with \$250,000 in-kind towards a constructed wetland conditional of the grant being successful and estimates a further contribution of \$10,000 plus 30% on costs annually in officer time to support the project.

Officers will continue to identify and apply for grants and other funding sources to assist with the project delivery.

LEGAL IMPLICATIONS

Nil

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

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



EXTERNAL CONSULTATION

The Samson Park Master Plan Reference Group (SPMRG) is proposed to facilitate consultation with key stakeholders and community. The Reference Group is proposed to be made with representatives from the following groups:

- Elected Members
- Friends of Samson Park
- Samson Precinct Group
- Samson Leisure Centre
- Walyalup Reconciliation Action Plan Group
- Other stakeholders (i.e. schools, environmental groups, access and inclusion representatives)
- Community Members
- City Officers

The City will run a public Expression of Interest process to seek nominations to be on the Reference Group. The aim is to have a diverse representation of stakeholders and community to provide advice on the development of a master plan that guides future upgrade, renewal and conservation works within the park.

Community engagement will be integrated throughout the project, taking place both on-site and through the City's engagement channels, including My Say Fremantle and Reference Group sessions. This approach is designed to reach both the local and broader community. The engagement will be organised in the following stages:

1. Values and vision
2. Draft master plan
3. Final master plan

The Samson Master Plan project will also seek to inspire our community to extend the natural beauty of Samson Park into their own verges and gardens. This initiative serves a dual purpose: to cool the urban environment and expand vital habitat while enhancing the area's visual charm, and to establish the green linkages from the Greening Fremantle: Strategy 2020.

The City will undertake consultation with external agencies such as Water Corporation regarding existing sewer and water infrastructure within the park.



OFFICER COMMENT

The Project

The Sir Frederick Samson Park Master Plan and Management Plan aim to set the foundations for upgrade, renewal and conservation works at Samson Park over the coming years. Samson Park possesses many great attributes, and the master plan process aims to build on and improve these for the community, rather than undertake wholesale changes to the park.

The project aims to update the existing Sir Frederick Samson Park Management Plan (refer attachment) and to develop a master plan to ensure future upgrades are aligned with the management objectives for the park. The broad objectives for each plan are:

Sir Frederick Samson Park Master Plan objectives:

1. Establish a clear vision for the park's development and use.
2. Address and manage drainage to improve park functionality, visitors' experience and ecology.
3. Integrate considerations for accessibility, amenities, recreational and play areas that align with conservation and bushland management's best practice principles.
4. Enhance educational experiences, improve wayfinding, and implement clear signage to inform and guide visitors.
5. Acknowledge and highlight the park's cultural and heritage value.
6. Strengthen social and ecological connections within the park and promote sustainable practices.

Sir Frederick Samson Park Management Plan objectives:

1. Gain a comprehensive understanding of the park's geographical and ecological context.
2. Assess the climatic conditions and soil characteristics affecting the park's ecosystem.
3. Evaluate the landscape features / surrounding and their impact on park management and conservation.
4. Identify and monitor the plant species present, focusing on their health and distribution.
5. Study the wildlife within the park, including species diversity and habitat needs.



6. Develop strategies for controlling invasive species and managing pests and feral animals.
7. Implement effective fire management practices to protect and sustain the park's environment.
8. Provide recommendations for effective conservation and bushland management practices.
9. Enhance public awareness through educational initiatives and clear, informative signage and interpretation.
10. Rehabilitate degraded sections of the bushland using native species of local and regional provenance
11. Identify and implement strategies to manage the risk of plant pathogens including Phytophthora and Amillaria.

The City will work with the Project Reference Group to test, refine and finalise the project objectives and align them with the vision for the project.

Project Reference Group

To ensure stakeholder and community interests are represented in the plans, the Samson Park Master Plan Reference Group (SPMRG) is proposed. The purpose of the SPMRG is to provide advice on the development of a master plan that guides future upgrade, renewal and conservation works within the park. The purpose of the SPMRG is to work with the City to:

1. Collaboratively develop the Samson Park Master Plan.
2. Ensure the community and key stakeholders are appropriately engaged in the development of the master plan.
3. Act as conduits between the community and stakeholder groups by providing project information and sharing feedback.

The SPMRG is to provide feedback and guidance on:

1. Defining the strategic objectives and vision for the master plan and ensure they inform the master plan deliverables.
2. Collaborate on the development of the project deliverables related to:
 - a. Park asset renewal and/or upgrades, this includes (not limited to) works related to the playground, furniture, toilets, drainage, pathways, trails, fencing, signage, and irrigation.
 - b. Improving accessibility within the park.
 - c. Establishing car parking solutions.
 - d. Protection and enhancement of the existing bushland.



- e. Foster collaboration among the group to ensure best practice is prioritised.

Central to the proposed vision is an advocacy for ecological and sustainable design outcomes, emphasising a need for connection between people and the natural world. As residents and visitors rest, play, and revel in the park's offerings, they will be surrounded by sustainable conscious design that enhances their experience.

Signage Strategy

The Samson Park Signage Strategy aims to enhance visitor understanding and experience through effective and consistent signage. The main objective is to review the existing signage, develop a cohesive style guide, and improve various aspects such as visitor experience, bushland management, education, and bushfire hazard reduction. The strategy will also provide guidance on future signage requirements to ensure that all signs within the park are clear, informative, and aligned with the park's overall management goals. A draft of the Samson Park Signage Strategy has been developed and will be finalised through the project.

Summary

This report recommends that Council supports the establishment of the SPMRG for the Sir Frederick Samson Park Project in accordance with the Terms of Reference for the Group.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council:

- 1. Supports the establishment of a Samson Reserve Master Plan Reference Group and endorses the Terms of Reference for the Samson Reserve Master Plan Reference Group, as provided in Attachment 1.**

- 2. Appoints the following Elected Members to be representatives on the Samson Reserve Master Plan Reference Group:**
 - a. Cr <name>**
 - b. Cr <name>**



C2408-11 RESPONSE TO NOTICE OF MOTION – INVESTIGATE ADOPTION OF “OWL FRIENDLY” PRINCIPLES AND PRACTICES – CR ADIN LANG

Meeting date: 28 August 2024
Responsible officer: Manager Field Services
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

At the Ordinary Meeting of Council on 12 June 2024, Cr Adin Lang presented a Notice of Motion (NoM) to investigate adoption of “Owl Friendly” principles and practices at the City of Fremantle. Council endorsed the report, recommending that only first-generation anticoagulant rodenticides are used to control rodents in City infrastructure, however this restricts the use of other suitable rodenticide treatments.

To clarify the intent of the motion, this report recommends that Council modify the original council resolution to also permit the use of other appropriate, owl-friendly (environmentally safe) rodent treatments, whilst continuing to prohibit the use of environmentally unsafe second-generation anticoagulant rodenticides. It also reports on actions taken to fulfil the original council resolution. This is consistent with the intent of the original council resolution to protect owls and other wildlife from the impacts of unsafe rodenticide treatments.

BACKGROUND

At the Ordinary Meeting of Council on 12 June 2024, Cr Lang presented a Notice of Motion (NoM) to Investigate Adoption of “Owl Friendly” Principles and Practices at the City of Fremantle. The NoM provided the following Background:

“Second-generation anti-coagulant rodenticides (SGARs) represent the bulk of products available for use without restriction at supermarkets and hardware stores to manage rodent issues for homes, businesses and agriculture. Many people are not aware of the danger they pose to our wildlife and pets, even when used in accordance with packaging information. World-wide SGARs have been found to debilitate and kill a wide range of wildlife through poisoning resulting from access to the baits and in ‘secondary poisoning’ of wildlife that eat live and dead rodents and other wildlife that have eaten bait. These ‘one-dose-kills’



poisons take months to metabolise in baited animals and in animals that ingest the poison through secondary pathways. Animals that eat these 'one-dose-kills' baits still take days to die, in which time they can eat multiple doses and leave bait stations to desperately seek water both day and night, exposing diurnal as well as nocturnal predators and scavengers to 'toxic time-bombs' of poison.

Wildlife at risk from SGARs in metropolitan suburbs include all marsupials and birds attracted to the grain-based baits and all diurnal and nocturnal marsupials and birds that feed on dead and dying animals that have accessed the bait.

The active ingredients in so-called first-generation anticoagulant rodenticides (FGARS) are blood-thinners such as warfarin and coumatetralyl that require multiple doses to be lethal since they readily metabolise. This means that live and dead rodents and other animals that ingest the poison contain very low residues. Use of such baits significantly decreases the risk of secondary poisoning of wildlife and pets, and the cost of treatment, while greatly increasing the likelihood of recovery when treated. There is no evidence that rodents anywhere in Australia have evolved resistance to FGARS, and even in countries where this is the case such as Britain, Canada and the USA, governments are acting on scientific evidence of widespread impacts on wildlife to severely restrict or ban use of SGARs.

All community campaigns in Australia and world-wide to restrict use of SGARs emphasise that 'poison is poison'; that FGARS still kill anything that repeatedly eats the baits and are harmful if not lethal when ingested through secondary pathways. All means to manage rodent issues such as hygiene, blocking access and use of non-poison traps need to be promoted while accepting that sometimes there is a need to resort to poison.

Ultimately, placing restrictions on sale and use of SGARs is the responsibility of the Australian Pesticides and Veterinary Medicines Authority. An APVMA review which commenced with community consultation way back in 2020 is not due to be completed until at least 2025. State governments are not taking unilateral action until this review is completed but many local governments are addressing the issue now in order to protect their local wildlife and pets, while anticipating that such action will be a requirement of the APVMA review.

One of Australia's peak conservation bodies, Birdlife Australia, has developed awareness materials to support community groups and Shires to act locally on this issue.

Many local governments in WA have taken steps to manage rodents in a wildlife responsible manner. To date, councils that have publicly committed to being 'Owl



Friendly', following the lead of Augusta-Margaret River, are Denmark, Nannup and Mundaring. The background briefing notes and wording of motions passed by these LGAs are publicly available as templates for other councils to utilise. Commitment to Owl Friendly practice and promotion aligns with broader local government strategies and plans. For example, Mundaring Shire's commitment is a component of its Local Biodiversity Strategy, being implemented by a Land for Wildlife Officer, while that of Nannup Shire achieves Strategic Community Plan commitments."

Unfortunately, the wording of the original council resolution has the unintended effect of restricting the use of legitimate, owl-friendly rodenticide products that can also be much more effective than FGARS in controlling rodents. These products, which would be prohibited by the Council resolution, are not anticoagulants and use an alternative method to kill rodents but are also efficient and environmentally safe. If City staff are forced to use FGARS only in City infrastructure there is likely to be a reduction in the effectiveness of rodent treatment and an increase in the cost to adequately control rodents.

This Report proposes a modified resolution to allow the use of effective, yet owl-friendly rodenticide products in City infrastructure.

FINANCIAL IMPLICATIONS

To implement the monitoring stations, as part of developing an appropriate integrated pest management program, a cost increase of approximately \$26.00 per month to each minor City facility currently being managed under the City's pest control activities where rodenticides are in use. It is anticipated that larger sites requiring multiple monitoring stations will attract a further increase in cost.

LEGAL IMPLICATIONS

Nil.

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

- The matters contained in this report align to the intent of this theme's outcome.



CONSULTATION

The City of Fremantle has contacted Owl Friendly Margaret River who are very supportive of this initiative and are happy for the City to use the term "Owl Friendly" and access their information for community use. Owl Friendly Margaret River have a range of bumper stickers, educational flyers and other material and have advised they are happy for the City to adapt them with our details for use.

The City has also contacted the Kanyana Wildlife Rehabilitation Centre and is currently in the process of organising a 'How to be Owl Friendly' community event for residents to attend.

OFFICER COMMENT

At the Ordinary Meeting of Council on 12 June 2024, when considering Cr Adin Lang's Notice of Motion to investigate adoption of "Owl Friendly" principles and practices at the City of Fremantle, Council resolved the following:

The City of Fremantle investigate "Owl Friendly" principles and practices within the City's areas of responsibility and influence including:

- 1. Ensuring that rodenticide treatments used by the City are first-generation anticoagulant rodenticides.**
- 2. Specifying rodenticide treatments in commercial pest operator contracts.**
- 3. Supporting engagement activities to educate the community such as:**
 - Holding a How to Be Owl Friendly event for residents (with Boyd, Simon Cherriman and Kanyana Wildlife Rehabilitation Centre).**
 - Production of Owl Friendly Fremantle bumper stickers.**
 - Including Owl Friendly information on our website.**
- 4. Sourcing and providing information from BirdLife Australia to the community and businesses on "owl friendly" choices for rodent control.**
- 5. Providing educational flyers to all food businesses and caravan parks as part of the Environmental Health Officer's regular inspections.**
- 6. Contacting Owl Friendly Margaret River to seek their support, initially by briefing Council and the community on their experience of partnership with the Shire of Augusta-Margaret River.**
- 7. Promoting the Owl Friendly movement amongst Perth South-West Metropolitan Alliance in a co-ordinated media campaign in August 2024.**

To clarify the intent of the motion, this report recommends that Council modify the original council resolution to permit the use of appropriate, owl-friendly



(environmentally safe) rodent treatments that do not consist of first-generation anticoagulant rodenticides, whilst continuing to prohibit the use of environmentally unsafe second-generation anticoagulant rodenticides. It also reports on actions taken to fulfil the original council resolution. This is consistent with the intent of the original council resolution to protect owls and other wildlife from the impacts of unsafe rodenticide treatments.

The following provides an update on officer's investigations into the Council decision and recommendations for how it can be implemented.

1. Ensuring that rodenticide treatments used by the City are first-generation anticoagulant rodenticides.

Restricting the use of rodenticide treatments in City infrastructure to first-generation anticoagulant rodenticides prevents the use of quite legitimate and effective rodenticide products that are also owl-friendly. The item's intent is to prevent the use of rodenticides likely to harm owls and other wildlife for City infrastructure. This can be effectively facilitated by barring the use of second-generation anticoagulant rodenticides in these areas.

City staff propose further investigation and trial of non-anticoagulant rodenticides, that are classified as neither first or second generation rodenticides. Benefits include reduced risk of secondary poisoning, lower toxicity to birds than 1080 poisons, and no long-term residue risks in sub-lethally exposed animals. Additionally, advances in technology provide the opportunity to utilise monitoring systems that require rodents to ingest tracking products for monitoring and identification of nesting sites to enable targeted baiting activities.

2. Specifying rodenticide treatments in commercial pest operator contracts.

Prior to specifying rodenticide treatments in commercial pest control contracts, City officers recommend developing an integrated pest control program for the City's property, including the matching of appropriate rodenticide treatments for each location of use, and specifying the developed integrated pest control program in pest control contracts. This can be achieved by:

1. Support further investigation and subsequent trial implementation period of technological rodent tracking stations to provide data analysis for targeted pest control activities in City facilities.
2. Support further investigation and subsequent trial implementation period of non-anti-coagulant rodenticides for pest control activities in City facilities.



- 3. Supporting engagement activities to educate the community such as:**
- a. Holding a How to Be Owl Friendly event for residents (with Boyd, Simon Cherriman and Kanyana Wildlife Rehabilitation Centre).**
 - b. Production of Owl Friendly Fremantle bumper stickers.**
 - c. Including Owl Friendly information on our website.**

The City of Fremantle has contacted Owl Friendly Margaret River who are very supportive of this initiative are happy for the City to use the term "Owl Friendly" and access their information for community use. Owl Friendly Margaret River have a range of bumper stickers, educational flyers and other material and have advised they are happy for the City to adapt them with our details for use.

The City has also contacted the Kanyana Wildlife Rehabilitation Centre and is currently in the process of organising a 'How to be Owl Friendly' community event for residents to attend.

- 4. Sourcing and providing information from BirdLife Australia to the community and businesses on "owl friendly" choices for rodent control.**

A City web page has been created at [Keep owls safe this Owl Awareness Day | City of Fremantle](#) with information from BirdLife Australia to inform the City's community, businesses and other local governments regarding 'owl friendly' choices.

- 5. Providing educational flyers to all food businesses and caravan parks as part of the Environmental Health Officer's regular inspections.**

A suitable brochure containing applicable owl-friendly rodent control information is being developed.

- 6. Contacting Owl Friendly Margaret River to seek their support, initially by briefing Council and the community on their experience of partnership with the Shire of Augusta-Margaret River.**

As noted in the response to Point 3, Owl Friendly Margaret River are very supportive of this City initiative. They have advised they are willing to brief Council on their experience working with the Shire of Augusta Margaret River, local businesses and the community to implement the Owl Friendly initiatives.



7. Promoting the Owl Friendly movement amongst Perth South-West Metropolitan Alliance in a co-ordinated media campaign in August 2024.

The City worked with Birdlife Australia to collate content for a communications campaign ahead of Owl Awareness Day on 4 August. The communications team reached out to counterparts in the other Perth South-West Metropolitan Alliance member councils, and shared the final content package, which included a draft statement and social media post. Alongside the City of Fremantle, the Cities of Cockburn and Kwinana posted content on social media. In addition, Elected Members from Fremantle, Cockburn, Melville and Rockingham Councils were featured in a story in the Fremantle Herald.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council requests the Chief Executive Officer to:

- 1. Ensure that rodenticide treatments used by the City of Fremantle are not second-generation anticoagulant rodenticides.**
- 2. Develop an integrated pest control program for the City of Fremantle's property that does not include second-generation anticoagulant rodenticides and initiate a trial of the integrated pest control program on City property.**
- 3. Continue to support engagement activities to educate the community such as:**
 - a. Production of Owl Friendly Fremantle bumper stickers.**
 - b. Including Owl Friendly Information on our website.**
- 4. Continue to promote BirdLife Australia information for the community and businesses on "owl friendly" choices for rodent control.**
- 5. Provide education flyers to all food businesses and caravan parks as part of the Environmental Health Officer's regular inspections.**



- 6. Promote the Owl Friendly movement amongst Perth South-West Metropolitan Alliance in a co-ordinated media campaign in August 2024.**



C2408-12 COUNCIL MEETING STRUCTURE REVIEW AND ADOPTION OF COUNCIL AND COMMITTEE MEETING SCHEDULE

Meeting date:	28 August 2024
Responsible officer:	Manager Governance
Voting requirements:	Absolute Majority Required
Attachments:	<ol style="list-style-type: none">1. Option 1 - Proposed Schedule of Council and Committee Meetings 24-25 [3 pages]2. Option 2 - Proposed Schedule of Council and Committee Meetings 24-25 [3 pages]

SUMMARY

The purpose of this report is to provide an update on the conclusion of the new council meeting structure trial and to consider a preferred meeting structure moving forward. This report presents two options for consideration.

Of the two meeting structure options outlined in this report, Council approval is sought to continue with the current two Ordinary Council meetings per month, with the Audit and Risk Management Committee meeting to be held quarterly (Option 1), and adopt the proposed schedule of dates as shown in Attachment 1.

An alternative recommendation has been provided for consideration, should Council wish to adopt the second option presented, being one Planning Committee Meeting and one Ordinary Council Meeting per month, with the Audit and Risk Management Committee meeting to be held quarterly (Option 2).

BACKGROUND

With the reduction of 2 council members at the October 2023 Local Government Election and reduction of a further 2 council members at the upcoming 2025 Election, it was proposed that Council consider a review of the Council meeting structure.

At the Ordinary Meeting of Council on 11 October 2024, Council approved the City to conduct a six-month trial of a new council meeting structure. This meant that the City of Fremantle's meeting structure went from:

Previous monthly meeting structure

Week 1 Planning Committee



Week 2	Finance, Policy, Operations and Legislation Committee
Week 3	Audit and Risk Management Committee (<i>held Bi-Monthly</i>)
Week 4	Ordinary Meeting of Council

to:

Current (trial) monthly meeting structure

Week 1	No meetings
Week 2	Ordinary Meeting of Council
Week 3	Audit and Risk Management Committee (<i>held quarterly</i>)
Week 4	Ordinary Meeting of Council

In reviewing the above meeting structure the following matters were taken into consideration:

- level of preparation required for each meeting by Elected Members and officers
- transparency and accountability in decision making
- improved efficiency in decisions being made
- length of meetings and public question time
- items being dealt with multiple times and the number of deferral/referrals
- reduce uncertainty on use of delegation
- avoid confusion for applicants and the public

Council requested a report on the outcome of the trial be brought back for further consideration in June 2024, prior to the adoption of the next 12-month meeting schedule.

At the Ordinary Meeting of Council on 13 March 2024, Council approved changes to the Meeting Procedures Policy to enable better decision-making processes. The Policy was further amended with minor amendments on 10 April 2024.

As the changes made to the Meeting Procedures Policy were intended to improve the decision making process for Ordinary Council Meetings identified during the trial meeting structure, Council approved a further three-month extension at the 26 June 2024 Ordinary Council Meeting, with officer's recommending that an extension of the trial period to enable additional time for the new meeting procedure changes to be used and enable additional time for Elected Members to consider the current meeting structure with these changes in effect.

FINANCIAL IMPLICATIONS

Nil.



LEGAL IMPLICATIONS

The Local Government Act 1995 section 5.8 allows for a local government to establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

The Chief Executive Officer must publish council and committee meeting details on the City's website, in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*.

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.
- Improve organisational performance and capability.

CONSULTATION

At the Informal Elected Member meeting held on 12 August 2024, officers presented multiple Council meeting structure options for general discussion with Elected Members.

OFFICER COMMENT

The trial period has been in operation since the 25 October 2023, with two Ordinary Council Meetings held monthly, excluding January where there were no meetings held.

Administrative and procedural changes have been made to further improve the meeting structure during the trial, to enhance the council decision-making process. At the Ordinary Meeting of Council on 13 March 2024, Council adopted amendments to the Meeting Procedures Policy which sought to allow council members to propose amendments or alternative motions for consideration during the debate more effectively. This was a result of committee style motions to



amend recommendations being carried over to the trial meeting structure and disrupting the standard process at an Ordinary Meeting of Council.

Elected members are encouraged to make amendments and/or provide alternative motions prior to the meeting where applicable, and updating the Meeting Procedures Policy provides clarity, consistency, and order to the decision-making process. Elected members are also encouraged to utilise the deferral options provided to them through the Meeting Procedures Policy, which allows for an additional time to seek further information from officers, applicants or relevant stakeholders, and/or to draft appropriate amendments or alternative motions with officers, prior to a decision being made.

Additionally, a small process change carried over from committee meetings was made to allow members of the public to speak directly before an item is debated instead of being restricted to the beginning of the meeting. This procedural change accommodated by the presiding member allows for community and other members of the public to be heard prior to consideration of the item. This format is primarily used for planning items, whereby applicants or community members may wish to speak in relation to a planning matter being considered. This also enables elected members to ask questions or seek clarification from the applicant, prior to consideration by Council.

Informal agenda briefings have also been introduced prior to the Ordinary Meeting of Council to provide an opportunity for elected members to ask questions or seek clarification from officers which may assist them in their decision making and/or preparation of alternative motions or amendments. It should be noted that debate and decision making cannot occur at informal agenda briefings, and the purpose of the briefing is to ensure elected members have sufficient information prior to the council meeting, to ensure effective decision making.

As proposed when the trial was approved, the trial meeting structure has provided the following benefits:

- items that may be restricted by agenda distribution timing and/or restricted by Committee delegation, have more flexibility to be taken to Council within the preferred month;
- Council have ability to defer an item for a decision at the next meeting, within the same month, which does not significantly delay decisions and/or further action required by officers or applicants;
- the agenda items can be distributed across the two meetings within the same month to reduce meeting preparation for elected members per meeting.



- reduces the number of items being dealt with multiple times due to delegation restrictions;
- helps avoid confusion for members of the community regarding which meeting a decision will be made at; and
- reduces the administrative burden by one meeting compared to the previous structure.

Council is required under section 7.1A of the *Local Government Act 1995*, to establish an Audit Committee. The City's Audit and Risk Management Committee (ARMC) previously met on a bi-monthly basis. During the trial, the ARMC meeting schedule changed to quarterly to provide adequate time for officers to prepare high-level reports and information for Committee consideration.

Meeting Structure Options

The following meeting structures are proposed for consideration, following the completion of the trial.

Option 1: Two Monthly Ordinary Council Meetings:

Option 1 proposes that two Ordinary Council Meetings are held on the second and fourth week of the month. A proposed meeting schedule for this option is provided in **Attachment 1**.

This option provides a number of benefits to Council, for example:

- items that may be restricted by agenda distribution timing and/or restricted by Committee delegation, have more flexibility to be taken to Council within the preferred month;
- Council have ability to defer an item for a decision at the next meeting, within the same month, which does not significantly delay decisions and/or further action required by officers or applicants;
- the agenda items can be distributed across the two meetings within the same month to reduce meeting preparation for Elected Members per meeting.
- it reduces the number of items being dealt with multiple times;
- it helps avoid confusion for members of the community regarding which meeting a decision will be made at; and
- reduces the administrative burden by one meeting compared to the previous committee and council structure.

In accordance with the Council resolution (C2310-2) of 11 October 2024, during the trial period, planning related matters have been considered at the first council meeting of the month. Feedback provided by Elected Members during discussion



of the Council meetings structure options has supported the idea that this be continued if option 1 is adopted.

However, it is noted other items may also be considered at the first council meeting, if required. All other matters, including financial reporting, will be considered at the second council meeting of the month.

If this structure is adopted, the Ordinary Council Meetings would continue to be held on the second and fourth week of the month, resulting in no meetings for Elected Members every second week, during which time officers have time to prepare reports, settle council agendas and hold informal briefing sessions with Elected Members to help facilitate effective decision making.

The Audit and Risk Management Committee is proposed to be held on a quarterly basis, on the week following the first Ordinary Council Meeting.

Continuing with this council meeting structure will provide consistency to the community in relation to when decision will be made and adequate time for officers to prepare reports and agendas. Two Ordinary Council Meetings per month does not remove the ability to defer items for further consideration and instead enhances the debate as more elected members are in attendance when a decision is made.

Option 2: Planning Committee Meeting + Ordinary Council Meeting:

Option 2 proposes to reinstate the Planning Committee Meeting, to be held on the second week of the month, and one Ordinary Council Meeting, to be held on the fourth week of the month. A proposed meeting schedule for this option is provided in **Attachment 2**.

The purpose of the Planning Committee is to make decisions (under delegated authority) or recommendations to council on matters relating to planning, including planning applications and responses to the State Administrative Tribunal and the Western Australian Planning Commission.

The primary objectives of delegated committees of Council are to:

- a. Make decisions on matters arising from Council's functions under all powers delegable to the local government on behalf of Council and in accordance with those Acts, subject to the limitations listed in the City's Delegated Authority Register.
- b. Make recommendations to Council on matters arising from Council's functions under all powers delegable to the local government where the committee does not have delegation to make a decision.



Based on the 2022-2023 period, an average of 8 items were brought to the Planning Committee, with an average of 6 items (75%) having committee delegation. This indicates that, if items are not deferred, the Planning Committee reduces the number of items presented to council by 19.3%. During the trial period, Council considered a total of 58 planning related matters, 4 of which were deferred to a second meeting for further consideration. As previously noted, during the trial period, majority of planning matters were considered at the first Ordinary Council Meeting of the month, with only a small number of items taken to the second meeting of the month (including deferred items).

Some feedback provided by Elected Members during the trial, noted that the committee structure provides a platform for consideration of planning matters, in particular for matters that may require more flexible debate prior to a decision being made.

With the reduction of a further 2 Council members at the upcoming 2025 Election, resulting in a total of 9 Elected Members, representation on the Planning Committee would need to be considered, to ensure the number of members required for making decisions under delegation is appropriate. It is recommended that at least 6 elected members (including the Mayor) be on the Planning Committee, requiring at least five members of the committee to vote in favour of a decision in order for it to be made under delegated authority. Noting that delegations are reviewed annually and further changes to the committee delegations may be made, if required.

If option 2 is the preferred structure, the Planning Committee meeting will be held two weeks before the Ordinary Council Meeting, resulting in no meetings for Elected Members every second week, during which time officers have time to prepare reports and settle an agenda.

The Audit and Risk Management Committee is proposed to be held on a quarterly basis, on the third week of the relevant month.

Should Council adopt this meeting structure option, it is proposed that the Planning Committee delegations remain the same as provided in Delegation 1.1, Delegated Committees of Councils, within the Delegated Authority Register 2024-2025.



Removal of the Finance, Policy, Operations and Legislation Committee (FPOL Committee)

As reported in October 2023, more than 50% of the FPOL Committee items were required to be taken to an Ordinary Council Meeting each month. As a result of the trial, it was determined that the FPOL Committee be removed from the Council meeting structure, as it is considered no longer necessary. Items that would normally be presented to the FPOL Committee, can be taken directly to a Council for consideration, thus reducing the number of meetings per month.

With the removal of the FPOL Committee meeting from the Council meeting structure, it is recommended that Council adopt an amendment to the Register of Delegated Authority, to remove the FPOL Committee delegations, and removal of the FPOL terms of reference.

Conclusion

Following feedback provided by Elected Members and further review undertaken by officers and during the trial period, it is recommended that Council adopt the meeting structure proposed in **Option 1**, being two Council Meetings per month, with quarterly Audit and Risk Management Committee Meetings.

Should Council wish to adopt the meeting structure proposed in option 2, the following alternative recommendation is provided:

Council:

1. Adopt the Meeting Structure provided in Option 2, being one Planning Committee and one Ordinary Council meetings per month, with the Audit and Risk Management Committee meeting to be held quarterly.
2. Adopt the meeting schedule for Option 2, as provided in Attachment 2.
3. Revoke the Finance, Policy, Operations and Legislation Committee delegations contained within Delegation 1.1, Delegated Committees of Councils, of the Delegated Authority Register 2024-2025, and remove associated terms of reference for the Finance, Policy, Operations and Legislation Committee.
4. Appoint the following Members and Deputy Members to the Planning Committee:



- a. Committee Members:
 - Mayor, Hannah Fitzhardinge (ex-officio)
 - Cr
 - Cr
 - Cr
 - Cr
 - Cr

- b. Deputy Members:
 - Cr
 - Cr
 - Cr
 - Cr
 - Cr

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Adopt the Meeting Structure provided in Option 1, being two Ordinary Council meetings per month, with the Audit and Risk Management Committee meeting to be held quarterly.**

- 2. Adopt the meeting schedule for Option 1, as provided in Attachment 1.**

- 3. Revoke Delegation 1.1, Delegated Committees of Councils, contained within the Delegated Authority Register 2024-2025, and associated terms of reference for the Planning Committee and the Finance, Policy, Operations and Legislation Committee.**



Committee and working group reports

C2408-13 WORKING GROUP INFORMATION REPORT - AUGUST 2024

1. CITY PLAN ENGAGEMENT WORKING GROUP

WG meeting date:	N/A
WG Chair:	Cr Ingrid van Dorssen
Responsible officer:	Manager Strategic Planning and City Design
Attachments:	Nil

At the Ordinary Meeting of Council held on 14 February 2024, when the City Plan Engagement Working Group was established (C2402-12), Council authorised the Chief Executive Officer to appoint further Elected Members to the working groups at his discretion, as there were vacant positions.

At the Ordinary Meeting of Council held 14 August 2024, Cr Geoff Graham noted that he was absent when the working group appointments were made by Council and expressed an interest in being appointed to the City Plan Engagement Working Group.

Although the Chief Executive Officer has authorisation to appoint in this instance, endorsement from Council of the appointment is recommended below due to the nature of the working group.

2. DESTINATION MARKETING WORKING GROUP

WG meeting date:	25 July 2024
WG Chair:	Linda Wayman
Responsible officer:	Director City Business
Attachments:	1. DMWG Minutes - 25 July 2024

The Destination Marketing Working Group was presented with results from the recent School Holiday Activation as well as the latest This is Fremantle campaign which was launched in June. A summary of results is provided to follow.

School Holiday Activation Highlights and Objectives (Freo Builds/Lego):

- Objective 1: Drive visitation to Fremantle, targeting 12k+ children and adults across the week.



Result: Over 14,800 visitors attended (children and accompanying adults). This was a 23.3% increase over the target of 12k visitors from the prior year, exceeding our goal.

- Objective 2: Establish Fremantle as the top choice for families during the school holidays.

Result: The event attracted a diverse group of participants from various suburbs, including many first-time visitors to Fremantle. The significant reach and engagement on social media (City of Fremantle campaign: 32,469 reach; This is Fremantle campaign: 86,685 reach) indicated increased awareness and positioning of Fremantle as a prime family destination.

- Objective 3: Encourage spend at local businesses throughout the activation period with the promotion of school holiday offers.

Result: The estimated economic impact was \$930,500 on the Fremantle economy. Partner businesses leveraged the opportunity with themed activities, special offers, and deals, contributing to local spending and engagement.

- Web and Social Media Engagement:
 - Web Engagement: Over 13,900 visits to the dedicated Freo Builds webpage on the Visit Fremantle website, with 10,905 unique users.
 - Social Media Reach:
 - City of Fremantle campaign: 32,469 reach and 702 link clicks.
 - This is Fremantle campaign: 86,685 reach and 5,439 link clicks.
 - Website Sessions: 13,975 on the Freo Builds landing page on the Visit Fremantle website.
- Key Insights:
 - Diverse Participation: Many attendees travelled from various suburbs, with a significant number being first-time visitors to Fremantle.
 - Awareness: Social media, particularly Facebook, was the primary mode of generating awareness about the event online, along with engagement of Schools.



This is Fremantle Destination Marketing Campaign

Summary

- Over 2.5 million impressions achieved across digital platforms (BVOD, Youtube and Meta). An impression is anytime a piece of campaign content appears on a user's screen.
- Over 1 million video views achieved across all videos and platforms.
- 17k click-throughs to the Visit Fremantle website directly from campaign content.

Meta Results (Facebook and Instagram) – *targeting clickthrough to visitfremantle.com.au*

- 2.07% clickthrough
- 16.5k visitors clicked through to the website
- 614k video views across all videos
- Successful sequential retargeting of those who engaged with a different video
- Arts & Culture video was the most heavily engaged with (3K visitors to Visit Fremantle)
- Over 60% view rate across all videos

Youtube Results - results *targeting views over clicks*

- 37% completion rate on the 30 second video (11 seconds)
- 100% completion on 15 second videos (non skippable)
- 6% on 2 minute video (7 seconds)

BVOD Results (online catch up TV platforms) – *targeting views over clicks*

- 360k views on non-skippable 30 second video
- Targeting young professionals and families
- Metro and regional reach



3. FREMANTLE OVAL PROJECT WORKING GROUP

WG meeting date:	N/A
WG Chair:	Mayor Hannah Fitzhardinge
Responsible officer:	Manager Strategic Planning and City Design
Attachments:	Nil

Work has continued in finalising the masterplan and business case for Council reporting. The project team lodged an application to the Federal Government's Housing Support Program – Community Enabling Infrastructure Stream. The application sought funding for a Forward Works Package of the Fremantle Oval Redevelopment, including oval realignment, demolition of terracing, landscaping and integration works, civil and services infrastructure to make the site ready for future development.

4. INTERNATIONAL RELATIONS WORKING GROUP

WG meeting date:	24 July 2024
WG Chair:	Cr Fedele Camarda
Responsible officer:	Manager Governance
Attachments:	1. IRWG Minutes – 24 July 2024

The International Relations Working Group discussed the following matters at the meeting held on 24 July 2024:

- International Relations (Sister Cities) Policy

Feedback was sought on the current International Relations Policy, which is due for review and intended to be brought back to Council later in the year for consideration. Suggestions were made to strengthen the policy and the relationships with current Sister Cities and Friendly Cities.

- Blessing of the Fleet – October 2024

The Blessing of the Fleet Committee's plans for the event in 2025 were discussed, with ideas proposed to incorporate this event with other European Heritage Events with the City of Fremantle's support, such as Fishing Fleet Festival, Sardine Festival, Portuguese Associations events, etc. A monthly meeting will be established between the key organisers of the Blessing of the Fleet and the City of Fremantle's Economic Development Team.

- Sister City Travel

The group discussed potential travel in 2025, including aligning Cr van Dorssen's trip to Japan in February 2025 with a visit to the City's Sister City Yokosuka, and a potential visit, by the Maor, to the City's European Sister Cities.



-Capo d’Orlando Fremantle Visit

The group considered John Alberti’s proposal to organise a “Welcome Visit” for the Capo d’Orlando delegation visiting Fremantle on the 28 October 2024. It was agreed that City officers will organise the Welcome Reception.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER’S RECOMMENDATION

Council:

- 1. Receive the following working group updates for August 2024:**
 - A) CITY PLAN ENGAGEMENT WORKING GROUP**
 - B) DESTINATION MARKETING WORKING GROUP**
 - C) FREMANTLE OVAL PROJECT WORKING GROUP**
 - D) INTERNATIONAL RELATIONS WORKING GROUP**

- 1. Endorse the appointment of Cr Geoff Graham to be a member of the City Plan Engagement Working Group.**



Statutory reports

C2408-14 BUDGET AMENDMENTS - JULY 2024

Meeting date:	28 August 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Absolute Majority Required
Attachments:	Nil

SUMMARY

The purpose of this report is to present budget amendments for consideration in accordance with the Budget Management Policy. This report recommends that Council approves the proposed budget amendments to the 2024/25 adopted budget.

BACKGROUND

In accordance with the Budget Management Policy this report provides details of proposed amendments to the 2024/25 budget that:

1. Adjust for the prepayment of the financial assistance grant.
2. Consider proposed expenditure for a purpose identified within the budget for which there are insufficient funds allocated.
3. Make amendments to the carried forward budget to reflect the final position at the end of the 2023/24 financial year.

FINANCIAL IMPLICATIONS

The budgeted opening position from the 2023/24 Financial Year is proposed to be amended from \$8.92 million to \$10.95 million, to reflect the prepayment of the 2024/25 financial assistance grant in June 2024 and the adjustment for 2023/24 budget to be carried forward into 2024/25. It is important to note that these are timing adjustments only and these adjustments have nil impact on the closing position of the 2024/25 Financial Year. This budgeted opening position is a draft position as presented at the time of preparation of this report and is subject to change on account of the end-of-year closing journals, accruals etc. A final closing position for the 2023/24 financial year will be determined upon completion of the City's external audit.



The financial implications are detailed as below:

Budget Opening position 1 July 2024	8,923,468
Amendment of carry forward projects funded from Municipal funds	827,043
Financial Assistance grants prepayment amendment	1,199,783
Amended Budget Opening Position 1 July 2024	10,950,294

The adopted 2024/25 budget included an estimated amount of \$3.3 million for carry forward projects. As a result of end of year (EOY) reconciliations for FY2023/24 activities, the current estimate for carry forward capital and operating projects is \$6.7 million. The proposed budget amendments intend to ensure the City maintains the capacity to deliver on current year projects and carry forward projects in line with current budget priorities.

A budget amendment is also proposed for the Bathers Beach enclosure, as approved at the Ordinary Council Meeting on 24 July 2024, to be funded from the balance of the financial assistance grant receivable and the 2024/25 net position:

The financial implications are detailed as below:

Budget Closing position 30 June 2025	63,195
Amendment for Bathers beach enclosure allocated from net position	(51,679)
Amended Budget Closing Position 30 June 2025	11,516

LEGAL IMPLICATIONS

Local Government Act 1995:

Section 6.2 (1)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31st August each year.



Section 6.8 (1) and (2)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or
- (c) is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

- (a) under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and
- (b) under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council.

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 amendments to the adopted budget for 2024/2025 are submitted to Council for approval as outlined below.



1. Budget amendment to for Financial Assistance Grants prepayment

Item	Account	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
4.1	Advance payment of \$1,199,783 received 2023/24 for the 2024/25 Financial Assistance Grant from Department of Local Government, Sports and Cultural Industries, which increases the opening position from 2023/24 and reduces the budgeted revenue in 2024/25.					
	100239.4315	Receive general purpose grants and contributions	1,263,188	(1,199,783)		63,405
	100239.3915	Muni surplus 2024FY		1,199,783		1,199,783

2. Budget amendments for proposed expenditure for a purpose identified within the budget for which there are insufficient funds allocated

Item	Account #	Account Details	2024/25 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2024/25 Amended Budget
2.1	Bathers Beach enclosure budget amendment approved OCM 24 July. The deficiency of municipal funding is funded from the additional funds receivable from the final approved amount for the 2024/25 Financial assistance grant and the 2024/25 net position.					
	300395.4213	Bathers Beach enclosure Revenue Gr NonOp	700,000	(200,000)		500,000
	100239.4315	Receive general purpose grants and contributions	63,405 (*adjusted above)	148,321		211,726
	300395.3915	Muni surplus 2025FY		51,679		51,679
2.2	Fremantle Oval Precinct \$25K ongoing contribution from South Fremantle Football club in 2024/25.					
	200132.4386	OP Contribution Inc - Community	0	25,000		25,000
	200132.6824	Consultants	0		(25,000)	(25,000)



3. Carried forward projects estimate budget amendments

The budget amendments below are to adjust the carried forward project estimates and to amend the carried forward budget to reflect the final position at the end of financial year.

In total, an additional budget of \$3.4million has been requested for carry forward projects, funded by:

- \$ 0.6m from grants/contributions
- \$ 2.0m from reserves
- \$ 0.8m from Municipal funds of 2023/24

Item																											
3.1	<p><u>Capital Projects</u></p> <p>Amendments are proposed to be made for the following capital projects due to a variance in the amount estimated as being available to carry forward, and the actual amount at the prior year end.</p> <p>A budget amendment of \$2,930,803 is requested for carry forward capital projects, funded by:</p> <ul style="list-style-type: none"> \$ 423,987 grants/contributions \$ 1,964,757 reserves \$ 542,059 from Municipal funds of 2023/24 FY <p>The carry forward capital projects with an adjustment required to the budget for 24-25 are: (Additional budget requested indicated in red numbers and a reduction in budget in black)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>300344 - P-11989 Design and construct - Hilton Park Precinct</td> <td style="text-align: right;">40,640</td> </tr> <tr> <td>300361 - P-12189 Program - Fleet replacement</td> <td style="text-align: right;">9,464</td> </tr> <tr> <td>300216 - P-12197 Demolition - Ken Allen Clubhouse</td> <td style="text-align: right;">9,426</td> </tr> <tr> <td>300387 - P-12200 Fremantle Park - Tennis Court</td> <td style="text-align: right;">6,869</td> </tr> <tr> <td>300335 - P-12097 Design and construct - South Beach - Bore</td> <td style="text-align: right;">(1,314)</td> </tr> <tr> <td>300368 - P-12176 Install - Moores Building - Electrical</td> <td style="text-align: right;">(1,323)</td> </tr> <tr> <td>300311 - P-12136 Install - Parks - Signage</td> <td style="text-align: right;">(2,051)</td> </tr> <tr> <td>300313 - P-12129 Program - Prawn Bay - Ecological restoration</td> <td style="text-align: right;">(4,150)</td> </tr> <tr> <td>300319 - P-12114 Design and construct - Notre Dame - Drainage</td> <td style="text-align: right;">(6,185)</td> </tr> <tr> <td>300110 - P-11823 Design and construct-Port Beach coastal adaptation</td> <td style="text-align: right;">(8,201)</td> </tr> <tr> <td>300206 - P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr</td> <td style="text-align: right;">(8,991)</td> </tr> <tr> <td>300157 - P-11882 Design and construct Fremantle Golf Course Clubhouse</td> <td style="text-align: right;">(9,117)</td> </tr> <tr> <td>300367 - P-12177 Program - Fleet Replacement - EV Premium</td> <td style="text-align: right;">(11,421)</td> </tr> </tbody> </table>	300344 - P-11989 Design and construct - Hilton Park Precinct	40,640	300361 - P-12189 Program - Fleet replacement	9,464	300216 - P-12197 Demolition - Ken Allen Clubhouse	9,426	300387 - P-12200 Fremantle Park - Tennis Court	6,869	300335 - P-12097 Design and construct - South Beach - Bore	(1,314)	300368 - P-12176 Install - Moores Building - Electrical	(1,323)	300311 - P-12136 Install - Parks - Signage	(2,051)	300313 - P-12129 Program - Prawn Bay - Ecological restoration	(4,150)	300319 - P-12114 Design and construct - Notre Dame - Drainage	(6,185)	300110 - P-11823 Design and construct-Port Beach coastal adaptation	(8,201)	300206 - P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	(8,991)	300157 - P-11882 Design and construct Fremantle Golf Course Clubhouse	(9,117)	300367 - P-12177 Program - Fleet Replacement - EV Premium	(11,421)
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	300357 - P-12179 Install - Local History - Partition	(15,000)																								
	300280 - P-12070 Deliver - N Fremantle landscaping	(16,394)																								
	300218 - P-11992 Design & construct–South Beach–Changerooms	(23,264)																								
	300152 - P-11873 Program - Solar panels	(29,870)																								
	300285 - P-12134 Program - Access and inclusion	(30,000)																								
	300390 - P-12210 Beach St Shelter	(39,040)																								
	300112 - P-11829 Design and construct-Kings Square Commercial tenancy	(90,000)																								
	300353 - P-12159 Tenancy Fitout	(132,757)																								
	300383 - P-12201 Purchase - Wayfinding system	(173,324)																								
	300256 - P-12036 Purchase - Parking licence plate recognition cameras	(180,000)																								
	300388 - P-12203 Depot - Amenities	(248,050)																								
	300389 - P-12208 Town Hall - Balcony	(260,750)																								
	300259 - P-12041 Program - Ticket machines	(1,706,000)																								
3.2	<p><u>Operating Projects</u></p> <p>Amendments are proposed to be made for the following operating projects due a variance in the amount estimated as being available to carry forward for the budget and the actual amount at the prior year end.</p> <p>A budget amendment of \$422,318 is requested for carry forward operating projects, funded by:</p> <p>\$ 137,334 grants/contributions \$ 284,984 from Municipal funds of 2023/24 FY</p> <p>The carry forward operating projects with an adjustment required to the budget for 24-25 are: (Additional budget requested indicated in red with a reduction in black numbers)</p> <table border="1"> <tbody> <tr> <td>200466 P-11708 Plan-Coastal monitoring</td> <td>7,075</td> </tr> <tr> <td>200491 P-11954 Event - Building Digital Skills</td> <td>(892)</td> </tr> <tr> <td>200842 P-12157 Program - Reveal Aboriginal Artist 2024</td> <td>(1,785)</td> </tr> <tr> <td>200811 P-12128 Plan - Arts Centre - Noise management</td> <td>(3,750)</td> </tr> <tr> <td>200828 P-12166 Plan - City plan</td> <td>(9,216)</td> </tr> <tr> <td>200829 P12196 - Deliver - Safe Space by the Bookcase</td> <td>(11,845)</td> </tr> <tr> <td>200793 P-11970 Program - Northbank Foreshore Stabilisation (Stage 2)</td> <td>(16,081)</td> </tr> <tr> <td>200825 P-12178 Software - Meeting management</td> <td>(23,250)</td> </tr> <tr> <td>200163 P-10426 Plan - Undertake heritage review</td> <td>(30,000)</td> </tr> <tr> <td>200844 P-12209 Deliver Early Development Census Program</td> <td>(98,900)</td> </tr> <tr> <td>200815 P-12076 Deliver - Urban forest tree planting</td> <td>(111,686)</td> </tr> <tr> <td>200819 P-12156 Local Government Partnership Fund</td> <td>(121,988)</td> </tr> </tbody> </table>		200466 P-11708 Plan-Coastal monitoring	7,075	200491 P-11954 Event - Building Digital Skills	(892)	200842 P-12157 Program - Reveal Aboriginal Artist 2024	(1,785)	200811 P-12128 Plan - Arts Centre - Noise management	(3,750)	200828 P-12166 Plan - City plan	(9,216)	200829 P12196 - Deliver - Safe Space by the Bookcase	(11,845)	200793 P-11970 Program - Northbank Foreshore Stabilisation (Stage 2)	(16,081)	200825 P-12178 Software - Meeting management	(23,250)	200163 P-10426 Plan - Undertake heritage review	(30,000)	200844 P-12209 Deliver Early Development Census Program	(98,900)	200815 P-12076 Deliver - Urban forest tree planting	(111,686)	200819 P-12156 Local Government Partnership Fund	(121,988)
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3.3	<p><u>Base Operating Activities</u></p>																									



<p>Amendments are proposed to be made for the following base operating activities due to unspent grants received in 2023/24 or for new grants received for which no income or expenditure was budgeted.</p> <p>A budget amendment of \$200,759 is requested for carry forward base operating activities, funded by \$200,759 from unspent or new grants/contributions.</p> <p>The carry forwards required with an adjustment to base operating for 24-25 are: (Additional budget requested indicated in red)</p>	
100400 - Conduct Fremantle festival	(145,000)
100414 - Conduct Sunday music program	(30,000)
100410 - Provide arts centre education services	(10,000)
100415 - Coordinate arts centre exhibitions	(5,000)
100462 - Support Community and Sporting Groups	(10,000)
100463 - Support kidsport program	(759)

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Council adopt the budget amendments to the adopted budget for 2024/2025 as outlined in this report, the impact thereof:

1. The financial implications from the carry forward movements are detailed as below:

Budget Opening position 1 July 2024	8,923,468
Amendment of carry forward projects funded from Municipal funds	827,043
Financial Assistance grants prepayment amendment	1,199,783
Amended Budget Opening Position 1 July 2024	10,950,294

2. The financial implications from the budget amendment for the bathers beach enclosure are detailed as below:

Budget Closing position 30 June 2025	63,195
Amendment for Bathers beach funding allocated from net position	(51,679)
Amended Budget Closing Position 30 June 2025	11,516



C2408-15 STATEMENT OF INVESTMENTS JULY 2024

Meeting date: 28 August 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority Required
Attachments: 1. Investment Report - 31 July 2024 [14 pages]

SUMMARY

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

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

The investment report provides a snapshot of the City's investment portfolio and includes information as at 31 July 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 \$170,504 against a full year budget of \$1,618,500. Interest earnings year to date are meeting the YTD budget. 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 4.52% for the month of July 2024. The City's actual portfolio return in the last 12 months is 4.28%, comparing on par with the benchmark Bloomberg AusBond Bill Index reference rate of 4.37% (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 July 2024 which can be viewed in the Attachment. A summary of the investment report is provided below.

1. Portfolio Details

As at 31 July 2024, the City's investment portfolio totalled \$36,436,212. The market value of this investment was \$37,044,244 at that time, which takes into account accrued interest.

The investment portfolio is made up of:

Cash Investments (<= 3 months)	\$11.94m
Term Deposits (> 3 months)	\$24.5m
TOTAL	\$36.44m

Of which:

Unrestricted cash	\$18.75m
Restricted cash (Reserve Funds)	\$17.69m
TOTAL	\$36.44m

The current amount of \$18.75m held as unrestricted cash represents 19.39% 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	11,744,898.48	32.23%	100.00%	32.23%	67.77%	0.00%
Tier 2	19,691,313.75	54.04%	60.00%	90.07%	9.93%	0.00%
Tier 3	5,000,000.00	13.72%	35.00%	39.20%	60.80%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
	36,436,212.23					

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 July 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.

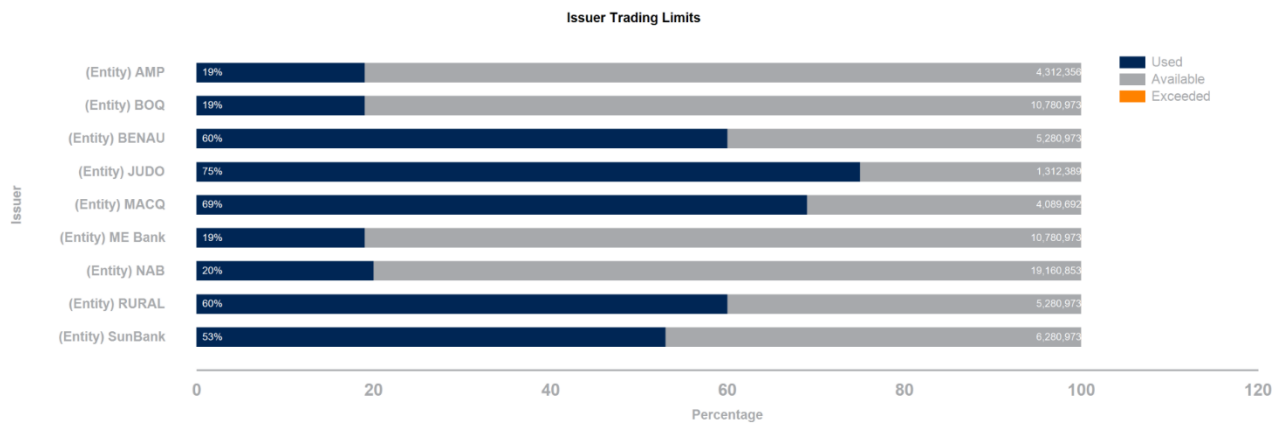
Within each Tier, the Counterparty Credit Framework limits prescribe the limit of investments that may be made with any one financial institution. The maximum percentage of investments to be held with any one financial institution, within a given Tier, are outlined below.

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



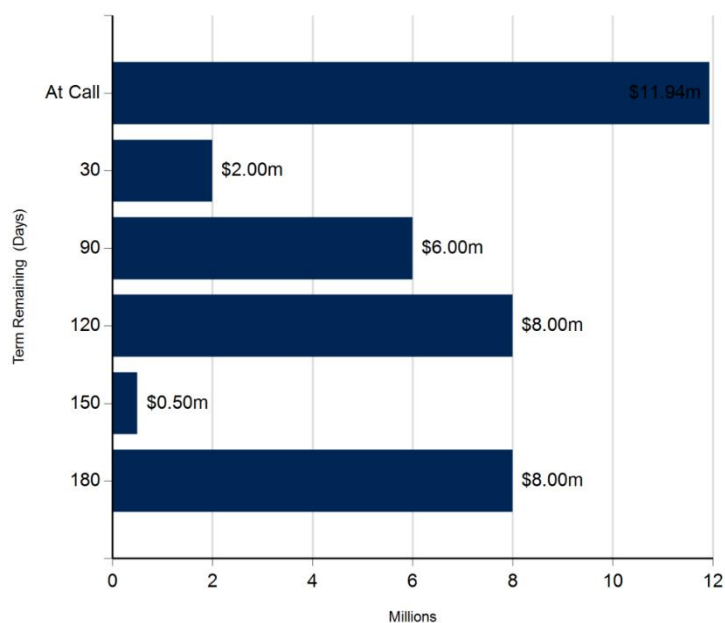
As shown in the above graph, the portfolio was compliant with the issuer trading limit.

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

Face Value by Term Remaining



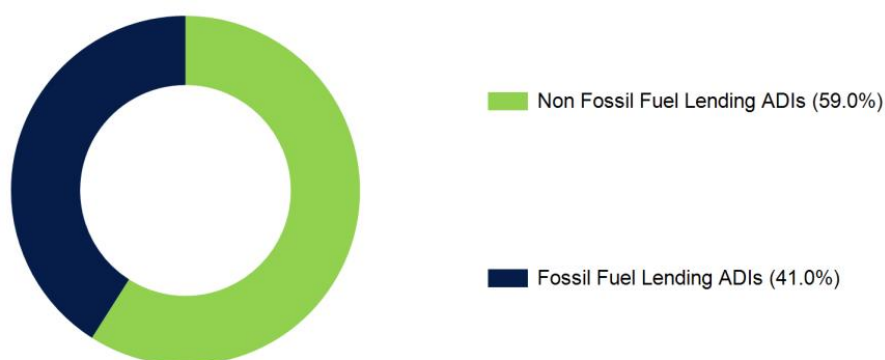


4. Portfolio Summary by Fossil Fuels Lending Authorised Deposit-Taking Institutions (ADIs)

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 July 2024, \$21.5m (59%) 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.

5. Interest Income for Matured Investments

Per Attachment 1 (Note 9), interest income earned during 31 July 2024 from matured investments was \$348,705.

6. Investing Activities

In July 2024, there were two new term deposits totalling \$3m. Full details of the institutions invested in, interest rates, number of days and maturity date for investments held as at 31 July 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 July 2024 as provided in Attachment 1.



C2408-16 SCHEDULE OF PAYMENTS JULY 2024

Meeting date:	28 August 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	<ol style="list-style-type: none">1. Schedule of Payments and Listings July 2024 [120 pages]2. Purchase Card Transactions July 2024 [14 pages]

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 July 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 July 2024 is provided within Attachments 1 and 2.

FINANCIAL IMPLICATIONS

A total of \$10,069,225.59 in payments were made in July 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 July 2024, by payment type:

Payment Type	Amount (\$)
<i>Cheque / EFT / Direct Debit/International Payments</i>	<i>\$6,012,764.54</i>
<i>Purchase card transactions</i>	<i>\$56,196.68</i>
<i>Salary / Wages / Superannuation</i>	<i>\$4,000,264.37</i>
Total	\$10,069,225.59



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 July 2024.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Accept the list of payments made under delegated authority, totalling \$6,012,764.54 for the month ending 31 July 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 \$56,196.68 for the month ending 31 July 2024, as contained within Attachment 2.**



C2408-17 MONTHLY FINANCIAL REPORT JULY 2024

Meeting date:	28 August 2024
Responsible officer:	Manager Financial Services
Voting requirements:	Absolute Majority Required
Attachments:	1. Monthly Financial Report - July 2024 [29 pages]

SUMMARY

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

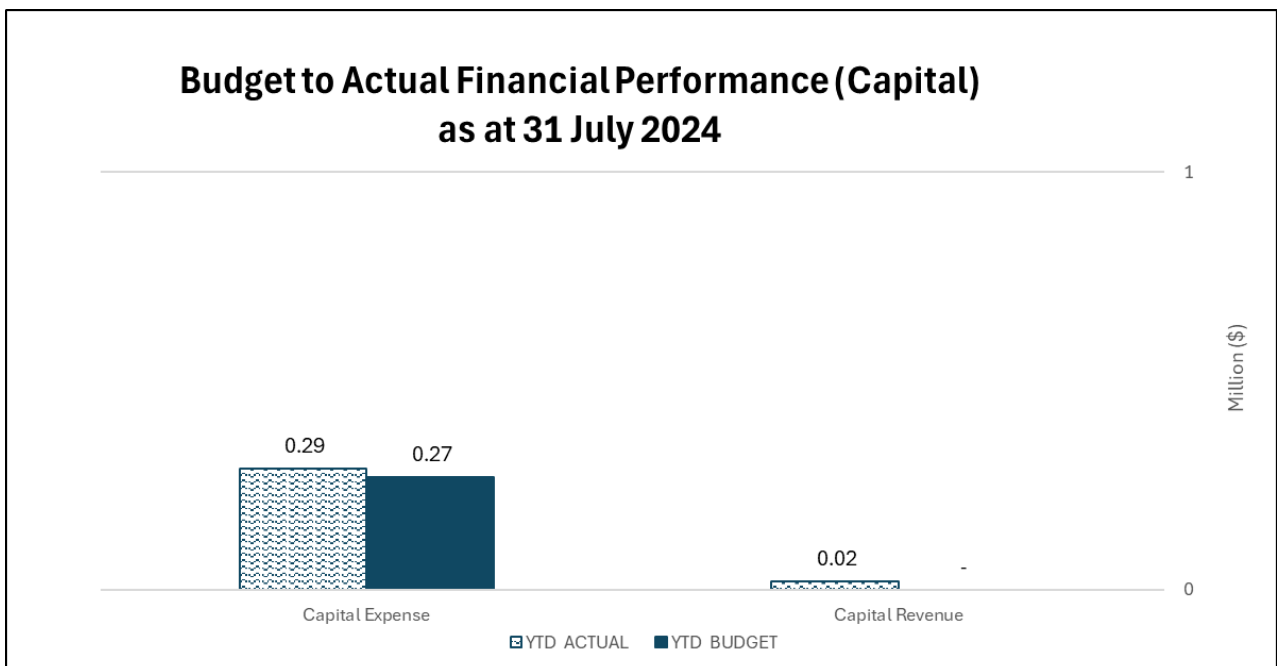
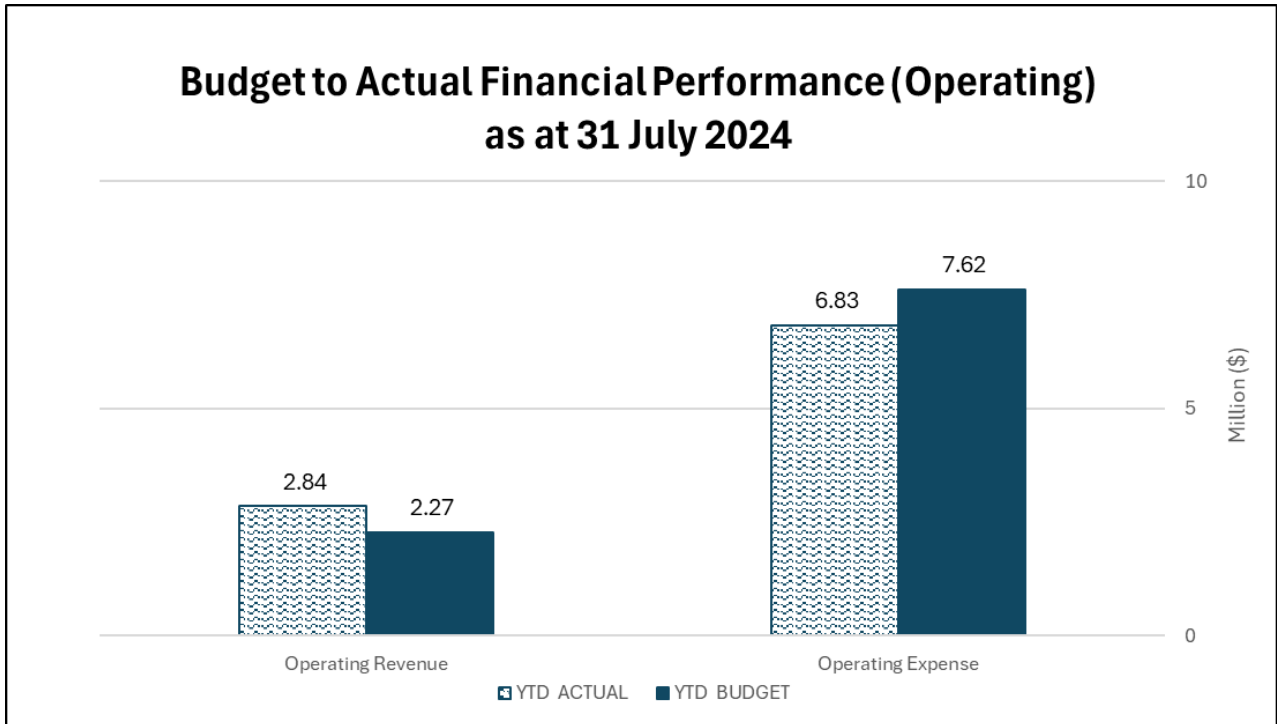
- **Statement of Comprehensive Income by Nature;**
- **Statement of Financial Activity by Nature and by Directorate; and**
- **Statement of Financial Position with Net Current Assets.**

This financial report for the period ended 31 July 2024 is prepared considering accrued interest on borrowings (loans) and prepayments such as insurance premiums.

Please note 2023/24 FY 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 July 2024.



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

The table to follow provides a summary of the year-to-date Statement of Financial Activity by Nature, to 31 July 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 JULY 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)	(3,300)	(19,525)	(16,225)	491.66%
Service Charges	-	-	-	
Op. Grants, Subsidies & Contributions	17,700	126,688	108,988	615.75%
Fees and Charges	1,942,100	2,374,988	432,888	22.29%
Interest Earnings	175,600	176,672	1,072	0.61%
Reimbursement Income	86,300	106,217	19,917	23.08%
Other Income	52,100	70,294	18,194	34.92%
Total	2,270,500	2,835,333	564,833	24.88%
Operating Expenses				
Employee Costs	(4,236,056)	(3,647,288)	588,768	13.90%
Employee costs - Agency Labour	(46,900)	(74,700)	(27,800)	(59.27%)
Materials and Contracts	(1,168,143)	(1,077,388)	90,755	7.77%
Depreciation - Non-Current Assets	(1,857,945)	(1,861,671)	(3,726)	(0.20%)
Interest Expenses	(33,500)	(33,294)	207	0.62%
Utility Charges	(103,030)	(42,527)	60,503	58.72%
Insurance Expenses	(104,484)	(104,512)	(28)	(0.03%)
Other Expenditure	(70,000)	11,336	81,336	116.19%
Total	(7,620,059)	(6,830,044)	790,015	10.37%

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 July 2024, the City demonstrated a closing funding position of \$7.9m.

In summary, as at the end of July 2024, the current closing position exceeds the YTD amended budget by \$3.08m. This is mainly due to favourable variances against the year-to-date budget across the following areas:

- Increased revenue from Fees and Charges of \$0.4m;
- Operating expenditure underspend of \$0.6m from Employee Costs;
- Increased carry forward funds from the 2023-24 financial year of \$1.7m 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.

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 July 2024:

Description	Variance Amount (\$)	Comment
Grants, Subsidies and contributions	108,988	615.75%
Major Variances:		
Provide general practice community law advice	50,000	Timing variance – phasing to be adjusted in August.
Deliver - Urban forest tree planting	41,969	Unbudgeted developer contribution for tree removal.
Fees and charges	432,888	22.29%
Major Variances:		
Commercial Parking Fees	349,947	Timing variance mainly due to accrued income for parking receipts outstanding for July, with cash to be received in August. Phasing will be adjusted for future months.
Employee costs	588,768	13.90%
Major Variances:		
Employee Cost – Staff Establishment	524,825	The Employee cost savings are mainly due to vacant positions. Funds used to offset expenses for agency labour will be adjusted at budget review.



Net position at the start of the financial year	1,725,040		19.33%
Major Variances:			
Carry forward funds from the 2023-24 financial year	1,725,040	The End of the Financial Year reconciliation process is still in process. The final closing balance will be reported to Council once the annual audit is complete.	

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.

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

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



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.

Closure