



# Agenda

## Finance, Policy, Operations and Legislation Committee

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Wednesday, 12 May 2021, 6.00pm

**CITY OF FREMANTLE**

**NOTICE OF A FINANCE, POLICY, OPERATIONS AND LEGISLATION  
COMMITTEE MEETING**

Elected Members

A Finance, Policy, Operations and Legislation Committee meeting of the City of Fremantle will be held on **Wednesday, 12 May** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.

A handwritten signature in dark ink, appearing to read 'Glen Dougall', with a large, stylized 'D' and 'M' at the end.

Glen Dougall  
**Director City Business**

7 May 2021

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CITY OF FREMANTLE

**Finance, Policy, Operations and Legislation Committee**

**Agenda**

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**1. Official opening, welcome and acknowledgement**

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

**2. Attendance, apologies and leaves of absence**

Deputy Mayor, Andrew Sullivan

**3. Disclosures of interests 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.

**4. Responses to previous questions taken on notice**

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

**5. 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.

**6. Petitions**

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

**7. Deputations**

**7.1 Special deputations**

A special deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

There are no special deputation requests.

**7.2 Presentations**

Elected members and members of the public may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy 2018.

**8. Confirmation of minutes**

**OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation Committee confirm the minutes of the Finance, Policy, Operations and Legislation Committee meeting dated 14 April 2021**

**9. Elected member communication**

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

## 10. Reports and recommendations

### 10.1 Committee delegation

#### FPOL2105-1 ACCEPTANCE OF TENDER – FCC575/21 FREMANTLE LEISURE CENTRE POOL ROOF REPLACEMENT

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Asset Management  
**Decision making authority:** Committee  
**Attachments:** 1. Nil  
**Additional information:** 1. Pricing Evaluation Matrix (Confidential)

### SUMMARY

The purpose of this report is to consider tender number FCC575/21 Fremantle Leisure Centre Pool Roof Replacement.

This report recommends that Council accepts the tender submitted by Safeway Building and Renovations, in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

### BACKGROUND

The pavilion structure at Fremantle Leisure Centre, which is being renewed, was constructed in 1996 over the 25m and family leisure pools. The steel framed structure is currently clad with lightweight, low cost polycarbonate sheeting to roof and walls. Some portions of the walls have been left open into which clear operable PVC blinds have been installed. The polycarbonate sheets have deteriorated due to prolonged exposure to the elements and the café blinds have reached their useful life.

The roof replacement project incorporates the following works:

- Demolition/removal of existing redundant café blinds, roof and wall sheeting.
- Demolition/removal of all redundant fittings and fixtures.
- Remediation and painting of existing steel structure.
- Supply and installation of new roof and wall sheeting inclusive of all roof plumbing.
- Supply and installation of a compliant safe roof access system.
- Upgrade of electrical services and equipment.

The City officers will work with the Contractor to ensure (as far as practicable) works are delivered on time and within the allocated budget. The table below details the milestones with regard to the procurement of this tender.

Milestones	Indicative Dates
Tender documentation issued to market	17 March 2021
Non-Mandatory Meeting	29 March 2021
Tender responses due	9 April 2021
Evaluation Period and Council Approval	12 May 2021

Contract Negotiation / Award	21 May 2021
Site Handover by City	June 2021
Practical Completion	October 2021

## FINANCIAL IMPLICATIONS

The table below summarises the available budget, current expenditures, recommended tender price by Safeway Building and Renovations for the Fremantle Leisure Centre Pool Roof Replacement, and other associated expenses:

Description	Expenditure	Budget
<b>Budget</b>		
Budget for Fremantle Leisure Centre Pool Roof Replacement (FYR 20/21)		\$957,600
<b>Expenditure</b>		
Expenditure incurred to date:	\$0	
Activities <ul style="list-style-type: none"> <li>Tender number FCC575/21 Fremantle Leisure Centre Pool Roof Replacement</li> <li>Negotiated extra scope (up to 10%)</li> <li>Contingency @5%</li> </ul>	\$819,563 \$81,956 \$45,076	
Project management costs (Managed Internally)	Nil	
<b>Total expenditure (estimated)</b>	<b>\$946,595</b>	
<b>Balance</b>	<b>\$11,005</b>	

## LEGAL IMPLICATIONS

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

## SUSTAINABILITY AND LOCAL ECONOMIC BENEFIT

In line with the Purchasing Policy, respondents to the tender were required to provide, and were assessed by the City, evidence of the use of sustainable business practices and how engaging with the supplier would benefit the local economy.

## CONSULTATION

Nil

## OFFICER COMMENT

### Detail

Tender FCC575/21 for Fremantle Leisure Centre Pool Roof Replacement was advertised on 17 March 2021 and closed on 9 April 2021.



Essential details of the contract are outlined below:

Contract type	Lump Sum
Contract duration	5 months construction; 12 months Defects Liability Period
Commencement date	May2021
Completion date	October 2022

## **Tender evaluation**

Tender submissions were received from the following contractors and evaluated by the tender evaluation panel:

- Byte Construct Pty Ltd
- ICS Australia
- Infrastructure Development Builders
- Safeway Building & Renovations

The tender evaluation panel establishes whether the tender submissions conform to the conditions for tendering and selects a suitably qualified and experienced contractor.

The tender evaluation panel comprised of:

- Manager Asset Management
- Project Manager Buildings
- Project Officer Buildings
- Team Leader Procurement

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers.

No disclosures were made.

To obtain the broadest possible comparison base, each of the tenders was evaluated against the following tender selection criteria and was in turn graded in the tender evaluation matrix.

<b>Item No</b>	<b>Description</b>	<b>Weighting</b>
1	Tendered Price	40%
2	Relevant Experience	15%
3	Key Personnel Skills and Resources	15%
4	Demonstrated Understanding of the Project	20%
5	Local Economic Benefit and Sustainability	10%

Four (4) tender submissions, all conforming, were received. The tender submitted by Safeway Building & Renovations scored the highest rating with 79 points, followed by Byte Construct with 54 points. The remaining tender submissions received lower scores.

### Tender Evaluation Matrix

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Local Economic Benefit and Sustainability	Price	Total Score
<b>Tenderer</b>	<b>15</b>	<b>15</b>	<b>20</b>	<b>10</b>	<b>40</b>	<b>100</b>
Byte Construct	8	9	14	4	20	54
ICS Australia	6	7	10	2	26	51
Infrastructure Development Builders	7	5	13	2	24	50
Safeway Building & Renovations	11	11	13	6	40	79

In order to ensure the optimum outcome for the project the City would like to work with Safeway to negotiate the final scope of work to include extra painting to a value of no more than 10% of the Total Contract Value

### **Price**

To ensure the City attains best value, officers have compared the price submitted by Safeway Building & Renovations against the pretender estimate. Officers are satisfied that this sits within an acceptable tolerance.

### **Capability**

Safeway Building & Renovations' response showed comprehensive evidence of previous experience in renovations to aquatic and recreation centre roofs similar to this project. Capability on all aspects of this project were demonstrated in their submission.

Safeway Building & Renovations, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of quality described and required in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Safeway Building & Renovations is a conforming tender. They have worked on a number of local government projects and have consistently provided quality outcomes that meet the client's needs. Reference checks indicate that Safeway Building & Renovations will be a suitable supplier to the City of Fremantle.

Further, Safeway Building & Renovations were assessed as providing the best local economic benefit, as they operate from facilities in O' Connor paying rates and employing individuals from Fremantle.

### **Comment**

Subject to acceptance of the tender, the proposed implementation program is scheduled below:

Award contract:	May 2021
Commence construction:	June 2021
Complete Construction:	October 2021
Completion of Services:	October 2022

### **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

### **OFFICER'S RECOMMENDATION**

#### **Council:**

- 1. Accept the tender for Fremantle Leisure Centre Pool Roof Replacement (FCC575/21) at the rates tendered (\$819,563 ex GST), to Safeway Building & Renovations for a period of seventeen months, commencing in May 2021.**
- 2. Authorises the Chief Executive Officer to negotiate the final elements of the painting scope of works with Safeway Building and Renovations.**
- 3. Approves expenditure of up to 10% for negotiated extra scope and 5% for contingency, of the adopted 2020/21 budget.**

**FPOL2105-2 BLACK SWAN HEALTH FREO STREET DOCTOR FUNDING**

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Community Development  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. City of Fremantle Freo Street Doctor Progress Report April 2021

**SUMMARY**

**For Council to consider the Black Swan Health request of \$20,000 to fund the operational costs of the Freo Street Doctor mobile health clinics, six times per week in Fremantle for the 2021/22 financial year.**

**The Freo Street Doctor has assisted and supported the most vulnerable and marginalised members of the community for seventeen years. It is a visible, accessible and non-judgemental primary health care service for members of the community that are marginalised, disadvantaged and experiencing homelessness.**

**This report recommends that Council support the financial request of \$20,000 towards the operational costs to continue service delivery in 2021/2022 in the Fremantle area.**

**BACKGROUND**

Black Swan Health has been delivering the Freo Street Doctor mobile health service in Fremantle since 2004. Providing vital free medical and mental health support to homeless, at-risk, marginalised, disadvantaged and vulnerable people in the Fremantle community. Since the State Government funding ceased in 2019, the City has been providing \$20,000 to assist with the running of the outreach service.

The Freo Street Doctor service is delivered by General Practitioners, supported by Registered Nurses, Outreach Workers and Counsellors. The team of health professionals deliver physical and mental health care as well as linking and referring clients with complementary social services to support their complex needs.

Since 1 July 2019, Black Swan Health has received no State or Federal Government funding for the Freo Street Doctor operational needs. Medicare Benefits Schedule payments are claimed for General Practitioner delivered services, supporting the cost of General Practitioner salary.

The City has advocated and contacted the Western Australian Health Department requesting that financial support be reinstated, however to no avail. The advised that the program is considered a primary health program funded by the Commonwealth. Freo Street Doctor continued face-to-face service delivery during the Covid-19 pandemic restriction periods during 2020 and 2021, allowing clients to continue to receive primary health care supports.

Freo Street Doctor service delivery data for the period 1 July 2020 to 31 March 2021:

### Service Delivery

- 188 x three-hour clinics within Fremantle;
- 1303 medical consultations;
- 1070 mental health interactions.

### Presenting Health Conditions

- 68% of patients have at least two chronic health conditions;
- 22% of clients have three or more chronic health conditions.

During the reporting period the highest number of presentations were for:

- Respiratory conditions;
- Musculoskeletal conditions;
- Mental health conditions;
- Cardiac conditions;
- Diabetes;
- Ear, nose and throat conditions;
- Gastrointestinal conditions;
- Dental conditions.

On two occasions the service funded ambulance transport to Emergency Department for acute health conditions.

### Gender

- 37% of Freo Street Doctor clients identify as female;
- Notably at the Davis Park clinic 65% of clients identify as female.

### Age

- 3% of clients are aged below 14 years;
- 4% of clients are aged between 15 and 24 years;
- 27% of clients are aged between 25 and 44 years;
- 57% of clients are aged between 45 and 64 years;
- 9% of clients are aged over 65 years.

### Cultural Diversity

- 24% of patients identified as Aboriginal or Torres Strait Islander people;
- In the reporting period, three clients identified as having culturally diverse backgrounds.

### Social Status

- 22% of patients are homeless or in crisis accommodation;
- 97% of patients have no other source of healthcare support.

### Client Feedback

- Freo Street Doctor clients are regularly requested to provide feedback on the service they received at clinics;
- 100% of clients rated the level of respect they received as 'excellent';
- 100% of clients rated the treatment received as 'excellent'.

Through partnerships with Imagined Futures (Fremantle District Leadership Group) and the participating organisations, agencies and Local Government Authorities, notably the City of Fremantle, Freo Street Doctor commenced a trial clinic at Davis Park in Beaconsfield early in 2021. The trial clinic was initially conducted on a fortnightly basis, however, demand for the service now supports a weekly clinic. As an example, the clinic delivered at Davis Park on 23 April 2021 in which 16 consultations were delivered.

People in the Davis Park vicinity and the broader Beaconsfield area access Freo Street Doctor services. They are provided with the opportunity to improve their general health and health outcomes, hence an expected benefit to the broader community. As people's health improves, interaction with the local community is likely to increase. Improving the health outcomes of Freo Street Doctor clients will improve their capacity to develop social interactions and relationships, gain employment, establish long-term housing options and become more connected and involved within the community. As improved health outcomes influence improved social outcomes, people will experience an increase in their feeling of self-worth and connection within the community.

## **FINANCIAL IMPLICATIONS**

For Council to consider supporting the delivery of six mobile clinics per week at a cost of \$20,000 per annum from municipal operating funds in the 2021/2022 financial year.

## **LEGAL IMPLICATIONS**

Black Swan Health Limited is endorsed as a Deductible Gift Recipient (DGR).

## **CONSULTATION**

Two other local Government authorities within the South Metropolitan region have contributed financial support to deliver outreach services within their local Government areas, namely Cockburn \$20,000 and Rockingham \$10,000.

## **OFFICER COMMENT**

The Freo Street Doctor has assisted and supported the most vulnerable and marginalised members of the community for seventeen years. It is a visible, accessible and non-judgemental primary health care service for members of the community that are marginalised, disadvantaged and experiencing homelessness.

Working to improve the health outcomes of the community, the Freo Street Doctor also aims to improve client's capacity to develop social interaction, employment opportunities and to become more connected and involved within the community. Whilst individuals receive direct health care, the service supports the health of the broader community by addressing chronic health conditions through health education, harm minimisation strategies and dedicated treatment plans for health needs and substance abuse issues prevalent in the Fremantle community. The set objectives of the service include:

- Improve health outcomes for our clients;
- Reach as many vulnerable, disadvantaged and marginalised people in Fremantle and surrounding areas as possible;
- Deliver a sustainable service;

- Continue to partner with other service providers to support access to health and wellbeing services for our clients.

The current location for the mobile health clinics in Fremantle includes the following locations:

- Monday - Foundation Housing, 100 Hampton Road;
- Tuesday and Thursday - St Patrick's Community Support Centre;
- Wednesday - Fremantle Oval;
- Friday - Fremantle Oval;
- Friday - Davis Park, Beaconsfield (new service based on need).

Fremantle demographics accessing Freo Street Doctor clinics indicate:

- 97% of patients have no other source of healthcare support;
- 68% of patients have at least two chronic health conditions;
- 22% of patients are homeless or in crisis accommodation;
- 24% of patients identify as Aboriginal or Torres Strait Islander people.

The termination of State funding has impacted the sustainability for the Freo Street Doctor to provide regular clinics for the Fremantle community. Black Swan Health Limited, supported by the City of Fremantle and other stakeholders, has initiated and continues to execute a multi-focus sustainability strategy to safeguard the future of Freo Street Doctor, including:

- Ongoing advocacy to all levels of Government for service funding to meet the needs of the increasing cohort of people accessing the service;
- Successful development of volunteer workforce of Registered Nurses and outreach workers;
- Development of philanthropic giving and sponsorship program to secure ongoing financial support from a range of funders;
- In-kind support from business to provide medical supplies;
- Identification and pursuit of all available funding and grant opportunities;
- Development and maintenance of long-term, collaborative partnerships that enable streamlined referral pathways, maximise client attendance through co-location of services and support shared knowledge of trends and issues within the community.

Black Swan Health Limited has received philanthropic funding for the service from a number of trusts within the Fremantle area. Black Swan Health Limited is currently in discussion with a new potential donor.

Community service groups continue to support Freo Street Doctor, for example Soroptimist International Fremantle, Freo Fins Swimming Club and North Fremantle Football Club. SMYL provides free of charge secure parking for both Fremantle Street Doctor vehicles.

The Freo Street Doctor has developed strong community linkages with the most vulnerable people in the community. Relationships are built with clients to support their wellbeing, from a person-centred approach, based on their individual needs. While the General Practitioner costs are covered from the Medicare Benefits Schedule, further financial support is imperative for the operational costs to meet the service provided. A reduction or cessation of City funding could impact the most vulnerable within the

community, should Freo Street doctor no longer continue to provide regular clinics within the Fremantle area.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Supports the budget allocation of \$20,000 for Black Swan Health for the Freo Street Doctor mobile health clinic as a part of the 2021/2022 budget deliberation process.**
- 2. Acknowledge and thank the Freo Street Doctor team for the service they have provided to the most vulnerable members of the community through the pandemic.**



**FPOL2105-3 INFORMATION REPORT - FREMANTLE LIBRARY BI-ANNUAL  
REPORT 2020-2021**

**FREMANTLE LIBRARY BI-ANNUAL REPORT – OCTOBER 2020 – MARCH 2021**

<b>Responsible officer:</b>	Manager Customer Experience and Learning
<b>Agenda attachments:</b>	1. Fremantle Library Usage Statistics October 2020 – March 2021
<b>Additional information:</b>	Nil

The City of Fremantle Library provides services to residents of the City of Fremantle and the Town of East Fremantle. This is articulated through the Service Agreement between the two local governments and signed for a five year period from 30 June 2020 to 30 June 2025.

This report provides information to the City of Fremantle and Town of East Fremantle Councils on the operation and performance of the Fremantle Library during the period from October 2020 to March 2021 as required through clause 4.1.

The Fremantle Library was the first municipally funded public library in Western Australia, opening in September 1949. In 1955, an agreement was signed noting the contribution of the East Fremantle Municipal Council, the City of Fremantle, the Fremantle Road Board and the Library Board of Western Australia to the delivery of the City of Fremantle Public Library. The Town contribute to the provision of the City's library services as a participating body under the Library Board Act 1951.

The City of Fremantle Library provides lifelong learning services to the residents of the City of Fremantle and the Town of East Fremantle. These are currently offered from the Library's temporary premises at Fremantle Oval whilst the new purpose-built library is under construction in Kings Square, Fremantle.

The Fremantle Library and its services are jointly funded by:

- City of Fremantle – library operating, establishment and capital funding.
- Town of East Fremantle – contribution to library operating and establishment funding.
- State Library of Western Australia – provision of annual funding to support the supply of physical and electronic library resources. For Local Governments with a population of over 10,000, a percentage of the total state-wide materials funding is allocated based on their population. The allocation to the City of Fremantle is based on its combined population with the Town of East Fremantle. For 2020/2021 this equated to \$70,229.

From January 2021, as a result of a statewide agreement between the State Government and WALGA (on behalf of WA local governments) up to 20% of the allocation may be applied for and can be spent on library infrastructure, programming, administration or other purposes.

## **COVID-19 IMPACT**

The six-month period to March 2021 marked a transitional time for the Fremantle Library, as COVID restrictions eased, and services and programs returned to more normal delivery. Ensuring safe provision of library services within social distancing, capacity guidelines and general COVID practices remained at the forefront of priorities, as was creatively providing alternative access to collections and programs.

Capacity restrictions continue to impact the library programs. As of March 2021, capacity has increased to 75% of recommended capacity, allowing for the return of Story Time in the Children's Library. In December 2020, the SafeWA app was introduced alongside mandatory registration for all venues. Community acceptance and participation has been largely positive.

In September 2020 the City, in partnership with St Patrick's Community Support Centre (St Pat's), implemented the Library Connect project. As part of the pilot project, St Pat's have employed a community support worker to be embedded in Fremantle Library, to connect with people experiencing hardship (including people experiencing homelessness or at risk of homelessness). The support worker role is to provide initial support, as well as connection and referrals to other services, including for financial and housing issues and emergency relief. The Library Connect support worker also provides training, support, and capacity building for City of Fremantle Library staff on a range of topics, including working with people who have experienced trauma. This project has been extremely valuable in supporting community members through the impacts of the COVID-19 pandemic.

Over the first four months of the Library Connect Project, there have been 245 contacts with the support worker embedded at the library. Overall, there have been more requests for support from women compared to men, thus reaching out to a different demographic from the clientele typically received at St Pats, and addressing an important service gap as a result. The project has engaged with significant numbers of Aboriginal people and people from Culturally and Linguistically Diverse (CaLD) backgrounds.

The main issues experienced by people supported by the project so far have included financial difficulties, housing affordability stress, and a lack of support to manage these issues. It is also of note that people have presented with issues resulting from COVID-19, including loss of employment, financial difficulties, and social isolation.

The program is expected to continue to be of value to the community, especially as financial support mechanisms implemented to support communities through the COVID-19 pandemic are gradually rolled back. The program is currently in place until September 2021 and will continue in the new Fremantle Library as part of the Walyalup Civic Centre until that time.

The Fremantle Library closed its doors again due to the COVID-19 pandemic for 5 days during February. Staff continued working from home during that period. The Library Craft program continued to operate during this week and saw a significant increase in engagement with a month's worth of play being logged in a week, showing the value of the program to players both locally and across WA.

## **LIBRARY OPERATIONS**

### **Library Services**

In the five months between October 2020 and March 2021 over 42,000 people visited the library. Active membership has increased by 19.5% to 8,412, and the number of active East Fremantle members has increased 16.6%. Library staff have received and completed almost 20,000 customer enquiries. The top five enquiries received are regarding technical assistance, reading recommendations, membership, informational and event enquiries.

A Library Operations Working Group has been meeting regularly to develop customer service models for the new Walyalup Civic Centre library. The group are in the process of rethinking the ways the library operates and how the systems will move across to the new library facility later this year.

### **Collections**

Ahead of the move to the new library at the Walyalup Civic Centre, additional funding of \$52,500 has been provided to increase and update the collection. The Team Leader of Operations is working with providers to ensure an appropriate and highly engaging collection is provided upon opening of the new library.

The Library collection has increased by 1,880 items and now contains 28,133 loanable items. It has continued to provide access to new and engaging material during the year, expanding the Hot Reads collection. The 'Hot Reads' collection remains a popular part of the overall collection and continues to outperform the rest of the collection in terms of loans. This curated collection allows for a more streamlined service in terms of access to new titles. Greater numbers of popular titles allow borrowers to access the item, rather than reserve it.

The well thought out promotion of library material has seen a steady increase in terms of both traditional items, and electronic resources. Our online magazine service has moved from RB Digital, to Libby, which is the application that our eBooks/eAudio are also enjoyed on. A spike in the loans of eResources coincided with the lockdown in early February.

## **COMMUNITY CONNECTIONS & LEARNING**

### **Adult's Programming**

#### **Program Statistics**

<b>Program</b>	<b>Number of sessions</b>	<b>Total attending</b>
Tuesday Book Club	6	48
Wednesday Book Club	6	30
Legal Series: Centrelink	1	4
Legal Series: Financial Support	1	6
Legal Series: Tenancy Rights	1	11

History Society Talks	3	90
Tech Help for All: Internet Beginners	6	60
Tech Help for All: Setting Up MyGov	12	12
Tech Help for All: Using MyGov	2	10
Tech Help for All: Create and Send Emails	2	10
Tech Help for All: Using a Computer with a Mouse	1	6
<b>TOTAL</b>	<b>41</b>	<b>287</b>

Overall adult programs were down 37% from 66 programs/events to 41 for the six month period October to March, compared to October 2019 to March 2020, with attendance also down from 12% from 328 to 287. This is due to COVID-19 related restrictions.

Programming has been developed over the past six months in response to several community needs identified or exacerbated by the COVID-19 pandemic. These were addressing the digital divide and increasing access to information regards to legal rights and responsibilities. A small BeConnected grant was won that funded group Tech Help For All Sessions, helping mainly over 55's to use laptop and tablet devices. The classes were aimed at absolute beginners and devices were provided for those who were unable to bring their own.

Volunteer run 1:1 Tech Help sessions continued to run throughout the period and 108 hours of volunteer assistance was delivered to community members.

Fremantle Library also partnered with the Fremantle Community Legal Centre to develop a series of legal information sessions to aid community members' knowledge of legal rights and inform them of the extra support and help available in times of need. Subjects covered to date were Centrelink, Tenancy Rights and Financial Support. Lawyers, advocates and experts from the Fremantle Community Legal Centre presented on these subjects and were available to refer attendees for further help and questions.

Programs continue to be impeded by capacity restrictions, however planning for the new space at the Walyalup Civic Centre are underway. Recruitment for a full-time Community Programs Officer is underway and a preferred candidate has been selected.

## **Children's Programming**

### **Program Statistics**

<b>Program</b>	<b>Number of sessions</b>	<b>Total attending</b>
Better Beginnings Kindy Visits	10	260
Story Time	5	60
New Parent Sessions	2	15
BB Yellow bags delivered	3	160
It's All About Story	2	17
Buster Fremantle Arts Centre	13	1312
Buster Hilton PCYC	6	192
Buster Gilbert Fraser Reserve	3	83

Buster Sensory Session	1	11
<i>Buster Mat Time (FAC)</i>	12*	446*
<i>Buster Mat Time (PCYC)</i>	6*	154*
<i>Buster Mat Time (GFR)</i>	2*	76*
After School LEGO Club (PCYC)	13	208
Freo LEGO Club Online	2	21
CoderDojo	13	127
Gamers Engage	1	4
Storytime at Amici ELC	1	35
Game-A-Palooza	1	25
NAIDOC Week for Kids (PCYC)	1	170
<b>Total</b>	<b>71</b>	<b>2639</b>

\*Not counted in total as event takes place at Buster sessions

Overall children's programs were down 16% from 85 programs/events to 71 for the six month period October to March, compared to October 2019 to March 2020, with attendance also down from 4% from 2,755 to 2,639. This is due to COVID-19 related restrictions, however engagement was increased by introducing an early years' literacy program Buster Mat Time to Buster sessions, mitigating the impact of not being able to run It's All About Rhyme at Fremantle Library.

<b>Library Craft</b>	
Play hours	11 months, 3 weeks
<b>Players by LGA</b>	
Fremantle	49
Wanneroo	31
Stirling	29
Canning	28
Melville	25
Kalamunda	24
Albany	20
Victoria Park	12
Busselton	12
East Fremantle	5
Others	97 (across 29 LGAs)

A number of Better Beginnings kindergarten visits were held post lockdown to encourage reading and literacy in early years. These sessions were well received by students and staff.

In March 2021, Story Time returned to the Children's Library, adhering to COVID-19 restrictions by limiting numbers and requiring attendees to register their attendance. Community have expressed their pleasure at the return of this program.

Buster: It's All About Play continued at Gilbert Fraser Reserve in 2021 and while it started small, growth has been seen each week from the North Fremantle community. Overall, attendance at Buster sessions has remained high. At a session in late 2020, a postcode

survey was undertaken, which showed 25% of families attending on the day were from the Town of East Fremantle.

As capacity restrictions have limited the ability to run regular Rhyme Time sessions at the Fremantle Library, the Buster team have been running them at Buster sessions. This has proven to be an excellent initiative that is popular with parents and children alike.

The success has inspired the development of a custom Buster/Rhyme/Mat session that incorporates elements of the Better Beginnings Rhyme Time program with the It's All About Play philosophy. The outcome is a gentle introduction to foundational language skills and early years literacy fundamentals to children attending Buster sessions. These sessions will continue once Rhyme Time is able to be brought back to the Fremantle Library, increasing our early years literacy programming considerably.

Three new Buster sessions were also trialled in March 2021: Buster Bubs for parents with babies under 1, Buster Sensory for children or carers with sensory issues, and Buster Intergenerational for grandparents. These sessions were widely accessed with the Bubs and Sensory sessions booking out.

### **Freo Toy Library**

<b>Freo Toy Library</b>	<b>TOTAL</b>	<b>East Fremantle</b>
Membership at March 2021	330	23
New members Oct – March 2021	54	5
Loans	9,469	712

In January, the Freo Toy Library held an open day in conjunction with the Fremantle PCYC. Over 300 people attended the event, including Fremantle Mayor Brad Pettitt. The event was opened with a Welcome to Country by local elder Aunty Marie and a smoking ceremony. There was also gymnastics and judo displays, samba drumming performances, two police horses and a local school band for entertainment. Toy Library toys were available to play with, Magician Dale roamed the audience delighting the children and the Freedom Fairies provided face painting.

The LEGO Club has continued to attract plenty of new young local LEGO enthusiasts and has been expanded to include some challenges, winners of which will be on display in the Toy Library.

### **Fremantle History Centre**

The preparations to move the service and collection to the new History Centre at Walyalup Civic Centre are underway with several key projects under development. The History Centre has also received and completed 346 enquiries.

The content and interface for the centre's 65" surface screen has been designed in collaboration with City supplier ESRI, who deliver state-of-the-art mapping software. The screen will host and display digitised historical maps and photographs of Fremantle and East Fremantle and be available for community to explore the collection independently.

The collection is also being prepared to move, with the completion of the reference collection RFID tagging project. Items have been brought back from offsite storage for cataloguing, organisation and where possible, digitisation prior to the move, to ensure accessibility of the collection to community.

An ongoing audit of the oral history collection with a focus to make a large quantity available online.

Fremantle Library has also hosted two well attended photographic talks by Allen Graham (President of the Fremantle History Society), which focused on Fremantle's history of business, industry and hotels in Fremantle and East Fremantle between 1829-1929. Due to the positive feedback received for them from the community, a further two talks have been planned for March and April. The cost per library member of these presentations is less than \$0.07 per library member and are always well attended.

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Receive the information report for the period from October 2020 to March 2021.**
- 2. Approve the Bi-Annual report, to be forwarded to the Town of East Fremantle as agreed in the Service Level Agreement for the provision of Library services to the Town.**

**FPOL2105-4      ACCEPTANCE OF TENDER EXEMPT PURCHASE – WFCC75/21 –  
SUPPLY OF CONTESTABLE ELECTRICITY**

**Meeting Date:** 12 May 2021  
**Responsible Officer:** Manager Facilities and Environmental Management  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Nil  
**Additional information:** 1. Pricing matrix (Confidential attachment)

**SUMMARY**

The purpose of this report is to consider tender exempt purchase number WFCC75/21 for the Supply of Contestable Electricity to thirteen City facilities.

This report recommends that Committee accepts the tender exempt offer submitted by Synergy in accordance with the evaluation undertaken as per the selection criteria included in the request document.

**BACKGROUND**

The City of Fremantle spends approximately \$390,000 (ex GST) per annum on electricity at thirteen (13) sites which are suitable for contestable electricity contracts. By definition, sites with electricity consumption over 50 MWh per year (on average) are considered to be contestable. The contestable sites are:

<b>Asset Name</b>	<b>Address</b>
Temporary Admin Centre (Fremantle Football Club)	70 Parry Street, Fremantle
Hilton Community Centre	Paget St, Hilton
Fremantle Arts Centre	4 Finnerty Street, Fremantle
Esplanade Park	98 Marine Terrace, Fremantle
Moore's Building	U 3 46 Henry St, Fremantle
Samson Recreation Centre	McCombe Ave, Samson
City of Fremantle Depot	81 Knutsford Street, Fremantle
Hilton Park	Shepherd Street, Beaconsfield
Fremantle Leisure Centre	10 Shuffrey St, Fremantle
Old Town Hall and Walyalup Building	Newman Court, Fremantle
CoF Leased Meeting and Server Room	Fremantle Malls, Fremantle
Ken Allen Field (Rugby Club)	Shepherd St, Fremantle
Ken Allen Field (Bowling Club & Mens Shed)	Shepherd St, Fremantle

Requests for Quotation were issued via e-Quotes to the WALGA Contestable Energy Panel on 8 March 2021 and closed on 26 March 2021.

Suppliers were requested to prepare an all-inclusive quotation that details pricing tariff rates for the following scenarios for all contestable accounts:

1. Normal electricity supply through the grid (required).



2. 100% carbon neutral through 100% renewable energy (preferable).

Respondents were requested to provide details for two supply options:

1. Take or pay contracts.
2. Power purchase agreements.

Two (2) responses were received by the City to supply the contestable electricity.

The contract is for an initial one-year period to allow time for a WALGA Request for Tender (RFT) for the Supply of Contestable Electricity to multiple Local Governments, to be released to market and awarded. An extension option of one-year has also been accommodated in this request to provide time for the WALGA Contract to be established.

## **FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by Synergy for the supply of contestable electricity, and associated expenses:

<b>Description</b>	<b>Expenditure</b>	<b>Budget</b>
<b>Budget</b>		
Allocated budget for FYR 20/21 by site:		
Fremantle Leisure Centre & Kiosk		\$140,100
Temporary Civic Centre		\$58,000
Fremantle Arts Centre		\$59,500
Town Hall and Walyalup Civic Centre		\$20,000
Knutsford St Depot		\$20,000
CoF leased meeting room		\$25,400
Ken Allan Field - Rugby Club		\$14,700
The Esplanade Reserve		\$4,000
Ken Allen Field - Bowling Club and Men's Shed		\$13,300
Gilbert Fraser Oval and Clubhouse		\$9,900
Booyembara Park		\$8,400
Samson Recreation Centre		\$10,000
Moore's Gallery and Café U3		\$6,700
<b>Expenditure</b>		
Expenditure incurred to date (FYR 20/21) by site:		
Fremantle Leisure Centre & Kiosk	\$84,941	
Temporary Civic Centre	\$76,359	
Fremantle Arts Centre	\$38,490	
Town Hall and Walyalup Civic Centre	\$19,606	
Knutsford St Depot	\$18,464	
CoF leased meeting room	\$23,602	
Ken Allan Field - Rugby Club	\$9,201	
The Esplanade Reserve	\$12,468	
Ken Allen Field - Bowling Club and Men's Shed	\$10,855	
Gilbert Fraser Oval and Clubhouse	\$9,809	
Booyembara Park	\$8,329	

Samson Recreation Centre	\$8,949	
Moore's Gallery and Café U3	\$6,604	
Quotation number WFCC75/21		
• Estimated Expenditure / Budget Required FYR 21/22	\$322,180	\$322,180
• Estimated Expenditure / Budget Required FYR 22/23 (If extension option exercised)	\$320,846	\$320,846
<b>Total expenditure (estimated) / Total Budget (actual &amp; estimated)</b>	<b>\$970,703</b>	<b>\$1,033,026</b>
<b>Balance</b>	<b>\$62,323</b>	

Sufficient funding provision has been allocated in financial year 20/21 to deliver the service within budget.

A budget for the purchase of the contestable budget in the 21/22 financial year of approximately \$322,180 will be required. Further a budget of \$320,846 will be required for financial year of 22/23. These amounts may increase dependant upon actual usage at the new Walyalup Civic Centre and Library, which are only forecasted at this time.

The balance of \$62,323 will be required in the budget to accommodate fluctuations in usage at the contestable sites.

## LEGAL IMPLICATIONS

Quotations were invited in accordance with section 3.57 of the *Local Government Act 1995* and the tender exempt purchasing procedures and evaluation complied with part 4 of the Local Government (Functions and General) Regulations 1996.

The purchase of the Contestable Electricity was procured using a tender exempt purchase method as per Regulation 11(2)(b) of the Local Government (Functions and General) Regulations 1996, which states:

*Tenders do not have to be publicly invited according to the requirements of this Division if –  
(b) the supply of the goods or services is to be obtained through the WALGA preferred Supplier Program.*

## COMMUNITY ENGAGEMENT

Nil

## OFFICER COMMENT

### Detail

The Request for Quote (RFQ) WFCC75/21 for the Supply of Contestable Electricity was advertised on the WALGA Contestable Power Supply Panel on Monday 8 March 2021 and closed on Friday 26 March 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	One year with a one year extension option available
Commencement date	1 July 2021
Completion date	30 June 2023 (if extension period exercised)

### **Tender exempt purchase evaluation**

Submissions were received from the following contractors and evaluated by the evaluation panel:

- Alinta Sales Ltd
- Synergy Ltd

The evaluation panel establishes whether the submissions conform to the conditions for quotation and selects a suitably qualified and experienced contractor.

The evaluation panel comprised:

- Team Leader Procurement
- Manager Facilities and Environmental Management
- Sustainability Technical Officer

Respondents were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the evaluation process. Members of the evaluation panel are required to disclose any actual or perceived interest with any of the tenderers.

No disclosures were made.

To obtain the broadest possible comparison base, each of the responses was evaluated against the following selection criteria and was in turn graded in the evaluation matrix.

<b>Item No</b>	<b>Description</b>	<b>Score</b>
1	Service Delivery Plan	20%
2	Evidence of Locally Sourced Green Energy (WA Based)	20%
3	Evidence of Fremantle Sourced Green Energy	10%
4	Price	50%

The two submissions received were conforming with the terms of the City's request for quotation.

The response submitted by Synergy Ltd scored the highest rating with 90 percentage points, followed by Alinta Sales Ltd with 88 percentage points.

## Evaluation Scoring Matrix

	Service Delivery Plan	Locally Sourced (WA) Green Energy	Fremantle Sourced Green Energy	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>50</b>	<b>100</b>
Alinta Sales	20	20	0	48	88
Synergy	20	20	0	50	90

Synergy Ltd, the recommended tenderer, was assessed as having a strong service delivery plan and locally supplied green power to provide the service and to safely undertake and deliver the level of service described in the specification issued by the City.

The evaluation showed very little between the two respondents. However, given most of the weighting was on price the panel recommend the purchase of traditionally sourced contestable electricity from Synergy.

Note neither respondent was able to source any green energy from Fremantle and therefore, did not score in this criteria.

The panel recommend entering a one-year contract initially, to allow time for WALGA to enter into renewably sourced electricity supply contracts, where the City would be involved.

### Environmental considerations

The potential for the proposed Epuron solar farm and the supply of 100% renewable energy and carbon offsets have been considered as a part of this Tender process to ensure that the City maintains a carbon neutral status.

The panel felt that the environmental benefit of purchasing 100% renewable energy was not economically advantageous at this time and recommend the city continue to purchase carbon offsets during the life of this contract.

The cost of purchasing 100% renewable energy added a price premium of \$106,000 to the responses, for a two-year contract. The cost of carbon credits, to offset carbon emissions from these sites, for a two-year contract is approximately \$16,000.

### Risk consideration

An assessment undertaken by illion indicates that Synergy have the financial capacity to undertake the contract.

There are no strategic or corporate risks within the City's existing risk registers which relate to the issues contained in this report.

### Comment

The evaluation panel recommends the purchase of traditional power from Synergy for the initial one year contract, with an option to extend the contract for a further year, should the WALGA Request for Tender (RFT) for the Supply of Contestable Electricity to multiple Local Governments, be awarded in the first year. An extension option, exercisable by the

City at its sole discretion, is available should there be a delay in the implementation of the WALGA contract.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

**Council accepts the tender exempt offer submitted by Synergy for the supply of grid electricity at an estimated total two (2) year contract price of \$643,026 (ex GST) subject to actual electricity consumption and subject to the CEO agreeing to exercise the second year of contract, in accordance with the terms and conditions specified in the request document, from 1 July 2021 to 30 June 2023.**

## **FPOL2105-5 RESPONSE TO PETITION - MARINE TERRACE & SCOTT STREET PEDESTRIAN IMPROVEMENTS**

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Committee  
**Attachments:** 1. Petition for safer pedestrian crossing signals at the intersection of Scott Street and Marine Terrace.  
**Additional information:** Nil

### **SUMMARY**

The purpose of this report is to acknowledge receipt of the community petition presented at the Finance, Policy, Operations and Legislation Committee on 20 January 2021 and provide an update in respect to the required works.

The petition called for safer pedestrian facilities at the Marine Terrace and Scott Street signalised intersection. The petition was addressed to Fremantle Council, Main Roads Western Australia (MRWA) and the State Government.

Officers have engaged with MRWA on the issue and tested the feasibility of the proposal. Further to this, MRWA has now agreed (in principle) to fund improvements to the signalised intersection.

This report recommends that Council note the petition and request officers to continue to work with MRWA in order to improve pedestrian safety at Marine Terrace and Scott Street signalised intersection.

### **BACKGROUND**

The premise of the petition is very simple and offers a direct action for implementation reading as follows:

*The South Fremantle community calls on the City of Fremantle, Main Roads Western Australia and the Western Australian State Government to install safer pedestrian crossing signals at the intersection of Scott St and Marine Tce. This intersection is the only formal crossing into South Beach, with vehicle traffic turning in and out of the public carpark, as well as the Fremantle Sailing Club. We propose that the traffic lights incorporate a clearly designated walking phase, and subsequent right turn for exiting vehicle traffic.*

In total, there were 245 digital signatures on the petition and 51 of these signatures were Fremantle residents.

### **FINANCIAL IMPLICATIONS**

As part of the project, MRWA own and operate the pedestrian signals at the Marine Terrace and Scott Street intersection and have provisionally agreed to fund the cost of both the design and implementation of the improvements.

## **LEGAL IMPLICATIONS**

All works will be at the discretion and approval of MRWA in consultation with the City of Fremantle for matters relating to the road reserve and Perth Transport Authority for matters relating to the rail crossing.

## **CONSULTATION**

To date, community consultation has been through the South Fremantle Precinct Group.

Pending the outcome of the investigation and agreed works, MRWA will complete notifications of the works to both residents and the South Fremantle Precinct Group.

## **OFFICER COMMENT**

At present, MRWA have committed to funding upgrades at the intersection that would add pedestrian symbolic aspects to the signals. The decision to add an additional right turn arrow has not yet been finalised by MRWA, but the detailed design process has not yet been finalised.

Whilst the traffic signals, signs and lines in the Marine Terrace and Scott Street intersection are owned and operated by MRWA, the remaining infrastructure within the intersection is the responsibility of the City. City officers will therefore continue to work collaboratively with MRWA on the design for pedestrian improvements, sharing pedestrian survey data and local knowledge to achieve the best outcome possible for the community.

City officers will ensure that the improvements will align with the priorities adopted by the Council in the Integrated Transport Strategy 2015.

Subject to budget and approvals, the City is also reviewing improvements to the principal shared path where it crosses Scott Street and the City's drainage outfall where it passes under the Perth Transport Authority's rail corridor at Scott Street and through the Department of Transport's Land at the Fremantle Sailing Club. These works will further improve the safety of pedestrians and cyclists but will not be included as part of MRWA's proposed works to the signals highlighted in this petition.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required.

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Note and receive the petition requesting safer pedestrian signals at the intersection of Scott Street and Marine Terrace, shown in Attachment 1.**
- 2. Request officers to continue to liaise with Main Roads Western Australia to improve pedestrian safety at the intersection of Scott Street and Marine Terrace, noting that the improvements will be funded by the State Government through Main Roads Western Australia.**



## FPOL2105-6 HIGH STREET UPGRADE – RENAMING OF NEW LOCAL ROADS

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Committee  
**Agenda attachments:** Nil  
**Additional information:** Nil

### SUMMARY

As part of the Main Roads Western Australia High Street upgrade, High Street is being partially realigned and will create two new local one-way residential roads (formally affronting High Street) that, through the installation of a new noise wall, will be separated from the northern side of High Street as shown in figure 1 below.

The City of Fremantle has received a request from Main Roads Western Australia to rename the two new local roads.



Figure 1 - shows the location of both the new local roads where new public road names are required

Currently the location of the local roads form part of High Street and require re-naming with two new names for street addressing purposes.

The two new local roads will be located between;

- Montreal Street to Wilkinson Street (local service road 1 – 23 x properties);
- Coode Street to Robinson Street, (local service road 2 – 8 x properties)

This report highlights a selection of options (through officer lead research) for new road names that have passed the preliminary validation test with Landgate.

Given the local story of cultural significance within the artwork that has been selected for the High Street upgrade noise walls and retaining walls and also the engagement and consultation already completed for the artwork selection, this report recommends that subject to the consent of the Scolaro family and approval of the Geographic Names Committee (GNC), Council approve the following two road names:

- a. Scolaro Lane (new local road 1)
- b. Terrazzo Close (new local road 2)

Recognising the City's adopted actions within the Walyalup Reconciliation Action Plan 2019-22, this report also recommends officers consult with the Walyalup Reconciliation Reference Group and the South West Aboriginal Land and Sea Council (SWALSC) in order to develop an approved reserve list of indigenous road names.

## BACKGROUND

As part of the High Street upgrade the re-naming of a portion of High Street, Fremantle is required to accommodate the creation of two new local roads for street addressing purposes. The local roads will be located on the northern side of the noise wall which separates the residents from the main upgraded portion of High Street and traffic noise disturbance.

Australian Standards (AS/NZS4819-2011: Rural and urban addressing) and Landgate's policies and procedures require that properties must be addressed from the street which they front onto. On 01 July 2020 - Landgate (Names and Address Senior Geospatial Officer) confirmed that:

*"Landgate would expect council to address the properties from their access point. As there will be a noise wall along High Street preventing access and visibility of the houses, High Street would not be suitable. The access to the houses will be the service roads so it would be appropriate to name them to apply new addresses."*

This will affect the properties shown in blue on the plan included in the Summary, above. It is recognised that this will cause short-term inconvenience to owners and occupants. However, addressing these properties to the new local road names will make it easier for owners/residents, the public, authorities, mail/general deliveries and general/emergency services to find and identify properties for the long-term future. Incorrect addressing causes ongoing inconvenience and can seriously delay emergency response times.

## FINANCIAL IMPLICATIONS

Nil

## LEGAL IMPLICATIONS

Landgate is responsible for road naming and is guided by the Geographic Names Committee (GNC). The GNC provides the Policies and Standards in relation to the naming of roads, features, townsites and places in Western Australia.

The following publications are referred to by the GNC when assessing road naming and street addressing compliance;

- The Geographic Names Committee – Policies and Standards for Geographical Naming in Western Australian (released on 01/01/2013).
- The Australian/New Zealand Standard Rural and Urban Addressing standard (AS/NZS 4819:2011 (3rd edition released in 2011)).

Officers have reviewed the naming categories and discussed naming options that may potentially be suitable for this location. The preferred options are included in the categorised table below – it is acknowledged that these are predominately people/family names.

When a personal name is proposed, the GNC Guidelines require that permission of the immediate family and community support must be obtained in accordance Clause 1.4.2 of the Australian/New Zealand Standard Rural and Urban Addressing standard (AS/NZS 4819:2011 headed “Use of Personal Names” as stated below:

“Clause 1.4.2 Use of personal names.

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- Posthumously
- Permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement
- Having had a direct and long-term association with the location and made a significant contribution to the area
- The proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- Such application is in the public interest
- There is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- Current or past ownership of the land is not considered sufficient grounds
- Precedence of existing names
- Past or ongoing public service within all levels of government
- Names will not be supported after a person who has sponsored the development of the area or was a commercial developer.”

## CONSULTATION

The use of Aboriginal names for the purpose of road naming requires the approval of the Whadjuk Working Party (WWP) of the South West Aboriginal Land and Sea Council (SWALSC).

Community support is required when a road name is in honour of a person together with the consent of the family of that person in accordance with clause 1.4.2 of the Australian/New Zealand Standard Rural and Urban Addressing standard.

## OFFICER COMMENT

The last six new road names in the City of Fremantle are as follows:

	Date	Road Name	Applied to	Registered details – CoF
1	16/02/2021	Richard Lane	Laneway at 3-11 Holdsworth Street, Fremantle	Motion to Council FPOL2008-11 on 26/08/2020
2	25/07/2019	Podger Lane	Re-name a portion of Swan Street, North Fremantle for street addressing purposes	Proposed Name - FPOL1907-4 supported under delegated authority on 10/07/2019
3	09/10/2019	Friend Street	New private road name for Lot 1819 Montreal Street, Fremantle	Proposed Name - FPOL1910-3 supported under delegated authority on 09/10/2019
4	21/08/2017	Siska Lane	Accessway + CP - 80 Stirling Hwy Lot 5 on SP60487 & on SP51329 - Fmr Rose Hotel 74-74A Stirling Hwy. Nth Fremantle	Proposed Name - FPOL1707-6 Council Meeting 12/07/2017
5	06/02/2015	Karak Lane	Subdivision of Lot 2089 Nos. 101-133 Stevens Street, WGV (former Kim Beazley School Site)	Proposed name - PSC1411-178 Council Meeting 26/11/2014
6	11/06/2014	Doolya Road	Re-name a portion of Holmes Place, Hilton for street addressing purposes	Proposed name - PSC1403-45 Council Meeting 28/05/2014

All proposed new road names must pass a Landgate GNC preliminary validation test prior to being considered by the GNC. The test checks for duplications and similar sounding names within a 10 km radius of the subject road. The Prefix to the name is selected in accordance with the GNC Guidelines.

The definitions of the selected open-ended road name suffixes are listed below and comply with the GNC Guidelines. The selection of an appropriate road suffix is selected with consideration to the ease of speech being one of the GNC requirements.

- **Road** - *Open way or public passage primarily for vehicles.*
- **Street** - *Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.*
- **Lane** - *Narrow way between walls, buildings or a narrow country or city roadway.*
- **Close** - *short enclosed roadway.*

Below is a list of public road name options (by category) that officers have researched as potential contenders for the new local roads (formally High Street).

These have recently passed the preliminary approval from the GNC.

### **Category 1 (Indigenous)**

Note: Officers have not consulted with the Walyalup Reconciliation Reference Group or SWALSC on potential options.

### **Category 2 (Historical Fremantle Women)**

#### **Option 2.1 - Pulford Lane**

Fanny Pulford (1862 - not known), was the assistant teacher at Perth Girls School in 1861. She moved to Fremantle and occupied the former Rose and Crown Hotel on the corner of High and Queen Streets as a Girls School in 1867. In December 1867 the Fremantle Herald provided a very positive article regarding a visit and examination of the school by respected members of the community including the resident Magistrate. Mrs Pulford was complimented on her management, teaching skills and attendance records of the children. In 1872 Mrs Pulford was the Headmistress of the Fremantle Girls School with an average daily attendance of 68 - noted as the first Government school in Fremantle.

#### **Option 2.2 – Rudeforth Close**

Fanny Rose Rudeforth (1885 - 1982), was better known as Sister Alice, devoted her life to helping the sick and disadvantaged. With her sister, Elsie, she took over the Methodist church in Gingin when the minister was called to the war in 1916. She joined the Fremantle Methodist Mission in 1923 working as a Sister of the People. Thirteen years later she set up her own non-denominational mission, visiting women working in brothels, prisoners at Fremantle, patients in hospital and aged homes including people she described as “the sad people on the river at Green Place”. She was made a Member of the order of the British Empire (MBE) in 1952 for social welfare service in Western Australia.

### **Category 3 (Artwork)**

<p><b>Option 3.1 - Scolaro Lane</b></p> <p>The name Scolaro is proposed to acknowledge and honour Giuseppe Scolaro who immigrated to Fremantle with his family from Capo d'Orlando, Italy, in 1949. Mr Scolaro created the Terrazzo floor tile designs seen in early Fremantle heritage floors. He established The Universal Terrazzo Tile Factory in Blinco Street, Fremantle. After Giuseppe Scolaro passed away on the 6 December 1965 aged 51, his wife Anne Scolaro carried on the family business.</p> <p>The noise wall and retaining wall artwork is designed to celebrate the Terrazzo heritage and would form a connection with the proposed new road name.</p>
<p><b>Option 3.2 - Terrazzo (tuh-raz-oh) Close</b></p> <p>Makes a connection with the Scolaro family and the Terrazzo tiles created by Giuseppe Scolaro forming the basis of the Terrazzo floor heritage in Fremantle.</p>

### **Category 4 (War Service - Fremantle)**

<p><b>Option 4.1 – Wragg Lane</b></p> <p><b>Albert Wragg</b> was born in Fremantle and lived much of his life in the area. When the First World War broke out Albert was working as a miner but came back to his family home in John Street North Fremantle before enlisting. He served with the 11th Battalion AIF and fought with them in Gallipoli and France. Albert Wragg was killed in action on the 6 April 1917. He is buried near the small village of Morchies in France.</p>
<p><b>Option 4.2 – Turpie Lane</b></p> <p><b>Flight Sergeant Eric Dudley Turpie</b> of 467 Squadron was born at Fremantle in September 1923. He was the son of David and Marion Turpie, and had a sister, Joann. He attended school at White Gum Valley and Fremantle Boys' School. On leaving school, he was employed as a clerk at Fremantle Cold Storage in Beach Street and in his leisure time he liked to play cricket and football. Eric furthered his education by studying practical and maritime bookkeeping which he passed in July 1940. He enlisted in Perth in November 1941 just after he turned 18 and did his initial training at Victor Harbour in South Australia. He went to Point Cook and later to Ballarat training as a wireless operator air gunner, where he obtained his air gunner badge and was promoted to Sergeant in October 1942. Eric sailed from Melbourne in January 1943 and arrived in the United Kingdom in March. After further training he was promoted to Flight Sergeant in December 1943 and then posted to 467 Squadron in January 1944. Flight Sergeant Eric Dudley Turpie, service number 415595 of 467 Squadron, was killed in action on 26 February 1944 at Deufringen while flying in Avro Lancaster LL756 on a bombing raid over Germany. He was 20 years of age. Biography ref: Government of Western Australia Botanic Gardens &amp; Parks Authority - <a href="https://www.bgpa.wa.gov.au/honour-avenues-plaques/1155-fsgt-eric-turpie">https://www.bgpa.wa.gov.au/honour-avenues-plaques/1155-fsgt-eric-turpie</a></p>

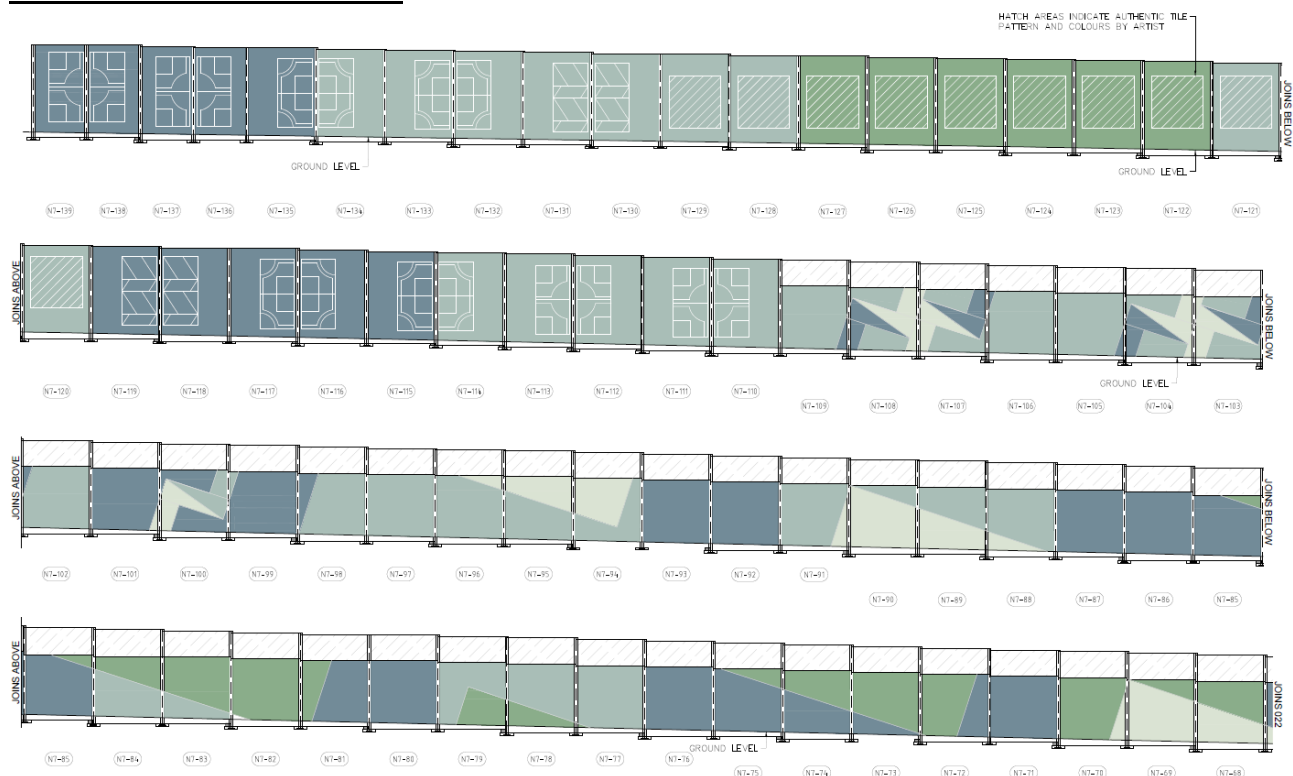
### Option 4.3 – Sprately Close

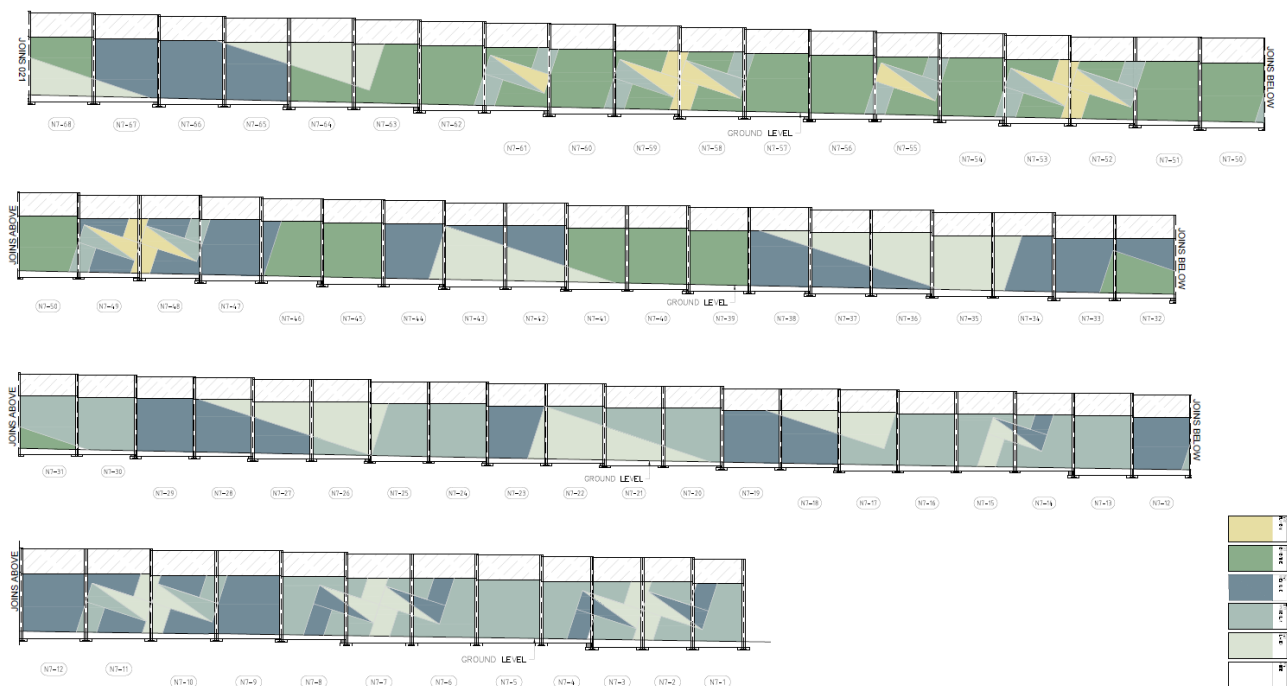
**John Charles Spratley** was born in Wokingham England and spent much of his early life in England before settling down in Fremantle with his wife. He served in the Boer War and when he enlisted into the Australian Imperial Force (AIF) in World War 1 he was working as a Bicycle Tyre Builder. At the time he was living at 29 Queen Victoria Street Fremantle. When he enlisted into the AIF he was assigned to the 11th Battalion and he embarked with them for service overseas. Charles Spratley died in Egypt on the 29th March 1915 after a short illness. He was the first Fremantle person to die on active serve with the AIF during the First World War.

### Project Context

Through an expressions of interest process to local Fremantle artists, three preferred artwork concepts were selected by MRWA's Arts Coordinator and following a series of community drop-in sessions and resident reference group meetings, a Public Art Selection Committee (including officers from the City of Fremantle) met on 26 May 2020 and selected the Terrazzo design produced by local Fremantle artist 'Penny Bovell' as the preferred artwork to be incorporated in the project (example of the noise wall artwork below).

#### View from new local road 1:





Following the artwork selection, the local Fremantle artist and project manager have teamed up to produce an art installation and community exhibition that explores Terrazzo during this year's Fremantle Festival: 10 Nights in Port. Part of their research for this project included a community call-out to find houses with the original Universal Tile Factory tiling. The community response to date has been fantastic and has included more than 50 Fremantle property owners who have actively engaged and offered their Terrazzo floor tile designs be included in the community exhibition.

The positive community response to the Scolaro family's Terrazzo artwork demonstrates that the recommendation to endorse the use of 'Scolaro Lane' and 'Terrazzo Close' as preferred names for the new High Street local service roads, supports the cultural significance of the Terrazzo artwork and will further enhance the artistic diversity in Fremantle.

## VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required



## OFFICER'S RECOMMENDATION

### Council

1. Endorse the re-naming of a portion of High Street with public road names to be applied to the new local roads as shown in Figure 1

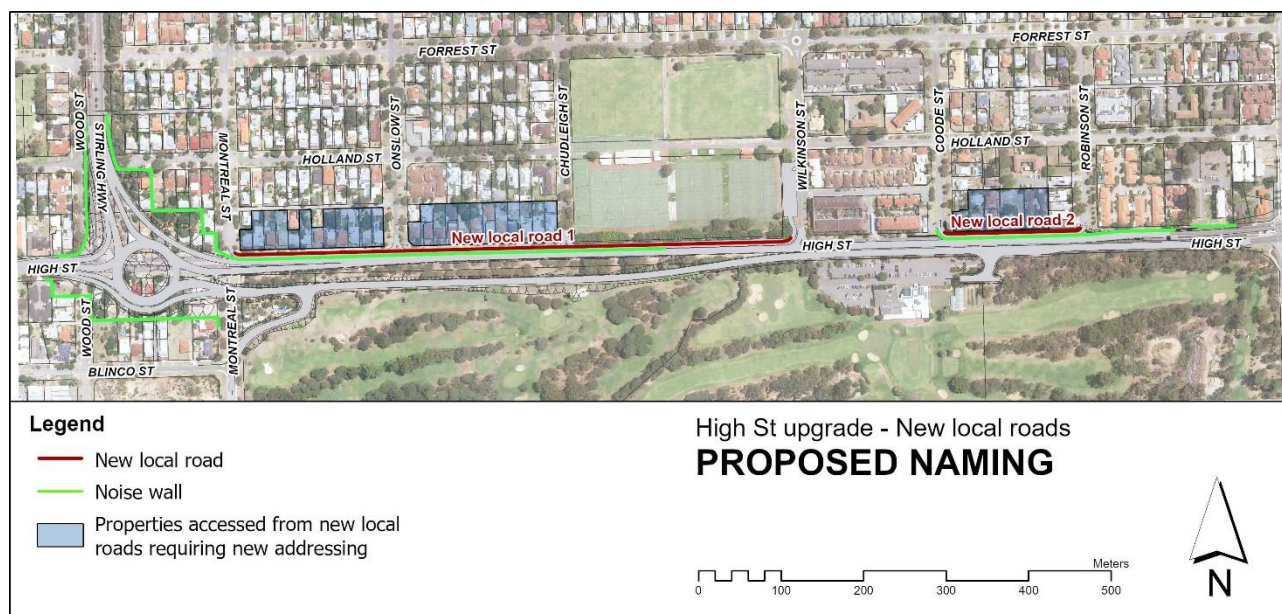


Figure 1 - shows the location of both the new local roads where new public road names are required

2. Subject to the consent of the Scolaro family and approval of the Geographic Names Committee (GNC), approve the following two road names:
  - a. Scolaro Lane (new local road 1)
  - b. Terrazzo Close (new local road 2)
3. Recognising the City's adopted actions within the Walyalup Reconciliation Action Plan 2019-22, request officers consult with the Walyalup Reconciliation Reference Group and the South West Aboriginal Land and Sea Council (SWALSC) in order to develop an approved reserve list of indigenous road names.

## 10.2 Council decision

### FPOL2105-7 GRANTS AND SPONSORSHIP POLICY

<b>Meeting date:</b>	12 May 2021
<b>Responsible officer:</b>	Manager Community Development
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Grants and Sponsorship Policy
<b>Additional information:</b>	1. Nil

#### SUMMARY

The purpose of this report is to present the Grants and Sponsorship Policy to Council for endorsement.

The policy is a consolidated approach to the management of financial assistance requests across the City. Currently one-off grant, sponsorship and in-kind funding requests are administered organisation wide through various funding programs, managed by multiple business units.

This report recommends that Council adopt the Grants and Sponsorship Policy, as provided in Attachment 1 and repeal the following policies:

- a) Community Development Funding Policy SG22,
- b) Event Sponsorship Policy SG59,
- c) Donations Policy SG54, and
- d) Sister Cities Funding Policy OP44.

#### BACKGROUND

At the Ordinary Council Meeting, 9 December 2020, Council resolved:

1. That a draft policy be prepared for further consideration by Council based on the following guiding principles:
  - a. Transparency- implementation of clear and effective processes which reflect good governance principles and demonstrate accountability for the expenditure of public funds.
  - b. Strategic alignment- ensuring contribution towards the achievement of the City's Strategic Community Plan.
  - c. Collaboration- developing mutually beneficial partnerships and relationships to ensure long term benefits for the City.
  - d. Equity- ensuring fairness in the distribution of resources in a manner which is socially inclusive and accessible.
  - e. Sustainability- promoting self-sufficiency and intergenerational equity through capacity building to meet the City's long-term aspirations and future needs.
2. That the Policy include a number of distinct funding streams, namely:
  - a. Arts (two rounds a year)

- b. Community (two rounds a year)
  - c. Economic Development (open all year)
  - d. Occasional and one-off donations
  - e. Events Support (open all year)
  - f. Venue Support (open all year)
3. That each funding stream includes clear criteria for assessment of applications and has a separate line item in the annual budget. (to enable transparent budget allocation).
4. The policy includes a process to deal with requests that fall outside of the policy, or for which there is insufficient budget allocation.
5. The policy includes a process for when and how recognition of any support is made by beneficiaries.
6. The policy includes a process for transparency recording the decisions made under the policy.
7. That the report on the draft policy, for further consideration by Council, referred to in Part 1 above include;
  - a) Acknowledgement that support for community and economic development may be in the form of discount or waivers for rent, rates and/or hire costs for community organisations and social enterprises.
  - b) Consideration of the criteria for setting, granting, recording and acknowledging such contributions, whether set out in this draft Policy or another relevant policy of the City.

The City provides varying levels of financial, non-financial, and value in-kind support to partner with the community, organisations and business in building capacity for the social, economic and cultural life of the City. Council recognises the importance in supportive partnerships to assist in the achievement of the objectives and outcomes of the Strategic Community Plan 2015-2025.

The Grants and Sponsorship Policy has been drafted as per the endorsed guiding principles and seeks to deliver a responsible and strategic distribution of one-off: grants, sponsorship and value in-kind support. Providing an overarching framework for the management of funding provision (monetary, value in-kind and reduction in fees and charges) this policy will ensure the responsible and strategic distribution of City resources through a considered and transparent decision-making process

The policy includes the following funding programs:

## Sponsorships

Program	Description	Open for Applications	Levels of Support	Strategic Alignment
<b>1. Economic Development</b>	Supporting initiatives, programs, and activations that deliver an economic and visitation benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> <li>Reduction fees and charges</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle Strategic Community Plan 2015-2025</li> <li>Economic Development Strategy</li> <li>Destination Marketing Strategic Plan</li> <li>All relevant Policies</li> </ul>
<b>2. Community Events</b>	Sponsorship program supports activities, initiatives and events that deliver a community benefit to Fremantle.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> <li>Reduction fees and charges</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle Strategic Community Plan 2015-2025</li> <li>All relevant Policies</li> </ul>

## Grants

Program	Description	Open for Applications	Levels of Support	Specific Eligibility Criteria
<b>3. Community</b>	Support for programs and activities that address a specific need or provide a benefit to the Fremantle community.	Two rounds per year	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Organisations with incorporation status</li> <li>Applicants with an eligible auspice</li> <li>Not for profit organisations</li> </ul>
<b>4. Arts</b>	Strengthen the vibrant Fremantle arts sector through activation and support	Two rounds per year	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Organisations with incorporation status</li> <li>Individuals with an ABN</li> <li>Applicants with an eligible auspice</li> </ul>
<b>5. Venue Support</b>	Provide assistance to eligible groups via the discount of Fremantle venue and reserve hire fees.	Ongoing	<ul style="list-style-type: none"> <li>Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Not for profit organisations</li> <li>Community groups</li> <li>Educational bodies</li> <li>Charitable event organisers</li> </ul>

<b>6. Neighbourhood Quick Response</b>	Support for projects to further strengthen Fremantle neighbourhoods and build community resilience.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> <li>Value in-kind</li> </ul>	<ul style="list-style-type: none"> <li>Unincorporated 'grass-roots' community groups, City Precinct Groups</li> <li>Individuals with evidence of neighbourhood support for the project</li> </ul>
<b>Individual Assistance</b>				
<b>Program</b>	<b>Description</b>	<b>Open for Applications</b>	<b>Levels of Support</b>	<b>Specific Eligibility Criteria</b>
<b>7. Sporting Assistance</b>	Supporting the local sporting clubs and individuals	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle resident</li> <li>Club located in City boundaries</li> <li>Incorporated and unincorporated sporting clubs</li> </ul>
<b>8. International relationships - Student Exchange Program</b>	Offer local young people assistance toward expenses related to their participation in an official student exchange program.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>Full time student</li> <li>Aged between 16 and 21</li> <li>City of Fremantle resident</li> </ul>
<b>9. Positive Ageing Assistance Fund</b>	Assistance for older residents to maintain their independence and to remain in their home for longer.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>City of Fremantle resident</li> <li>Aged 60 and over</li> <li>Pensioner or health care concession card</li> </ul>
<b>Donations and Rebates</b>				
<b>Program</b>	<b>Description</b>	<b>Open for Applications</b>	<b>Levels of Support</b>	<b>Specific Eligibility Criteria</b>
<b>10. Donations</b>	Assist local groups and individuals in Fremantle. May also be used to provide disaster relief donations.	Ongoing	<ul style="list-style-type: none"> <li>Monetary</li> </ul>	<ul style="list-style-type: none"> <li>Not for profit organisations</li> <li>Community groups</li> <li>Educational bodies</li> <li>Charitable event organisers</li> <li>Declared disaster events</li> </ul>

<b>11. Waste Minimisation</b>	Rebate for residents to purchase minor infrastructure (i.e. worm farm) and cloth nappies, reducing waste sent to landfill	Ongoing	<ul style="list-style-type: none"> <li>• Monetary</li> </ul>	<ul style="list-style-type: none"> <li>• City of Fremantle resident</li> <li>• 1 rebate per household</li> </ul>
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## **FINANCIAL IMPLICATIONS**

Funding assistance (grants, sponsorships, donations, rebates, fees and charges) operational costs are set through the annual Council budgetary process, or as varied by Council resolution.

Requests for funding that fall outside of this policy or where there is insufficient budget allocation are to be submitted to Council for assessment and approval.

Council are to be notified of all funding decisions pertaining to the policy through half yearly reports submitted to the Audit and Risk Management Committee.

## **LEGAL IMPLICATIONS**

The policy is a consolidation of the existing Community Development Funding Policy SG22 adopted June 2009, Event Sponsorship Policy SG59 adopted August 2014, the Donations Policy SG54, adopted November 2012, Sister Cities Funding Policy OP44 adopted 24 November 2010.

## **CONSULTATION**

The intent of the policy has been developed collaboratively with officers representing Community Development, Arts and Culture, Events, Economic Development, Waste and Governance business units.

The policy will contribute to the realisation of the City of Fremantle Strategic Community Plan 2015-25, Economic Development Strategy, Destination Marketing Strategic Plan, and associated relevant policies.

## **OFFICER COMMENT**

The new policy outlines the City's key funding programs and presents clear financial and governance accountability whilst enabling the organisation to remain responsive to meeting the changing needs of the community and business sector.

- A. Individual funding programs will have specific criteria with applications assessed and approved subject to relevant administration processes. Approvals will be made in accordance with the City's Delegated Authority Register.
- B. Funding programs have separate budget line items for the annual budgetary consideration processes.
- C. The Policy includes a process to deal with requests that fall outside of the policy, or for which there is insufficient budget allocation.
- D. The Policy clearly outlines the expectations of Council acknowledgement from beneficiaries.
- E. To support the transparency of decisions made under this Policy the City will make all funding outcomes, including direct sponsorship publicly accessible through the website.

- F. The City will implement a grants administration software to coordinate and streamline the management of City funding application requests and subsequent assessment considerations. Adhering to the endorsed guiding principles it will allow for:
- Defined financial and governance accountability processes
  - Effective and transparent administration of funding
  - Increase collaboration and informed decision making between business units.

The City recognises the vital contribution of community and business in developing and delivering projects that contribute to a vibrant and sustainable City. The Grants and Sponsorship Policy sets a framework consistent with relevant City strategies governing the City's cultural, community, economic and social objectives.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

1. **Council adopt the Grants and Sponsorship Policy, provided in Attachment 1.**
2. **Repeal the following policies:**
  - a) **Community Development Funding Policy (SG22),**
  - b) **Event Sponsorship Policy (SG59),**
  - c) **Donations Policy (SG54), and**
  - d) **Sister Cities Funding Policy (OP44).**



**FPOL2105-8      BUDGET AMENDMENTS - APRIL 2021**

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Finance  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

**To adopt various budget amendments to the 2020/2021 budget account numbers as detailed below in accordance with the Budget Management Policy. The budget amendments have nil effect to the overall budget.**

**This report recommends that Council approves the required budget amendments to the adopted budget for 2020/21 as outlined in the report.**

**BACKGROUND**

In accordance with the Budget Management Policy this report provides details of proposed amendments to the 2020/2021 budget on a monthly basis to Council (via FPOL) to adopt budget amendments to:

1. Consider an additional purpose or grant acceptance or release of quarantined funds.
2. Reflect any expenditure above the budget amount agreed by the CEO in the previous month, and to adjust other accounts to accommodate the value of these.
3. Make amendments to the carried forward budget to reflect the final position at the end of financial year.

**FINANCIAL IMPLICATIONS**

The financial implications are detailed in this report.

**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 31<sup>st</sup> 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 July 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

***Local Government (Financial Management) Regulations 1996:***

**Regulation 33A**

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1<sup>st</sup> January and 31<sup>st</sup> March each year.

**CONSULTATION**

There are no community engagement implications as a result of this report.

**OFFICER COMMENT**

The following amendments to budget account numbers to the adopted budget for 2020/2021 are submitted to Council for approval as outlined below.

**1. Budget amendments for proposed expenditure for an additional purpose**

The proposed budget amendments below are for expenditure for an additional purpose to be determined by Council as required by S6.8 (1) (b) of the Act. The decision will amend the budget by creating a new budget account number to accommodate that proposed expenditure, and by transferring the required funds from one or more existing accounts to the new account.

Item	Account #	Account Details	2020/21 Adopted Budget	Increase/ (Decrease)	(Increase)/ Decrease	2020/21 Amended Budget
				Revenue	(Expenditure)	
1.1	<p>Grant funded budget of \$50,000 for project to purchase and install:</p> <ul style="list-style-type: none"> <li>Small storage shed to be located between current change rooms and Surf Lifesaving Club;</li> <li>20 metres of Beach Matting (To be installed for the summer period October - March), Beach Wheelchair, Beach Walker, 2 sets of Gecko Traxx (Wheelchair attachments to enable all beach access) and Sensory Tent for events;</li> <li>To complement existing new accessible toilet facilities, local Café, concrete paths ACROD Parking bays</li> </ul> <p>This project is fully funded by the grants from the Department of Social Services Community therefore nil budget impact. However, as it's a new asset the annual maintenance cost estimate is \$4,000pa thereafter.</p>					
Grant	300xxx.4227	Design and construct –	0	50,000		50,000
Exp	300xxx.1606	Leighton Beach - Access	0		(50,000)	(50,000)
1.2	<p>Budget for 2 new road projects from roads to recovery grant and municipal funds:</p> <ul style="list-style-type: none"> <li>Budget of \$31,000 requested for Project Resurface R2R - Coode St (\$5,000 muni)</li> <li>Budget of \$27,582 requested for Project Resurface R2R - Pamment St (\$5,271 muni)</li> </ul> <p>Subject to the above projects being approved by the Department of Infrastructure as part of Road to Recovery projects, the budget for these two projects will be funded by reallocation of muni contribution, road to recovery grants and savings from Ferres St project, Jones St project and repurpose of Stevens St project. Stevens St project is repurposed as contractor is unavailable due to COVID travel restrictions.</p>					
Exp	300178.1606	P-11951 - Resurface R2R -	(70,000)		25,193	(44,807)
Grant	300178.4219	Ferres Street	66,871	(22,064)		44,807
Exp	300179.1606	P-11922 - Resurface R2R -	(50,000)		8,756	(41,244)
Grant	300179.4219	Jones Street	47,976	(6,732)		41,244
Exp	300180.1606	P-11906 - Resurface R2R -	(75,000)		40,000	(35,000)
Grant	300180.4219	Stevens Street	69,882	(34,882)		35,000
Exp	300xxx.1606	Pxxxxx - Resurface	0		(31,000)	(31,000)
Grant	300xxx.4219	R2R - Coode St	0	26,000		26,000
Exp	300xxx.1606	Pxxxxx - Resurface	0		(27,582)	(27,582)
Grant	300xxx.4219	R2R - Pamment St	0	22,311		22,311

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

CEO has the delegated authority under the Budget Management Policy to incur expenditure for a purpose identified within the budget for which there is insufficient funds allocated, where:

- The proposed expenditure is a maximum of 5% or \$50,000 (whichever is the lesser) above the budgeted amount, and
- There are sufficient funds equivalent to the value proposed to be sent allocated to other budget line items within the overall budget, and which, in the opinion of the CEO, are not expected to be spent during that financial year.

The budget amendments below are to reflect any expenditure above the budget amount agreed by the CEO during the previous month, and to adjust other accounts to accommodate the value of those.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
Nil						

### **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.

Item	Account #	Account Details	2020/21 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2020/21 Amended Budget
Nil						

End of financial year adjustments for 30 June 2020 are still ongoing therefore further budget amendments for carried forward projects will be presented to Council next month. Once completed the final overall effect on the end of year surplus, unspent grant funds and reserve funds movements for carried forward projects will be reported to Council through the budget amendment report.

### **VOTING AND OTHER SPECIAL REQUIREMENTS**

Absolute majority required

### **OFFICER'S RECOMMENDATION**

**Council approve the required budget amendments to the adopted budget for 2020/2021 as outlined below:**

Item	Account #	Account Details	2020/21 Adopted Budget	Increase/ (Decrease)	(Increase)/ Decrease	2020/21 Amended Budget
				Revenue	(Expenditure)	
1.1	<p>Grant funded budget of \$50,000 for project to purchase and install:</p> <ul style="list-style-type: none"><li>• Small storage shed to be located between current change rooms and Surf Lifesaving Club;</li><li>• 20 metres of Beach Matting (To be installed for the summer period October - March), Beach Wheelchair, Beach Walker, 2 sets of Gecko Traxx (Wheelchair attachments to enable all beach access) and Sensory Tent for events;</li><li>• To complement existing new accessible toilet facilities, local Café, concrete paths ACROD Parking bays</li></ul> <p>This project is fully funded by the grants from the Department of Social Services Community therefore nil budget impact. However, as it is a new asset the annual maintenance cost estimate is \$4,000pa thereafter.</p>					
Grant	300xxx.4227	Design and construct – Leighton Beach - Access	0	50,000		50,000
Exp	300xxx.1606		0		(50,000)	(50,000)
1.2	<p>Budget for 2 new road projects from roads to recovery grant and municipal funds:</p> <ul style="list-style-type: none"><li>• Budget of \$31,000 requested for Project Resurface R2R - Coode St (\$5,000 muni)</li><li>• Budget of \$27,582 requested for Project Resurface R2R - Pamment St (\$5,271 muni)</li></ul> <p>Subject to the above projects being approved by the Department of Infrastructure as part of Road to Recovery projects, the budget for these two projects will be funded by reallocation of muni contribution, road to recovery grants and savings from Ferres St project, Jones St project and repurpose of Stevens St project. Stevens St project is repurposed as contractor is unavailable due to COVID travel restrictions.</p>					
Exp	300178.1606	P-11951 - Resurface R2R - Ferres Street	(70,000)		25,193	(44,807)
Grant	300178.4219		66,871	(22,064)		44,807
Exp	300179.1606	P-11922 - Resurface R2R - Jones Street	(50,000)		8,756	(41,244)
Grant	300179.4219		47,976	(6,732)		41,244
Exp	300180.1606	P-11906 - Resurface R2R - Stevens Street	(75,000)		40,000	(35,000)
Grant	300180.4219		69,882	(34,882)		35,000
Exp	300xxx.1606	Pxxxxx - Resurface R2R - Coode St	0		(31,000)	(31,000)
Grant	300xxx.4219		0	26,000		26,000
Exp	300xxx.1606	Pxxxxx - Resurface R2R - Pamment St	0		(27,582)	(27,582)
Grant	300xxx.4219		0	22,311		22,311

**FPOL2105-9 ADOPTION OF THE ANNUAL REPORT AND SETTING THE DATE  
FOR THE ANNUAL GENERAL MEETING OF ELECTORS**

**Meeting Date:** 12 May 2021  
**Responsible Officer:** Manager Governance  
**Decision Making Authority:** Council  
**Agenda Attachments:** 1. 2019-20 Annual Report  
**Additional information:** Nil

**SUMMARY**

Each year the City is required to hold a General Meeting of Electors to consider matters arising with respect to the previous financial year. In order to set a date for the 2020 General Meeting of Electors, Council is required to have both received the audit report for the prior period as well as having accepted the Annual Report.

A copy of the draft Annual Report for the year ended 30 June 2019 is attached for consideration by Council.

In addition to acceptance of the Annual Report, approval of Council is sought to set the date of the Annual General Meeting of Electors 2020.

This report recommends that Council accept the City of Fremantle 2019-20 Annual Report as attached to this report, advertise the availability of the Annual Report and set the date for the Annual General Meeting of Electors 2020.

**BACKGROUND**

The Annual Report, as attached to this report, is in final draft format, with minor changes to be made to correct any typographical errors.

If Council approves the adoption of the Annual Report and the setting of the date of the General Meeting of Electors 2020, statutory advertising notifying the availability of the annual report and meeting date will be placed in the local newspaper. Online copies of the annual report will be made available on the City's website with a small number of printed copies available at the Civic Centre and Library and on request.

The annual report contains an abridged version of the financial report however the full version of the financial report will also be made available on the City's website as a separate document.

**FINANCIAL IMPLICATIONS**

The financial implications of this report are primarily the costs associated with external printing of the Annual Report as required.

## **LEGAL IMPLICATIONS**

Section 5.27 of the *Local Government Act 1995* states that the City must hold a general meeting of electors once for each financial year, within 56 days of the acceptance of the Annual Financial Report and that the matters to be discussed are as prescribed.

Section 5.53 of the Local Government Act states that the City is to prepare an annual report for each financial year, containing the following:

- a report from the mayor or president; and
- a report from the CEO; and
- an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- the financial report for the financial year; and
- such information as may be prescribed in relation to the payments made to employees; and
- the auditor's report for the financial year; and
- a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
- details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - the number of complaints recorded in the register of complaints; and
  - how the recorded complaints were dealt with; and
  - any other details that the regulations may require; and
  - such other information as may be prescribed.

## **CONSULTATION**

The holding of an Annual General Meeting of Electors contributes towards the aims of the City by providing the opportunity to:

- Undertake community consultation;
- Measure the City's performance.

## **OFFICER COMMENT**

Council has a guiding policy regarding the holding of annual general meetings of electors and special meetings of electors which outlines council's preference for holding the City of Fremantle's Annual General Meeting of Electors in a way that better meets the needs of its community.

This report recommends the acceptance of a date for the Annual General Meeting of Electors in consideration of both the legislation and Council's Policy.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Absolute Majority required.

## **COMMITTEE RECOMMENDATION**

### **Council:**

- 1. Adopt the City of Fremantle 2019 - 2020 Annual Report, provided in Attachment 1.**
- 2. Advertise the availability of the Annual Report in accordance with Section 5.55 of the *Local Government Act 1995*.**
- 3. Set the date for the Annual General Meeting of Electors 2020 as Monday 21 June 2021, in accordance with Section 5.27 of the *Local Government Act 1995*.**



**FPOL2105-10      ADOPTION OF THE COUNCIL AND COMMITTEE MEETING  
SCHEDULE FOR THE PERIOD OF JULY 2021 TO JUNE 2022**

**Meeting date:** 12 May 2021  
**Responsible officer:** Manager Governance  
**Decision making authority:** Council  
**Attachments:** 1. City of Fremantle Schedule of Council and Committee Meetings 2021-2022  
**Additional information:** Nil

**SUMMARY**

In accordance with the *Local Government Act 1995*, at least once per year, Council is required to resolve the days, times and place of the Ordinary Council and Committee meetings to be held in the next 12 months.

This report recommends that Council adopt the City of Fremantle Schedule of Council and Committee Meetings for the period of 1 July 2021 to 30 June 2022.

**BACKGROUND**

Council meetings provide the community and stakeholders with the opportunity to attend a formal meeting of Council or Committee.

The City of Fremantle traditionally holds Ordinary Council meetings on the fourth Wednesday of each month, and Committee meetings on the first three Wednesdays of the month.

In past years, Council has agreed to hold fewer meetings in December and January, as Council recognises that many members of the community are enjoying holidays during this period and may miss their opportunity to comment on a council item at this time.

Should the Council or Committee meeting dates change during the year, an update will be published on the City's website.

Agendas and Minutes for all meetings and details relating to attendance and speaking at meetings will be made available on the City's website.

**FINANCIAL IMPLICATIONS**

There are no financial implications identified as a result of this report.

**LEGAL IMPLICATIONS**

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*.

## CONSULTATION

No consultation is required.

## OFFICER COMMENT

In November 2020, the schedule of council and committee meetings during the remainder of the period to June 2021 was amended to hold; the Strategic Planning and Transport Committee and the Audit and Risk Management Committee on an alternate monthly schedule as follows:

February	Audit and Risk Management Committee
March	Strategic Planning and Transport Committee
April	Audit and Risk Management Committee
May	Strategic Planning and Transport Committee
June	Audit and Risk Management Committee

This report recommends Council continue the current cycle of Committee and Ordinary Council meetings with the inclusion of the CEO Performance Review Committee, as shown in the table below, from July 2021.

The following Council and committee meetings are held on Wednesdays, on a **monthly** meeting cycle. These meetings start at 6.00pm:

Week 1	Planning Committee
Week 2	Finance, Policy, Operations and Legislation Committee
Week 4	Ordinary Meeting of Council

The following Committee meetings are held on the third Wednesday, on an **alternate monthly** meeting cycle. These meetings start at 6:00pm:

Week 3	Strategic Planning and Transport Committee
	Audit and Risk Management Committee

The following Committee meeting is held on the first Monday, on a **bimonthly** (every other month) meeting cycle. This meeting starts at 4:00pm:

Week 1	CEO Performance Review Committee
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## VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

## OFFICER'S RECOMMENDATION

**Council adopt the City of Fremantle Schedule of Council and Committee Meetings, to be held during the period of July 2021 to June 2022, shown in attachment 1.**

## **FPOL2105-11 DELEGATED AUTHORITY REGISTER REVIEW 2021**

<b>Meeting date:</b>	12 May 2021
<b>Responsible officer:</b>	Manager Governance
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Delegated Authority Register (Council Delegations) 2021/2022
<b>Additional information:</b>	1. Delegated Authority Register 2020/2021

### **SUMMARY**

**Council is required to undertake a review of delegated authority each financial year. All delegations have been reviewed to ensure that the Chief Executive Officer (CEO), Officers and Committees have the appropriate discretion to exercise delegated authority under the relevant legislation.**

**This report recommends that Council acknowledge that a review has been undertaken, and revoke all current delegated authority and adopt the reviewed delegations contained in the Delegated Authority Register 2021/2022, as attached.**

### **BACKGROUND**

In accordance with the provisions of the *Local Government Act 1995* (the Act), Council is required to review the authority it has delegated at least once every financial year. The City's current Delegated Authority Register was last reviewed and adopted by Council on 24 June 2020.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications identified as a result of this report.

### **LEGAL IMPLICATIONS**

Section 5.42 of the *Local Government Act 1995* prescribes that Council may delegate certain powers and duties to the Chief Executive Officer.

A delegation authorises a person or class of persons to exercise powers that the Council would ordinarily exercise. The City of Fremantle has established a Delegated Authority Register to improve the timeliness and efficiency of decision making.

In some instances, Acts and Regulations require that Council make a direct appointment to a person or class of persons. These acts do not contain a provision to allow the CEO to make a sub delegation. For example, the *Food Act 2008* allows an Enforcement Agency (Local Government) to delegate authority but does not allow the CEO to sub-delegate that authority.

In addition, where legislation provides for the direct delegation to authorise a person or class of persons by other agencies or decision makers, no delegation is required from the local government. For example, The *Environmental Protection Act 1986* allows for

the appointment and the granting of delegated authority directly to local government Environmental Health Officers by the Department of Environment Regulation.

Where an officer of the local government is authorised to perform a function under an Act or Regulation but has no discretion in how they perform that function, a delegation is not required.

This is known as “acting through”. For example, if a provision of an Act specified that a local government must refuse an application that does not contain the applicants’ name, there is no need for Council to provide delegation to officers to refuse applications for this reason as officers are unable to exercise any discretion, they must refuse the application.

## **CONSULTATION**

Internal consultation was undertaken to ensure accuracy and to address all ‘best practice’ needs.

## **OFFICER COMMENT**

A thorough review has been undertaken of the City's Delegated Authority Register with the intention of producing an up to date, comprehensive and workable register that complies with relevant legislation and meets the operational needs of the City of Fremantle.

There were no major amendments recommended to the council delegations contained in the Delegated Authority Register during this review.

The table below details the recommended changes to the council delegations contained in the Delegated Authority Register 2021/2022.

Delegated authority register 2020/2021	Delegated authority register 2021/2022	Comment /Changes made
2.6 Determine grants and sponsorship allocations	2.6 Determine grants and sponsorship allocations	Reporting requirement has been added: “Must be reported to the Audit and Risk Management Committee.” (To ensure regular reporting through Council)
2.13 Appointment of Acting Chief Executive Officer	- - -	This delegation has been deleted as there is an existing council policy that outlines the limitations adopted by Council. (Delegation is considered unnecessary)
2.14 Appoint authorised persons	- - -	This delegation has been deleted as the amendment to section 9.10 of <i>Local Government Act 1995</i> provides for the CEO of a local government to authorise persons under the Act.

Delegated authority register 2020/2021	Delegated authority register 2021/2022	Comment /Changes made
All delegations following those recommended for deletion in Part 2: Delegations to the Chief Executive Officer	- - -	Renumbering remaining Part 2 delegations – to accommodate delegations that are recommended for deletion
3.16 <i>Caravan Parks and Camping Grounds Act 1995</i> Appoint authorised officers	- - -	This delegation has been deleted as the amendment to section 9.10 of <i>Local Government Act 1995</i> provides for the CEO of a local government to authorise persons under the Act.
3.18 <i>Public Health Act 2016</i> Appoint authorised persons	3.17 <i>Public Health Act 2016</i> Functions of an Enforcement Agency	<ul style="list-style-type: none"> <li>Delegation has been amended: “Council delegates to the Chief Executive Officer authority to <b>exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the <i>Public Health Act 2016</i>.</b>” This will ensure the City has adequate powers and capacity to implement, monitor and enforce its powers and duties of the Act, and provides for more timely administration of the Act.</li> <li>Renumbering – as delegation 3.16 is recommended for deletion, delegations following have been renumbered accordingly.</li> </ul>
All delegations following delegations recommended for deletion in Part 3: Delegations from other Legislation	- - -	Renumbering remaining Part 3 delegations – to accommodate delegations that are recommended for deletion.
3.24 <i>Control of Vehicles (Off Road areas) Act 1978</i> Appoint authorised officers	- - -	This delegation has been deleted as the amendment to section 9.10 of <i>Local Government Act 1995</i> provides for the CEO of a local government to authorise persons under the Act.

## VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Revoke the Delegated Authority Register 2019/2020 and all council delegations contained within; and**
- 2. Adopt the Delegated Authority Register 2020/2021 provided in Attachment 1 and all council delegations contained within.**

**11. Motions of which previous notice has been given**

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

Nil

**12. 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.

Nil

**13. 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.

Nil

**14. Confidential business**

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

Nil

**15. Closure**