



# Agenda

## Finance, Policy, Operations and Legislation Committee

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Wednesday, 8 September 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, 8 September 2021** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.



Matt Hammond  
**A/Director City Business**

3 September 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**

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

**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**

The following questions were taken on notice at the last FPOL meeting held on Wednesday, 11 August 2021:

**Questions received from Mr Andrew Luobikis**

**Item FPOL2108-3 - REVIEW OF SUSTAINABILITY SUBSCRIPTIONS**

**Question 1**

In relation to the officer's recommendations, that the One Planet is to be abolished and not replaced with a globally recognised system like Climate Active/NCOS certification. Why would the city commit to \$25,000 carbon offsets, \$10,000 for so called sustainability subscriptions and substantial investment to get to a zero carbon emission target by 2025 without the management and measurement process in place?

**Response to Question 1**

One Planet is a holistic approach to sustainability, factoring in social, environmental and economic impacts. The City's zero emissions goals and carbon neutrality are a part of its commitment to environmental sustainability but are not a replacement for One Planet. The City does, however, have a framework to pursue these goals, in the form of the Corporate Energy Plan. The City maintains its carbon neutrality through an annual audit of emissions following the NCOS framework (but not currently externally certified). These provide a management and measurement process.

## **Question 2**

The report also does not outline the many funds that have been allocated to initiatives under the “One Planet’ banner. Would this not be considerable and why would such a major allocation of funds for an initiative that is imbedded in almost every project under the Strategic Community Plan 2015-2025 not have the proper checks and balances required to be easily audited for the total costs to the city?

## **Response to Question 2**

Council requested a review of two specific budget accounts, being sustainability subscriptions, and funds allocated to carbon off-set purchases: the report consequently addressed these two items.

Many activities contribute either directly or indirectly to One Planet principles which, as the question notes, has strong alignment with the City’s Strategic Community Plan. Because of this alignment, it is not feasible to meaningfully classify a project or activities as ‘One Planet’ or ‘non-One Planet’: their contribution to the Strategic Community Plan and Corporate Business Plan represent the key considerations in determine their suitability for inclusion in the budget. Extensive checks and balances exist in the general allocation, expenditure and reporting of the budget.

## **Questions received from Ms Shani Graham**

### **Item FPOL2108-3 - REVIEW OF SUSTAINABILITY SUBSCRIPTIONS**

## **Question 1**

When putting the Budget together, are considerations, such as the latest ICC report, taken into account?

## **Response to Question 1**

In May 2019, Council declared that the world is in a state of climate and biodiversity emergency. Council’s response to that emergency is outlined in its Climate Emergency Position Statement. This as well as the direction established in the Strategic Community Plan, supporting strategies and action plans, and the Corporate Business Plan are taken into account in formulating budget proposals.

## **Question 2**

Why has it been suggested that this Budget be reduced?

## **Response to Question 2**

In adopting the 2021/22 Annual Budget, Council requested that two specific budget items be reviewed to determine most effective allocation: sustainability subscriptions, and carbon off-set funds used to support carbon neutrality.

In adopting the Climate Emergency Position Statement earlier this year, Council considered different responses to climate emergency and resolved to “*confirm its commitment to a climate change response focussed on:*

- a. Advocacy*
- b. Climate change adaption actions (as per Climate Change Adaption Plan)*
- c. Corporate carbon reduction initiatives (as per Corporate Energy Plan)”.*

In reviewing these budget allocations, this direction and the stated desire to prioritise action over engagement and reporting was noted and reflected in the recommendation.

### **Question 3**

Would the Council consider meeting more regularly with local sustainability community groups regarding supporting each other more effectively?

### **Response to Question 3**

Yes, officers will look at an approach to meeting and working more effectively with local sustainability community groups on climate change and other environmental responsibilities.

## **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 to be presented to the committee.

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 11 August 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

#### FPOL2109-1      **WALYALUP KOORT VISITOR CENTRE AND COMMUNITY HUB CONCEPT**

**Meeting date:** 08 September 2021  
**Responsible officer:** A/Director City Business  
**Decision making authority:** Committee  
**Attachments:** 1. Walyalup Civic Centre Leasing Prospectus

#### **SUMMARY**

**The purpose of this report is to seek approval to use the triangular ground floor commercial tenancy at the Walyalup Civic Centre for the delivery of a community facility that incorporates the operations of the current visitor centre.**

**This report recommends that Council approve the use of this tenancy for the proposed purpose.**

#### **BACKGROUND**

A number of commercial tenancies have been made available as part of the Walyalup Civic Centre (WCC) Project with the intent that they be made available commercially to retail and hospitality operators as a means to activating the ground floor.

At the August 2017 Ordinary Meeting of Council, a set of criteria for the leasing of the ground floor triangular hospitality space was adopted. The criteria is outlined in the attached Walyalup Civic Centre Leasing Prospectus.

While tenants for the two retail tenancies facing Newman Court and William Street have been confirmed, the ground floor triangle hospitality site remains vacant. While several offers have been received, market conditions and uncertainty generated by the impacts of COVID 19 have impacted the ability to finalise a commercial lease for the space. Officers continue to seek offers from the market to lease the site commercially.

Concurrent to this, the existing visitor centre has undergone a review and council recently sought EOI's for the external operation of the visitor centre. In June 2020 a preferred proponent was selected after a public process to further develop a model and agreement with the City to deliver a new visitor centre in the FOMO building and take on day to day operations.

The proponent (Sirona Capital) has yet to secure an operator who is willing to take on the operations and it appears that an outcome is unlikely to be achieved in the foreseeable future.

In the absence of a clear outcome for any of the above-mentioned scenarios, officers have progressed the development of an alternative city led solution, which the current corner hospitality site may be able to facilitate.

## **FINANCIAL IMPLICATIONS**

The proposed concept will require a basic fit-out so that the tenancy can become habitable. The budget for the fit-out of the WCC tenancies has been carried forward in to the 2021/22 financial year.

Council has previously agreed to the provision of \$180,000 for the fit-out of the already committed retail tenancies. An additional \$180,000 remains available for the fit-out of the corner hospitality site for this concept.

It is intended that concept will be delivered within the constraints of the \$180,000 budget that is available.

## **LEGAL IMPLICATIONS**

Nil.

## **CONSULTATION**

Officers have undertaken internal consultation with relevant teams and have also sought feedback via the Walyalup Koort Place Development Working Group.

When business and community stakeholders participating in the working group were asked what they would like to see occur in the triangular hospitality site, the large majority of participants stated a visitor centre or culture centre outcome would be ideal. This was without the knowledge that City officers are currently exploring the idea.

## **OFFICER COMMENT**

Due to a variety of factors, it is currently considered unlikely that the following issues will be resolved in the short to medium term or prior to the WCC opening:

- Leasing of the corner hospitality site to a commercial hospitality operator
- Reaching an agreement with Sirona Capital for the fit out and operation of a visitor centre in the FOMO complex

The risks associated with leaving the above-mentioned issues unresolved in the short to medium term include:

- A prominent corner hospitality site remaining vacant when the WCC is open, impacting the ability to activate the square during the opening period.
- Due to the visitor centre EOI process remaining unresolved, the existing visitor information team remaining uncertain on the future of their operations.

Based on the above the following is proposed as an approach to addressing multiple issues in the short term.

- Deliver a basic fit out to the corner hospitality site to enable the Visitor Information Centre to relocate and operate from that location with the intent of occurring during or close to the opening of the Walyalup Civic Centre in late 2021.
- The relocation of the of the visitor centre operation to this space would include the development and implementation of an updated operational model which would include:
  - Positioning the space as not only a visitor information centre, but also as a more general gathering place and information resource for the local community.
  - In order to facilitate community access outside of usual operating hours, the fitout and furnishing would be delivered in a way that the space can be emptied and made available for City, community and other external events as a means to activating Walyalup Koort into the evenings.
  - To support the ongoing activation of the adjacent playground a pop-up coffee offering would be made available within the space. This would be delivered by seeking expressions of interest from existing local businesses for a 'micro lease' that will enable them to deliver a pop-up coffee offering (additional to their existing offering).
  - Once operational, progress the development of a visitor interpretation or experience concept which could include but not be limited to an indigenous cultural experience, subject to seeking ideas and guidance from the local indigenous community.

The overarching intent of this concept is that it becomes a flexible and adaptable community space, delivers an evolved and innovative approach to visitor servicing in line with current global challenges, enables the community to utilise the space for themselves and activates the area into the evenings.

The concept has been developed with the intent to work as much as possible towards achieving the initial criteria set by council in 2017 for the use of the space, in the absence of a commercial operator doing so.

The benefits associated with this proposal include:

- The corner hospitality site is utilised with a well-supported and community accessible use and will not sit vacant at the time the City will be promoting the opening of Walyalup Koort and the WCC.
- Mitigates the likely risk of the current intent to develop a visitor centre in partnership with Sirona Capital not proceeding.
- Creates certainty for City of Fremantle staff affected by current consideration around the future of the visitor centre.

- Encourages greater utilisation of community facilities developed within the Walyalup Civic Centre.
- Contributes to and supports the ongoing activation of the playground and the public realm that immediately surrounds it.

Risks and other considerations associated the proposal:

- Creates an opportunity cost for the city by not making the corner hospitality site available for commercial lease.
- Due to the limited budget it may need to be delivered in stages while further external funding is sought for future development of experiential and interpretive components.

Notwithstanding the aforementioned risks, the concept presents a timely and cost-effective solution to occupying a vacant tenancy and activating Walyalup Koort in line with the opening of the Walyalup Civic Centre and FOMO precinct.

Officers will continue to monitor market conditions with respect to commercially leasing the space, and it is intended that an assessment will be made after a 5-year period as to whether the proposed concept remains the most suitable use of the space.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

**Council:**

- 1. Note that due to market conditions and challenges associated with COVID19 the ground floor triangular tenancy at the Walyalup Civic Centre is unlikely to enable a financially sustainable outcome for a commercial tenant at this time and is therefore unlikely to be leased prior to the opening of the Walyalup Civic Centre.**
- 2. Note that further to the public EOI process, Sirona Capital has yet to establish a suitable operational model for the external operation of the visitor centre, and request officers notify Sirona Capital the City no longer wishes to enter into an agreement for the delivery of an externally operated visitor centre.**
- 3. Approve the implementation of the following use and operational model in the ground floor triangular commercial tenancy at the Walyalup Civic Centre:**
  - a. Operations of the current visitor information centre**
  - b. A gathering place and source of information for the local community and residents that enables the activation of Wayalup Koort**

- c. An adaptable and flexible space that will allow for events to be held by the city, community and external event organisers outside of the usual operating hours of the visitor centre**
  - d. The establishment of a pop-up coffee offering for the adjacent playground to be delivered by an existing local business and determined via a public expressions of interest process**
- 4. Approve commencement of engagement with appropriate community stakeholders to seek feedback on the feasibility of implementing a cultural or other type of interpretive experience into the facility.**

**FPOL2109-2 CORPORATE BUSINESS PLAN REPORT 2021/22**

<b>Meeting date:</b>	8 September 2021
<b>Responsible officer:</b>	Manager Economic Development and Marketing
<b>Decision making authority:</b>	Committee
<b>Agenda attachments:</b>	1. Corporate Business Plan – Report - July 2021 to June 2022
<b>Additional information:</b>	Nil

**SUMMARY**

The Corporate Business Plan (CBP) Report for 2021/22 provides a summary of the planned projects, services and activities for 2021/22 and provides indicative start and end dates for those projects and activities. A progress update will be provided to Council quarterly throughout the financial year on the CBP Report. Performance Indicators will be reported on annually.

This report recommends that Council receive the Corporate Business Plan Report for 2021/22, as provided in Attachment 1.

**BACKGROUND**

All local governments are required to develop a Strategic Community Plan and a Corporate Business Plan in accordance with the Integrated Planning and Reporting (IPR) Framework and subsequent changes made to the *Local Government (Administration) Regulations 1996*.

The Strategic Community Plan is used to guide the corporate, business and financial planning for the City. This report will provide the priorities for 2021/22 for addressing the aspirations of the strategic community plan and outline when these priorities are planned to commence. The scheduled dates are indicative at the time and every endeavour will be made to deliver within these timeframes.

**FINANCIAL IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

In accordance with section 5.56 of the *Local Government Act 1995*, the Local Government (Administration) Regulations 1996 and the IPR Framework and Guidelines local governments develop a Strategic Community Plan and a Corporate Business Plan.

**CONSULTATION**

Nil

## **OFFICER COMMENT**

This report presents indicative start and end dates of projects scheduled to be undertaken in 2021/22. The progress reporting is arranged by quarter with the first quarter being reported to Council in October 2021.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**Council receive the City of Fremantle Corporate Business Plan Report 2021/22 as provided in Attachment 1.**

**FPOL2109-3 INFORMATION REPORT – SEPTEMBER 2021 - DRAFT STATE INFRASTRUCTURE STRATEGY - SUBMISSION**

**Responsible officer:** Director Strategic Planning and Projects  
**Attachments:** Nil  
**Additional information:** 1. Draft State Infrastructure Strategy ‘Snapshot’

Infrastructure WA (IWA) has released a draft State Infrastructure Strategy ‘Foundations for a Stronger Tomorrow’ for public comment. The Strategy “*outlines the State's significant infrastructure needs and priorities over the next 20 years and addresses a broad range of sectors and cross-cutting themes to identify both non-build solutions such as policy reforms and priority projects and program*”.

The draft Strategy, being the first developed by the agency, focusses on improving the foundations of the infrastructure system and decision making, over and above individual infrastructure projects (which are expected to feature more heavily in future updates).

The draft Strategy includes 88 recommendations grouped across 7 cross cutting themes, and 9 sectors.

Its objectives are to:

- *Support a strong, resilient and diversified economy*
- *Maximise regional strengths to unlock strategic opportunities for Western Australia*
- *Support access to social services and improve Aboriginal wellbeing*
- *Enable environmental sustainability and resilience, and address climate change*
- *Maximise wellbeing, liveability and cultural strategic opportunities for our community*
- *Enhance cross-government coordination and planning*
- *Support population growth and change*
- *Embrace technology, data and digital connectivity*
- *Enhance infrastructure delivery and develop skills for the future*
- *Get the most from our existing infrastructure and improve maintenance*

Its 6 main findings relate to:

- *Managing demand for infrastructure through prevention, early intervention and pricing*
- *Improving the quality and consistency of strategic infrastructure planning and processes*
- *Addressing climate change*
- *Implementing data sharing and other tools to support infrastructure planning and investment decision making*

- *Optimising the existing infrastructure asset base*
- *Identifying major infrastructure projects and programs*

The City's administration has prepared a high level submission aligning with Council's priorities, objectives and established position on various matters:

- Supporting the objectives of the strategy
- Acknowledging the key findings
- Flagging the following key priorities as important to achieving shared state and local objectives:
  - Prepare and implement an urban consolidation plan (with focus on what measures/incentives are needed to make implementation successful, given relative failure of delivery on previous state plans e.g. underperformance on infill housing percentages against *Perth & Peel @ 3.5 Million* targets). Coordination of infrastructure upgrades, site consolidation and incentivization are all likely ingredients necessary to achieve this.
  - Refresh strategic transport planning and its integration with land use planning by developing a new *Perth & Peel @ 3.5 Million 20+* year Transport Plan: this is integral to successful urban consolidation.
  - Undertake planning for 'Tier 2' transit for the next stage of major public transport priority investment in Perth. The City has been working closely with the South West Group of Councils on the Fremantle - Murdoch and Fremantle - Cockburn links. These provide for both better connection of major activity centres, urban consolidation, mode shift, service utility and employment-employee accessibility. Whilst these represent our regional priorities, the Council takes the view holistic network planning is necessary to underpin individual routes, and strongly promotes its development and consolidation ahead of individual route selection.
  - Facilitate and co-ordinate investment in industrial and technological precincts such as AMC, Latitude 32 and, in the event of the Westport relocation, North Quay in Fremantle.

A summary of the draft Strategy is provided in Additional Information document 1: [Draft SIS Summary Snapshot 2021 Web 1.pdf \(infrastructure.wa.gov.au\)](#)

The full draft Strategy can be viewed on the IWA website at: [State Infrastructure Strategy | Infrastructure WA](#)

The submissions period on the draft Strategy closes on 15 September 2021.

## **OFFICER'S RECOMMENDATION**

**Council receive the Finance, Policy, Operations and Legislation Committee Information Report for September 2021 - Draft State Infrastructure Strategy – Submission.**

**FPOL2109-4 OFFER TO LICENSE 70 PARRY STREET, FREMANTLE**

**Meeting date:** 8 September 2021  
**Responsible officer:** A/Director City Business  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

**The purpose of this report is to present to council for consideration a proposal received from the Perth Glory Football Club to use a portion of the current administration building at 70 Parry Street, Fremantle after the City has relocated to the Walyalup Civic Centre.**

**This report recommends that Committee, acting under delegation, approve the essential terms for consideration with an offer to license 70 Parry Street, Fremantle to Perth Glory Football Club and advertise the license proposal in accordance with the Local Government Act 1995.**

**BACKGROUND**

Upon the completion of the City of Fremantle's new administration building at Walyalup Koort, the City's current administration building at 70 Parry Street (Fremantle Oval) will become vacant.

The City of Fremantle has occupied the building for approximately 3 years, prior to which it was occupied by the Fremantle Football Club.

The building has a floor area of approximately 2,322 square metres across 2 levels. The ground floor has approximately 1,334 square metres and an additional 900 square metres is available on the first floor.

In March 2021, the City sought expressions of interest via a public process from both commercial and community proponents to explore whether there may be interest in occupying the building under the terms of a lease agreement or license. A variety of proposals were received however due to unforeseen delays associated with the completion of the Walyalup Civic Centre, offers made the decision not to progress with any leases or licenses at that time.

In recent months estimated completion dates for the Walyalup Civic Centre have become considerably more certain and as such the City is now better placed to consider future uses for the administration building at 70 Parry Street. During that time the City has received a proposal from Perth Glory Football Club to occupy the space and officers are now presenting this to council for consideration.

Other proponents who expressed interest in the initial EOI process are also being considered again subject to suitable portions of the building being available in line with the uses they had proposed.

## **FINANCIAL IMPLICATIONS**

The Perth Glory Football Club is seeking to use approximately 1,250 square metres (sqm) at \$250 per sqm which would provide the City with income of up to \$312,500 per annum. The club would pay outgoings in addition to rent.

The City will be required to undertake works to the building to enable the Football Club to license the building.

Officers advise the most suitable approach is to revert the ground floor of the building back to the configuration that existed prior to the City fitting it out as its administration building, while leaving the pool area as is. This would include reconfiguring change rooms to allow for:

- 1 x Men's changeroom
- 1 x Women's changeroom
- 1 x Youth changeroom

The reconfiguration would be inclusive of showers and W/Cs.

The estimated cost to the City to carry out the recommended reconfiguration is approximately \$350,000 to \$400,000. Officers are currently finalising the most suitable approach to funding any required fit out.

## **LEGAL IMPLICATIONS**

As per section 3.58 of the Local Government Act 1995, the City will be required to give local public notice of the proposed disposition for a minimum of 2 weeks, inviting submissions to be made with regards to the proposed disposition.

Due to the City holding the property as a Crown Grant in Trust, the offer of license to the Perth Glory Football Club would be subject to approval by the Minister of Lands.

Under the City's Leasing of City Property in a competitive manner policy, the City is required to provide an opportunity for tenants to compete in an open and competitive manner to lease both investment and community polices. This disposal is considered to be exempt from the policy given it is for the short-term license of City infrastructure while the City considers its future use.

## **CONSULTATION**

The City will invite public submissions as part of the advertising process.

## **OFFICER COMMENT**

While the exact layout and configuration is yet to be determined, Perth Glory Football Club is seeking to utilise approximately 1,250 sqm of the City's current administration building at 70 Parry Street for its training and administration functions. Officers are currently working with the club to determine the most suitable layout.

Approximately 20 administration and coaching staff would be utilising the facility in addition to 30 men players, 20 women players and 20 youth players.

The club would also seek to incorporate all their gymnasium and sports science/therapy functions into the building.

Officers are also in discussion with the club regarding the use of Ken Allen Field given the Fremantle Roosters Rugby Club will be departing the facility to relocate to Cockburn in 2022. Should the Perth Glory require use of Ken Allen Field prior to the departure of the Roosters, a collaborative approach to the sharing of the field would need to be determined between the City, the Roosters and the Glory.

In addition to the license of 70 Parry Street for administrative and training functions, Perth Glory Football Club would also seek to deliver up to 4 women's league games, a pre-season men's game, and a family open day at either Fremantle Oval or Ken Allen Field.

The following essential terms have been proposed as part of the club's proposal to utilise the facility.

- **License term:** 3 years with an additional shared option of a further 2 years. After the initial 3-year term has ended and the 2 year option has commenced, there will be a 9 month notice period should either party wish to end the lease.
- **Guarantee:** The lease will require a bond or bank guarantee to the value of 3 months' rent. The lease will also require a personal guarantor.
- **Rent:** Rent payable will be \$250 per sqm plus outgoings.
- **Leased area:** Approximately 1,250 square metres with the exact licensed area still to be determined.

## VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

## OFFICER'S RECOMMENDATION

**Council:**

1. **Agree to the following proposed essential terms for the license of the ground floor of 70 Parry Street, Fremantle to the Perth Glory Football Club:**

<b><i>Land Description</i></b>	<b><i>Lot 1850 on Diagram 181586</i></b>
<b><i>Property</i></b>	<b><i>Part of 70 Parry Street, Fremantle - 1250 m2 (approx.)</i></b>
<b><i>Property Owner</i></b>	<b><i>City of Fremantle (Crown Grant in trust)</i></b>
<b><i>Licensor</i></b>	<b><i>City of Fremantle</i></b>
<b><i>Licensee</i></b>	<b><i>Perth Glory Football Club (Licensee details to be confirmed)</i></b>

<b>Guarantee</b>	<i>The lease will require a bond or bank guarantee to the value of 3-months' rent. The lease will also require a personal guarantor.</i>
<b>Licence Commencement Date</b>	TBA
<b>Licence Term</b>	<i>3 years with an additional shared option of a further 2 years. After the initial 3 year term has ended and the 2 year option has commenced, there will be a 9 month notice period should either party wish to end the lease.</i>
<b>Annual Rent</b>	<i>\$250 per square metre</i>
<b>Permitted Use</b>	<p><i>The permitted use of the building must be consistent with the Building Code of Australia (BCA)</i></p> <p><i>Ground floor: Delineated area including toilets, storage areas, offices and meeting rooms as noted within the defined boundaries to be used for purposes of sport and recreation and associated administration.</i></p> <p><i>The Property is approved for the above permitted uses only and the granting of this license will be subject to approval by the Minister of Lands.</i></p>
<b>Outgoings</b>	<p><i>Outgoings payable will include but not be limited to:</i></p> <ul style="list-style-type: none"> <li><i>• Electricity usage (account to be connected by the Licensee)</i></li> <li><i>• Water usage</i></li> <li><i>• Phone and internet connection (account to be arranged and connected by the Licensee)</i></li> <li><i>• Council Rates</i></li> </ul>
<b>Building Maintenance</b>	<p><i>Preventative and reactive maintenance services shall be undertaken by the Licensor. The Licensor will access the property when required for any maintenance obligations after providing reasonable notice. In the case of emergency, the Licensor will access the property without notice.</i></p> <p><i>Reactive maintenance will be attended to by the Licensor as a result of being reported by Licensee. The Licensee must report all maintenance within 24 hours. Emergency maintenance must be called through to the Licensor as soon as reasonably possible.</i></p> <p><i>The Licensor will undertake any reported maintenance, including structural maintenance at its absolute discretion.</i></p>
<b>Insurance</b>	<p><i>The Licensee must effect and maintain;</i></p> <ul style="list-style-type: none"> <li><i>a) Public liability insurance of \$20 million.</i></li> <li><i>b) Insurance to cover the Licensee's fixtures, fittings, equipment and stock against any loss, damage or theft and other usual risks.</i></li> <li><i>c) Adequate workers compensation insurance in respect to all employees of the Lessee</i></li> </ul>

	<p><i>The Licensor will effect and maintain building insurance and maintain the premium.</i></p>
<p><b>Special Conditions</b></p>	<p><b>1. The Licensee acknowledges;</b></p> <ul style="list-style-type: none"> <li><b>a) The property is offered “as is”, however subject to council approval, the Licensor will contribute to works required to ensure compliance required with the splitting of the floor areas, including any works to the building, such as cleaning or removal of rubbish.</b></li> <li><b>b) The fit out of the property is to be undertaken by, and with all costs to be borne, by the Licensor.</b></li> <li><b>c) The Term is for three (3) years with an additional shared option of a further 2 years. After the initial 3-year term has ended and the 2-year option has commenced, there will be a 9-month notice period should either party wish to end the lease. The Licensor is not obligated to extend the Licence term after the first 3-year term.</b></li> <li><b>d) The property is located adjacent to the oval and reserve which is utilised by numerous sporting associations including but not limited to the Fremantle Football Club and the South Fremantle Football Club. Use of the oval and reserve is subject to negotiations with the various sporting associations</b></li> <li><b>e) The City wishes to retain some parts of the building for its own purposes, specifically noting that:</b> <ul style="list-style-type: none"> <li><b>- the first floor is to be used by the City for administrative functions and or storage as required</b></li> <li><b>- the delineated area does not include access to, use of, or retrofitting of the former pool area</b></li> <li><b>- at its discretion, a multiple tenancy scenario may be in effect and in this scenario the licensor may request the licensee to enter into a shared use agreement.</b></li> </ul> </li> <li><b>f) The property forms part of a masterplan process currently underway to determine the redevelopment potential of the broader oval precinct. The City’s preference is that some form of redevelopment occurs within the next 10 years with the assumption that this building is no longer available once redevelopment commences. Due to the potential for redevelopment any lease being offered for the use of this building would be relatively short term and ideally no longer than 3-5 years.</b></li> <li><b>g) The property is located close to residential homes and noise restrictions will apply.</b></li> </ul> <p><b>2. Events;</b></p> <p><b>Any after-hours events that include amplified music must have written approval from the Licensor.</b></p>

	<p><b>3. Change of Use;</b></p> <p><i>a) Any change in the permitted use of the building (outlined in Permitted Use of this Term Sheet) may result in a change of use required for the Property and additional works in line with the Building Code of Australia (BCA).</i></p> <p><i>b) The Licensor reserves the right to not approve any change of use at its sole discretion.</i></p> <p><i>c) Should the Licensor approve a change in the permitted use, any related works required to ensure the building complies with BCA will be at the sole cost of the Licensee with no financial contribution from the Licensor.</i></p> <p><b>4. Financial Statements</b></p> <p><i>The Licensee will provide an annual audited financial statement to the Licensee at the end of each financial year. This statement will be required no later than October of each year.</i></p> <p><b>5. Licensor's Use</b></p> <p><i>The Licensor will be entitled to have access and use of the venue to a max of 5 times per year. This use will be;</i></p> <p><i>a) Consistent with the Permitted Use of the Licence.</i></p> <p><i>b) For City events or supported not for profit event purposes.</i></p> <p><i>c) Will occur only on days/nights where existing bookings by the Licensee are not in place.</i></p> <p><i>d) Free with no charges to the Licensor for use of the Property. (This does not include any additional services required by the Licensor to be delivered by the Licensee. If required, fees will apply and negotiated per event or use as the case may be).</i></p>
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- 2. Approve the finalisation of a license in line with the proposed essential terms and relevant requirements of section 3.58 of the Local Government Act 1995.**

**FPOL2109-5 SOUTHERN METROPOLITAN REGIONAL COUNCIL (SMRC) –  
REBRAND**

**Meeting date:** 8 September 2021  
**Responsible officer:** Director Infrastructure  
**Decision making authority:** Committee  
**Attachments:** 1. Nil  
**Additional information:** 1. Nil

**SUMMARY**

**This report recommends that Council endorse and support the Southern Metropolitan Regional Council (SMRC) intention to change its name and rebrand to the ‘Resource Recovery Group’.**

**The report also seeks Council agreement to a subsequent amendment of the Establishment Agreement to incorporate the name change.**

**BACKGROUND**

The SMRC held a Strategic Workshop on 18 March 2021, the workshop agreed to continue to provide regional services for participants and other stakeholders recognising the Regional Resource Recovery Centre as a key strategic asset in delivering on Participants, State and Community resource recovery and circular economy aspirations.

One of 6 key strategies adopted at the strategic workshop was to create and promote a brand that reflects the vision and objectives of SMRC. It was further agreed that consideration be given to re-brand the regional local government and its projects to revitalise and enhance brand awareness.

**FINANCIAL IMPLICATIONS**

There are no financial implications for the City of Fremantle. There is no cost to replace the name and logo for electronic media. The main cost is for building signage namely the Regional Resource Recovery Centre (RRRC) and Booragoon office which are estimated to be \$5-10,000, this will be covered by SMRC operational budgets.

**LEGAL IMPLICATIONS**

In order to formally change the name, it needs to be incorporated into a review of the Establishment Agreement which, once finalised, requires approval of the Minister.

**LOCAL GOVERNMENT ACT 1995 - SECT 3.65**

3.65 . Establishment agreement, amendment of:

- (1) *The participants may amend the establishment agreement for a regional local government by agreement made with the Minister’s approval, and a reference in this Division to the establishment agreement includes a reference to the establishment agreement as so amended.*

- (2) *The establishment agreement can be amended under subsection (1) to include another local government as a further participant if that local government is a party to the amending agreement.*
- (3) *Section 3.61(2) and (3) apply, with any necessary modifications, to an agreement amending the establishment agreement.*

The SMRC has been advised by the Department of Water and Environmental Regulation that the name change is a relatively simple process and could be progressed quickly. The SMRC will be proposing other amendments for consideration in the near future but as these are more complex and would take longer the SMRC has elected to progress the name change first. This will assist in terms of legal, contract and record keeping requirements.

In the interim the SMRC is able trade with the new name and logo and maintain the name SMRC for formal documents and other matters until this occurs.

## **CONSULTATION**

All Council members and members of the Regional Executive Committee or delegates attended the Brand Development workshops and provided input and feedback to arrive at a consensus view with variations presented to the CEO for consideration in conjunction with the Chair.

## **OFFICER COMMENT**

A key aspect of the outcomes from the strategic workshop (18 March) included recognition of the need to focus on the SMRC's brand, better articulating its value proposition and forming alliances and partnerships.

The SMRC subsequently engaged the 'Market Creations Agency' to undertake a re-branding exercise. This consisted of two focussed workshops, provision and review of branding options and final selection. The exercise includes provision of style guide and various templates once the concept is endorsed.

All Council members and members of the Regional Executive Committee or delegates attended the Brand Development workshops and were actively engaged throughout the process, the output was a consensus view that the existing name and logo required changing.

The unanimous view of attendees was that the existing brand was outdated, insular, did not evoke the vision and objectives of SMRC or even provide a signal as to who or what they are as an organisation.

The new brand proposal has been reviewed, tested and amended as a result of workshop feedback. The final brand design was collectively agreed as being more contemporary, inclusive and evocative of what the SMRC do.

The SMRC at its Special Meeting of Council on the 5 August 2021 resolved:

- 1. THAT THE NAME “RESOURCE RECOVERY GROUP” AND ASSOCIATED LOGO BEING CONCEPT A AND PARENT BRAND 1 REPLACE THE NAME AND LOGO OF “SOUTHERN METROPOLITAN REGIONAL COUNCIL”.**
- 2. THAT THE NAME “RESOURCE RECOVERY GROUP” BE REFLECTED IN THE REVIEW OF THE ESTABLISHMENT AGREEMENT.**

The SMRC now require formal approval from each of the Participant Councils to progress with the name change and associated update of the Establishment Agreement.

The final brand selection name and associated logo is Concept A detailed below:



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Concept A

The final selection for the Parent Brand is detailed below:



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Parent Brand 1

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Endorse the new name 'Resource Recovery Group' and associated logo (being concept A and parent brand 1 as detailed in this report) to replace the current name and logo of the 'Southern Metropolitan Regional Council'.**
- 2. Endorse the name 'Resource Recovery Group' and replace the name 'Southern Metropolitan Regional Council' in a review of the Establishment Agreement.**

**FPOL2109-6      PETITION – SMALL DOGS OFF LEAD – SORRELL PARK, NORTH FREMANTLE**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Parks & Reserves & Manager Strategic Planning  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

On 25 June 2021, Council received a petition signed by 88 people requesting an area for small dogs to be off-lead at all times in North Fremantle. The covering email confirms that Sorrell Park in North Fremantle (on the foreshore adjoining Northbank) is the preferred location for this area.

In light of the limited open space available to residents of Northbank, the recommendations of the North Fremantle Foreshore Management Plan and the availability of an existing dog off lead exercise area immediately east of Stirling Bridge, this report recommends that Council not designate Sorrell Park as a dog off-lead exercise area at this time. It is further recommended that Council note the identification of conflicted options regarding dog exercise areas expressed during consultation during the Community, Sport and Recreation Facilities Plan preparation, and the draft Plan's recommendation that the City undertake a further strategic review of dog exercise areas.

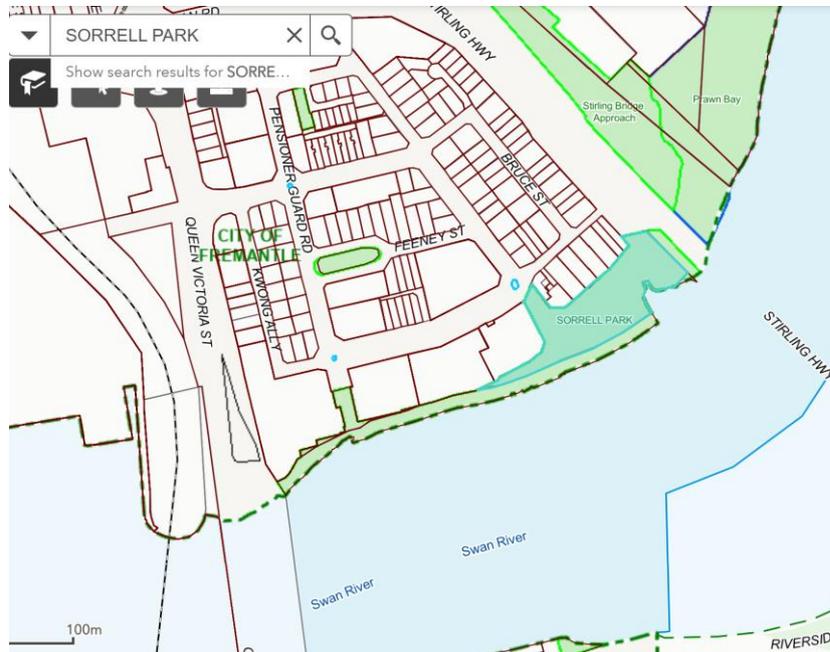
**BACKGROUND**

On 25 June 2021, Council received a petition signed by 88 people requesting an area for small dogs to be off-lead at all times in North Fremantle. The cover email confirms that the request relates to Sorrell Park, stating:

*We are a group of elderly people living in North Fremantle with small dogs who exercise them twice daily. We have been letting them play off lead in the grassed area at the end of Burns st on the river for a considerable time without a problem. Recently the rangers have been attending and giving warnings. This is not only a place for interaction and socialization between dogs but a wonderful opportunity for isolated elderly people to socialise and improve their lives in old age. We realise this is not allowed in the area but many are too old to walk to the north fremantle oval where mostly there is some sport on and dogs are not allowed off lead. The area between Burns and the oval is often baited and the dogs can not be let off leads without risk to their wellbeing and safety. Walking with small dogs on the path in this area is also hazardous for walkers and dogs due to high speeds of some cyclists. We are mostly locals and pick up after our dogs and others so that the area is always clean and tidy. Most of the time there are no people around except on weekends when the majority having picnics enjoy the company of the dogs and if not we keep them away. I have added a petition signed by many requesting this area be made available to small dogs off leads at all times ( this would mean moving the sign under the bridge west to the grassed area at the end of Burns st ) but if this is*

*not possible perhaps two 2 hour sessions per day maybe 8am -10 am and 3-5 pm would be a compromise.*

Sorrell Park (highlighted in blue below) is a 6,259m<sup>2</sup> area of public open space abutting the river and forming part of its foreshore in North Fremantle. It is vested in the City for Public Recreation.



In addition to forming part of the North Fremantle River Foreshore, the area provides local open space for the adjoining Northbank development.

The City's North Fremantle Foreshore Area Local Planning Policy (DGN7, updated in 2003) states that "*The Foreshore of Northbank is to be developed as a soft edged and urban landscape generally in accordance with the document Northbank Foreshore Management Plan September 1999 (NFMP)*" and goes on to outline various design objectives and considerations. Amongst other things, it recognises increasing recreational demands on this section of foreshore and recommend that consideration be given to the installation of children's play equipment, basketball etc, and signage be installed on the grass area limiting its use to passive recreation.

The North Fremantle Foreshore Management Plan 2013 considers Sorrell Park, and:

- Recognises this area as a recreation area with 'kick about grass' (see extract below)



Figure 1: Recreation

- Informal walk tracks
- Kick-about grass
- Dual use path
- Jetties\*
- Dinghy storage area
- Swimming beach
- Boat pens (not part of NFFMP. Shown for context)
- NFFMP boundary

\* Harvey beach Jetty is the sole jetty to fall within City of Fremantle Management Area

- Identifies the demand for dog exercise areas and the conflicts between dogs and inadequate dog management and broader recreational use, recommending that Council “Review the number of ‘off-chain’ dog exercise areas within parkland (non-bush) areas. Reviewed areas should coincide with areas where rabbits are not baited and native fauna may exist.”
- Identifies the area as a formal landscape area (in contrast to the revegetation and restoration recommended for other sections – see extract below)

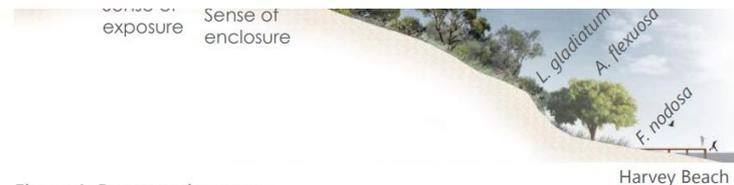


Figure 1: Revegetation areas

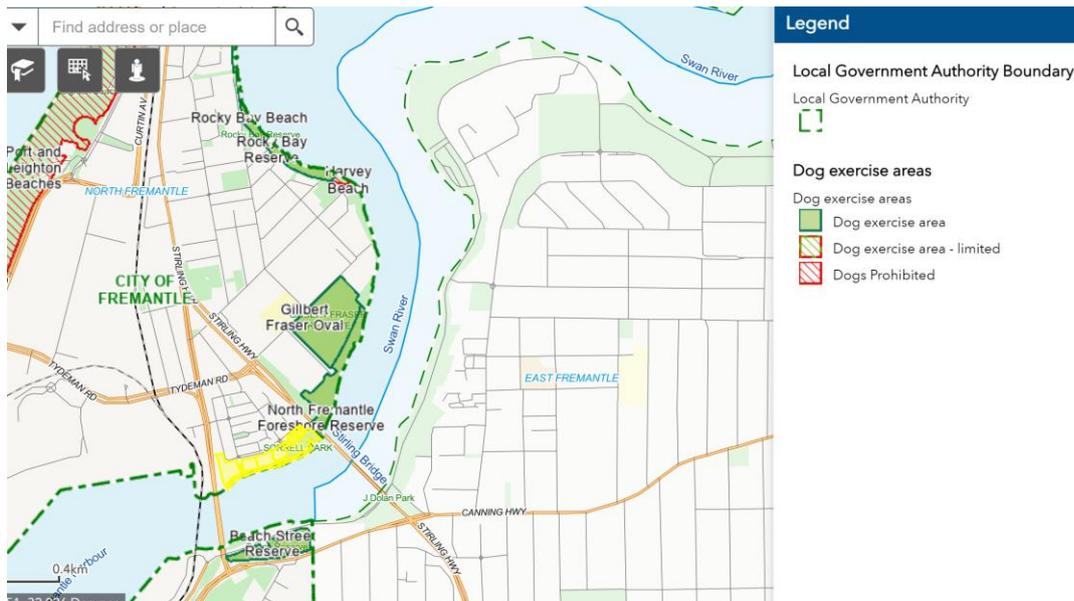
- Revegetation and Restoration area
- Formal landscape areas
- Weed edges
- NFFMP and Swan River Trust Development Control Area boundaries

- Recommends retention and upgrade of play equipment in the area, and improvement of lighting

The North Fremantle Vegetation Management Plan:

- Designates Sorrell Park as ‘Foreshore Parkland’ which areas it suggests be managed for recreational value (including as gathering points) and for their aesthetic value
- Describes Sorrell Park as “largely an open, grassed area with some trees, tables, seating, playground equipment and access to a wide, sandy beach. The area is well-used for a variety of recreational activities including walking, running, dog walking, picnics, children’s play, swimming/paddling and accessing private boating facilities. Community consultation has identified that these aspects are highly valued.”

Sorrell Park is located close to designated dog exercise areas including the foreshore immediately under the bridge, and the nearby Gilbert Fraser Oval (see plan below). However, as the petitioner points out, the natural areas abutting the river are periodically baited, whilst the Oval is, at times, unavailable due to its use for sport. The accessibility challenges for some residents (particularly elderly residents) are also acknowledged (though are not unique to this location).



Following receipt of the petition, the City received 5 emails objecting to the proposal and indicating that poorly managed dogs represented an ongoing problem for other users of the park.

## FINANCIAL IMPLICATIONS

Nil

## LEGAL IMPLICATIONS

Section 31 of the Dog Act 1976 requires “A dog shall not be in a public place unless it is — (a) held by a person who is capable of controlling the dog; or (b) securely tethered for a temporary purpose, by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.... Unless (amongst other options) 2. (a) it is in an area specified by a local government under section 51 as a dog exercise area”.

The City’s dog exercise areas are defined in its Dog Exercise and Prohibited Areas policy.

## CONSULTATION

The North Fremantle Foreshore Management Plan (2013), North Fremantle Foreshore Vegetation Management Report (2017) and draft Community and Recreation Facilities Plan have all involved consultation. The Foreshore Management Plan and draft Facilities Plan identified conflicts between dog exercise and other open space purposes (including conservation and broader recreational use) as an ongoing issue requiring further investigation and pro-active management.

## OFFICER COMMENT

Balanced and responsible management of public open space to support the recreational and social needs of the community contribute to the City’s Health and Wellbeing objectives.

The petition highlights the ongoing challenges around this issue, with the draft Community Sport and Recreation Plan likely to recommend a comprehensive review of dog exercise areas to consider it more holistically.

As matters stand, it is difficult to support designation of an additional area of foreshore given the very close proximity of an existing area: whilst the concerns regarding dog exercise in the baited areas are understood, the conflicts between dogs and other recreational users (including children) in Sorrell Park are also noted, along with the limited local recreational options in this precinct. Restriction of dog exercise to small dogs could theoretically assist reducing conflict but would be difficult to policy, requiring a clear definition of a small dog (either by height, weight or breed).

An alternative could be to designate a dog exercise hour similar to that proposed for Rule Park. Whilst restriction of times may not suit all individuals, it might offer the best compromise in some areas with high demand on restricted open space.

As an overarching position, as with Rule Park, officers prefer not to make changes such as this in isolation but to address the issue more systematically through a review of dog exercise areas, and considering items including:

- Accessibility
- Shared use (eg ovals, playgrounds)
- Environmental conservation
- Suitability in terms of size, proximity to busy roads etc

In the event that the Council wishes to make local provision for dog exercise in Sorrell Park, it would be recommended that this be permitted between 5.30pm and 7.30pm each evening, to provide a window out for exercise outside of working hours but whilst still providing a period of light. This time period might inhibit picnicking but is less likely to conflict with younger children's play than other alternatives.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Notes the petition received at Council on 25 June 2021 requesting the designation of Sorrell Park as an off-lead dog exercise area.**
- 2. In relation to Sorrell Park, notes:**
  - a. the direction regarding use and management of Sorrell Park contained in the North Fremantle Foreshore Management Plan and North Fremantle Vegetation Management Plan being that the reserve is primarily for passive recreation purposes.**
  - b. the objections received to the petition and the ongoing conflicts which appear to be occurring between dog-exercise and other recreational users on other parks as identified in the North Fremantle Foreshore Management Plan and the draft Community Sport and Recreation Facilities Plan.**
  - c. the proximity of Sorrell Park to an existing designated dog exercise area.**
- 3. Advises the lead petitioner that:**
  - a. Limitation of dog exercise to smaller dogs would be very difficult to administer.**
  - b. It is anticipated the Community Sport and Recreation Plan will support a review of the provision of dog exercise areas across the City of Fremantle.**
  - c. Council is not currently prepared to designate Sorrell Park an off-lead dog exercise area because of the potential conflicts with other recreational users, and its proximity to an existing exercise area, but that it will review this decision in light of any recommendations arising from the City-wide review.**

**FPOL2109-7 WALYALUP RECONCILIATION ACTION PLAN 2019-2022 –  
ANNUAL PROGRESS REPORT 2020-2021**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Community Development  
**Decision making authority:** Committee  
**Attachments:** 1. Walyalup Reconciliation Action Plan Progress  
Report 2020-2021  
**Additional information:** Nil

**SUMMARY**

The Walyalup Reconciliation Action Plan Annual Report documents the progress made against the second year deliverables of the Walyalup Reconciliation Action Plan 2019-22 (WRAP) for the 2020-21 financial year.

This report recommends that Council receive the Walyalup Reconciliation Action Plan Progress Report 2020 – 2021 as required for acceptance by Reconciliation Australia.

**BACKGROUND**

The Walyalup Reconciliation Action Plan 2019-2022 (WRAP) was developed through community consultation, endorsed by the Walyalup Reconciliation Reference Group in April 2019 and Council in June 2019.

The three-year plan is a whole of organisation approach, guided and championed by the Walyalup Reconciliation Reference Group. The purpose of the City's WRAP, specifically as a Stretch RAP, is to celebrate and recognise Aboriginal culture by raising awareness and support through the development of solid foundations, governance models and future commitments. Achieving the promotion of sustainable opportunities in areas such as employment, economic development and procurement.

**FINANCIAL IMPLICATIONS**

Funding has been allocated in 2021/22 Annual Budget for actions identified in the WRAP.

**LEGAL IMPLICATIONS**

Nil

**CONSULTATION**

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

Two consultation groups were established as identified in the WRAP:

1. The Walyalup Reconciliation Action Plan Reference Group was established with a broad membership and clear agreed Terms of Reference to meet quarterly to track progress of the implementation of the Walyalup Reconciliation Action Plan, provide feedback and provide accountability with the City conducting four meetings held in this reporting period.
2. An informal Eldership group was established to meet twice per year with the Mayor, Councillors, Chief Executive Officer and Senior Management to further build relationships, with three meetings held in the reporting period.

## OFFICER COMMENT

The City has a long-standing commitment in fostering relationships with Aboriginal people dating back to the formative *Policy for respect, recognition and conciliation* with Aboriginal people which was developed and endorsed by Council in 2000.

The City's vision for reconciliation is to create an inclusive, caring community where Aboriginal people experience the same life outcomes as other Australians, and where their special place in our nation and our City is recognised.

The City's commitment continues to be demonstrated as the result of listening to the community, building connections and taking action. A major highlight of this commitment is the naming of the Walyalup Civic Centre and the renaming of Kings Square to Walyalup Koort, a Wadjuk Nyoongar name.

The attached report provides a summary of the 19 actions and 106 deliverables from July 2020 to June 2021.

It is noted that the advent of COVID-19 and government restrictions has resulted in some minor interruptions in achieving some of these deliverables. 98% of deliverables have been completed or are on track, 2% have been delayed or postponed and no deliverables have been cancelled or not commenced. A snapshot of deliverable achievements are included below:

- The City has delivered on encouraging cultural and tourist destinations to significantly increase Aboriginal and Torres Strait Islander content and awareness with interpretation at the Roundhouse, Walyalup Civic Centre and Booyeembara Park six season garden.
- The City's Purchasing Policy recognises Aboriginal Business registered on the Aboriginal Business Directory WA or a business that is registered member of Supply Nation in each of the policy thresholds, including an exemption to tender for up to \$250k.
- Six Aboriginal trainees were employed as permanent staff members, supporting the employment target of 4% of Aboriginal and/or Torres Strait Island people employed at the City, with one of the staff winning the prestigious Miss Naidoc award in 2021.

- The Walyalup Aboriginal Cultural Centre engaged 24 different Aboriginal facilitators, delivered 73 activities, with 637 participants.
- Cultural activities for significant cultural dates and key celebrations including One Day, NAIDOC Week and Reconciliation Week.
- Delivery of Revealed Exhibition 2021: New and Emerging WA Aboriginal Artists and the Revealed Market
- Multi-genre Aboriginal programming across all City produced festivals.
- The City has embedded a reporting system to ensure WRAP deliverables are assigned, measured and implemented by the WRAP champions.

The City's timeframe on exploring viability of a local 'treaty' or equivalent is on target since we commenced discussion with our WRAP group, Elders and key stakeholders. We will continue to monitor progress and learnings of Councils, specifically City of Perth "Yacker Danjoo", so we can indicate the concept to WALGA in 2022. We are also monitoring the South West Settlement implementation, establishment of a Governance and cultural authority framework through Regional Corporations, whilst we reflect on our local Aboriginal people signing the *Policy for respect, recognition and conciliation* in 1999 and a reaffirmation in 2019.

The support for the Walyalup Reconciliation Action Plan has been widespread through the community and the organisation. Many of the outcomes that have been achieved already in the first two years have exceeded expectations as identified in the implementation plan, refer to the annual report attachment.

The WRAP aligns with the City's vision to create an inclusive, caring community where Aboriginal people experience the same life outcomes as other Australians, and where their special place in our nation and our City is recognised. A community and organisation in which Aboriginal people are acknowledged, listened to and understood; a community and organisation that respect and tell the truth about history, and where healing and growth is nurtured by all of us.

Ultimately, a shared vision for Walyalup, where the City embraces culture and heritage, and where Aboriginal people are part of making decisions and improvements for community wellbeing, and the development of the WRAP is a measurement of this success.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Receive the Walyalup Reconciliation Action Plan Annual Progress Report for July 2020- June 2021, provided in Attachment 1.**
- 2. Note the Walyalup Reconciliation Action Plan Annual Progress Report for July 2020 – June 2021 be forwarded to Reconciliation Australia, in accordance with the reporting requirements.**

**FPOL2109-8 TENDER FCC579/21 – ELECTRICAL SERVICES STREET LIGHTING AND PARKS**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number FCC579/21 for Electrical Services Street Lighting and Parks

This report recommends that Council accepts the tender submitted by Northlake Electrical Services Pty Ltd in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The City of Fremantle issued a request for tender for suitably qualified and competent Contractors to supply electrical services to maintain the City’s streetlighting, parks & reserve lighting, car park lighting, floodlighting, footpath lighting, barbecues, festive lighting and electrically operated irrigation pumps through the Tenderlink Tender Portal.

**FINANCIAL IMPLICATIONS**

The table below summarises the 2021/22 financial year operational budget:

<b>Description</b>	<b>Amount</b>
Maintain Irrigation Rec Reserves (Annual bore testing, Bore and pump repairs)	\$55,000
Maintain Park Infrastructure (Barbecue servicing and repairs)	\$10,000
Maintain Lighting Equipment Rec Reserves	\$60,000
Maintain Streetlighting	\$150,000
<b>Total per annum</b>	<b>\$275,000</b>

This tender is a Schedule of Rates Contract only and spend is therefore managed against the adopted budget each year.

**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 FCC579/21 for Electrical Services Street Lighting and Parks was advertised on 28 July 2021 and closed on 13 August 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 3 years +1 year + 1 year
Commencement date	On or around 20 September 2021
Completion date	On or around 20 September 2024

### Tender evaluation

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

- Eamco Pty Ltd
- Foster's Services Pty Ltd
- Industrial Automation Group Pty Ltd
- Northlake Electrical Pty Ltd
- Prestige Jointing and Electrical Pty Ltd

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:

- Procurement Officer – risk and contracts (non-voting)
- Procurement Officer
- Engineering Projects Officer
- Parks Coordinator
- Manager Infrastructure Engineering

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	Price for services offered	40%
2	Relevant Experience	20%
3	Skills and Key Personnel	20%
4	Demonstrated Understanding	10%
5	Sustainability	10%

Five tender submissions received were conforming, and Nil tender submissions received were non-conforming.

Tender Evaluation Matrix:

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>100</b>
EOS Electrical	15	14	7	5	34	74
Fosters Services	9	12	5	8	40	74
Industrial Automation	9	9	3	3	27	50
Northlake Electrical	19	17	9	8	38	90
Prestige Joining and Electrical	8	6	3	0	30	46

The tender submitted by Northlake Electrical Pty Ltd scored the highest rating with 90 points, followed by EOS Electrical and Fosters Services (joint second) with 74 points.

Northlake Electrical Pty Ltd, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Northlake Electrical Pty Ltd is a conforming tender. They have undertaken electrical services for the City and have provided good services that met the City's requirements. Reference checks indicate that Northlake Electrical Pty Ltd have provided satisfactory service delivery to their customers on similar projects, and will be a suitable supplier to the City of Fremantle

### Environmental considerations

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 the supplier would benefit the local economy. Northlake Electrical Pty Ltd provided a detailed sustainability policy and sustainable practices which included the recent implementation of a new "Cost manager" mobile application for their fleet allowing

their teams to synchronize with their service fleet on the road and operate more efficiently.

### **Risk consideration**

An assessment undertaken by illion indicates that Northlake Electrical Pty Ltd 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**

Northlake Electrical Pty Ltd is the incumbent electrical services contractor for the City since September 2019 and have an established workforce to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

### **OFFICER'S RECOMMENDATION**

#### **Council:**

- 1. Accept the tender for Electrical Services Street Lighting and Parks (FCC579/21) at the rates tendered, for Northlake Electrical Pty Ltd for a period of three years.**
- 2. Approve the option to extend the contract for up to two years (one year plus one year) providing Northlake Electrical Pty Ltd have performed satisfactorily in accordance with the terms of the Contract.**

**FPOL2109-9 TENDER FCC574/21 - MOWING SERVICES**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Parks and Landscape  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number FCC574/21 Mowing Services.

This report recommends Council accepts the tender submitted by Green Options in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The mowing services tender calls for a Contractor to provide scheduled mowing servicing to various sporting fields, passive reserves, sloped areas and hard edges as part of a set services scope of works. The Principal may also request mowing and other related services to these or additional sites on an as required basis.

The Contract specification details the minimum standards for undertaking the set service maintenance across five specific set service areas as well as a schedule of rates for the engagement of additional services. The specific service requirements for both set services and additional services is identical.

The Contractor is responsible for providing all staff, supervision, materials, supplies and equipment necessary to accomplish the undertaking of all works as per the frequencies, timeframes and service requirements.

**FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by Green Options for mowing services, and associated expenses:

Description	Expenditure	Budget
<b>Budget</b>		
Allocated budget		\$265,000
<b>Expenditure</b>		
Expenditure incurred to date:	Nil	
Activities		
• Tender number FCC 574.21 for Mowing Services	\$237,512	
<b>Total expenditure (estimated)</b>	<b>\$237,512</b>	

This service spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

## 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 FCC 574.21 for Mowing Services across the City of Fremantle was advertised on 23 June 2021 and closed on 9 July 2021.

Essential details of the contract are outlined below:

Contract type	Lump sum with schedule of rates for additional services.
Contract duration	Two years with three one-year extension options available, exercisable at the sole discretion of the City.
Commencement date	On or about 13 September 2021
Completion date	On or about 12 September 2023

## Tender evaluation

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

- Environmental Industries Pty Ltd
- GAS Assets Pty Ltd Trading as Gecko Contracting Turf & Landscape Maintenance
- Green Options
- Lawn Doctor
- LD Total
- Lochness Landscape Services
- Programmed Property Services
- Skyline Landscape Services Group
- Turf Master
- Turfcare WA

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 – Parks and Landscape
- Parks Coordinator
- Senior Irrigation Officer
- Procurement Officer – Contracts and Risk (non-voting)

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	15%
2	Skills and Key Personnel	15%
3	Demonstrated Understanding	20%
4	Sustainability and Local Economic Benefit	10%
5	Price	40%

All tender submissions received were conforming.

The tender submitted by Green Options scored the highest rating with 80 points, followed by Gecko Contracting with 77 points. The remaining tender submissions received lower scores.

Overall Weighted Score - Including Price	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	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>
Environmental Industries	9	9	13	7	<b>33</b>	<b>71</b>
Gecko Contracting	8	10	13	6	<b>40</b>	<b>77</b>
Green Options	15	11	16	7	<b>30</b>	<b>80</b>
Lawn Doctor	9	8	12	6	<b>26</b>	<b>60</b>
LD Total	9	9	11	5	<b>27</b>	<b>60</b>
Lochness Landscape Services	8	9	12	2	<b>26</b>	<b>57</b>
Programmed Property	11	10	11	5	<b>26</b>	<b>63</b>
Skyline Landscape Services	8	8	15	6	<b>21</b>	<b>57</b>
Turf Master	11	8	10	5	<b>32</b>	<b>66</b>
Turfcare WA	13	13	16	8	<b>28</b>	<b>78</b>

An addendum was issued to all Contractors confirming the City's equipment requirements in relation to slope mowing. The addendum required Tenderers to advise on any price changes as a result of the requirements provided. The pricing and scoring evaluations are inclusive of these responses.

## **Environmental considerations**

Green Options provided a comprehensive sustainability component including sustainable practices such as green waste recycling program and electric battery equipment and hybrid cylinder mowers as part of their offer. Their GPS technology improves fuel efficiency.

## **Risk consideration**

An assessment undertaken by Dun and Bradstreet indicates that Green Options 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 offer from Green Options provides the City with an extremely high level of directly relevant experience in sports turf management combined with an excellent understanding of the City's requirements. They have highly skilled staff trained in sports turf management and the equipment and capacity to complete the scope of works. They provided a comprehensive sustainability component including sustainable practices, collaboration with community and field technology to improve resource use.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender from Green Options for FCC574/21 Mowing Services at the estimated contract price of \$237,512.00 excluding GST per annum, for a period of two years.**
- 2. Approve the option to extend the contract for up to a further 3 years (one year plus one year plus one year) providing Green Options have performed satisfactorily in accordance with the terms of the Contract.**

**FPOL2109-10 TENDER FCC571/21 – GENERAL BUILDING MAINTENANCE**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Facilities and Environment  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

**The purpose of this report is to consider tender number FCC571/21 for General Building Maintenance.**

**This report recommends that Council accepts the tender submitted by Hoskins Investments Pty Ltd ATF M R Hoskins Family Trust trading as AE Hoskins Building Services in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.**

**BACKGROUND**

The City of Fremantle issued a request for tender for suitably qualified and competent Contractors to supply labour and materials to deliver general building maintenance services to the City of Fremantle through the Tenderlink Tender Portal.

The scope of this contract includes but is not limited to the following disciplines:

- Carpentry, timber flooring including heritage floorboards, joinery and doors
- Repair of fixtures and fittings (internal and external)
- Lock and latch repairs
- Paving
- Tiling
- Handrails and ramps
- Plastering
- Ceiling fixing
- Welding and metal fabrication
- Masonry repairs, and general labour service to the City of Fremantle

**FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by AE Hoskins Building Services for General Building Maintenance and associated expenses.

Description	Expenditure	Budget apportionment / allocation to general building maintenance
<b>Budget</b>		
Overall budget for Maintenance 2021/2022 \$1,297,000 PA		\$200,000
<b>Expenditure</b>		
Expenditure incurred to date: 31 August 21	\$34,580	
Activities Tender number <ul style="list-style-type: none"> <li>FCC571/21 for General Building Maintenance \$156,260 PA (estimated). (* Remainder of FY)</li> </ul>	\$130,217*	
<b>Total expenditure 2021/2022 PA (estimated)</b>	\$164,797	
<b>Balance</b>		<b>\$35,203</b>

Sufficient funding provision has been allocated in the 2021 /2022 budget to deliver the service within budget.

This contract spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

### 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 FCC571/21 for General Building Maintenance was advertised 5 July 2021 and closed on 23 July 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 2 years + 1 year + 1year
Commencement date	On or around 20 September 2021
Completion date	On or around 17 September 2023

## Tender evaluation

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

- AE Hoskins Building Services
- ASAP Asset Management
- AWB Co
- Bayside Australia 2000 Pty Ltd
- Cavadium Constructions Pty Ltd
- Commercial and Domestic Constructions Pty Ltd
- Fremantle Civil
- GJK Facility Services
- ICS Australia Pty Ltd
- IPC Maintenance
- Marawar Pty Ltd
- MSS Hard Services Pty Ltd
- Oban Group
- Orixon Pty Ltd
- Protek 247 Building and Maintenance Services
- Schlager Group Pty Ltd / Ballantyne Commercial Property Services Pty Ltd

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:

- Procurement Team Leader
- Team Leader Building Services
- Building Services Officer
- Manager Facilities and Environmental Management

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	Tender price	30%
2	Relevant experience	15%
3	Key personnel skills and resources	25%
4	Demonstrated understanding	20%
5	Sustainability and local economic benefit	10%

Sixteen (16) tender submissions received were conforming, and no non-conforming tender submissions were received.

### Tender Evaluation Matrix

Overall Weighted Score Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>15</b>	<b>25</b>	<b>20</b>	<b>10</b>	<b>30</b>	<b>100</b>
AE Hoskins Building Services	14	18	17	8	26	82
ASAP Asset Management	3	7	5	2	30	47
AWB Building Co	11	18	13	7	24	72
Bayside Australia 2000	6	11	11	3	25	54
Cavadium Constructions Pty Ltd	4	7	5	3	19	37
Commercial and Domestic Constructions	2	3	4	3	23	34
Fremantle Civil	2	3	2	1	28	35
GJK Facility Services	2	3	2	1	20	27
ICS Australia	12	17	13	7	23	72
IPC	7	14	11	6	26	64
Marawar	8	16	11	6	27	68
MSS Group	8	9	8	6	26	57
Oban Group	10	12	14	6	23	64
Orixon	10	17	11	6	21	65
Protek 247	8	13	11	4	24	59
Schlager Group	6	9	6	3	24	48

The tender submitted by AE Hoskins Building Services scored the highest rating with 82 points, followed by ABW Building Co and ICS Australia Pty Ltd with 72 points. The remaining tender submissions received lower scores.

AE Hoskins Building, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from AE Hoskins Building Services is a conforming tender. They have worked for the City of Fremantle on various projects and provided good service that met the City's needs. Reference checks indicate that AE Hoskins Building have provided satisfactory service delivery to their customers on similar project, and will be a suitable supplier to the City of Fremantle

### Environmental considerations

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, AE Hoskins Building Services are certified to ISO 14001:2015 Environmental Management System Requirements.

### Risk consideration

An assessment undertaken by illion indicates that AE Hoskins Building Services 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**

AE Hoskins Building Services is the incumbent general building maintenance contractor since September 2019 and have an established workforce to undertake the works.

**VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

**OFFICER'S RECOMMENDATION**

**Council:**

- 1. Accept the tender for General Building Maintenance (FCC571/21) at the rates tendered, for AE Hoskins Building Services for a period of two years.**
- 2. Approve the option to extend the contract for up to 2 years (one year plus one year) providing AE Hoskins Building Services have performed satisfactorily in accordance with the terms of the Contract.**

**FPOL2109-11 TENDER FCC580/21 – ELECTRICAL SERVICES GENERAL BUILDINGS**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Facilities and Environment  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number FCC580/21 for Electrical Services General Buildings.

This report recommends that Council accepts the tender submitted by Northlake Electrical Services Pty Ltd in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The City of Fremantle issued a request for tender for suitably qualified and competent Contractors to supply electrical services to the City’s buildings through the Tenderlink Tender Portal.

**FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by Northlake Electrical Pty Ltd for the Electrical Services General Building, and associated expenses:

Description	Expenditure	Notional Budget Allocation for Electrical Services
<b>Budget</b>		
Overall budget for Maintenance 2021/2022 \$1,297,000 PA		\$215,000
<b>Expenditure</b>		
Expenditure incurred to date: 31 August 2021	\$13,600	
Activities <ul style="list-style-type: none"> <li>Tender number FCC580/21 – Electrical Services - General Buildings \$204,925 PA (estimated) (* for the remainder of the FY)</li> </ul>	\$182,770*	
Project management costs	NA	
<b>Total expenditure</b> (estimated)	\$ 196,370	
<b>Balance</b>		<b>\$18,630</b>

Sufficient funding provision has been allocated in the 2021/2022 budget to deliver the Electrical Services within budget.

This service spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

## 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 FCC580/21 for Electrical Services General Buildings was advertised on 7 July 2021 and closed on 23 July 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 2 years +1 year + 1 year
Commencement date	On or around 20 September 2021
Completion date	On or around 17 September 2023

## Tender evaluation

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

- Fosters Services Pty Ltd
- Gilmour & Jooste Electrical
- Elexacom
- Northlake Electrical Pty Ltd
- Pearmans Electrical Services
- Programmed Electrical Technologies (Programmed)
- Schlager Group Pty Ltd and Ballantyne Commercial Property Services Pty Ltd
- Kool Line Electrical and Refrigeration
- Downer Electrical Pty Ltd
- BME Solutions Pty Ltd
- AWB Company
- AE Hoskins Building Services
- Paramount Electrical 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:

- Procurement Officer – risk and contracts (non-voting)
- Procurement Officer
- Team Leader Building Services
- Building Services Officer
- Manager Facilities and Environmental Management

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	Price for services offered	30%
2	Relevant Experience	15%
3	Skills and Key Personnel	25%
4	Demonstrated Understanding	20%
5	Sustainability	10%

Thirteen (11) tender submissions received were conforming, and two (2) tender submissions received were non-conforming.

Non-conforming submissions were not evaluated as they did not include a completed pricing schedule as required.

#### Tender Evaluation Matrix

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	15	25	20	10	30	100
Fosters Services Pty Ltd	12	20	12	8	29	81
Gilmour & Jooste Electrical	9	14	8	4	27	62
Elexacom	13	16	16	7	28	80
Northlake Electrical Pty Ltd	14	24	18	8	29	92
Pearmans Electrical	12	19	14	9	30	83
Schlager Group	7	10	8	3	26	53
Downer Electrical Pty Ltd	7	13	12	5	24	60
BME Solutions Pty Ltd	8	13	8	2	29	59
AWB Building Company	11	16	12	7	28	73
AE Hoskins & Sons	10	15	14	8	29	76
Paramount Electrical Services	9	15	10	7	30	70

The tender submitted by Northlake Electrical Pty Ltd scored the highest rating with 92 points, followed by Pearmans Electrical Services with 83 points. The remaining tender submissions received lower scores.

Northlake Electrical Pty Ltd, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Northlake Electrical Pty Ltd is a conforming tender. They have undertaken electrical services for the City and have provided good services that met the City's requirements. Reference checks indicate that Northlake Electrical Pty Ltd have provided satisfactory service delivery to their customers on similar projects, and will be a suitable supplier to the City of Fremantle

### **Environmental considerations**

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 the supplier would benefit the local economy. Northlake Electrical Pty Ltd provided a detailed sustainability policy and management plan.

### **Risk consideration**

An assessment undertaken by illion indicates that Northlake Electrical Pty Ltd 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**

Northlake Electrical Pty Ltd is the incumbent electrical services contractor for the City since September 2019 and have an established workforce to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

### **OFFICER'S RECOMMENDATION**

#### **Council:**

- 1. Accept the tender for Electrical Services General Buildings (FCC580/21) at the rates tendered, for Northlake Electrical Services for a period of two years.**
- 2. Approve the option to extend the contract for up to 2 years (one year plus one year) providing Northlake Electrical Services have performed satisfactorily in accordance with the terms of the Contract.**

**FPOL2109-12 TENDER FCC568/21 CLEANING SERVICES - VARIOUS CITY FACILITIES**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Facilities and Environmental Management  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential - Pricing Evaluation Matrix

**SUMMARY**

The purpose of this report is to consider tender number FCC568/21 for Cleaning Services - Various City Facilities.

This report recommends that Council accepts the tender submitted by Office Cleaning Experts PTY LTD trading as OCE Corporate Cleaning in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

**BACKGROUND**

The City of Fremantle issued a request for tender for a suitably qualified and competent Contractors to supply labour and materials to deliver cleaning services to various City facilities through the Tenderlink Tender Portal.

The City of Fremantle requires cleaning services for the following City of Fremantle facilities.

Fremantle Art Centre	Fremantle Legal Centre
City Work Depot	10 Captains Lane
Fremantle Leisure Centre	12 Mrs Trivett Place
Samson Recreation Centre and Annex	Sullivan Hall
Bruce Lee Clubroom	Data Centre
Hilton Park Upper Clubroom	14 Parry Street (City Cleaners)
Fremantle Park Clubroom	Moore's Building and Apartment
Brad Hardy Clubroom	70 Parry St Administration (whilst occupied)
North Fremantle Community Hall	70 Parry St Library (whilst occupied)

The successful Tenderer is required to clean the City's facilities as per the requirements of the scope of works, frequencies and time schedules, including consistently maintaining presentation to the specification.

**FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, recommended tender price by OCE Corporate Cleaning for cleaning services to various City Facilities and associated expenses.

Description	Expenditure	Budget
<b>Budget</b>		
Allocated budget for 2021/22		\$334,300
<b>Expenditure</b>		
Expenditure incurred to date: 31 Aug 2021	\$49,444	
Activities <ul style="list-style-type: none"> <li>Tender number Tender number FCC568/21 – Cleaning - Various City Facilities \$312,847 PA (* cost for remainder of FY)</li> </ul>	\$260,705*	
Project management costs	NA	
<b>Total expenditure</b> (estimated)	\$310,149	
<b>Balance</b>		<b>\$24,151</b>

The Pre-tender estimate of \$242,900 excluded 70 Parry Street that was to be vacated prior to commencement of this Cleaning Various City Facilities Contract (\$36,700 & \$30,000). The 2021/2022 financial year budget is \$334,300

Sufficient funding provision has been allocated in the 2021/2022 budget to deliver the cleaning of various City facilities within budget.

This service spans multiple years therefore a commitment to suitable budget provision for future years must be considered.

## 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 FCC568/21 for Cleaning Services - Various City Facilities was advertised on 21 April 2021 on the Tenderlink Portal and in the West Australian and closed on 14 May 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 2 years + 1 year + 1 year
Commencement date	On or around 1 November 2021
Completion date	On or around 31 December 2023

## Tender evaluation

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

- Bellrock Cleaning Services Pty Ltd
- Brigade Facilities Management
- Brightmark Pty Ltd
- Brightshine Cleaning and Maintenance Services Ltd
- Charles Services Company
- DMC Cleaning
- Facilities First Australia
- GJK Facility Services
- GJK Indigenous Solutions
- HT Cleaning Services Pty Ltd
- ISG Cleaning Pty Ltd
- OCE Corporate Cleaning

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:

- Procurement Team Leader
- Team Leader Building Services
- Building Service Officer
- Manager Facilities and Environmental Management

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	Price for services offered	30%
2	Methodology	20%
3	Safety management	20%
4	Experience and ability to do the work	20%
5	Resources	10%

Twelve (12) tender submissions received were conforming, and no non-conforming tender submissions were received.

### Tender Evaluation Matrix

<b>Overall Weighted Score - Including Price</b>	<b>Relevant Experience</b>	<b>Key Personnel Skills &amp; Resources</b>	<b>Demonstrated Understanding of the Project</b>	<b>Sustainability</b>	<b>Price</b>	<b>Total Score</b>
<b>Tenderer</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>10</b>	<b>30</b>	<b>100</b>
Bellrock	16	13	14	6	14	63
Brigade Facilities	7	8	7	2	30	53
Brightmark Group	13	11	11	6	21	63
Briteshine Cleaning	8	9	9	4	23	54
Charles Service Company	9	7	7	5	26	54
DMC Cleaning	7	7	6	2	26	48
Facilities First	12	12	11	7	17	59
GJK Facility Services	9	10	6	3	18	46
GJK Indigenous Solutions	9	10	9	7	19	54
HT Cleaning Services	10	11	10	7	20	58
ISG Cleaning	7	7	8	5	19	47
OCE Corporate	15	13	13	6	19	65

The tender submitted by OCE Corporate Cleaning scored the highest rating with 65 points, followed by Bellrock Cleaning Services Pty Ltd and Brightmark Group with 63 points. The remaining tender submissions received lower scores.

OCE Corporate Cleaning, the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the cleaning and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from OCE Corporate Cleaning is a conforming tender. Reference checks indicate that OCE Corporate Cleaning have provided satisfactory service delivery to their customers on similar projects, and will be a suitable supplier to the City of Fremantle

### Environmental considerations

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.

OCE Corporate Cleaning are certified to ISO 14001: 2015 Environmental Management System Requirements, will utilise environmentally preferred cleaning products and seek to employ at least 80% of their staff assigned to the project locally.

### Risk consideration

An assessment undertaken by illion indicates that OCE Corporate Cleaning 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**

Three (3) references were obtained for OCE Corporate Cleaning undertaking similar projects for other local authorities which returned satisfactory responses.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender for Cleaning Services - Various City Facilities (FCC568/21) at the rates tendered, for OCE Corporate Cleaning for a period of two years.**
- 2. Approve the option to extend the contract for up to a further two years (one plus one year) providing OCE Corporate Cleaning have performed satisfactorily in accordance with the terms of the Contract.**

## FPOL2109 -13 TENDER WFCC84/21 – SUPPLY OF ASPHALT AND PROFILING

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Infrastructure Engineering  
**Decision making authority:** Committee  
**Attachments:** Nil  
**Additional information:** 1. Confidential – Pricing Evaluation Matrix

### SUMMARY

The purpose of this report is to consider tender number WFCC84/21 for Supply of Asphalt and Profiling.

This report recommends that Council accepts the tender submitted by Downer EDI Works Pty Ltd in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.

### BACKGROUND

The City of Fremantle issued a request for tender for suitably qualified and competent contractors to supply and deliver asphalt and profiling services to maintain and renew the City's road reserve, through the WALGA e-quotes portal.

### FINANCIAL IMPLICATIONS

The current 2021/22 financial year's adopted budget for the City's road renewal programme (including both the State Government 'Metropolitan Regional Road Group' and the Federal Government 'Roads To Recovery' grants) is \$1,835,000.

Officers estimate that of the road renewal programme, approximately \$915,815 will be expended via this contract during the 2021/22 financial year.

It is important to note that the City of Fremantle is not obliged to have a minimum spend each year with the asphalt and profiling contractor. This tender is a Schedule of Rates Contract only and spend is therefore managed against the adopted budget each year.

### 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 FCC579/21 Supply of Asphalt and Profiling was advertised on 06 August 2021 and closed on 20 August 2021.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Duration of 3 years +1 year +2x 6months
Commencement date	On or around 20 September 2021
Completion date	On or around 20 September 2024

### **Tender evaluation**

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

- Asphalttech Pty Ltd
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd

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 Asset Management – risk and contracts (non-voting)
- Procurement Officer
- Project Engineer
- Engineering Team Leader
- Manager Infrastructure Engineering

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	Price for services offered	35%
2	Relevant Experience	20%
3	Skills and Key Personnel	15%
4	Demonstrated Understanding	20%
5	Sustainability	10%

Three tender submissions received were conforming, and Nil tender submissions received were non-conforming.

Tender Evaluation Matrix:

Overall Weighted Score - Including Pricing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Price	Total Score
<b>Tenderer</b>	<b>20</b>	<b>15</b>	<b>20</b>	<b>10</b>	<b>35</b>	<b>100</b>
Asphaltech	18	12	17	8	22	76
Fulton Hogan Ind	16	13	19	9	30	86
Downer	16	13	17	8	35	89

The tender submitted by Downer EDI Works Pty Ltd scored the highest rating with 89 points, followed by Fulton Hogan with 86 points.

Downer EDI Works Pty Ltd (Downer), the recommended tenderer, was assessed as having the capacity, resources, experience and management systems to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The evaluation process determined that the tender from Downer is a conforming tender. They have undertaken similar services for several other Local Governments and have provided quality services which is shown throughout their submission. The evaluation process also determined that Downer would provide best value for money to the City. Reference checks indicate that Downer have provided satisfactory service delivery to their customers on similar projects and will be a suitable supplier to the City of Fremantle.

### Environmental considerations

In line with the Purchasing Policy, respondents to the tender were required to provide, and were assessed by the City of Fremantle, evidence of the use of sustainable business practices and how engaging the supplier would benefit the local economy. Downer provided detailed sustainable practices including details of investment in their facilities that offers reduced waste, reduced carbon emissions and principles of circular economy through their options of recycled materials within their asphalt mixes, meeting the One Planet principles. Downer also have 23 employees living in Fremantle.

### Risk consideration

An assessment undertaken by illion indicates that Downer EDI Works Pty Ltd have the financial capacity to undertake the contract and are low risk.

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

## **Comment**

Downer is an experienced contractor, currently serving several other Local Governments and has an established workforce to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Accept the tender for Supply of Asphalt and Profiling (WFCC84/21) at the rates tendered, for Downer EDI Works Pty Ltd for a period of three years.**
- 2. Approve the option to extend the contract for one year, plus two concurrent six-month options, providing Downer EDI Works Pty Ltd have performed satisfactorily in accordance with the terms of the Contract.**

## 10.2 Council decision

### **FPOL2109-14 FORMER NAVAL STORE BUILDING IMPROVEMENTS**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Asset Management  
**Decision making authority:** Council  
**Attachments:** 1. Nil  
**Additional information:** 1. Nil

#### **SUMMARY**

**In April 2021, the City received a proposal from Enkel Collective Co-Operative Ltd (Enkel) for work at the Former Naval Store building. The proposed works detail adaption of the existing mezzanine, which is an open space previously used for storage purposes, for contemporary office and meeting functions.**

**The City have developed an agreed Memorandum of Understanding (MoU), including a suitable scope of works and delivery/project management by City officers.**

**This report recommends that Council approve a budget of \$920,000, fully funded by Enkel Collective Co-Operative Ltd, for design and construction of the adaptation of the mezzanine area. As well as note that \$400,000 for the external works (as a supplementary package) will be considered as part of the 2022/23 budget process.**

#### **BACKGROUND**

In 2010, the City purchased the freehold of Lot 602 from the Department of Defence, which included the Naval Store building. Following the transfer of the site and building the City carried out extensive renovation and restoration works, which were completed in May 2019.

The building was leased to Enkel in April 2017 for a five-year period with a number of extension options. If all the extension options are exercised, the current lease will expire in December 2039.

As part of the design work that was completed for the major restoration and refurbishment work in 2019, some less urgent restoration works and proposed upgrades to the mezzanine level were removed from the project scope due to budget constraints.

In April 2021, the City received a proposal from Enkel for work at the Former Naval Store building. The proposed works detail adaption of the existing mezzanine, which is an open space previously used for storage purposes, for contemporary office and meeting functions.

## **FINANCIAL IMPLICATIONS**

Based on the concept design completed by Enkel, the cost estimate for the project is approximately \$920,000. The final tendered value for the design and construction aspects of the project will be updated in the budget as the project progresses.

100% of the design and construction cost will be funded by Enkel, with the City providing project management services as an in-kind contribution.

## **LEGAL IMPLICATIONS**

Tenders will be invited in accordance with the requirements of Section 3.57 of the Local Government Act 1995. The tendering procedures and evaluation complied with the requirements of Part 4 of the Local Government (Functions and General) Regulations 1996.

There is a current Memorandum of Understanding between the City and Enkel for this project. Subject to the approval of Council, the City and Enkel will enter into a formal contractual arrangement for the completion and payment of this project.

## **CONSULTATION**

Nil

## **OFFICER COMMENT**

Since receiving the initial proposal, the City has worked with Enkel to clarify their intentions, refine the scope and estimated cost of the works, and agree that the City provide project management services for the project. The City's role in project managing the project will help ensure a quality outcome for Enkel as well as ensuring the future interests of the City and the heritage listed Naval Store building.

The scope of works for the proposal includes:

- Installation of a lift
- New kitchen and storage on the ground floor
- Refurbishment and upgrade of the mezzanine level including perimeter and internal walls, ceiling framing and insulation
- Installation of new air-conditioning to the mezzanine
- Upgrade of electrical infrastructure

The project is expected to further add to the level of activation for the area requested by Council and will support a range of creative enterprises and related activities.

In addition to the proposed works to the existing mezzanine level there is still a large amount of outstanding restoration work that was removed from the original restoration project due to budget constraints.

The scope of this work is as follows:

- External wall render repairs
- External brickwork repairs
- Cracked stitching
- Roller door replacement

The total value of this work is approximately \$400,000 and is currently scheduled for the 2024/25 financial year in the long-term financial plan. In order to minimise disruption and maximise project efficiencies, Officers would advocate for council to consider bringing forward the budget to the 2022/23 financial year.

To give the Council the option of including the external works, officers would propose to include the external works in the tendered package as a separable portion; this can be retained or removed, subject to budget.

The construction of this project is proposed to begin in early 2022. The access to the building is primarily from Tuckfield Street as access from Canning Highway is restricted. Officers believe there will not be a major impact from the planned bridge works nearby.

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

Absolute majority required

#### **OFFICER'S RECOMMENDATION**

**Council:**

- 1. Approve a budget of \$920,000, fully funded by Enkel Collective Co-Operative Ltd, for design and construction of the adaptation of the mezzanine area.**
- 2. Note that \$400,000 of funds for the external works, will be included in the draft 2022/23 budget process for consideration.**

**FPOL2109-15 ADOPTION OF ACCESS AND INCLUSION PLAN 2021-2025**

<b>Meeting date:</b>	8 September 2021
<b>Responsible officer:</b>	Manager Community Development
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Access and Inclusion Plan 2021-2025 2. Access and Inclusion Plan 2021-2025 Community Engagement Report Final
<b>Additional information:</b>	1. Access and Inclusion Community Engagement Report – Stage One

**SUMMARY**

The purpose of this report is for Council to adopt the Access and Inclusion Plan 2021-2025 and receive the community feedback report as provided in the Community Engagement Report.

The City's 2016-2020 Access and Inclusion Plan has been reviewed and through an evaluation and community engagement process the new Access and Inclusion Plan 2021-2025 has been developed.

To ensure compliance with legislative requirements, once adopted the Access and Inclusion Plan 2021-2025 (AIP) is to be submitted to the Department of Communities (Disability Services) by December 2021.

The newly developed AIP is a strategic guiding document that aims to actively address barriers faced by people with disability and people from diverse communities. Achieved through prioritised actions that work to accomplish the seven legislative outcomes.

Three key focus areas provide a framework for the proposed priority actions that will work to achieve the seven legislated outcomes. These include:

1. Diverse, inclusive and thriving communities
2. Accessible places and spaces
3. Equitable access to City services

**BACKGROUND**

The Disability Services Act 1993 (amended 2004) requires local government authorities to develop and implement a (Disability) Access and Inclusion Plan. The (D)AIP assists public authorities to develop strategies and implement improvements to access and inclusion across seven legislated outcome areas. The City has a statutory obligation to review the Plan every five years.

The City's current Access and Inclusion Plan 2016-2020 was adopted at the Ordinary Council Meeting of 25 November 2015. Since that date regular progress reporting has been provided to the Department of Communities (Disability Services), outlining the City's success in achieving the set outcomes.

The subsequent development of the new Access and Inclusion Plan 2021-2025 was delayed due to the restrictions and impacts of the COVID-19 pandemic.

The AIP works to benefit people with disability, the elderly, young parents, the LGBTQIA+ community and people from culturally and linguistically diverse (CaLD) backgrounds. The continuation of the plan's identification as Access and Inclusion reflects the commitment to supporting people with disability and the promotion of the value of a diverse and inclusive community.

## **FINANCIAL IMPLICATIONS**

Some of the priority actions in the plan will have budget implications.

These will be considered as part of the project identification, annual budget development and long-term financial planning processes.

## **LEGAL IMPLICATIONS**

The Disability Services Act 1993 (amended 2004) requires state and local government authorities to develop and implement a Disability Access and Inclusion Plan.

Under the Act public authorities must include a report about Disability Access and Inclusion Plan implementation in their annual report each year.

- Disability Services Act 1993 (amended 2004);
- Equal Opportunity Act 1994;
- Disability Discrimination Act 1992 (Commonwealth);
- Carers Recognition Act 2004; and
- The Disability (Access to Premises Buildings) Standards 2010.

## **CONSULTATION**

Stage One, planning and awareness community consultation commenced in 2019 with the formation of the Access and Inclusion Plan Working Group, comprising of people with disability, community members and disability sector employees. Awareness and promotion of the Working Group included:

- Print and online media channels
- Direct communication with stakeholders

Stage two, was a broader stakeholder and community engagement to identify the barriers faced by Fremantle residents and visitors, and the opportunities to improve City services and facilities. This engagement was conducted under the direction of an external consultant in conjunction with City officers. Engagement methods included:

- Workshops for community members and City staff
- Online engagement (My Say Freo)
- Hard copy surveys and comment boards in public places
- Survey assistance session at the Fremantle Library
- Working group meetings

Stage three, consultation on the draft plan sought feedback and improvement on the draft actions through:

- Review by the Access and Inclusion Working Group
- Online engagement (My Say Freo)
- Drop-in session at Fremantle Library

The consultation was advertised in the local newspaper, via the City's e-newsletter (Freo Weekly and This is Business) and media release.

The level of engagement from the wider community was significantly impacted as result of the delay and extended length of process of the project due to the COVID-19 pandemic. It is important to note that the Working Group was actively engaged throughout the process and thoroughly consulted with. They provided positive feedback at the last working group meeting, with their changes already reflected in the draft development stage.

Engagement input is provided as Attachment 2.

### **OFFICER COMMENT**

The Access and Inclusion Plan 2021-2025 builds upon the work already achieved by the City. Working to progress and improve physical access to City buildings and facilities, equitable access to City services, events, mainstream information and for all people with disability to be provided with the same opportunities to be included and active participants in community life.

Key achievement highlights from the City's current Access and Inclusion Plan 2016-2020, include:

- Disability Awareness Staff Training Model – Induction for all new City employees includes compulsory disability awareness training.
- Leighton for All Project – Successful partnership project that obtained grant funding to improve the access to Leighton Beach through beach matting, beach wheelchair, beach walker and a sensory tent for events, project to be completed.
- Buster the Fun Bus Sensory Sessions – Implementation of new sensory specific sessions to allow for children and parents with sensory challenges to participate in a smaller, quieter group, with a supported and sensory sensitive atmosphere.
- Walyalup Civic Centre Design – Through cross-organisational collaboration the new Civic Centre has been designed to allow for optimal access and inclusion. For example, a charging station, Changing Place facility, accessible signage, and audio loops in meeting room.

The Access and Inclusion Plan 2021-2025, is a strategic guiding document, developed to reflect the broader range of community members that benefit from an inclusive and accessible community and built environment.

The AIP 2021-2025 plan aligns to the strategic imperatives identified in the City of Fremantle's Community Strategic Plan. Through the strategic focus area 'health and happiness' the City aims to create a physical and social environment where it is easy for people to lead safe, happy and healthy lives.

It seeks to address and respond to barriers that prevent people from participating fully in the community on an equal basis. Working to remove these barriers creates equality and

offers people with disability and from diverse communities more independence, choice and control.

The framework of focus areas and priority actions were informed by key findings captured through the community consultation process. Actions where the City has direct control or influence to achieve the legislated outcomes have been prioritised. The three focus areas are:

**Focus Area 1: Diverse, inclusive and thriving communities**

- Accessing services and events
- Create a welcoming and inclusive City

**Focus Area 2: Accessible places and spaces**

- Accessing buildings and facilities

**Focus Area 3: Equitable access to City services**

- Accessing information from the City
- Equitable access to City customer service
- Accessible complaints processes
- Equitable participation in City consultation
- Employment opportunities with the City

A further detailed implementation action plan will be developed as an operational working document in collaboration with key staff from across the organisation. This will drive achievement of the AIP 2021-2025 and will accompany an internal working group with key staff from various City business units; demonstrating the City's commitment to the whole of organisation approach in addressing and improving access and inclusion.

**VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

**OFFICER'S RECOMMENDATION**

**Council:**

- 1. Adopt the Access and Inclusion Plan 2021-2025 provided as Attachment 1 to this report.**
- 2. Receive the community feedback as provided in the Community Engagement Report provided as Attachment 2 to this report.**

**FPOL2109-16 ORGANISATIONAL COUNCIL POLICY REVIEW –  
COMMUNICATIONS AND EVENTS, CUSTOMER EXPERIENCE AND  
LEARNING, INFORMATION TECHNOLOGY AND ARTS AND  
CULTURE**

**Meeting date:** 8 September 2021  
**Responsible officer:** Manager Governance  
**Decision making authority:** Council  
**Attachments:** 1. Amended Policies  
**Additional information:** Nil

**SUMMARY**

**A key role of Council is to make policies to guide its decision making, as specified in clause 2.7 of the Local Government Act 1995. Council has 83 policies, a number of which have not been reviewed for some time. A staged review of all policies has commenced to ensure that these continue to represent the position of Council and to identify desirable and / or necessary updates. The purpose of this report is to consider policies relating to the communications and events, customer experience and learning and information technology teams, as part of this review.**

**This report recommends that Council adopt the recommendations listed in the table included in the ‘officer comment’ section of this report.**

**BACKGROUND**

Policies are (in their ideal form) clear, simple statements of how an organisation plans to conduct its services, actions or business. In local government policies reflect the leadership and decision-making role of Council and are a way for Council to give expression to preferred solutions to problems or matters of concern. Policies are in turn a guide for officers and elected members when making decisions, although they are not procedural in nature. They are implemented by way of administration policies, procedures and processes.

This report is part of a program where a number of reports will be presented to Council over the next 12 months, to update the City's Policies. The purpose of this program is to simplify the City's policies and create stronger alignment across the City's Divisions.

Clause 2.7 of the Local Government Act 1995 make provision for Council to adopt policies to guide its decision making. These exist in addition to strategies, action plans, budgets, operational policies and procedures, and instruments (including policies) adopted under the Planning and Development Act 2005.

Council has approximately 83 policies (not including those made under the Planning and Development Act), a number of which have not been reviewed for some time. As part of its general administration and in the interests of good governance, a staged review of policies has commenced to ensure that these continue to represent the position of Council and to identify any desirable / necessary updates.

The proposed approach is to undertake a preliminary review of policies by area to establish whether a policy is:

1. Current, requiring no amendments.
2. Largely current, requiring minor updates only.
3. Requiring minor updates and future review
4. Not current, recommended for deletion.
5. Requiring future review.

### OFFICER COMMENT

A review of the 11 policies sitting under the communications and events, customer experience and learning and information technology teams has been undertaken and recommendations are included below.

The regular review and update of Council Policy contributes to Council's objective to "*maintain high standards of corporate governance*" (Strategic Community Plan) and addresses the auditor recommendation to:

- "Introduce a periodic City-wide policy review to:
- minimise the risk of policies becoming outdated;
  - ensure consistency of formatting between policies; and
  - promote culture where employees bring all proposed policy amendments to the attention of council."

<b>Policies considered to be current, no amendments recommended:</b>	
<b>1. Advocacy</b>	Adopted: 30/01/2019 Last Reviewed: nil
This policy is still current. The template will be updated.	<b>Recommendation: Adopt as unchanged.</b>
<b>2. Outdoor Events</b>	Adopted: 23/06/2021 Last Reviewed: nil
This policy was adopted recently.	<b>Recommendation: Adopt as unchanged.</b>
<b>3. Community Street Activation</b>	Adopted: 25/11/2020 Last Reviewed: nil
This policy was adopted recently.	<b>Recommendation: Adopt as unchanged.</b>
<b>4. Library and Information Service</b>	Adopted: 18/09/2000 Last Reviewed: 27/11/2013
This policy is still current. The template will be updated.	<b>Recommendation: Adopt as unchanged.</b>
<b>5. Civic Collections</b>	Adopted: 24/02/2021 Last Reviewed: nil

This policy was adopted recently.	<b>Recommendation: Adopt as unchanged.</b>
<b>6. Records Management</b>	Adopted: 01/06/2000 Last Reviewed: 25/11/2015
This policy is still current. The template will be updated.	<b>Recommendation: Adopt as unchanged.</b>
<b>7. Artist Studio Program</b>	Adopted: 2/03/2021 Last Reviewed: nil
This policy was adopted recently.	<b>Recommendation: Adopt as unchanged.</b>
<b>8. Street Art and Graffiti Removal</b>	Adopted: 23/01/2013 Last Reviewed: nil
This policy is still current. The template will be updated.	<b>Recommendation: Adopt as unchanged.</b>

Policies that are largely current, recommended for minor amendment:		
<b>1. Coat of Arms, Logo and Common Seal</b>		Adopted: 28/04/1992 Last Reviewed: 27/08/2008
This policy is still current. Minor amendments recommended below include corrections to legislative references, updated language, in addition to any relevant reformatting and corrections to spelling and/or grammatical errors.		<b>Recommendation: Adopt policy with the following minor amendments:</b>
Section	Change	Reason
1. City of Fremantle Coat of Arms	<del>SG17 Corporate events and meetings management policy</del>	This is no longer a current Council policy reference.
2. City of Fremantle logo	<del>Marketing Officer</del>	Replace all references to obsolete position
<b>2. Complaint Management</b>		Adopted: 19/02/2013 Last Reviewed: nil
This policy is still current. One minor amendment is recommended below, in addition to any relevant reformatting and corrections to spelling and/or grammatical errors.		<b>Recommendation: Adopt policy with the following minor amendments:</b>
Section	Change	Reason
Policy Statement	<del>A citizens advocate is available to act as an intermediary between the complainant and the City of Fremantle when requested to do so by either party.</del>	The citizens advocate role no longer exists at the City.

Policies recommended for minor update and future review:		
<b>3. City of Fremantle art collection</b>		Adopted: 22/06/2005 Last Reviewed: nil
This policy is still current. Minor amendments recommended below include corrections to legislative references, updated language, in addition to any relevant reformatting and corrections to spelling and/or grammatical errors.		<b>Recommendation: Adopt policy with the following minor amendments:</b>
Section	Change	Reason
Policy scope	Add: The City of Fremantle’s Art Collection sustains and grows arts and culture and preserves and promotes the importance of our social capital and history.	To include some supporting background.
	Replace: “the Commonwealth Government’s <del>Taxation Incentives for the Arts Scheme. (copies of these documents are available from the Curator.)</del> “ with: “the Commonwealth Government’s Cultural Gifts Program”	Update to governmental references.
Policy statement	Today, the collection maintains a strong relevance to Fremantle artists and community, in the acquisition of works created by artists who <del>have a long-term connection to live or work in</del> Fremantle, or art which <del>is about</del> reflects or is inspired by activities in Fremantle.	Clarification of connection to Fremantle.
Statement of purpose	Delete: <del>(Copy of Heritage Collections Council “Significance: a guide to assessing the significance of cultural heritage objects and collections” is available from the Curator.)</del>	No longer applicable.
Access	In the meantime, the collection is required to be exposed to as wide an audience as possible, and this may encompass the use of temporary displays in appropriate places in public ownership, for example, <del>Town Hall Centre Walyalup Civic Centre</del> public spaces and offices of senior staff, Fremantle Arts Centre <del>City of Fremantle Art Collection Gallery, Moores Building Contemporary Art Gallery, municipal public service centres</del> and loans to secure Fremantle based government authorities.	Updates to name references.
Acquisitions	Acquires works by way of purchase (from artists’ studios, exhibitions and auction), bequest, <del>or</del> donation and gift.	Clarification.

Acquisition process	This appraisal together with the recommendation from the Curator is then forwarded for <b>endorsement by Manager of Arts and Culture</b> before final approval to the Chief Executive Officer.	Update to procedure.
	All acquisitions are numbered, labelled, <b>photographed</b> and entered into the collection catalogue <b>and records</b> .	Update to encompass current practice.
Loans	All inward loans will be for a fixed time and will be documented <del>on a loans register</del> <b>under a Loan Agreement with the lender</b> .	Update to encompass current practice.
	All outward loans are to be insured by the recipient organisation for the duration of the hire period <b>as specified in an Outward Going Loan Agreement</b> .	Update to encompass current practice.
Responsibility	Delete: <b>Responsibility</b> <del>Responsibility for implementation of this policy lies with the curator in cooperation with other relevant staff and the Chief Executive Officer.</del>	Not applicable to current practise.

Copies of each policy in their current form are available on the City's website, and any proposed amendments to policies are shown in the above table and are shown in the attachment to this report with red and green text, indicating red for removal and green for inclusion.

All final policies will also be updated in line with current City templates and any spelling, formatting or grammatical inconsistencies will be corrected.

## FINANCIAL IMPLICATIONS

Nil.

## LEGAL IMPLICATIONS

Clause 2.7 of the *Local Government Act 1995* make provision for Council to adopt policies to guide its decision making.

## CONSULTATION

Consultation is not statutorily required or considered necessary for the minor amendments made during this part of the review.

## VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Adopt the following policies as unchanged:**
  - a. Advocacy**
  - b. Outdoor Events**
  - c. Community Street Activation**
  - d. Library and Information Service**
  - e. Civic Collections**
  - f. Records Management**
  - g. Artist Studio Program**
  - h. Street Art and Graffiti Removal**
  
- 2. Adopt the minor amendments to the policies below (as shown in attachment 1):**
  - a. Coat of Arms, Logo and Common Seal**
  - b. Complaint Management**
  
- 3. Adopt the minor amendments to the policies shown below (as shown in attachment 1), and note that a future review will also be undertaken:**
  - a. City of Fremantle art collection**

## **FPOL2109-17      BUDGET AMENDMENTS - AUGUST 2021**

<b>Meeting date:</b>	8 September 2021
<b>Responsible officer:</b>	A/Manager Finance
<b>Decision making authority:</b>	Council
<b>Agenda attachments:</b>	Nil
<b>Additional information:</b>	1. Council Decision making during Electoral Period Policy

### **SUMMARY**

**To adopt various budget amendments to the 2021/2022 budget account numbers as detailed below in accordance with the Budget Management Policy.**

**This report recommends that Council approves the required budget amendments to the adopted budget for 2021/22 as outlined in the report.**

### **BACKGROUND**

In accordance with the Budget Management Policy, this report provides details of proposed amendments to the 2021/2022 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 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 the financial year.

### **FINANCIAL IMPLICATIONS**

The financial implications are detailed in this report.

The transactions included in this report are recommended to be considered outside of the 'Council decision making during electoral period' policy adopted in January 2020. A copy of the policy is provided in the additional document for information.

There were no transactions identified that are applicable to this policy because they are under of the threshold of \$50,000, do not constitute an additional purpose or are for business as usual transactions.

### **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 mayor or president in an emergency.

Where expenditure has been incurred;

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

### ***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 are proposed to be made to the adopted / revised budget for 2021/22.

#### **1. Budget amendments for proposed expenditure for an additional purpose or release of quarantined funds.**

The proposed budget amendments below are for expenditure for an additional purpose to be determined by the 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	2021/22 Adopted Budget	Increase/ (Decrease)	(Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
1.1	Additional grant monies received from the Department of Local Government, Sport and Cultural Industries (DLGSC) for the Street Arts Festival (Wild Freo) under Creative Communities as part of Covid-19 Recovery Grants. Fully funded by grant funding; nil expenditure from Municipal funds.					
Inc	100401.4315	Conduct Street arts festival - DLGSC Grant	0	81,235	0	81,235
Exp	100401.6822	Conduct Street arts festival - Artists Fees	0	0	(80,000)	(80,000)
Exp	100401.6823	Conduct Street arts festival - General Expenses	0	0	(1,235)	(1,235)

Item	Account #	Account Details	2021/22 Adopted Budget	Increase/ (Decrease)	(Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
1.2	Allocate the City's contribution to the event of the Sculptures at Bathers Beach. This event is held every second year, next event Feb/March 2022.					
Inc	200xxx.5961	P-11960 Contribution - Sculpture at Bathers Beach	0	0	(40,000)	(40,000)
Exp	300170.1606	Program- infrastructure Recovery - allocate to Sculptures at Bathers Beach	(267,126)	0	40,000	(227,126)
1.3	Funds held in quarantine budget to be spent on Solar Panels Program (P-11873) being transferred to fund solar panels at the Fremantle Golf Course (P-11882). Funding of this project is via the Renewable Energy Investment Reserves.					
Exp	300152.1606	P-11873 Program - Solar panels - Capital expenditure	(59,510)	0	28,000	(31,510)
Inc	300152.3923	P-11873 Program - Solar panels - Accumulated surplus Reserves (Renewable Energy Investment Reserve)	59,510	(28,000)	0	31,510
Exp	300157.1606	P-11882 Design and construct - Fremantle Golf Course -	(3,618,042)	0	(28,000)	(3,646,042)

		Capital Expenditure				
Inc	300157.3923	P-11882 Design and construct - Fremantle Golf Course- Accumulated surplus Reserves - (Renewable Energy Investment Reserve)	0	28,000	0	28,000
1.4	<p>Development of the Oval project has advanced quicker than anticipated 6 months ago. Various consultants have already been commissioned to assist the project partners refine the concept design and project plan.</p> <p>Key elements that now need progressing include:</p> <ul style="list-style-type: none"> <li>• Preparation of a Conservation Plan for the oval and its buildings.</li> <li>• Detailed Business Plan, fit for government.</li> <li>• Preparation of a Funding Document.</li> <li>• Government relations strategy and actions, re funding.</li> </ul> <p>The current key milestone is to have sufficient project information finalised in time to approach Federal Government for a funding commitment prior to next federal election.</p>					
Exp	200132.6823	P-10300 Plan – Fremantle Oval Precinct	(158,375)		(91,625)	(250,000)
Inc	200132.3910	P-10300 Plan – Fremantle Oval Precinct – Transfer from reserve	158,375	(91,625)		250,000

**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 are 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 Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
2.1	The grant application submitted for the project to Design and Construct - Bathers South Beach (P-12024) was unsuccessful. The expenditure budget has been reduced by the amount of the unsuccessful grant (\$75,000). The scope of the project has been reduced to Stage 1 which is to address the urgent and high-risk areas of the Bathers beach coastal wall. The expected cost of this Stage is \$36,381 in FY2021/22. A grant application for Stage 2 of South Beach and the remainder of Bathers Beach will be submitted in FY2022/23.					
Exp	300248.1606	P-12024 Design and construct - Bathers South Beach - Structure - Capital WIP	(150,000)	0	113,619	(36,381)
Inc	300248.4226	P-12024 Design and construct - Bathers South Beach - Structure - Grant Revenue	75,000	(75,000)	0	0

2.2	It is estimated that \$77,238 of funds is required for the Coastal Monitoring Program (P-12028). 50% of this project will be funded by grant funding and the remainder funded from the budget reduction identified in above project P12024 due to a reduction in the scope of the project.					
Exp	300xxx.1606	P-12028 Program- Coastal Monitoring (South)	0	0	(77,238)	(77,238)
Inc	300xxx.4226	P-12028 Program- Coastal Monitoring - Grant	0	38,619	0	38,619
2.3	Increase budget for building insurance for the Walyalup Civic Centre for the period November 2021 to June 2022.					
Exp	100757.5813	Maintain Walyalup Civic Centre - Insurance Costs	0	0	(40,000)	(40,000)
Inc	900520.3911	Retained Surplus B/Fwd	(2,899,894)	0	40,000	(2,859,894)
2.4	Amendments to capital work budgets to reflect actual grants awarded from Main Roads. Scope of work has been amended to reflect actual grant received.					
Exp	300261.1606	P-12047 Road safety - Wiluna and Hope - Intersection	(262,000)	0	(667)	(262,667)
Inc	300261.4217		174,000	667	0	174,667

Exp	300230.1606	P-12005 Resurface - MRRG - South	(305,000)	0	1,713	(303,287)
Inc	300230.4217	Tce 1 (NB&SB)	126,685	(1,713)	0	124,972
Exp	300231.1606	P-12006 Resurface - MRRG - South	(210,000)	0	1,569	(208,431)
Inc	300231.4217	Tce 2 (NB&SB)	68,195	(1,569)	0	66,626
Exp	300226.1606	P-12001 Resurface - MRRG -	(190,000)	0	1,622	(188,378)
Inc	300226.4217	Hampton Rd (NB)	107,208	(1,622)	0	105,586
Exp	300227.1606	P-12002 Resurface - MRRG -	(210,000)	0	1,866	(208,134)
Inc	300227.4217	Hampton Rd (SB)	119,387	(1,866)	0	117,521
Exp	300229.1606	P-12004 Resurface - MRRG - Ord	(200,000)	0	1,671	(198,329)
Inc	300229.4217	St (NB) P-12004 Resurface - MRRG - Ord	112,431	(1,671)	0	110,760
Exp	300228.1606	P-12003 Resurface - MRRG -	(360,000)	0	6,131	(353,869)
Inc	300228.4217	McCombe Ave (NB&SM)	185,754	(6,131)	0	179,623

### 3. Carried forward projects estimate budget amendments.

The proposed budget amendments to the FY 2021/22 budget as shown below, are related to prior year capital projects not completed as anticipated.

Item	Account Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
3.1	Adjustment to FY21/22 budget on account of finalised FY20/21 capital works expenditure.					
Inc	300172.4299	Leighton Beach Shelters - unspent grant	0	53,147	0	53,147
Exp	300172.1606	Leighton Beach Shelters - Capital Work in Progress	0	0	(53,147)	(53,147)

Inc	300159.4299	Harvey Beach Jetty - unspent grant	0	8,645	0	8,645
Exp	300159.1606	Harvey Beach Jetty - Capital Work in Progress	0	0	(8,645)	(8,645)
Exp	300000.1606	P-10297 Construct- Walyalup Civic Centre and Library	(3,000,000)	0	(427,818)	(3,427,818)
Inc	300000.3923	P-10297 Accumulated surplus Reserves (Investment Reserve)	0	427,818	0	427,818
Exp	300100.1606	P-11682 Fit out - Council Admin Offices	(387,722)	0	(269,104)	(656,826)
Inc	300100.3923	P-11682 Accumulated surplus Reserves (Investment Reserve)	0	269,104	0	269,104
Exp	300101.1606	P- 10898 Relocation – AV Equipment & Installation	(250,000)	0	(106,749)	(356,749)
Inc	300101.3923	P- 10898 Accumulated surplus Reserves (Investment Reserve)	0	106,749	0	106,749
Exp	300085.1606	P-10295 Design and construct- Public Realm Newman Court	(500,000)	0	(527,299)	(1,027,299)
Inc	300085.3923	P-10295 Accumulated surplus Reserves (Investment Reserve)	0	527,299	0	527,299
Exp	300088.1606	P-11687 Install Public Art Walyalup Koort	(55,200)	0	(5,000)	(60,200)
Inc	300088.3923	P-11687 Accumulated surplus Reserves (Investment Reserve)	0	5,000	0	5,000
Exp	300162.1606	P-11878 - Design and construct -	(144,624)	0	6,675	(137,949)

		Walyalup Koort – Public Artwork				
Inc	300162.3923	P-11878 - Accumulated surplus Reserves (Investment Reserve)	0	(6,675)	0	(6,675)
Exp	200436.6823	P-11641 Purchase-Time- lapse photography	(5,256)	0	2,786	(2,470)
Inc	200436.3915		5,256	(2,786)		2,470
Exp	200485.6823	P-11830 Program - Biennale festival	(75,000)	0	(3,182)	(78,182)
Inc	200585.3915		0	(3,182)	0	(3,182)
Exp	300166.1606	P- 11943 - Construct - Town Hall- Fire upgrade	(50,000)	0	(20,587)	(70,587)
Inc	300166.3923		50,000	20,587	0	70,587

3.2	Amend and correct previous carry forward adjustment made in July 2021.					
Exp	200466.3915	P-11708 Plan- Coastal monitoring	(17,128)	0	17,128	0
Inc	200466.4399	P11708 - Plan - Coastal Monitoring (North) - Unspent grant	2,848	6,872	0	9,720
Exp	200466.6823	P11708 -Plan - Coastal Monitoring (North) - Consultants	(9,720)	0	(30,750)	(40,470)
Inc	200466.4327	P11708 -Plan - Coastal Monitoring (North) - Grant Revenue current year	0	6,750	0	6,750
3.3	Carry forward unspent monies from agreement with Giorgio. These funds will be used to offset costs of depot site preparation. Agreement will continue for a further two month.					
Inc	200786.4399	P-11886- Design and Construct - Depot -Site Preparation - Unspent grant	0	12,359	0	12,359
Inc	200786.4214	P-11886- Design and Construct - Depot -Site Preparation revenue to be received from Giorgio	0	8,400	0	8,400
Exp	200786.6823	P-11886- Design and	0	0	(20,759)	(20,759)

		Construct - Depot -Site Preparation				
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## VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

## OFFICER'S RECOMMENDATION

Council approve the required budget amendments to the adopted budget for 2021/2022 as outlined below:

Item	Account #	Account Details	2021/22 Adopted Budget	Increase/ (Decrease)	(Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
1.1	Additional grant monies received from the Department of Local Government, Sport and Cultural Industries (DLGSC) for the Street Arts Festival (Wild Freo) under Creative Communities as part of Covid-19 Recovery Grants. Fully funded by grant funding; nil expenditure from Municipal funds.					
Inc	100401.4315	Conduct Street arts festival - DLGSC Grant	0	81,235	0	81,235
Exp	100401.6822	Conduct Street arts festival - Artists Fees	0	0	(80,000)	(80,000)
Exp	100401.6823	Conduct Street arts festival - General Expenses	0	0	(1,235)	(1,235)
1.2	Allocate the City's contribution to the event of the Sculptures at Bathers Beach. This event is held every second year, next event Feb/March 2022.					
Inc	200xxx.5961	P-11960 Contribution - Sculpture at Bathers Beach	0	0	(40,000)	(40,000)
Exp	300170.1606	Program- infrastructure Recovery - allocate to Sculptures at Bathers Beach	(267,126)	0	40,000	(227,126)
1.3	Funds held in quarantine budget to be spent on Solar Panels Program (P-11873) being transferred to fund solar panels at the Fremantle Golf Course (P-11882). Funding of this project is via the Renewable Energy Investment Reserves.					
Exp	300152.1606	P-11873 Program - Solar panels - Capital expenditure	(59,510)	0	28,000	(31,510)
Inc	300152.3923	P-11873 Program - Solar panels - Accumulated surplus Reserves (Renewable Energy Investment Reserve)	59,510	(28,000)	0	31,510

Exp	300157.1606	P-11882 Design and construct - Fremantle Golf Course - Capital Expenditure	(3,618,042)	0	(28,000)	(3,646,042)
Inc	300157.3923	P-11882 Design and construct - Fremantle Golf Course- Accumulated surplus Reserves - (Renewable Energy Investment Reserve)	0	28,000	0	28,000
1.4	<p>Development of the Oval project has advanced quicker than anticipated 6 months ago. Various consultants have already been commissioned to assist the project partners refine the concept design and project plan.</p> <p>Key elements that now need progressing include:</p> <ul style="list-style-type: none"> <li>• Preparation of a Conservation Plan for the oval and its buildings.</li> <li>• Detailed Business Plan, fit for government.</li> <li>• Preparation of a Funding Document.</li> <li>• Government relations strategy and actions, re-funding.</li> </ul> <p>The current key milestone is to have sufficient project information finalised in time to approach Federal Government for a funding commitment prior to next federal election.</p>					
Exp	200132.6823	P-10300 Plan – Fremantle Oval Precinct	(158,375)		(91,625)	(250,000)
Inc	200132.3910	P-10300 Plan – Fremantle Oval Precinct – Transfer from reserve	158,375	(91,625)		250,000

Item	Account Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
2.1	<p>The grant application submitted for the project to Design and Construct - Bathers South Beach (P-12024) was unsuccessful. The expenditure budget has been reduced by the amount of the unsuccessful grant (\$75,000).</p> <p>The scope of the project has been reduced to Stage 1 which is to address the urgent and high-risk areas of the Bathers beach coastal wall. The expected cost of this Stage is \$36,381 in FY2021/22. A grant application for Stage 2 of South Beach and the remainder of Bathers Beach will be submitted in FY2022/23.</p>					
Exp	300248.1606	P-12024 Design and construct - Bathers South Beach - Structure - Capital WIP	(150,000)	0	113,619	(36,381)
Inc	300248.4226	P-12024 Design and construct - Bathers South Beach -	75,000	(75,000)	0	0

Item	Account Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
		Structure - Grant Revenue		Income	(Expenditure)	
2.2	It is estimated that \$77,238 of funds is required for the Coastal Monitoring Program (P-12028). 50% of this project will be funded by grant funding and the remainder funded from the budget reduction identified in above project P12024 due to a reduction in the scope of the project.					
Exp	300xxx.1606	P-12028 Program- Coastal Monitoring (South)	0	0	(77,238)	(77,238)
Inc	300xxx.4226	P-12028 Program- Coastal Monitoring - Grant	0	38,619	0	38,619
2.3	Increase budget for building insurance for the Walyalup Civic Centre for the period November 2021 to June 2022.					
Exp	100757.5813	Maintain Walyalup Civic Centre - Insurance Costs	0	0	(40,000)	(40,000)
Inc	900520.3911	Retained Surplus B/Fwd	(2,899,894)	0	40,000	(2,859,894)
2.4	Amendments to capital work budgets to reflect actual grants awarded from Main Roads. Scope of work has been amended to reflect actual grant received.					
Exp	300261.1606	P-12047 Road safety - Wiluna and Hope - Intersection	(262,000)	0	(667)	(262,667)
Inc	300261.4217		174,000	667	0	174,667
Exp	300230.1606	P-12005 Resurface - MRRG - South Tce 1 (NB&SB)	(305,000)	0	1,713	(303,287)
Inc	300230.4217		126,685	(1,713)	0	124,972
Exp	300231.1606	P-12006 Resurface - MRRG - South Tce 2 (NB&SB)	(210,000)	0	1,569	(208,431)
Inc	300231.4217		68,195	(1,569)	0	66,626
Exp	300226.1606	P-12001 Resurface - MRRG - Hampton Rd (NB)	(190,000)	0	1,622	(188,378)
Inc	300226.4217		107,208	(1,622)	0	105,586
Exp	300227.1606	P-12002 Resurface -	(210,000)	0	1,866	(208,134)

Item	Account Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
Inc	300227.4217	MRRG - Hampton Rd (SB)	119,387	(1,866)	0	117,521
Exp	300229.1606	P-12004 Resurface - MRRG - Ord St (NB)	(200,000)	0	1,671	(198,329)
Inc	300229.4217	P-12004 Resurface - MRRG - Ord St (NB)	112,431	(1,671)	0	110,760
Exp	300228.1606	P-12003 Resurface - MRRG - McCombe Ave (NB&SM)	(360,000)	0	6,131	(353,869)
Inc	300228.4217	P-12003 Resurface - MRRG - McCombe Ave (NB&SM)	185,754	(6,131)	0	179,623

Item	Account Details	Account #	2021/22 Adopted Budget	Revenue Income / (Decrease)	Expenditure (Increase)/ Decrease	2021/22 Amended Budget
				Income	(Expenditure)	
3.1	Adjustment to FY21/22 budget on account of finalised FY20/21 capital works expenditure.					
Inc	300172.4299	Leighton Beach Shelters - unspent grant	0	53,147	0	53,147
Exp	300172.1606	Leighton Beach Shelters - Capital Work in Progress	0	0	(53,147)	(53,147)
Inc	300159.4299	Harvey Beach Jetty - unspent grant	0	8,645	0	8,645
Exp	300159.1606	Harvey Beach Jetty - Capital Work in Progress	0	0	(8,645)	(8,645)
Exp	300000.1606	P-10297 Construct- Walyalup Civic Centre and Library	(3,000,000)	0	(427,818)	(3,427,818)
Inc	300000.3923	P-10297 Accumulated surplus Reserves (Investment Reserve)	0	427,818	0	427,818
Exp	300100.1606	P-11682 Fit out - Council Admin Offices	(387,722)	0	(269,104)	(656,826)
Inc	300100.3923	P-11682 Accumulated	0	269,104	0	269,104

		surplus Reserves (Investment Reserve)				
Exp	300101.1606	P- 10898 Relocation – AV Equipment & Installation	(250,000)	0	(106,749)	(356,749)
Inc	300101.3923	P- 10898 Accumulated surplus Reserves (Investment Reserve)	0	106,749	0	106,749
Exp	300085.1606	P-10295 Design and construct- Public Realm Newman Court	(500,000)	0	(527,299)	(1,027,299)
Inc	300085.3923	P-10295 Accumulated surplus Reserves (Investment Reserve)	0	527,299	0	527,299
Exp	300088.1606	P-11687 Install Public Art Walyalup Koort	(55,200)	0	(5,000)	(60,200)
Inc	300088.3923	P-11687 Accumulated surplus Reserves (Investment Reserve)	0	5,000	0	5,000
Exp	300162.1606	P-11878 - Design and construct - Walyalup Koort – Public Artwork	(144,624)	0	6,675	(137,949)
Inc	300162.3923	P-11878 - Accumulated surplus Reserves (Investment Reserve)	0	(6,675)	0	(6,675)
Exp	200436.6823	P-11641 Purchase-	(5,256)	0	2,786	(2,470)
Inc	200436.3915	Time-lapse photography	5,256	(2,786)		2,470
Exp	200485.6823	P-11830 Program -	(75,000)	0	(3,182)	(78,182)
Inc	200585.3915	Biennale festival	0	(3,182)	0	(3,182)
Exp	300166.1606	P- 11943 - Construct -	(50,000)	0	(20,587)	(70,587)
Inc	300166.3923	Town Hall- Fire upgrade	50,000	20,587	0	70,587
3.2	Amend and correct previous carry forward adjustment made in July 2021.					

Exp	200466.3915	P-11708 Plan-Coastal monitoring	(17,128)	0	17,128	0
Inc	200466.4399	P11708 - Plan - Coastal Monitoring (North) - Unspent grant	2,848	6,872	0	9,720
Exp	200466.6823	P11708 -Plan - Coastal Monitoring (North) - Consultants	(9,720)	0	(30,750)	(40,470)
Inc	200466.4327	P11708 -Plan - Coastal Monitoring (North) - Grant Revenue current year	0	6,750	0	6,750
3.3	Carry forward unspent monies from agreement with Giorgio. These funds will be used to offset costs of depot site preparation. Agreement will continue for a further two month.					
Inc	200786.4399	P-11886-Design and Construct - Depot -Site Preparation - Unspent grant	0	12,359	0	12,359
Inc	200786.4214	P-11886-Design and Construct - Depot -Site Preparation revenue to be received from Giorgio	0	8,400	0	8,400
Exp	200786.6823	P-11886-Design and Construct - Depot -Site Preparation	0	0	(20,759)	(20,759)

**FPOL2109-18 MEMORANDUM OF UNDERSTANDING BETWEEN FREMANTLE  
CHAMBER OF COMMERCE AND THE CITY OF FREMANTLE**

**Meeting date:** 8 August 2021  
**Responsible officer:** A/Chief Executive Officer  
**Decision making authority:** Council  
**Attachments:** 1. Proposed memorandum of Understanding between  
the City and the Chamber of Commerce  
**Additional information:** Nil

**SUMMARY**

The Chamber of Commerce is the most well established and broadly based representative organisation for the business community in Fremantle and enjoys the strong support of the business community. It represents a large portion of rate-paying land owners and businesses in Fremantle.

The City and the Chamber have a common vision for the Fremantle economy and work collaboratively to achieve that aim. The attached Memorandum of Understanding (MoU) articulates the importance of this relationship and outlines the commitment from both parties to maintaining a productive working relationship. This proposed MoU is a continuation of the previous one agreed to in 2017 and takes into account current issues being considered including the proposed Future of Fremantle Committee and proposes a three year funding support program in line with current budget provision.

This report recommends that Council adopts the attached Memorandum of Understanding between the Fremantle Chamber of Commerce and the City of Fremantle, commencing on 1 July 2021 and expiring on 30 June 2024.

**BACKGROUND**

The City entered into its first MoU with the Chamber in 2009. This MoU has been reviewed and revised over the years, with the last one being adopted for the period January 2017 to January 2020.

The 2017-20 MoU included strengthened statements about collaboration and engagement between the City and the Chamber. These have continued with the proposed MoU and include the current items of Future Fremantle Committee, opportunities for joint projects and a funding commitment in line with current budget provision.

**FINANCIAL IMPLICATIONS**

The proposed MoU includes the following funding agreement:

<b>Program/membership</b>	<b>2021/22 Funding amount</b>	<b>2022/23 Funding amount</b>	<b>2023/24 Funding amount</b>
Business Capacity Building Program – Sponsorship of Set the Month in Motion	\$10,000	\$10,000	\$10,000
Annual Corporate membership Fremantle Business Awards - Sponsorship of Leadership Category Awards - Mayor's Sustainable Enterprise and Contribution to Fremantle (Individual or Business)	\$15,000	\$15,000	\$15,000
General sponsorship (75% of rates for 16 Phillimore St)	\$12,810	75%	75%
<b>TOTAL</b>	<b>\$37,810</b>	<b>TBC*</b>	<b>TBC*</b>

\*Based on the level of general sponsorship derived from 75% of rates for these years.

\*\*75% based on approximate level on non-commercial space owned or leased by FCC.

## LEGAL IMPLICATIONS

An MoU is not a legally binding document but more an intention of action or commitment.

## CONSULTATION

The proposed MoU has been drafted in consultation with the Fremantle Chamber of Commerce.

## OFFICER COMMENT

Through this MOU the City and the Chamber achieve the following objectives:

1. enhanced collaboration on a range of economic opportunities and strategies to meet the City's and the Chamber's shared vision of Fremantle;
2. explore positive opportunities for the Chamber to fulfil its responsibilities for its members and the wider business community;
3. engagement of the Chamber by the City in planning, development and economic development processes and strategic matters;
4. consultation with regard to expenditure that relate to differential, special purpose or special area rates levied on the CBD or part thereof;

5. have the Chamber as a primary point of contact for the City in relation to community business representation;
6. to jointly seek, promote and advocate for Future Fremantle Committee, major infrastructure projects and event funding for the Fremantle area;
7. to engage the local business sector in revitalisation of the CBD and provide collaboration for future functions/events to alleviate duplication and ensure programs are of a consistent high quality relevant to the business community.

The proposed MoU attached with this item outlines the nature of the relationship between The City and the Chamber and establishes a framework for communication, consultation and collaboration for the purpose of encouraging and facilitating the development of a strong Fremantle and to encourage and facilitate a strong Fremantle economic and business environment.

Under the MoU, The Chamber and the City commit to:

- open and honest discussion;
- respecting the confidentiality requirements of the other;
- respecting the decision-making processes of the other;
- consulting on issues affecting the Fremantle economic and business environment in a timely manner;
- uphold and serve the objectives of this MoU, and
- respond to the other party's requests in a prompt and timely manner

Various areas of the City have regular contact with the Chamber. The primary points of contact within the City are the Chief Executive Officer and the Manager Economic Development and Marketing.

The operating approach of the MoU is as follows:

1. Quarterly meetings: the Mayor and Chief Executive Officer of the City, and senior staff as necessary, will meet with the President and Chief Executive Officer of The Chamber in February, May, August and November each year to discuss the Fremantle economic and business environment and related issues. Additional meetings will be held at the request of the City or the Chamber as and when required.
2. Engagement: the City will invite the Chamber to nominate representatives to participate in advisory committees and working groups established by the City to consider issues relating to the Fremantle economic and business environment.
3. Joint strategy meetings: biannually, the Mayor, Councillors, Chief Executive Officer and, as appropriate, senior officers of the City will meet with the President, Directors and Chief Executive Officer of the Chamber before the adoption of Council budgets (expected to be March-April and Sept-October) each year to discuss the Fremantle economic and business environment and matters of mutual interest.
4. Updates: updates from the City on the implementation of the Fremantle Economic Development Strategy and Strategic Community Plan.

The Chamber is the most well established and broadly based representative organisation for the business community in Fremantle and enjoys the strong support of the business community.

The City's relationship with the Chamber is of vital importance. The MoU confirms the City's commitment to working collaboratively with the Chamber on key issues and to ensuring that effective communication between both organisations is maintained.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

### **Council:**

- 1. Approve the Memorandum of Understanding between the Fremantle Chamber of Commerce and the City of Fremantle, as provided in Attachment 1.**
- 2. Note that the funding agreement outlined within the MoU, will be included for consideration as part of the annual budget process in the relevant financial year.**

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

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.

**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.

**14. Confidential business**

Nil

**15. Closure**