



AGENDA

Finance, Policy, Operations and Legislation Committee

Wednesday, 14 March 2018, 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, 14 March 2018** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.

A handwritten signature in black ink, appearing to read 'Glen Dougall', is written over a light blue rectangular background.

Glen Dougall
DIRECTOR CITY BUSINESS

9 March 2018

FINANCE, POLICY, OPERATIONS AND LEGISLATION COMMITTEE

AGENDA

DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

NYOONGAR ACKNOWLEDGEMENT STATEMENT

"We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar people as the custodians of the greater Fremantle/Walyalup area and that their cultural and heritage beliefs are still important to the living Nyoongar people today."

ATTENDANCE

DISCLOSURES OF INTEREST BY MEMBERS

RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

PUBLIC QUESTION TIME

DEPUTATIONS / PRESENTATIONS

LATE ITEMS NOTED

CONFIRMATION OF MINUTES

That the minutes of the Finance, Policy, Operations and Legislation Committee dated 14 February 2018 be confirmed as a true and accurate record.

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REPORTS BY OFFICERS (COMMITTEE DELEGATION)

The following items are subject to clause 1.1 of the City of Fremantle Delegated Authority Register

FPOL1403-1 HILTON TOWN CENTRE UPGRADES - LICENCE FOR 308 SOUTH STREET, HILTON

Meeting Date: 14 March 2018
Responsible Officer: Manager Economic Development and Marketing
Decision Making Authority: Committee
Agenda Attachments: Confidential (under separate cover) - Draft licence Agreement – 308 South Street, Hilton
Hilton Town Centre upgrade plans

SUMMARY

The City is preparing to undertake public infrastructure upgrades along South Street including Victor and Paget Streets. This is part of the Hilton Town Centre upgrades scheduled to take place this April and May.

Officers have drafted a licence agreement to take on the management and maintenance of a private parcel of land adjacent to the public footpath at 308 South Street (Gilbert's Fresh site). This licence gives the City the ability to improve the amenity of an area that otherwise would not be upgraded by the current owner - QUBE Property.

This report recommends that the Finance, Policy, Operations and Legislation committee acting under delegation 1.1 approves the proposed licence for 308 South Street for a period of five years at \$1 per annum. The City will be responsible for maintaining the community infrastructure within the licence area for this duration.

Separately, officers attempted to draft a licence agreement to undertake works across the street at 285 South Street (Supa IGA site). Unfortunately, the City could not reach an agreement with the head lease holder of this site. Therefore proposed works planned in that particular parcel of land cannot proceed at this point in time.

BACKGROUND

The City is currently preparing for the imminent upgrades of the Hilton Town Centre which incorporates South, Victor and Paget Streets. These plans were approved by council in November 2017. The overarching plan aims to reduce the number of traffic accidents and to make this busy commercial shopping precinct feel more like a traditional town centre by slowing traffic and creating a safe and welcoming environment.

The ownership of the two main blocks of land at 308 South Street (corner with Victor Street) and 285 South Street (corner with Paget Street) currently limits the City's ability to upgrade this area as these are privately owned areas adjacent to the public footpath.

In order for the City to upgrade these privately owned spaces immediately and beautify them, licence agreements have been drafted for council's consideration, in consultation with the relevant property owners. Therefore, officers have drafted an agreement with the owner of 308 South Street – shown below in Figure 1.

The head lease holder of 285 South Street (shown below in Figure 2) did not support the full extent of the proposed works, particularly the banning of the vehicular right turn from Paget Street onto South Street, therefore an agreement has not been reached at this point in time. Should the changes to the area be regarded as successful in a few months' time, officers will re-start discussions with the owner of 285 South Street.

Figure 1: 308 South Street proposed land to be upgraded



Figure 2: 285 South Street proposed land to be upgraded



FINANCIAL IMPLICATIONS

The proposed licence fee payable by the City is for \$1 per year plus outgoings. Outgoings are expected to be use of water to service the new garden beds. The licence may be terminated by either party by providing six months written notification to the other party.

LEGAL IMPLICATIONS

The licence must comply with the requirements of Section 3.58 of the *Local Government Act 1995*. Officers will ensure that this occurs.

CONSULTATION

In early October 2017, the City visited approximately 30 nearby businesses to inform them of the plans to upgrade the area. Consequently, a Hilton precinct group meeting was held on later in October where the project team briefed members of the community on the proposed changes to the area.

A MySay webpage was set up for this project to inform residents and businesses on specific details of this project and to collect their feedback.

OFFICER COMMENT

The property owner of 308 South Street (Gilbert's Fresh site) is supportive of the licence drafted by officers. The concept includes planting, installation of street furniture and soft landscaping. See the attachment to this report for more information.


Officers attempted to draft a separate licence agreement to undertake works across the street at 285 South Street (Supa IGA site). Unfortunately, the City could not reach an agreement with the head lease holder of this site. Therefore proposed works planned in that particular parcel of land cannot proceed at this point in time.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

The Finance, Policy, Operations and Legislation committee acting under delegation 1.1 approves the licence for a portion of 308 South Street in accordance with the following key terms:

<p>Land</p>	<p>As shown below</p>  <p>Lots 16 & 17 on Diagram 20019 and Lots 1, 2, 3, 4, 54, 55, 56 & 57 on Plan 2556 being the whole of the land comprised in Certificate of Title Volume 1324 Folio 631.</p>
<p>Licensed area</p>	<p>556.6 sqm</p>
<p>Term</p>	<p>Five (5) years with yearly reviews</p>
<p>Licence fee</p>	<p>One dollar (\$1) per annum</p>
<p>Outgoings</p>	<p>Paid by the City, expected to be only water consumption for garden beds</p>
<p>Permitted use</p>	<p>Public access</p>
<p>Lease commencement</p>	<p>As soon as possible following council approval.</p>

FPOL1403-2 REPLACE PLAY EQUIPMENT 2018

Meeting Date: 14 March 2018
Responsible Officer: Manager Parks and Landscape
Decision Making Authority: Committee
Agenda Attachments: City of Fremantle's Comprehensive Playground Inspection and Compliance Audits and Surface Impact Testing (2018) recommendations

SUMMARY

The purpose of this report is to approve the release of the Quarantined budget allocation of \$150 000 for Project 10388 Replace Play Equipment - Recreation Reserves 2017/18. The scope of the project is to undertake playground replacement works across the City's reserves as identified by the City of Fremantle's Comprehensive Playground Inspection and Compliance Audits and Surface Impact Testing (2018) report.

This report recommends that the Finance, Policy, Operations and Legislation committee acting under delegation 1.1 approves the release of the Quarantined budget allocation of \$150 000 for Project 10388 Replace Play Equipment - Recreation Reserves 2017/18.

BACKGROUND

The City recently received the City of Fremantle's Comprehensive Playground Inspection and Compliance Audits and Surface Impact Testing (2018) report from the specialist Consultant PlayRight Australia Pty. Ltd. The report assessed the City's playgrounds, including fitness equipment, sports units, courts and skate parks, for asset condition rating and compliance against Australian Standards. The assessment information was used to develop an action plan including compliance works and playground replacement program for the next 15 year period.

The City's Play Spaces Plan 2013-2016 aims to improve facilities at identified major and local play space sites while using resources more efficiently within the City. While the plan is due for renewal, it has been used to guide for decision making on the prioritisation of the playground replacement program in conjunction with current knowledge of planned projects, developments and masterplans within the City.

FINANCIAL IMPLICATIONS

A commitment of \$150 000 was made in the 2017/18 budget for the Project 10388 Replace Play Equipment - Recreation Reserves 2017/18.

An Opinion of Probable Costs prepared by the City estimates a construction cost, including demolition, disposal, supply, installation and associated works, of \$150 000 including a 10% contingency. The proposed projects and estimate of costs are:

- Davis Park, Beaconsfield: \$5 000
- Fremantle Park, Fremantle: \$30 000
- Sir Frederick Samson Park, Samson: \$35 000
- Davies Reserve, White Gum Valley: \$20 000
- Leisure Centre, Fremantle: \$25 000
- Gilbert Fraser Oval, North Fremantle: \$35 000

The scope of the individual projects will be amended to suit the budget and refined through the design phase.

LEGAL IMPLICATIONS

Nil

CONSULTATION

Parks and Landscape have consulted internally with Community Development regarding the Play Spaces Plan 2013-2016 and the proposed scope of works. Further consultation will be undertaken if the budget is approved for release.

Community consultation has not been undertaken on the playground replacement recommendations to date. If the quarantined budget is approved for release, officers will consult with the local community where appropriate to gain an understanding of needs, use and preferences.

Consultation will be undertaken with the Leisure Centre for the proposed playground replacement.

OFFICER COMMENT

The scope for Project 10388 Replace Play Equipment - Recreation Reserves 2017/18 is to replace play equipment in the City's reserves. In preparing this report, officers assessed the recommendations of the Comprehensive Playground Inspection and Compliance Audits and Surface Impact Testing (2018) against the Play Spaces Plan 2013-2016 as well as planned projects, developments and masterplans to develop the project list. The projects selected were deemed the most high priority taking into account the age and condition of the playground, compliance items, expected playground use and significance to the community.

The play equipment, softfall material and the layout of each playground will be assessed as part of the development of the individual projects. The design and layout may change from the existing to suit the community needs, take advantage of site features, address site issues or improve the functionality of the playground. Elements of nature play will be considered along with traditional play equipment.

The proposed scope of works is as follows:

Davis Park, Beaconsfield

Replace the slide on the combination play unit to address the identified non-compliance items. The remainder of the playground is in good condition and compliant or can be made compliant through maintenance works. This playground also sits inside the boundaries of the proposed 'Heart of Beaconsfield' project and the condition of the play equipment is acceptable for the near future until the project is defined.

Fremantle Park, Fremantle

The combination unit and swing are recommended for replacement. Consideration will be given to the type and layout of the play equipment. The location will be reviewed in the context of its proximity to the local residential area, accessibility from the park and clubrooms and potential integration with future uses of Fremantle Park.

Sir Frederick Samson Park, Samson

The combination unit is recommended for replacement. Consideration will be given to the design and layout of the play equipment. The bushland setting of the playground, need for additional seating within the playground area for parents and the fencing alignment will be among the considerations for the design and selection of play pieces.

Davies Reserve, White Gum Valley

The combination unit and swing are recommended for replacement. The existing play equipment is located close to the road and the softfall areas are noncompliant. The replacement design will consider moving the play equipment to a more suitable location within the park. The new play equipment pieces will be selected to improve the connection of the play area with the reserve to provide better community use.

Leisure Centre, Fremantle

The double swings and chin up bars are recommended for replacement. The leisure centre will be consulted with to determine the most suitable play and fitness equipment to install and the location.

Gilbert Fraser Oval, North Fremantle

The combination unit is recommended for replacement. Consideration will be given to the Neighbourhood Facility level classification of the park, which draws from a larger community catchment, when selecting the play equipment and designing the layout of the playground.

The City will address other outstanding issues of non-compliance in play equipment identified in the Comprehensive Playground Inspection and Compliance Audits and Surface Impact Testing (2018) through the operational playground maintenance budget.

If the release of the quarantined funds is approved, procurement of play equipment will commence in March 2018 with installation programmed from April to June 2018.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

The Finance, Policy, Operations and Legislation committee acting under delegation 1.1:

Approves the release of the Quarantined budget allocation of \$150 000 for Project 10388 Replace Play Equipment - Recreation Reserves 2017/18 for the projects:

- **Davis Park, Beaconsfield**
- **Fremantle Park, Fremantle**
- **Sir Frederick Samson Park, Samson**
- **Davies Reserve, White Gum Valley**
- **Leisure Centre, Fremantle**
- **Gilbert Fraser Oval, North Fremantle**

FPOL1403-3 AWARD OF TENDER FCC500.17 CLEANING SERVICES

Meeting Date: 14 March 2018
Responsible Officer: Director Infrastructure and Project Delivery
Decision Making Authority: Committee
Agenda Attachments: Nil

SUMMARY

The purpose of this report is to consider tender number FCC500/17 for Cleaning Services at various facilities across the city.

This report recommends that council accepts tenders submitted for the four scopes of work. The tender evaluation was undertaken using the selection criteria provided in the tender document and according to the requirements of the Local Government (Functions and General) Regulations 1996.

BACKGROUND

The City of Fremantle has 37 facilities at various locations that require regular cleaning. The contractors are managed by the City Infrastructure and Asset Management Teams. The tender was split into four (4) scopes of work:

- Scope A is for the cleaning of the Town Hall and Visitor Centre, North Fremantle Community Hall, Sullivan Hall and various sporting clubrooms;
- Scope B is for the cleaning of the Civic Administration Building (Fremantle Oval), the Library, FCLC, Data Centre, Aboriginal Cultural Centre, Moores Building Apartments and 10 Captains Lane;
- Scope C is for the cleaning of FAC, FLC and City Works; and
- Scope D is for the cleaning of the Union Stores Building and all Public Toilets.

Responses could be for all the scopes or individual scopes, with the city being able to award for all scopes of work or separate scopes.

Tender FCC500/17 for Cleaning Services was advertised on Wednesday 29 November 2017 and closed on Friday 22 December 2017.

A total of thirteen (13) Tender responses, including one (1) alternative tender, were received by the city, to undertake the four (4) scopes of work.

FINANCIAL IMPLICATIONS

The table below summarises the proposed budget provision and the forecast expenditure against the maintenance services listed:

Description	Expenditure	Budget
Budget		
Budget for 17 / 18 Financial Year –		
100184 - Lease Union Store 41-47 High Street Fremantle		\$3,485.00
100241 - Maintain Civic Administration Buildings		\$103,530.00
100250 - Maintain other community buildings		\$390.00
100258 - Maintain Fremantle Town Hall 8 William Street		\$10,931.00
100263 - Maintain Victoria Hall 179 High Street Fremantle		\$344.00
100274 - Maintain Evan Davies building 13 South Terrace		\$3,756.00
100275 - Maintain Leighton Beach Change rooms and Toilets		\$32,287.00
100280 - Operate public toilets		\$181,728.00
100285 - Maintain other recreation buildings		\$13,173.00
100406 - Operate Fremantle arts centre		\$55,917.00
100420 - Operate Fremantle Town hall		\$25,000.00
100421 - Operate North Fremantle hall		\$5,000.00
100441 - Operate Walyalup cultural centre		\$4,079.00
100452 - Operate Samson recreation centre		\$9,300.00
100456 - Operate Fremantle leisure centre (administration)		\$46,000.00
100473 - Operate the Meeting Place		\$300.00
100481 - Operate toy library		\$1,900.00
100482 - Operate Fremantle library		\$15,250.00
100606 - Operate Depot		\$22,785.00
100641 - Maintain residential houses		\$760.00
100647 - Maintain other community halls		\$2,704.00
100650 - Maintain change room and toilet buildings		\$200.00
100653 - Operate Sullivan Hall White Gum Valley		\$5,080.00
Total Budget		\$543,909.00
Expenditure		
Expenditure incurred to date (across all budget lines above)	\$423,113.00	
Activities		
• Tender number FCC500/17 (forecast expenditure for 2017 / 2018 financial year)	\$123,677.00	
Total expenditure (forecasted)	\$546,790.00	
Balance (forecasted)		-\$2,881

The forecasted small overspend is due to the city being out of contract on the current tender (expired December 2017) and incurring out of contract costs above those originally budgeted and forecast.

The forecast also includes periodical cleaning costs, which may or may not be required.

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.

CONSULTATION

Nil

OFFICER COMMENT

Detail

Tender FCC500/17 for Cleaning Services was advertised on Wednesday 29 November 2017 and closed on Friday 22 December 2017.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of services 2 years
Commencement date	On or about 2 April 2018
Completion date	On or about 1 April 2020

Tender evaluation

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

- Advanced National Services Pty Ltd
- Westralian Pty Ltd
- Mission Impossible Cleaning Pty Ltd
- DMC Cleaning
- OCE Corporate
- OCE Corporate – *Alternative Offer*
- Briteshine Cleaning and Maintenance Services Pty Ltd
- Glad Group
- Sanyati Property Services (WA)
- Charles Service Company
- ASF Protective Services Pty Ltd
- Brightmark Group Pty Ltd
- Alpha Corporate Property Services

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:

- Manager Facilities and Environmental Management
- Asset Project Officer
- Purchasing Officer

- Senior Contracts and Procurement Officer

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.

Item No	Description	Weighting
1	Relevant Experience	20%
2	Key Personnel Skills and Resources	15%
3	Demonstrated Understanding	20%
4	Sustainability	10%
5	OHS	10%
6	Price	25%

All Tender submissions received were conforming to the Tender requirements.

The results of the tender evaluation, shown in the tables below, clearly identified that DMC Cleaning were the recommended tenderer to complete scopes of work A and C with a score of 85.0 out of 100.

	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
Tenderer	20	15	20	10	10	25	100
Advanced National Services Pty Ltd	15	12	12	8	8	14.3	69.0
Westralian Pty Ltd	13	12	14	8	8	13.1	68.1
Mission Impossible Cleaning Pty Ltd	15	12	11	6	7	12.5	63.5
DMC Cleaning	16	12	17	8	7	25.0	85.0
OCE Corporate	17	13	17	7	8	13.4	75.4
OCE Corporate - Alternative	17	13	17	7	8	14.3	76.3
Briteshine Cleaning & Maintenance Services Pty Ltd	14	12	15	8	8	14.0	71.0
Glad Group	13	12	15	7	8	10.2	65.2
Sanyati Property Services (WA)	10	11	9	7	5	13.5	55.5
Charles Service Company	16	12	14	7	9	19.3	77.3
ASF Protective Services Pty Ltd	16	13	17	9	8	15.7	78.7
Alpha Corporate Property Services	12	8	9	5	4	21.7	59.7

Note: Table shows combined scoring for scopes of work A and C

The results of the tender evaluation, shown in the tables below, narrowly identified that ASF Protective Services Pty Ltd were the recommended tenderer to complete scopes of work B and D with a score of 73.9 out of 100 (although Brightmark Group scored 75.1 out of 100, their offer was for Scope of Work D only and did not offer best value for money overall).

Tenderer	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
Advanced National Services Pty Ltd	20	15	20	10	10	25	100
Westralian Pty Ltd	15	12	12	8	8	6.7	61.3
Mission Impossible Cleaning Pty Ltd	13	12	14	8	8	5.2	60.2
DMC Cleaning	15	12	11	6	7	10.5	61.5
OCE Corporate	16	12	17	8	7	9.3	69.3
OCE Corporate - Alternative	17	13	17	7	8	10.1	72.1
OCE Corporate - Alternative	17	13	17	7	8	10.7	72.7
Briteshine Cleaning & Maintenance Services Pty Ltd	14	12	15	8	8	7.7	64.7
Glad Group	13	12	15	7	8	7.3	62.3
Sanyati Property Services (WA)	10	11	9	7	5	8.7	50.7
Charles Service Company	16	12	14	7	9	9.1	67.1
ASF Protective Services Pty Ltd	16	13	17	9	8	10.9	73.9
Brightmark Group Pty Ltd	16	12	16	8	8	15.1	75.1
Alpha Corporate Property Services	12	8	9	5	4	25.0	63.0

Note: Table shows combined scoring for scopes of work B and D

Note: Brightmark Group only tendered for scope of work D

The tenders from DMC Cleaning and ASF Protective Services offer the best overall value for money responses whilst providing the City with a high level of experience with similar cleaning services, a high level of organisational and individual experience and a detailed and knowledgeable understanding of the scope of works required achieve the City's objectives.

The remaining Tender submissions received lower scores.

The recommended Tenderers were assessed as having the experience, resources and demonstrated understanding and management processes to safely undertake the works and deliver a high level of service as described in the specification, in accordance with the terms of the Tender document.

The evaluation process determined that the Tenders from DMC Cleaning and ASF Protective Services provided fully conforming tenders.

Reference checks indicate that the recommended tenderers have provided satisfactory service delivery to their customers on similar projects, and will be suitable suppliers to the City of Fremantle.

All respondents and the recommended Tenderer declared compliance with the four principles of No Business in Abuse (NBIA) and do not have contracts with suppliers profiting from offshore detention.

Risk consideration

An assessment undertaken by Dun and Bradstreet indicates that the recommended Tenderers 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.

Specific risk assessments have been developed for the services requested in the Tender and will be used on the safe delivery of these services.

Comment

The recommended Tenderers scored well against the qualitative and quantitative criteria required to safely deliver the scope of work. The Tenderers provide the City with the ability to deliver a good value for money outcome for the services provided during the contracted period.

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

Award contract:	w/c 19 March 2018
Commence services:	On (or about) 2 April 2018
Completion:	On (or about) 1 April 2020

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

The Finance, Policy, Operations and Legislation committee acting under delegation 1.1, award Tender FCC500/17 for Cleaning Services to DMC Cleaning, for scopes of work A and C, for an estimated total contract value of \$276,460.80 (ex GST and CPI for year 2 of the contract) and to ASF Protective Services Pty Ltd, for scopes of work B and D, for an estimated total contract value of \$712,957.58 ex GST and CPI for year 2 of the contract).

REPORTS BY OFFICERS (COUNCIL DECISION)

FPOL1403-4 BICYCLE INFRASTRUCTURE MINOR WORKS - REALLOCATION OF BUDGET

Meeting Date: 14 March 2018
Responsible Officer: Manager Infrastructure Engineering
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

The City of Fremantle has two bicycle related capital projects this financial year which have not progressed.

This report recommends that Council approve the reallocation of budget to these two bicycle projects.

BACKGROUND

The following projects were to be completed within the 2017/18 financial year:

Tydeman Road Caged Crossing

This crossing was intended for Tydeman Road at the end of the shared use path behind the Swan Hotel to the west of Pearse Street. Tydeman Road is a Main Roads Western Australia (MRWA) controlled and maintained road and MRWA therefore committed to a fifty percent contribution of the construction cost for the crossing.

The total cost estimate for this project was \$38 000 with \$19 000 committed in the City's capital budget. No funds have been received from MRWA for this project with \$2 840 spent to date from the City's contribution.

Following an independent safety audit of the design for this crossing, Officers recommend that this project be cancelled. The safety audit concluded that the uncontrolled crossing was not appropriate for the Tydeman Road location. MRWA has since withdrawn their support and funding for the project after reviewing the findings of the audit.

Design of South Street Bicycle Lane

This project was intended to produce a detailed design for bicycle lanes along South Street (from Reuben Street, east of Hampton Road, to South Terrace). The scope included detailed designs for the midblock sections as well as intersection proposals for Hampton Road and South Terrace.

The total project budget was \$30 000 with a fifty percent funding arrangement with the Department of Transport (DoT) through the Perth Bicycle Network (PBN) program. \$2 500 (of the \$15 000 contribution) has been received from DoT

already and the total expenditure on this project to date has been \$6 835 for a full feature survey of South Street.

Preliminary designs were developed using the latest Cycling Aspects of Ausroads design Guides 2017 (which require physical separation of the bicycle lane from the vehicular lane on roads meeting volumes experienced by South Street. Note: At time of budget request for this project these Guidelines did not yet exist), however prompted by the change of design guide, the estimated costs expected to deliver the project in accordance with the new guidelines had considerably increased due to the complexities of the physical separation. Coupled with the uncertainty of South Street's long term use of the traffic corridor, Officers (through consultation with the City's internal bike user group) were requested to investigate the possibility of reallocating the DoT funding for another bicycle project instead.

Due to the rigorous project selection process by the DoT panel for PBN grants, the reallocation of the grant funds is not possible. The reallocation of funds for this project would therefore only be the remaining element of the City's contribution.

Providing Council support the cancellation of the design of the South Street bicycle lanes project, Officers recommend that the budget be repurposed to fund alternative bicycle related capital projects (see recommendation).

FINANCIAL IMPLICATIONS

The below table shows the approved 2017/18 budgets for the projects:

Project	Total Budget	City contribution	Other Contribution
Project 10537 - Tydeman Road crossing	\$38 000	\$19 000	\$19 000
Project 10937 - South Street Bicycle Lane Design	\$30 000	\$15 000	\$15 000

The below table shows remaining budget for the projects:

Project	Current Expenditure	Received Grant	Balance Remaining
Project 10537 - Tydeman Road crossing	\$2 840	\$0	\$16 160
Project 10937 - South Street Bicycle Lane Design	\$6 835	\$2,500	\$10 665

LEGAL IMPLICATIONS

Nil

CONSULTATION

See Officer Comment.

OFFICER COMMENT

The City has already confirmed through DoT that it is not possible to re-purpose the grant contribution for Project 10937 - South Street Bicycle Lane Design. If the City opts to cancel this project and re-purpose its own contribution, then the City would therefore formally notify DoT of its intent to forego the grant contribution.

Council may wish to reallocate funding for both of these Capital bicycle projects through the mid-year review process or decide to re-purpose funding for alternative Capital projects. It is Officers intent to achieve maximum gain for bicycle infrastructure improvements with the remaining funds. Feedback from the bike user groups has already been obtained and features in the below recommendations.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Approve the cancellation of Project 10537 (\$16 160 under budget account 200390) – Tydeman Road crossing.**
- 2. Approve the cancellation of Project 10937 (\$10 665 under budget account 200404) – South Street Bicycle Lane Design.**
- 3. Approve the reallocation of \$26 825 (sum of \$16 160 under budget account 200390 and \$10 665 under budget account 200404), to implement the following project:**
 - (a) Installation of a number of Bicycle Awareness Symbols within the CBD. Priority areas would include all approaches and departures at the William Street & Parry Street roundabout and also all approaches and departures at the South Terrace and Wray Avenue roundabout.**
 - (b) Installation of green bike lane treatment on Marine Terrace at the intersections between Sheedy Street and South Street (inclusive).**

FPOL1403-5 FREMANTLE NETBALL ASSOCIATION - COMMUNITY SPORT AND RECREATION FACILITY FUND

Meeting Date: 14 March 2018
Responsible Officer: Manager Community Development
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

Fremantle Netball Association (FNA) has secured \$1.8M funding through the Community Sport and Recreation Facility Fund (CSRFF) to upgrade its current club and administration facilities situated on Frank Gibson Reserve. The Department of Local Government, Sport and Culture (DLGSC) require approval from the City to confirm and commit funds for this project to commence.

The Community Facilities Plan: Future Directions 2036 recommended that the City assists Fremantle Netball Association at Frank Gibson Park with the delivery of upgraded club and administration facilities (Facilities Plan 1.2.4).

BACKGROUND

Fremantle Netball Association (FNA) were successful in obtaining \$1.8M grant funding from the DLGSC to upgrade the club room and administration facility at Frank Gibson Park, 338 High St. FNA has advised that they will be contributing up to \$400,000 from association funds to support the project.

The facilities at FNA were built over 60 years ago. While the buildings are structurally sound, they do not meet the needs of existing members which exceeds 5000. The current configuration lacks storage for clubs and regional teams, has limited access to first aid treatment rooms and lacks function space that can be utilised by the association for netball related events and training. Other community uses would also be made possible, in line with the Community Facilities Plan: Future Directions 2036 recommendation to optimise inclusion and ensure flexibility for future needs.

Netball is a traditional winter sport and is played at FNA from the months March to September, the main competition is held on Saturday's commencing with the first game at 8.00am to the last game finishing at 5.30pm, court utilisation is at maximum capacity. Training sessions for clubs are provided midweek through the winter competition.

A spring competition is also played from the months of October to December. Games are played midweek commencing from 4.30pm to 9.00pm. Representative teams also have trials and training sessions from October through to February on Thursday evenings.

FNA was recently successful in obtaining \$75,757 grant funding which was matched by the City and FNA to install new lighting on the lower 13 courts in 2016/2017.

FINANCIAL IMPLICATIONS

The City has informed all parties that it will not be contributing financially; typically however, the building (and any new works) is a City asset and is the responsibility of the City from an Asset Management perspective.

Officers have identified that the storm water drainage on this site requires a significant upgrade; a potential supplementary capital project for upgraded storm water drainage has been registered for consideration by Council as part of the 2018/2019 budget process.

The estimated cost of the storm water drainage works are approximately \$280,000

While stormwater drainage works will not impact on the outcome of the new facility, it does affect the functionality of the courts. There are financial and logistical benefits of completing the projects simultaneously.

LEGAL IMPLICATIONS

Frank Gibson Park is vested to the City of Fremantle for the purpose of sport and recreation. This reserve and all built infrastructure will remain the property of the City of Fremantle regardless of the source of financial contributions from external parties. The City has leased the netball facility to FNA for over 60 years and will continue the lease with FNA in line with City's leasing policy.

CONSULTATION

Community consultation will require to be conducted once a concept design has been developed and could be made public for comment, including with the Frank Gibson Park Precinct Group and other stakeholders.

OFFICER COMMENT

Officers have met with FNA executive and DLGSC representatives to discuss the clubs needs and scope of the project. The City is not contributing financially to this project but DLGSC do require in principle support from Council for the finalisation of the CSRFF funding application.

The City does support the principle of the project and the funding from DLGSC. The City has offered to assist the FNA in terms of the management of the grant funding and the provision of professional Project Management of the project. The City are keen to ensure that the project works are of an appropriate scope/value, are appropriately procured, built to relevant legislative requirements and are of an acceptable functionally and performance standard to ensure the best value outcome for both the association and local community.

The FNA have however informed the City that they would prefer to manage and deliver the project independently.

Should this approach be accepted by Council, Officers would recommend it be subject to an agreed Memorandum of Understanding (MOU) between the City and the FNA absolving the City of any risk and liability in terms of the project, the associated building

works and future maintenance responsibilities. The MOU should also highlight the FNA's responsibilities with respect to budget management and compliance with procurement requirements and all relevant codes, legislative standards and responsibilities.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Provide in principle support for the project proposal and approve the \$1.8M grant funding application to the Department of Local Government, Sport and Culture for the development of a new facility at Frank Gibson Reserve, for the benefit of Fremantle Netball Association members and the greater community.**
- 2. Approve the Fremantle Netball Association managing and delivering the project independently of the City, this being subject to the Fremantle Netball Association formally accepting full liability and responsibility, established through a Memorandum of Understanding (MOU), to confirm that:**
 - a. The Fremantle Netball Association are fully responsible for all aspect of the project**
 - b. The project will be designed and Tendered in line with government procurement requirements**
 - c. Budgets will be appropriately managed throughout the project**
 - d. The building and associated works are delivered in accordance with all appropriate and relevant legislative codes, approvals and performance standards**
 - e. The Fremantle Netball Association will be responsible for the appropriate functionality, safety and ongoing maintenance liabilities of the new building.**

FPOL1403-6 ONE PLANET 2017 ANNUAL REPORT - COUNCIL REPORT

Meeting Date: 14 March 2018
Responsible Officer: Manager Strategic Planning
Decision Making Authority: Council
Agenda Attachments: One Planet Annual Report 2017

SUMMARY

The City was recognised by Bioregional as a One Planet Council in 2014. The City became the fourth council in the world, and the first in Western Australia to achieve international certification in October 2015.

A requirement of this endorsement is an annual review of the progress against our corporate and community targets for each One Planet Principle.

Our 2017 annual report provides information on progress against the City's targets and includes baseline, current and target data, key projects for each Principle and additional initiatives or actions that were carried out in 2017. Gaps from 2016 in corporate and community indicators and baseline data have been addressed. In discussion with Bioregional, our targets for some Principles have been updated to reflect our progress so far and current priorities.

This report recommends that Council receive the One Planet Annual Report 2017.

BACKGROUND

The City had its application to be recognised as a One Planet Council approved by Bioregional in 2014. The City became the fourth council in the world, and the first in Western Australia to achieve international certification in October 2015.

The One Planet Council framework allows Australian councils to assess their sustainability programs against a simple yet holistic framework. The framework addresses all major aspects of environmental, social and economic sustainability and allows councils to set out a clear vision and shared goals for sustainability strategy, policy and operations.

An annual review of progress made against the targets set by the strategy and action plan is a requirement of Bioregional certification.

OFFICER COMMENT

The One Planet Strategy is a key informing strategy for the Strategic Community Plan 2015-25 and several of the One Planet principles directly align with strategic focus areas in the Strategic Community Plan: for example environmental responsibility, transport and connectivity, and health and happiness.

The One Planet Annual Report outlines the City's actions in 2017 that work towards our corporate and community targets for each Principle. For the purposes of the annual report, 'corporate' actions are those that the City takes to meet targets within its own operational boundaries. 'Community' actions are those that the City takes either with external partners, with or on behalf of local business, or with or on behalf of the Fremantle community.

In each section, the following information is given:

- **City of Fremantle Target:** The overall corporate or community target for each Principle. Agreed targets are based on the Common International Targets for One Planet Councils, devised by Bioregional. For some Principles, our targets have been updated (with approval from Bioregional) to reflect our progress and/or current priorities.
- **Indicators and Baseline Data:** Indicators and baseline data to monitor progress towards agreed targets are provided. Data may be both quantitative and qualitative data. Corporate and community indicators and baseline data has now been sourced for all Principles.
- **2017 Data:** Indicator data for the 2017 calendar year that is used to monitor our progress. Data may be provided for the 2017 calendar year or the 2016/17 financial year.
- **Key Project:** Detailed information on the key project or activity undertaken for that Principle in 2017.
- **Additional Project or Actions:** A description of additional actions carried out in 2017 for each Principle.

The table below summarises our key projects carried out in 2017 for each Principle. Key highlights for the year include the preparation of our Corporate Energy Plan and Urban Forest Plan, achievement of Waterwise Council Status and the upgrades to the Knutsford Recycling Centre.

One Planet Principle	Corporate Target	Community Target
<i>Zero Carbon Energy</i>	Corporate Energy Plan	1 Million Woman App
<i>Zero Waste</i>	Upgrade to Recycling Centre	Waste Management Strategy
<i>Travel and Transport</i>	Sustainable Corporate Transport Management – Actions Outlined in Corporate Energy Plan	Low Speed/Shared Areas Campaign Trial
<i>Materials and Products</i>	Sustainable Events Guidelines & Checklist review	Support for Boomerang Bags Concept
<i>Local and Sustainable Food</i>	Healthy Active By Design 'Healthy Food' workshop	Support for Community Gardens
<i>Sustainable Water</i>	Waterwise Council Status	Support for WGV Sump Transformation
<i>Land and Nature</i>	Urban Forest Plan	Opening of Tuckfield Oval Parkland at Cantonment Hill
<i>Culture and Community</i>	Sustainability Walkabout	One Day in Fremantle Festival
<i>Equity and Local</i>	Ready Set Move	Funding and support for the

One Planet Principle	Corporate Target	Community Target
<i>Economy</i>		Fremantle BID
<i>Health and Happiness</i>	Health and Wellbeing Program	Switch it Up

Initial feedback from Bioregional on the draft annual report has been incorporated into the final annual report presented in Attachment 1. Bioregional's final review will be based on Attachment 1 and their feedback will be incorporated into the City's One Planet Action Plan for the 2018/19 financial year, to be presented to Council following finalisation of the 2018/19 budget.

Feedback thus far suggests that the City's priorities for 2018 should include review of data management (highlighted as a first priority in our Corporate Energy Plan) including calculation of emissions from electricity, gas and fleet vehicles; and measures to encourage staff and the community to opt for sustainable transport options. A Sustainable Events Policy will also be prepared in 2018.

FINANCIAL IMPLICATIONS

One Planet projects and initiatives that require specific budget allocation are subject to consideration by council for inclusion in the annual budget.

LEGAL IMPLICATIONS

Nil

CONSULTATION

The One Planet Annual Report 2017 was prepared with input from officers from relevant City business units, including Strategic Planning, City Design and Projects, Facilities and Environmental Management, Parks and Landscapes, Economic Development, Community Development, Arts & Culture and People & Culture.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

Council receive the One Planet Annual Report 2017 as attached to the item considered by the Finance, Policy, Operations and Legislation Committee on 14 March 2018, noting that references to 2018 actions that require funding in the financial year 2018/19 are provisional actions subject to consideration by council for inclusion in the 2018/19 budget.

FPOL1403-7 CAR SHARE NETWORK REVIEW - COUNCIL REPORT

Meeting Date: 14 March 2018
Responsible Officer: Manager Strategic Planning
Decision Making Authority: Council
Agenda Attachments: Fremantle Car Share Network
Car Share Policy (SG57) (Existing)

SUMMARY

Phillip Boyle & Associates were engaged by the City of Fremantle to prepare a Fremantle Car Share Network report (Attachment 1). The report details car share network principles, reasons for caution and optimism in developing a Fremantle network, an analysis of likely demand, priority areas for growth and recommendations for car share locations. The report findings suggest that for a car share operator to be successful in Fremantle, support from Council is critical. Recommended support includes the use of car share vehicles in preference to fleet vehicles, and the provision of free car share parking bays.

This report recommends that Council receive the Fremantle Car Share Network Report and seek Expressions of Interest to gauge the willingness of car share operators to enter the Fremantle market, and to determine the most appropriate applicant.

BACKGROUND

The City of Fremantle is committed to being a sustainable local government, with this value reflected in its Strategic Community Plan, Council's One Planet Strategy, Integrated Transport Strategy and Car Share policy: The Travel and Transport principle in the One Planet Strategy refers to the need to encourage sustainable forms of transport , whilst the Integrated Transport Strategy (ITS) indicates how more sustainable transport will be facilitated. The ITS includes a recommendation (10.2.1) that "*Council supports car share schemes as a transport innovation that can help reduce car dependency*".

Council adopted a specific Car Share policy in 2014 (Attachment 2). This indicated its intention to undertake a 2 year trial to facilitate car share scheme/s in Fremantle, the support the City was willing to offer operators, and the requirements it had of operators in return for this support. Uptake during the trial period has, however, been limited. Conversely, the prevalence of car share schemes, nationally, has increased, with these now successfully operating Adelaide, Brisbane, Melbourne and Sydney. In order to advance Council's objective of facilitating a car share scheme, Phillip Boyle & Associates was engaged by the City to prepare a report that outlines how car share network might feasibly operate in Fremantle. The purpose of this report is to outline the findings of this review, and to consider how the City might support establishment of viable schemes.

OFFICER COMMENT

A car share service in Fremantle would contribute to the stated objectives of the Strategic Community Plan for the strategic focus areas of Transport and Connectivity, Economic Development and Environmental Responsibility. Establishment of a car share scheme is also in line with the City's Integrated Transport Strategy and One Planet Strategy, and so demonstrates strong corporate strategic alignment.

The report prepared by Phillip Boyle & Associates (Attachment 1) provides background information on car share network principles, reasons for caution and optimism in developing a car share network in Fremantle, an analysis of the likely demand for car share vehicles, the priority areas for future growth and recommendations for four initial car share locations.

Summary of Phillip Boyle & Associates Car Share Report (2017)

The conclusions of the Phillip Boyle & Associates analysis of car share options in Fremantle are summarised as follows:

Car share services are most relevant to non-car owners or any owner of a low use vehicle (> 5000km per year). Car share operators own, service and clean vehicles, and customers pay to hire the cars on an hourly basis, returning them to the same pick up location. The hourly cost usually covers petrol, servicing and repairs, and some level of insurance. Public benefits from car share services include financial benefits (lower costs associated with having access to a vehicle), easier parking options, reduced congestion and improved urban amenity. Owners of a low use vehicle may choose to sell their vehicle and opt to use car share instead. Research indicates that one car share vehicle usually reflects a net reduction of nine vehicles.

Operators are likely to be cautious about developing a car share network in Fremantle due to the relatively low population and job density, generous parking permit controls for residents and availability of parking for business vehicles, all of which may reduce demand for the scheme and so undermine its viability. Reasons to be optimistic include that 13% of households do not own a private vehicle, which is relatively high, a large number of residents (2200) commute without a car, and CAT bus routes can provide free transport to the initial car share locations.

Commercial car share schemes are unlikely to be successful in Fremantle unless pro-actively supported by Council through:

- staff use of car share vehicles as an alternative to fleet vehicles,
- provision of parking bays for car share vehicles,
- widespread promotion of the service, and
- encouraging other large local organisations (such as Notre Dame, Fremantle Hospital) to use the services.

To identify potential initial locations for car share vehicle nodes, an analysis of population and employment densities, land uses, existing transport networks and parking locations was undertaken. Based on the findings of this analysis, the following four 'start up' nodes, each to contain two vehicles, were recommended.

1. **CBD:** two vehicles to also act as City 'fleet' vehicles, located in the new car park on South Terrace, so they are close to the offices at Fremantle Oval. Following redevelopment of Kings Square and the Myer building, the vehicles should be relocated to William St or nearby.
2. **Fremantle Station:** Vehicles located outside the station in a highly visible location, to provide an intermodal option with the train and bus stations.
3. **Fremantle Hospital:** This spot scores highly relative to other Fremantle locations, due to high residential density and intensity of employment.
4. **South Fremantle:** Two vehicles located in King William St, which is a central location close to local businesses, public transport and bicycle parking. The spot is also between two upcoming apartment developments.

Other locations that were considered but dismissed from the initial phase included Wray Avenue, University of Notre Dame, White Gum Valley and the Fishing Boat Harbour. These areas could be added if the car share service expanded.

Other Stakeholder Approaches

Given the apparent need to establish an initial support base and patronage of a scheme, preliminary consultation has been undertaken with several potential stakeholders, including the University of Notre Dame and Fremantle Hospital. Notre Dame have expressed some interest in such a scheme but the hospital is constrained by existing contractual arrangements.

Consultation with the cities of Perth, Vincent, Swan and Canning has also occurred to compare approaches, and to gauge whether pursuit of a joint scheme might improve its reach and prospects. Of these, only Vincent has a formal policy on car share, and none have a significant scheme in operation. The City of Perth is considering opportunities, but additional complexities are created in the CBD by the Perth Parking Management Act, which imposes a levy on parking bays (including those allocated to car share vehicles). All contacted staff acknowledged that there would be benefits in aligning policies (if possible) to streamline extension and operation of schemes across municipal boundaries.

Implementation

Implementation of the Philip Boyle & Associate report's recommendations would involve:

- Council's agreement to the support recommended of it, including participation in a scheme via subscription as part of a modified fleet, and provision of free parking bays at the recommended nodes;
- Variation of the City's policy to reduce the level of commitment required of initial operators in order to support the establishment of a scheme. Variation of the 95% availability requirement for confirmed bookings is likely to be of key concern in establishing an initial scheme, given the uncertainty of uptake in initial years and the difficulty, therefore, for operators to commit to this requirement.

Whilst the provision of parking bays by the City to support a scheme is already supported by Council's current policy, the recommendation that the City support an initial scheme via participation is new. The implications of this cannot be quantified until expressions of interest have been obtained from operators which confirm the cost of participation in the scheme, and the financial commitment therefore required of the City (and how this might be off-set against traditional fleet costs). Operationally, it is considered feasible. Given

the strong strategic alignment of the proposal, it is recommended that Expressions of Interest be sought to allow better analysis of this, and a formal determination of whether and how proceed. Reference to the City's current policy as an aspirational model is recommended, but with clarification that policy provisions may be varied or waived if necessary to support the establishment of a scheme. These would require identification by prospective operators in their proposals. Review of the policy in light of the outcomes of the Expression of Interest (and/or potential scheme arising from this) might then be appropriate but is not recommended at this juncture.

FINANCIAL IMPLICATIONS

Preparation of the Fremantle Car Share Network report incurred costs that were met from an existing 2017/18 project budget.

Costs to the City should a car share scheme eventually be implemented along the lines recommended in the Philip Boyle & Associates' report relate to:

- Potential loss of revenue from parking bays provided (commitment of current policy therefore no net increase).
- Cost of subscribing to and committing to scheme (use of 2 vehicles minimum). This cost may be partially or fully off-set by reduced fleet vehicle costs. This aspect can only be determined and a decision made following receipt of EOI proposals and contract costs.

The cost to the City to provide an operator with eight parking bays free of charge is likely to be minimal, particularly as several of the proposed car bay locations are currently located in free parking areas.

LEGAL IMPLICATIONS

Nil. Any agreement stemming from the EOI would be subject to separate reporting and approval.

CONSULTATION

Nil

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required.

OFFICER'S RECOMMENDATION

Council:

- 1. Note the Fremantle Car Share Network Report as attached to the agenda for the Finance, Policy, Operations and Legislation Committee held on 14 March 2018.**
- 2. Requires Expressions of Interest, to gauge the willingness of car share operators to establish a car share scheme in Fremantle in line with the recommendations of the Car Share Network Report (based on the following criteria), be sought:**
 - a. Availability of the scheme to residents and workers within the City of Fremantle, as a minimum. Wider availability of subscription is desirable but is not mandatory.**
 - b. Demonstration of bone fide credentials to operate a viable scheme. This is to be supported by a business plan which will be treated as commercial in confidence, but should demonstrate financial and operational soundness.**
 - c. Clear definition and level of support required of the City to support the operation of the scheme, potentially including: provision of an agreed number of parking bays to accommodate scheme vehicles (located in accordance with the recommendations of the Phillip Boyle & Associates Fremantle Car Share Network report unless otherwise justified), the City's subscription to the scheme (cost to be defined in proposal), any other commitments required of the City.**
 - d. Mechanisms or strategies proposed to reduce environmental impact associated with car use.**
 - e. Effective periodic reporting framework to enable the City to gauge usage of the scheme and its contribution to the City's strategic objectives. Reporting criteria and frequency to be nominated by operator but to include sufficient data to enable the City to assess whether the scheme is well used, who the main users of the scheme are and to extrapolate what reduction to parking demand, road congestion and emissions may be attributable to the scheme.**
- 3. Requests that a report on the outcome of the Expressions of Interest be presented to Council.**

**FPOL1803-8 ADMINISTRATION OF THE CITY OF FREMANTLE WORKING,
REFERENCE AND LIAISON GROUPS**

Meeting Date: 14 March 2018
Responsible Officer: Manager Governance
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

The purpose of this report is to recommend the adoption of a framework for the administration of working, reference and liaison groups formed by the City.

This report recommends that council:

- 1. Adopt the framework, categorising the purpose and formation requirements for City working, reference and liaison groups.**
- 2. Adopt a model terms of reference for the administration of Working Groups.**
- 3. Note that the South West Group Transport Committee is no longer a committee of the South West Group, therefore no appointment will be made.**

BACKGROUND

At the ordinary meeting of council held on 25 October 2017, following the 2017 election, council resolved to defer appointing elected members to the following working groups:

- Community safety
- Booyeembara Park
- Innovative housing .

Council discussed working groups at an informal elected members meeting held in January and requested officers review and simplify the structure and terms of reference for each of our existing groups, and requested that officers investigate the formation of several new groups.

In accordance with section 5.8 of the *Local Government Act 1995* council must appoint elected members to standing committees and this report does not alter any appointments to standing and external committees made by council since the last ordinary election.

Council, at its meeting held on 25 October 2017 also resolved to defer the appointment of members to the South West Group Transport Committee, for further discussion, however following investigation it has been discovered that the South West Group does not have a transport committee.

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

There are no significant legal implications as a result of this report.

CONSULTATION

No external consultation was undertaken for this report.

OFFICER COMMENT

Officers conducted a review of the various 'committees', 'working', 'advisory' and 'reference' groups that officers and elected members facilitate, are members of, or attend as interested persons.

Currently there is no structure or guidance when forming a group and confusion in this regard has eventuated. Therefore it is proposed that council adopt a framework consisting of three categories and a model 'Terms of Reference' in order to simplify the formation and administration of Working Groups.

Council requested the City investigate the formation of new groups and review the purpose of existing groups.

Potential Working Groups

Aboriginal (new group)
Proposed purpose
A Reconciliation Action Plan (RAP) group is proposed to develop the reconciliation action plan. The community development unit are preparing to call for expressions of interest from consultants to assist with establishment and facilitation of the group.
NOTE: It is considered that Aboriginal members of this group could also perform the function of a liaison group on other Aboriginal matters, excluding land and heritage as outlined in the Aboriginal Engagement Plan.

Tourism (new group)
Proposed purpose
A tourism marketing group is proposed to develop and oversee the implementation of a new tourism marketing plan.

Age friendly (new group)	
Proposed purpose	
An age friendly city plan group is proposed to review the City's Age Friendly City Plan.	
NOTE: At the ordinary meeting of council held on 13 December 2017 the council noted the City will continue to focus on its role to facilitate and advocate on behalf of the ageing community.	

Heart of Beaconsfield (existing group)	
Current purpose	Proposed purpose
<p>Enable the coordinated planning and redevelopment of the Beaconsfield west area by using its best endeavours to:</p> <ul style="list-style-type: none"> • Oversee and agree - project objectives, boundaries, opportunities and constraints. • Participate in and support the consultation process to develop the project vision. • Champion sustainability and innovation. • Engage and inform relevant stakeholders. • Keep the project on schedule (As attached) by undertaking or facilitating action on allocated tasks in accordance with agreed/minuted deadlines and individual stakeholder requirements and facilitating approvals. 	<ul style="list-style-type: none"> • No proposed changes

Potential Reference Groups

Access and inclusion (new group)
Proposed purpose
An access and inclusion group is proposed to provide feedback, and receive information on the progress of the Access and Inclusion Plan 2015 - 2020.

Community safety (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Provide input into the strategic objectives for inclusion in the City of Fremantle Community Safety and Crime Prevention Plan 2016-2020. • Identify priority projects to assist in the delivery of positive community safety and crime prevention outcomes. 	No proposed changes
NOTE: elected members suggested officers consider two groups – one for the City centre and one for the suburbs. Officers advised they are introducing initiatives to provide better service to the suburbs, including reinventing neighbourhood watch, which has been discussed within the group.	

Booyeembara Park (existing group)	
Current purpose	Proposed purpose
<p>Develop a management plan including</p> <ul style="list-style-type: none"> • Review of community engagement. • Governance and reporting. • Develop a future development plan. • Review and update the masterplan for including a revised Stage 4. • Develop a realistic long-term maintenance and development strategy in the context of the masterplan and the site management plan. 	<ul style="list-style-type: none"> • Consultation on the design for Stage 4 • Consultation on the design for the Amphitheatre

Innovative housing (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Innovative, sustainable and/or affordable housing propositions that may be included for consideration in the forthcoming City of Fremantle Local Planning Strategy review and in any subsequent local planning scheme review. • Innovative and sustainable mechanisms for the provision of affordable housing in the City of Fremantle. • Demonstration projects that combine affordable housing with sustainability outcomes. 	<p>Provide a source of input (as and when required) from interested professionals on issues and policies relating to innovative, sustainable and / or affordable housing within Fremantle.</p>
<p>NOTE: It was noted that Councillors mentioned the group has been inactive, and officers recommend the purpose of the existing innovative housing group be amended.</p>	

Public art (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Advise City staff on proposals for public art by council and community initiated applications. • Advise City staff on the development and implementation of a strategic plan for the development of public art. 	<p>No proposed changes.</p>

Bike group (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Discuss some of the design and construction projects that Infrastructure Engineering are currently working on. • Share feedback from the community regarding potential future or past improvements to our bicycle network. 	<p>No proposed changes.</p>

Fremantle Oval project (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Advise the steering group of issues and matters that relate to their area of interest throughout all stages of the project. • Act as a sounding board for concepts and ideas. • Review key documents before being presented to the steering group. 	No proposed changes.
NOTE: Cr Pemberton and Cr Strachan were appointed to the Fremantle Oval group at the ordinary meeting of Council held on 25/10/2017.	

Potential Liaison Groups

Youth (existing group)	
	Proposed purpose
The City currently facilitates a youth advisory council (SWITCH) which has no elected members.	<ul style="list-style-type: none"> • Advise council and the community about youth issues and interests • Look out for ways to promote celebrate and advocate for young people in Fremantle. • Work on projects organised by SWITCH or supporting agencies
It is proposed the SWITCH convert to an internal group where they will share information and provide the council with information on youth issues.	

Hotel/accommodation operators and supporting agencies (existing group)	
Current purpose	Proposed purpose
Developed a work plan that is currently being implemented – objectives are: <ul style="list-style-type: none"> • Increase room bookings all year round to optimise hotel revenue. • Incentivise overseas and intrastate visitation. • Extend length of stay and increase expenditure. • Convert domestic day trips into visitor nights. • Build a collective marketing approach. • Attract conventions, events and conferences. 	Propose this group becomes an externally facilitated group.

Fremantle Liquor Accord (existing group)	
Current purpose	Proposed purpose
<ul style="list-style-type: none"> • Sharing of information and for airing industry and community issues. • The group hosts presenters and there is no official membership. • Actions do come out of the group, both for the City and stakeholders to undertake. 	No changes proposed.

Other areas of consideration:

Business and industry - economic development (new group)
An economic development strategy group is proposed to commence in 2019, to develop a new economic development strategy as the current one comes to an end.

Fremantle Park (new group)
<p>The new community and sports facility is currently in the design phase and the associated clubs each nominated a member to represent them who are responsible for the day to day decision making for this project. The representatives have been included in discussions throughout the design phase.</p> <p>The Fremantle Park business case identified an overarching board be established with two representatives from each of the three founding clubs plus three independent representatives for the management and governance of the facility.</p>

International relationships (new group)
An international relationships group was proposed to develop a suite of documents to guide elected members and City officers on conducting its relationships with sister cities and other international dignitaries and visitors.

Terms of reference

The city has developed a proposed model terms of reference for each of the group categories.

- Terms of reference models for working groups are to be formally established by council.
- Terms of reference models for reference and liaison groups will be as determined and approved by the Chief Executive Officer.

Proposals for future working groups will be brought to council on an individual basis, for endorsement, and the purpose and terms of reference will also be considered at that time.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council:

1. Adopt the framework shown below, categorising the purpose and formation requirements for the city's internal groups.

Internal Group Framework						
Category	Purpose	Outcomes	Duration	Participation	Participant selection	Facilitation
Working group	Work collaboratively with council to develop a council strategy / plan or to develop a specific project.	Determined once the purpose is defined.	Disbands on adoption of the strategy / plan or project plan. May convert to a reference group once the planning is complete	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers	Council	Chaired by a member appointed by the group
Reference group	Provide feedback to, and receive updates and progress from council on a project or council plan/strategy that is in progress.	No specific outcome – Information sharing forum related to a specific project or plan/strategy	Disbands once the plan or project is complete. If plan or strategy may act as a working group to develop or renew plan	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers	CEO	Facilitated by an appropriate City officer selected by CEO /Director
Liaison group	Engage in general dialogue with the council on subjects that are relevant to the group or general business of the Council.	No specific outcome – information sharing forum.	Ongoing	Elected members, community members and/or groups, City officers	CEO	Facilitated by an appropriate City officer selected by CEO/ Director

2. Adopt a model terms of reference for working groups to be established in accordance with the framework, as shown below;

Working Group - Model terms of reference

Working groups work collaboratively with council to develop a council strategy or plan, or to develop a specific project.

1. Purpose

- 1.1. The purpose of the Insert name Working Group is to:**
a)

2. Outcome

- 2.1 Insert the outcomes.**

3. Membership

- 3.1. Members are appointed by the Council.**

- 3.2. The CEO, in consultation with the director and/or manager may decide the makeup of the group and each group may include:**

- Elected members.
- City officers.
- Community members – Business unit managers determine the number of members from the community and/or relevant groups.
- External professionals in a relevant field – Business unit managers determine the number of external professionals with relevant credentials.

4. Role of the group

- 4.1. Receive advice and information from officers and other professionals to assist development of the content of the strategy/plan, or project.**
- 4.2. Provide input to council through officers on the content of the strategy/plan or project.**

5. Chairperson

- 5.1 The group appoints a chairperson at the first meeting of the group.**

- 5.2. The chairperson facilitates the meeting.**

- 5.2 The chairperson may**

- request that a member leaves the meeting.
- refuse entry to meetings to members who have been asked to leave.
- close a meeting if a member causes a disturbance or behaves in a manner deemed inappropriate by the chairperson.

6. Administration

- 6.1 City officers**

- provide an agenda to the members before each meeting,
- keep concise notes and registers them in the City's record keeping system,

- send the notes to the working group members, executive staff and elected members.

7. Decision making

7.1. The working group has no decision making authority.

7.2. Majority group consensus is required to recommend the outcomes for adoption by council.

8. Frequency of meetings

8.1. A minimum of one every quarter.

9. Quorum

9.1. At least 50 % of the members are to be in attendance before a meeting can take place.

10. Term of membership

10.1. The working group will disband upon completion of the project planning or adoption of the strategy/plan.

10.2. Working group members may be invited to convert to a reference group to provide ongoing feedback to council, and receive updates and progress on the project or council plan/strategy.

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- 3. Nominate the following groups as Working Groups and request that a report is brought back to the Finance, Policy, Operations and Legislation committee to formalise the establishment and adoption of these working groups in accordance with the model Terms of Reference:**

- 4. Note the South West Group Transport Committee is no longer a committee of the South West Group, therefore no appointment will be made.**

CONFIDENTIAL MATTERS

Nil.