



Agenda

Finance, Policy, Operations and Legislation Committee

Wednesday 9 March 2022, 6pm



Notice of Finance, Policy, Operations and Legislation Committee Meeting

Elected Members

A Finance, Policy, Operations and Legislations Committee meeting of the City of Fremantle will be held on **Wednesday 9 March 2022** in the Council Chamber, Walyalup Civic Centre, located at 151 High Street, Fremantle commencing at 6.00 pm.

A handwritten signature in black ink, appearing to read "M. Hammond".

Matt Hammond

Acting Director City Business

4 March 2022



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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

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

5. Public question time

Members of the public have the opportunity to ask a question or make a statement at council and committee meetings during public question time.

Further guidance on public question time can be viewed [here](#), or upon entering the meeting.

6. Petitions

Petitions 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 9 February 2022.

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

FPOL2203-1 INFORMATION REPORT - MARCH 2022 - INQUIRY INTO FINANCIAL ADMINISTRATION OF HOMELESSNESS SERVICES OF WA

Meeting Date:	9 March 2022
Responsible officer:	Manager Community Development
Decision making authority:	Committee
Confidential Attachment:	City of Fremantle Submission - Inquiry into Financial Administration of Homelessness Services in WA 2022

BACKGROUND

On 17 November 2021, the Standing Committee on Estimates and Financial Operations (Committee), of the Parliament of Western Australia, resolved to inquire into and report on the financial administration of services addressing homelessness in Western Australia. In particular, the Committee will consider:

- Current funding and delivery of services
- 'All Paths Lead to a Home', Western Australia' 10-year Strategy on Homelessness 2020-2030
- Existing data systems and how data informs service delivery
- Any other related matter.

The deadline for submissions to the enquiry is midnight 11 March 2022. The city contacted the Committee on 16 February 2022, seeking an extension to allow for due Council processes and endorsement of submissions. The city has received an extension to **Thursday 24 March 2022.**

The City of Fremantle welcomes this inquiry to provide constructive feedback aimed at systemic improvements to the accessibility and capacity of services at a local level. The City of Fremantle has committed to delivering on its role within Ending Homelessness in WA and working in collaboration with State Government and providers to achieve this vision.

The City of Fremantle is a member of the Local Government Homelessness Knowledge Hub Reference Group, a collaboration initiative from Shelter WA and WALGA.



This was established late 2021 to provide insights and advice in the development of an online resource for Local Governments to establish their own protocols and projects to meet the expected role of Local Governments in their municipality. As part of this membership, the City of Fremantle participated in a workshop to provide feedback and considerations to WALGA's consultation paper submission to the Inquiry.

The City of Fremantle received a survey from WALGA seeking written feedback for their inquiry submission under the following themes to address the inquiry Terms of Reference:

- Local Government Partnership Fund
- Housing First
- Assertive Outreach and Specialist Homelessness Services
- Homeless Services
- The Strategy
- Data Systems
- Housing.

The City's response has been developed in consultation with the following sector providers:

- St Patricks Community Centre
- Homeless Healthcare

To ensure needs of the Fremantle Homeless sector are raised and highlighted through the Inquiry process, the city has developed a bespoke submission to the Inquiry under the following themes addressing the terms of reference (confidential attachment 1).

- The Strategy
- Existing data systems and how data informs service delivery
- Current funding and delivery of services
- Culturally appropriate services
- LGBTQIA+ Services
- Local Government resources
- Mental Health and Assertive Outreach
- Funding
- Place based responses
- Housing
- Housing First Model
- Transitional Accommodation/Lodging Houses.



Whilst it is acknowledged the City and the sector stakeholders have achieved positive outcomes in addressing homelessness and working towards ending homelessness in WA, there are improvements which could be made through systemic changes to improve service provision and capacity, equitable funding across the state based on area need and the provision of appropriate housing based on persons support needs. These are discussed further in attachment 1.

The City of Fremantle has delivered positive local responses to homelessness. Local Governments do not have a lead role under the WALGA homelessness policy position, rather a key stakeholder role who can assist the State Government to improve the quality of life of people experiencing homelessness. The WA State Government Strategy, "All Paths Lead to a Home" has identified the role of Local Government as

1. Making information on local services and supports available and accessible.
2. Ensuring Rangers and frontline staff are informed and supported to interact with people experiencing homelessness and where appropriate, refer them to local services.
3. Working with Police to support and refer people experiencing homelessness to local services and supports
4. Coordinating volunteer and charity groups through a place-based approach that better meets the need of people experiencing homelessness
5. Utilizing land and assets to create places that are inclusive and can support vulnerable people.

The City of Fremantle Homelessness Action Plan 2021 - 2024 was endorsed by Council in November 2021, aligning to the WA Governments Homelessness Strategy; 'All Paths Lead to a Home'. The City of Fremantle's action plan has three key focus areas –

1. Accessible information
2. Support and assist; and
3. Advocacy.

The City of Fremantle and local providers work collaboratively together to contribute to ending homelessness in Western Australia. Council endorsed the Voluntary Goodwill Service Providers policy in November 2021 to support coordination of goodwill groups and charity groups in place-based approach and ensure appropriate service provision linked to the greater ecosystem of services in Fremantle.



The City has developed a community map which provides access to information on services with the City of Fremantle to support people experiencing homelessness have access to the essential services they require.

The city works in collaboration with local providers and supported numerous initiatives in the last 12 months including:

- **Library Connect** with a support worker from a local provider operating from the library providing information and referrals to required services
- **Nyoongar Outreach Services** by providing funds to support Aboriginal people who sleep rough
- **Freo Street Doctor** by providing funds to assist with the mobile health clinics six times per week in the CBD area and Davis Park, Beaconsfield.
- **Donate without doubt** supporting community to donate direct to providers who support rough sleepers and reduce street begging
- **20 homes 20 lives project** which supports people to exit homelessness and be successfully in their tenancy.
- **The By Name List** is a comprehensive list of every person in a community experiencing homelessness, updated in real time. Using information collected and shared with their consent, each person on the list has a file that includes their name, homeless history, health, and housing needs
- **My Home project in North Fremantle** housing options for older women in the North Fremantle area
- **Fremantle Legal Centre** provides legal advice, support and advocacy on tenancy and welfare related matters.
- **Imagined Futures** – Working with key service providers working collaboratively on collective impact initiatives focused on prevention of homelessness and community connectedness across various cohorts.

The current service gaps are being led and addressed by Local Governments, not for profits and grass roots community organisations, despite being outside of their described role. The systemic issues result in inefficient use of resources, duplication of service provision and delayed response to homelessness, particularly rough sleeping. Improvements at a systemic level can achieve better outcomes to support the vision of ending homelessness in Western Australia.

OFFICER'S RECOMMENDATION

Council receive the City's Submission - Inquiry into the Financial Administration of Homelessness Services in Western Australia.



FPOL2203-2 LIBRARY BOARD OF WA FREMANTLE REPRESENTATIVE

Meeting date: Wednesday 9 March 2022
Responsible officer: Manager Customer Experience & Learning
Decision making authority: Committee
Confidential Attachment: 1. List of nominees for Library Board representatives

SUMMARY

Council is invited to endorse three candidates, of whom one will be selected by State Cabinet, to represent the City of Fremantle on the Library Board of Western Australia for the next four years.

The City of Fremantle representative on the Library Board of Western Australia, Cr Jenny Archibald, will finish her four-year term in May 2022 and has nominated again. Council is required to submit the names of three candidates for selection of a City of Fremantle representative to the Library Board of Western Australia by the Minister for Tourism, Culture and the Arts and Heritage.

This report recommends that Committee endorses the three names from the attached nominees to submit to the Minister.

BACKGROUND

As legislated under the Library Board of Western Australia Act 1951, the City of Fremantle nominates one representative to the Board for a four-year term. Under section 5(4) of the Library Board of Western Australia Act 1951, the City of Fremantle has the right to submit to the Minister a panel of names of three persons from whom the Minister and Cabinet shall select one to be the member of the Board representing the City.

The Library Board of Western Australia comprises 13 members who are appointed by the Governor for a period of four years and are eligible for renomination at the expiry of that term. The appointment is for a four-year term, with meetings generally held on the first Thursday of alternate months.



OFFICER COMMENT

In February 2022, officers undertook an Expression of Interest from residents of Fremantle to attract suitable candidates for consideration as the City of Fremantle representative on the State Library Board. Candidates must be able to commit to a four-year term as a member of the Board.

In order to nominate, interested persons are required to submit:

- A two -page curriculum vitae, which must be provided by the City of the Minister for each of the 3 nominees the city puts forward: and
- A cover letter briefly outlining their knowledge of contemporary library practices and ability to commit to the role for a period of 4 years.

The Board governs the operations of the State library service and public library service in Western Australia. Members are asked to contribute to the Board at the strategic level, for this reason the candidates for nomination should have the capacity to contribute to the board in a range of areas including financial risk management, policy and governance matters as well as areas of professional knowledge and interest.

Nominations were submitted to the Manager Customer Experience & Learning and shortlisted by the officers. Eight candidate names were received, all of whom have agreed to be nominated. Officers have shortlisted 3 Candidates based on the criteria above.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Section 5(4) of the Library Board of Western Australia Act 1951 gives the City of Fremantle the right to submit to the Minister a panel of three names for selection of one to become the member of the Board representing the City.

CONSULTATION

Nil.



VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority required

OFFICER'S RECOMMENDATION

Council endorses the three shortlisted candidates as listed in Confidential Attachment 1 for submission to the Minister of Tourism, Culture and the Arts and Heritage for selection to the Library Board of Western Australia, seat of Fremantle representative.



FPOL2203-3 DRAFT ANNUAL FINANCIAL STATEMENTS 2021-22

Meeting date: 9 March 2022
Responsible officer: Manager Financial Services
Decision making authority: Committee
Attachments: 1. Full set of Draft Financial Statements
for year ending 30 June 2021
Additional information: Nil

SUMMARY

The audit of the City of Fremantle's Annual Financial Statements for the year ending 30 June 2021 is progressing towards completion with the Office of the Auditor General (OAG) advising that their review completion will occur late March 2022.

The City provides the attached draft Annual Financial Statements for the year ending 2020-21 to allow opportunity for review by Council prior to OAG sign-off before the requirement to adopt the statements within timeframes as required by the Local Government Act once sign-off has been provided.

BACKGROUND

The Office of the Auditor General (OAG) is currently auditing the Annual Financial Statements for the year ending 30 June 2021 in order to provide an independent report as required under the relevant provisions of the *Local Government Act 1995* (the Act). To date all requests from the OAG have been actioned and, based on timing advised by the OAG, it is expected that the audit will be completed in March 2022. The OAG has advised that due to workload and other audits in its schedule, this is the realistic timeframe for completion.

In accordance with section 7.12A(2) of the Act and the *Local Government (Audit) Regulations 1997*, Council is required to meet with the external auditor at least once per year. Council has delegated to the Audit and Risk Management Committee the power to meet with the external auditor in accordance with the provisions of the Act.

This matter will be discussed with the OAG and is anticipated to occur in April or May 2022, following completion of the audit.



FINANCIAL IMPLICATIONS

The draft statements provide an end of year operating result of \$15.06m. The breakdown of this result is provided in commentary below and is the result of projects carried forward that were either in progress or yet to commence, cash provided through cash received from insurance bonds with the collapse of Pindan late in the financial year, balance sheet adjustments through valuations and adjustments from the Southern Metropolitan Regional Council (now known as Resource Recovery Centre) and municipal surplus.

LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* states that:

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

Section 7.12AD of the *Local Government Act 1995* states that:

- (1) The auditor must prepare and sign a report on a financial audit.
- (2) The auditor must give the report to —
 - (a) the mayor, president or chairperson of the local government; and
 - (b) the CEO of the local government; and
 - (c) the Minister.



CONSULTATION

Nil

OFFICER COMMENT

The City has completed the preparation of the Annual Financial Statements for the year ended 30 June 2021 and provided the draft of these statements for review by the OAG in accordance with the Act requirements. The initial audit was undertaken prior to Christmas and is now being finalised. Whilst the completion of the audit is being undertaken an opportunity exists for the Committee to consider the draft statements and the detailed contained within.

Below is an overview of the significant issues to consider as part of the draft statements;

Operating Results (Rate Setting Statement)

For the year ended 30 June 2021, the draft closing balance as per the Rate Setting Statement (ie cash position) was an operating result of \$15,061,399.

Below is a reconciliation of the allocation of this end of year Operating Result:

Operating Result at end of year 30 June 2021	15,061,399
Project Budget to be Carried Forward into 2021/22	19,799,760
Identified Project Funding	(14,235,870)
Carried forward projects to be funded through Municipal	<u>5,563,890</u>
Net available Municipal Funds	9,497,509
less: Quarantined Items	
Pindan Insurance Settlement (net of contra-spend) - held as restricted cash	(2,857,415)
Additional WCC Insurance [funding approved by Council 22/09/21; Item #: FPOL2109-17] to be funded by carried forward Surplus	(40,000)
Financial Assistance Grant (FAG) received 8/06/21 in advance for 2021-22 - Department of Local Government, Sport and Cultural Industries	(572,825)
	<u>(3,470,240)</u>
Remaining Operating Result available from 2020/21 Financial Year	<u>6,027,269</u>



The primary sources of this operating position are:

- A \$2.0m of municipal surplus for the financial year carried forward from the previous financial year (2019/20);
- A \$2.1m improvement in fees & charges revenue for the audited year, mainly stemming from:

Lease Revenue	\$713k
Parking Revenue	\$386k
FAC Education Services	\$346k
FLC Memberships	\$240k

The City also received non-cash adjustments through its operating statement for the following;

- \$1.7m resulting from change in assets of the Southern Metropolitan Regional Council (now Resource Recovery Centre).
- \$1.9m resulting from a valuation of City's Art Collection.

Projects carried forward into the 2021-22 financial year were approximately \$19.8m of which approximately \$5.56m was provided through municipal funds. Significant projects include:

- Walyalup Civic Centre and Kings Square development, including the Public Realm and Play-Space
- Port Beach Coastal Adaptation
- Fremantle Leisure Centre Pool Roof
- Fremantle Golf Clubhouse and Community Facility
- Arthur Head Wall Stabilisation
- Fremantle Park Car Park
- Gilbert Fraser Park Lighting
- Booyeembara Park Masterplan
- Dick Lawrence Oval Play-Space



Statement of Financial Position

The Statement of Financial Position continues to be strong, with major variances since last financial year highlighted below:

	FY 2021	FY 2020	Variance	Comments
	\$M	\$M	\$M	
Current Assets	47.01	56.88	(9.87)	Reduction of \$6m in Cash at Bank and \$4m in Short Term Deposits - drawn down to pay Capex and Opex operational requirements.
Non-Current Assets	445.24	427.50	17.73	Net \$15m increase in PPE (\$20m additions, -\$1m disposals, -\$4m depreciation). Increase of \$1m net equity in South Met. Reg. Council. Net \$1m Increase in overall Infrastructure (\$6m additions, -\$5m depreciation).
Total Assets	492.25	484.39	7.86	
Current Liabilities	21.89	23.29	(1.39)	
Non-Current Liabilities	24.73	26.53	(1.80)	Repayment of WA Treasury Corporation loans.
Total Liabilities	46.62	49.82	(3.19)	
Total Net Assets	445.63	434.57	11.06	

Capital Projects

The end of year result includes completion of the following projects:

- Fremantle Golf Course
- Town Hall fire upgrade

Key Financial Ratios

Debt Service Ratio

The DLGSC Operational Guideline 18 on financial ratios defines the Debt Service Cover Ratio as a measure of a local government's ability to service its debt, that is to produce enough cash to cover its debt payments.

The Guideline sets the basic standard as met with a ratio result between 2 and 5. An advanced standard is met with a ratio result above 5.

The ratio results for the last 3 years have been:

	2021 Actual	2020 Actual	2019 Actual
Debt Service Ratio	4.60	-2.46	0.99
Comparison to DLGSC Standard	✓	✗	✗
<i>Re-Calculated Debt Service Ratio excluding one-off non-cash items</i>	4.80 ✓	3.32 ✓	2.89 ✓

Last year's report from the OAG highlighted concerns that the Debt Service Ratio was outside the Operational Guidelines, however it was highlighted that this was the direct result of significant one-off non-cash book entries. While these non-cash do not have an impact on the cash surplus at end of financial year, they do adversely affect several financial ratios. A re-calculation of the ratios excluding the non-cash items resulted in this Ratio falling within DLGSC Guidelines.

Operating Surplus Ratio

The DLGSC Operational Guideline 18 on financial ratios defines the Operating Surplus Ratio as a measure of a Local government's ability to cover its operational costs and have revenues available for capital funding or other purposes.

The Guideline sets the basic standard as met with a ratio result between 0.01 and 0.15. An advanced standard is met with a ratio result above 0.15.

The ratio results for the last 3 years have been:

	2021 Actual	2020 Actual	2019 Actual
Operating Surplus Ratio	0.06	(0.19)	(0.08)
Comparison to DLGSC Standard	✓	✗	✗
<i>Re-Calculated Debt Service Ratio excluding above one-off non-cash items</i>	0.08 ✓	0.01 ✓	(0.02) ✗

The Operating Surplus Ratio was similarly affected by the noted non-cash book entries and the re-calculation of this Ratio excluding the non-cash items is shown above.



VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council note

- 1. the draft financial statements for the City of Fremantle for the financial year ending 30 June 2021.**
- 2. the completion of the audit by the Office of Auditor General due in late March 2022, after which the final statements will be formally presented for adoption with the City of Fremantle Annual Report.**



FPOL2203-4 SOLE SOURCE OF SUPPLY – DARWIN ABORIGINAL ARTS FAIR FOUNDATION LTD

Meeting date: 9 March 2022
Responsible officer: Manager Arts and Culture
Decision making authority: Committee
Attachments: 1. DLCSC02910219 Award Letter
2. Change Order Revealed FAC 2022
Additional information: 1. Nil

SUMMARY

The purpose of this report is to seek approval from Council to enter into a sole source of supply contract with Darwin Aboriginal Arts Fair Foundation Limited (DAAFF) to lease to the City the Darwin Aboriginal Art Fair Portal to deliver Revealed Art Market 2022.

This report recommends that Council enter in to a 6-month contract with DAAFF as the sole source of supply to deliver Revealed Art Market via their Portal; the estimated total contract value is \$63,000 (GST exclusive).

BACKGROUND

In September 2019, Fremantle Arts Centre (FAC) and the City of Fremantle was awarded by the Department of Local Government, Sports and Cultural Industries (DLGSC) to deliver *Revealed – new Aboriginal Artists from WA* in 2020 under Request DLGSC029102019.

In September 2021, DLGSC issued a Change Order (CO 02 DLGSC029102019), to vary the Specification/Requirements of the Contract, to include the option to deliver the Aboriginal Art Market, via an online platform.

A significant component of the program is the Aboriginal Art Market, which brings together approximately 30 Aboriginal art centres from across the state to sell their artwork.

Due to the continuing closure of remote Aboriginal communities due to COVID-19, the City of Fremantle on behalf of DLGSC has again decided to convert the market to an online format. The inclusion of the Aboriginal Art Market, delivered by FAC via an online platform is incorporated into the scope of Contract DLGSC029102019.

In 2021 City of Fremantle sought a quote from DAAFF, who had recently navigated the same situation with the unavailability of remote communities in the Northern Territory due to COVID-19. DAAFF ran their 2020 and 2021 markets online resulting in exceptional outcomes. They developed the platform in-house and trained staff to deliver the market.

DAAFF were able to cost-effectively adapt their existing portal to develop an online platform for Revealed market in 2021. In 2021 DLGSC deducted the value of this procurement from their City of Fremantle contract and engaged the Darwin Art Fair directly.

In 2022 the City would like to use the DAAFF again to deliver Revealed Market 2022. The contract would be for 6 months (from April – September 2022).

Delivery

The 2022 online Revealed market is scheduled for 27 – 29 May 2022.

Milestone Description	Delivery Location	Delivery Date
Establish platform for Revealed	Online	Week beginning 2 May
Facilitate approximately 24 remote Aboriginal art centres and approximately 10 independent emerging Aboriginal artists to create portals on site, deliver induction	Online	Week beginning 2 May
Respond to and resolve all technical and operational queries	Online	2 May – end June
Support participants to bump into site, upload all data	Online	9 – 19 May
Quality control and conduct system test	Online	Week beginning 23 May
Conduct cyber safety training with all participants	Online	2 – 6 May
Launch Revealed Art Market for registered users	Online	9am (WST) 27 May
Launch Revealed Art Market for general public	Online	12pm (WST) 27 May
Manage customer and vendor enquiries (via Salesforce, phone and email)	Online & from Darwin	2 May – 1 June



Monitor sales (pending & failed payments and rectify any issues)		
Complete final vendor order reports	Online & from Darwin	End June at latest
Complete payments to Art Centres	Online & from Darwin	End June at latest
Comprehensive handover to Fremantle Arts Centre to wrap-up any pending customer enquires or participant support, handover of analytics and statistics from market	Online	End September

FINANCIAL IMPLICATIONS

This project is fully funded by State Government via the Department of Local Government, Sports and Cultural Industries. The total contract value with DAAFF would be \$63,000 excluding GST.

LEGAL IMPLICATIONS

The ability for Council to enter into sole source of supply agreements is covered under Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, which states:

11. When tenders have to be publicly invited
 - (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

As the sum of this contract is above the delegation to CEO to enter into sole source of supply contracts, Council approval is required.

CONSULTATION

Nil.



OFFICER COMMENT

The City believes DAAFF are a sole source supplier for the following reasons:

- i) DAAFF have developed a bespoke digital portal specifically for an online aboriginal market. As an aboriginal organisation, DAAFF have the expertise and experience to work directly with the 30 remote aboriginal art centres involved in Revealed.
- ii) We have conducted thorough research of the Australian online market and spoken to web developers, we could not find an off-the-shelf product that delivers the same specifications at the DAAFF portal, this is a highly specialised project.

Please note DAAFF are an indigenous business.

The risk of not procuring the DAAFF portal for Revealed 2022 would mean that the market could not be delivered. This would represent a failure to deliver the scope of our DLGSC contract and would have a detrimental impact on the aboriginal art centres and emerging independent aboriginal artists who would miss out on revenue and profile.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council approve a six month contract, consistent with Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, with Darwin Aboriginal Art Fair Foundation Limited for the estimated contract sum of \$63,000 (excluding GST).



FPOL2203-5 SOLE SOURCE OF SUPPLY–ESRI AUSTRALIA PTY LTD

Meeting date: 9 March 2022
Responsible officer: Manager Information Technology
Decision making authority: Committee
Attachments: Nil
Additional information: Nil

SUMMARY

The purpose of this report is to seek approval from Council to enter a sole source of supply contract with ESRI Australia Pty Ltd to renew its existing ESRI software which expires on 18 March 2022.

This report recommends that Council authorise to enter a three-year contract for the sole source of supply to renew the City's existing ESRI Software subscription at a value of \$69,950 Ex GST.

BACKGROUND

The City went out to open market tender in November 2018 for a Geographic Information System (GIS). This system would replace its existing GIS platform which was nearing the end of its support life and additional functionality was required to meet the needs of the business. Through this tender process (FCC527/18), the tender was awarded to ESRI Australia Pty Ltd in January 2019 for a period of three years.

A three-year extension option was requested in the original tender specification and documented in the City's Major Procurement Panel report for Tender FCC527/18. Investigation into executing this extension in January 2022 has uncovered that this was not stipulated in the signed contract agreement between the City and ESRI Australia Pty Ltd and therefore cannot be executed in line with the City's procurement Policy.

The attached letter (ESRI Australia Pty Ltd Sole Distributor Letter 2022) provides certification that ESRI Australia Pty Ltd is the sole supplier of the required software throughout Australia and Papua New Guinea and cannot be provided by any other vendor.

As such, the City is unable to provide three quotes for this contract as stipulated in the City's procurement policy and requests sole source of supply authorisation to enter a contract with ESRI Australia Pty Ltd for the next three years.



ESRI Australia Pty Ltd provides Local Government Authorities within Australia access to a License Agreement which supplies the ESRI GIS platform at a discounted rate of over 50%. This agreement is only available on a three-year term and as such, a shorter term does not provide the best value to the City.

FINANCIAL IMPLICATIONS

This software renewal is currently budgeted within the Maintain Business Systems – ESRI OPEX budget held by the Information Technology Business Unit. There is no required increase in the existing operational budget for the three-year contract being recommended.

LEGAL IMPLICATIONS

The ability for Council to enter into sole source of supply agreements is covered under Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, which states:

- 11. When tenders have to be publicly invited*
(2) Tenders do not have to be publicly invited according to the requirements of this Division if —
(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

As the sum of this contract is above the delegation to CEO to enter into sole source of supply contracts, Council approval is required.

CONSULTATION

Nil

OFFICER COMMENT

The approval by Council to allow ESRI as a sole source of supply for the provision of the GS platform is critical to the City of Fremantle as the mapping services provided are widely used by both the public as well as in daily operations from multiple business units within the City.



These mapping services are tightly integrated into other business systems and play a crucial role in decision making processes internal and external to the City.

If this request is not endorsed, this will impact not only the operations of City of Fremantle, but also external vendors who utilise the data provided by this Geospatial Information System. Not renewing our existing license subscription, will result in the following services no longer being available:

- There are currently 24 web maps published through the ESRI portal. These maps support the day-to-day operations and decision making of the city.
- Field data collection apps are in use for capturing data around assets and infrastructure. These apps play a crucial role in the planned maintenance and auditing of city assets.
- The City's day to day map production providing essential data to both internal and external stakeholders will no longer be possible.
- Customer Request Management integration with ESRI is in use daily by the City's engineering and waste teams with work currently underway to add other business units to this customer service and streamlined delivery initiative.
- The ESRI spatial data hub portal is made available for public use. This portal provides multiple maps, story maps and the waste collection date finder.

The City has approached ESRI Australia Pty Ltd regarding a contract extension whilst the City investigates further procurement options in line with the existing procurement policy. As a result, the City has been provided with a compassionate license extension which comes to fruition on 18 March 2022.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council approve a three-year contract consistent with Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, with ESRI Australia Pty Ltd (ABN 16 008 852 775) for the contract sum of \$69,950 (excluding GST).



FPOL2203-6 SOLE SOURCE OF SUPPLY–TECHNOLOGY ONE LIMITED

Meeting date: 9 March 2022
Responsible officer: Manager Information Technology
Decision making authority: Committee
Attachments: Nil
Additional information: Nil

SUMMARY

The purpose of this report is to seek approval from Council to enter a sole source of supply contract with Technology One Ltd to continue to provide software licensing and support to the City’s Enterprise Resource Planning (“ERP”) software.

This report recommends that Council authorise to enter a five-year contract for the supply of the City’s existing ERP Software subscription at a total contract value of \$2,361,497.71 Ex GST.

BACKGROUND

The City’s Enterprise Resource Planning (“ERP”) software suite is provided by Technology One Limited (“Technology One”). The Technology One ERP has been widely used by the City since 2008. This platform provides the following software modules used by multiple business units in their daily operations:

- **Financials and Supply Chain:**

Manages the City’s main accounting and financial management functions such as general ledger (“GL”) and balance sheets, accounts payable (“AP”), accounts receivable (“AR”), budgeting, generating financial reports; and handling related transactions such as invoicing and expense reporting. The supply chain module manages City’s supply of goods and services to ensure capital work programs and asset maintenance are supported across council.

- **Human Resource Management - Ci Anywhere:**

Manages every City employee’s lifecycle from recruitment, self-service functionality to submit leave and timesheets, organisation chart maintenance, performance development, health and safety to payroll processing.



- **Property and Rating:**

Manages the City's property, land, resident details, and addresses information. Key functions performed using this module are Customer Request Management that includes internal and external stakeholder requests/complaints, Revenue and Billing that includes debt managements and rates modelling, Regulatory and Compliance management that includes application management (e.g. development, building and planning applications), permit and licenses management (e.g. parking permits, health/food licenses etc), animal management for new registrations (e.g. dog or cat registrations), renewals and ongoing fee payments and infringement management.

- **Enterprise Cash Receipting:**

Manages cash payments, EFTPOS integration, back-office receipting, front counter payments by City's residents, register and account reconciliation.

- **Asset Management:**

Manages cost and performance of every asset from day-to-day operations to long-term planning, scheduling the preventive and corrective maintenance including inspections and condition assessments.

- **Corporate Performance Planning:**

Manages strategic alignment of corporate and operational goals to drive organisational performance by using various reports, analytics dashboard, and budget forecasting.

The below diagram ("Figure 1 – ERP Utilisation") illustrates the business units that use the existing Technology One modules in their day-to-day operations.

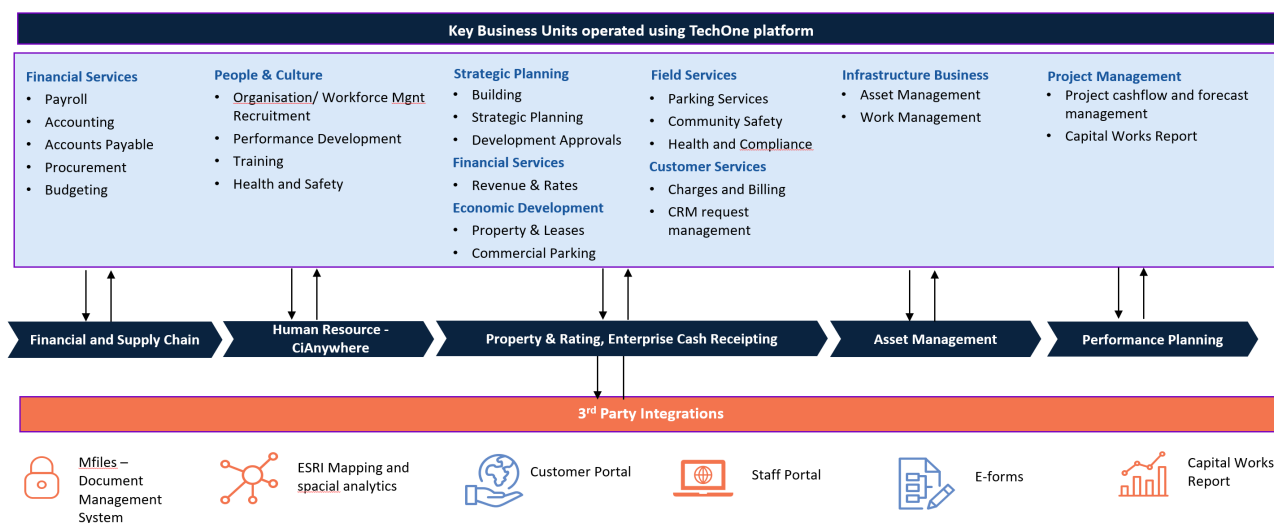


Figure 1 – ERP Utilisation

The Technology One software suite runs on the City's IT storage and compute infrastructure ("On Premise"). The City's Information Technology Business Unit maintain the associated hardware and software. The existing Annual Software Maintenance ("ASM") agreement, that the City has with Technology One, provides ongoing software, support and feature improvements and upgrades of the ERP. Technology One formulate the charge for ASM based on the rateable property count for the City. The current ASM charge is \$161,492.27 Excluding GST, per year. This figure is subject to Consumer Price Index ("CPI") and rateable property numbers.

Technology One have released a new feature enhanced, mobility focussed, version of its ERP which they have named Connected intelligence Anywhere ("CiA"). Along with this they have introduced a new software hosting environment based on the Software as a Service ("SaaS") Cloud service offering. With all future research and development being directed towards this new environment, Technology One have recently advised the City that they will be discontinuing support of On Premise software installations, over two stages:

Stage 1 – October 2022:

Technology One discontinue the development of any product updates or feature enhancements on 31 October 2022. As a result, there will be no further development, by Technology One, on all On Premise software installations.



Stage 2 – October 2024:

Technology One discontinue supporting On Premise software installations on 31 October 2024. As a result, no technical support will be provided to the City in the event of a system failure.

To remain fully supported, and to receive future product enhancements and upgrades after October 2022, Technology One “On Premise” customers are required to migrate to the “Software as a Service” SaaS service offering utilising the Technology One Cloud environment.

FINANCIAL IMPLICATIONS

Technology One have recently provided the City with two financial options to upgrade to the Technology One CiA SaaS solution.

Option 1:

Requires a five year commitment from the City, prior to 31 March 2022 and includes professional services provided by Technology One to assist the City in upgrading to the CiA software. This option results in a budget uplift of \$1,495,501.12 Excluding GST over the five year term.

Option 2:

Requires a five year commitment from the City, however, if this commitment is made after 31 March 2022, the City will be required to pay additional fees for the Technology One professional services to upgrade to the new CiA software. This option results in a budget uplift of \$2,224,918.93 Excluding GST over the five year term.

Option 1 presents a saving of \$729,417.81 over Option 2.

The following table (“Figure 2 – Budget Implications”) provides a breakdown of the budget requirements over the five year contract period.

Option 1:

- Project Commencement Date: 22nd Aug 2022
- SaaS fee: \$210,000 per annum
- CiAnywhere Consulting: \$0

Budget Uplift (SaaS + CiAnywhere) :
\$1,495,501.12

	Period 1 (22/23)	Period 2 (23/24)	Period 3(24/25)	Period 4 (25/26)	Period 5 (26/27)	Total
Current ASM (Budgeted OPEX)	\$ 161,492.27	\$ 167,144.50	\$ 172,994.56	\$ 179,049.37	\$ 185,316.09	\$ 865,996.79
SaaS fee + TechOne Implementation	\$ 357,821.12	\$ 340,670.00	\$ 265,670.00	\$ 265,670.00	\$ 265,670.00	\$ 1,495,501.12
CiAnywhere Consulting	\$0	\$0	\$0	\$0	\$0	\$0

Option 2:

- Project Commencement Date: TBH
- SaaS fee: \$199,100 per annum
- CiAnywhere Consulting: Additional as shown in table

Budget Uplift (SaaS + CiAnywhere) :
\$2,224,918.93

	Period 1 (22/23)	Period 2 (23/24)	Period 3(24/25)	Period 4 (25/26)	Period 5 (26/27)	Total
Current ASM (Budgeted OPEX)	\$ 161,492.27	\$ 167,144.50	\$ 172,994.56	\$ 179,049.37	\$ 185,316.09	\$ 865,996.79
SaaS fee + TechOne Implementation	\$ 346,838.93	\$ 329,770.00	\$ 254,770.00	\$ 254,770.00	\$ 254,770.00	\$ 1,440,918.93
CiAnywhere Consulting	\$ 94,080.00	\$ 141,120.00	\$ 274,400.00	\$ 274,400.00	\$ -	\$ 784,000.00

Figure 2 – Budget Implications

It is anticipated that there will be an eventual return on investment through cost savings incurred by:

- The removal of disparate software solutions.
- The reduction of on premise IT Storage and Compute resources.
- Efficiencies in establishment gained by the introduction of the new CiA software.

The return on investment will not be realised until the City has migrated to the Technology One CiA platform. This is estimated to be September 2026 if Option 1 is selected and utilising the current resources. Please refer to the below ("Figure 3 – Project Timeline") for timing estimations. It is difficult to determine the value of the return at this time.

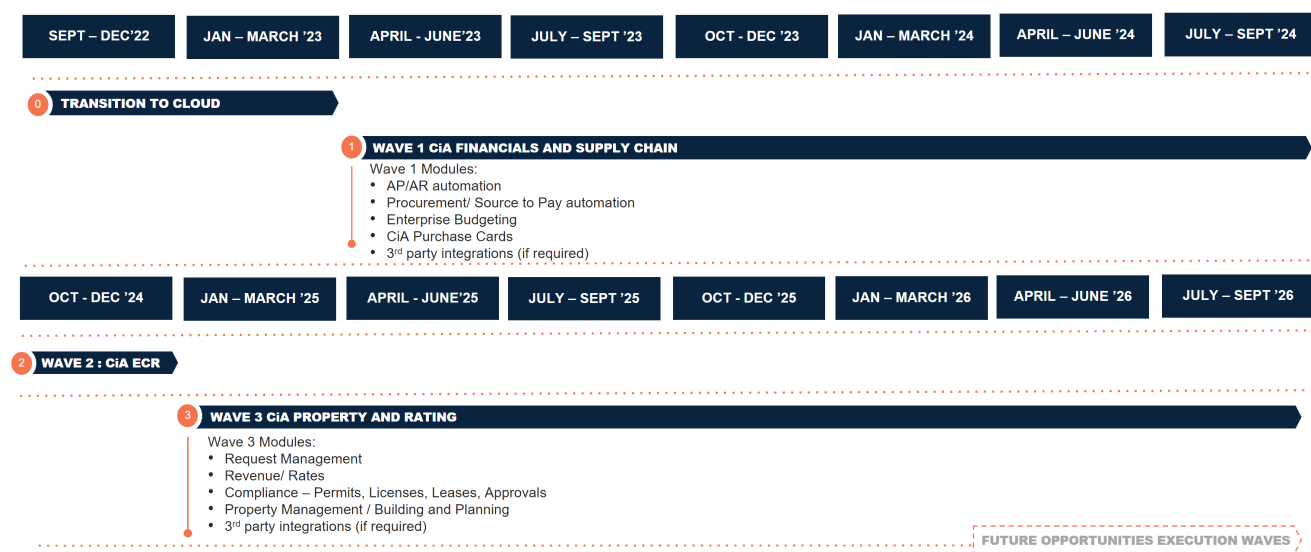


Figure 3 – Project Timeline



LEGAL IMPLICATIONS

The ability for Council to enter into sole source of supply agreements is covered under

Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, which states:

- 11. When tenders have to be publicly invited
(2) Tenders do not have to be publicly invited according to the requirements of this Division if —
(f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.*

As the ERP solution provided is from Technology One, they are the only organisation capable of providing the solution post moving to a SaaS environment. The alternative to making this move is to go out for a full ERP tender. This will cost substantially more than the Technology One proposal.

As the sum of this contract is above the delegation to CEO to enter into sole source of supply contracts, Council approval is required.

CONSULTATION

Nil

OFFICER COMMENT

The City of Fremantle's Enterprise Resource Planning solution is the single most important user software platform responsible for the daily operations of the City.

With the announcement by Technology One to remove support of their ERP for customers, such as the City, who host the platform on premise, action needs to be taken to maintain a supported, updated, secured and functional ERP environment. Running an environment such as the ERP, without vendor support, presents a significant risk to the City. This risk can only be mitigated by migrating the City's On Premise Technology One environment to the Technology One Cloud and utilising their SaaS Cloud product offering.



Considering the financial options that have been provided by Technology One, the recommendation is to secure a five year contract, prior to 31 March 2022, to benefit from the upfront savings of \$729,417.81 excluding GST.

The new Technology One CiA software will provide the City with a beneficial ERP platform, accessible via any device, from anywhere, at any time. This solution also provides a significant opportunity for the City to capitalise on gaining productivity and process efficiencies throughout the software migration as existing processes and procedures can be re-engineered and redefined.

The Technology One CiA platform is the only known, complete platform, within Australia that adheres to the legislative requirements of a Local Government Authority and is commonly used by Local Governments throughout Australia.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council approves a five-year contract consistent with Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, with Technology One Limited (ABN 84 010 487 180) for the total contract sum up to \$2,361,497.71 (excluding GST).



FPOL2203-7 DRAFT PARKING PLAN PRINCIPLES

Meeting date: 9 March 2022
Responsible officer: Manager Strategic Planning
Decision making authority: Committee
Attachments: Nil
Additional information: Parking Precinct Locations

SUMMARY

The development of a Parking Plan is an action in the City's Strategic Community Plan and Integrated Transport Strategy. The purpose of the Plan is to inform and guide public parking management and provision across the city.

Work on the parking plan has involved:

- **research into best practice management and provision,**
- **parking behaviour research and analysis,**
- **benchmarking, and**
- **parking surveys of activity centres/precincts across the city (including beaches).**

The purpose of this report is to present to Council the guiding principles and parking management approach proposed to underpin the Plan, to confirm support for these prior to consideration of the full document.

The report also considers recent community requests to make Harbour Road and Orient Street in South Fremantle resident-only parking areas. Designation of public parking bays for one user type (beyond ACROD permit holders) is inconsistent with Council's current policy and the parking principles and management approach proposed by the draft Plan, which seeks to make most efficient use of public land and resources through shared use.

This report recommends that Council:

1. **Support the guiding principles, management approach and parking occupancy rate provision proposed as the basis for the draft Parking Plan.**



- 2. Advise the Harbour Road and Orient Street petitioners that exclusive resident-only designation of public parking is not supported, but that the City will review parking time limits and management in the area to increase availability of bays to residents to achieve the target distance proposed in the draft Parking Plan.**

BACKGROUND

Parking provision and management is important in supporting community access and visitation to centres and places of amenity. However, it also has implications for urban form, commercial viability and activation, heritage, amenity, lifestyle and the environment. Successful parking management is consequently complex and subjective, needing to balance multiple considerations and objectives well beyond having 'enough' parking at any given time.

The significance of parking and the City's role in effectively providing and managing parking is identified in key strategic documents including the Strategic Community Plan, Integrated Transport Strategy and Economic Development Strategy which recommend preparation of a Parking Plan to promote a consistent and strategically aligned approach to this issue.

The development of the plan to date has involved:

- Research scan to consider trends, approaches and case studies.
- Development of overarching principles and level of service standards.
- Definition and surveys of 16 'Parking Precincts'.
- Development of broad (city-wide) recommendations.

The final stage of plan development involves precinct-specific recommendations. Prior to completion and submission of the document to Council, confirmation of the principles and broad approach underpinning the plan is sought.

OFFICER COMMENT

Parking provision has traditionally involved a combination of public on-street parking and private off-street parking, with street parking supplementing the private parking landowners and business operators provide for their own needs. In some areas (particularly historic precincts with limited capacity for off-street parking provision), provision of public off-street parking stations has also occurred.



Where demand is high and fees can be changed, these are sometimes privately operated for profit. Parking provision is consequently a shared endeavour with both private and public responsibility for the outcomes.

Research into parking confirms what most people intuitively know; which is that parking demand is highly variable, fluctuating significantly based on aspects such as the popularity of a business, the size and age of households, alternative transport availability, special events and even, in the case of the beach and other outdoor attractors, the weather. Changes in transport availability (including the rise in on-demand transport such as Uber, e-scooters and the like) and societal trends (such as increasing work-from-home capacity) are seeing further changes in parking demand which are likely to grow (albeit gradually, partially off-set by a growing overall population). Application of a one-size-fits all approach to parking provision and accurate projection of future demand is consequently unlikely to be successful. Pursuit of a more agile and responsive approach to parking management is consequently recommended. This should be based around parking precincts (defined as a place where a person can access multiple services, businesses, facilities or attractions (e.g. beaches) within a short walk of a parked vehicle (car, bike or other) – refer Additional Information 1 for Parking Precincts defined and assessed to date.

Whilst initial community sentiment to parking pressure often centres around personal convenience and suggestions that more parking should be provided and / or that it should be provided free of charge, this reflects the expectations of personal convenience and priority established through the planning and land use management of the 1960s, when land was cheap, car ownership was on the rise and land use separation and independent mobility underpinned much urban policy. More recently, analysis has focussed on the high financial cost of parking provision and its opportunity cost (in terms of both what use and enjoyment of land is excluded, and the direct cost of land, construction and management which could otherwise be redirected). Concerns have also been raised about the equity of car-oriented public policy, and the environmental implications of fostering a continued dependence on private vehicle transportation. A more balanced approach acknowledging the high cost of parking and the need for responsible, balanced decision-making in the allocation of public funding and land is consequently recommended.



In addition to the financial and opportunity costs of increased parking provision, in an established urban area such as Fremantle, there are many physical constraints to the supply increase: at the beach, for example, the dunes (with their environmental value), public infrastructure (such as roads and rail) and established private lots restrict land area available for new parking. Within the City Centre, the heritage values associated with many sites is a further restriction. Parking provision and management based on defined target-availability recognises that unconstrained provision is neither feasible nor desirable but establishes a clear benchmark against which to manage public expectations and measure performance. 85% parking utility (i.e. 15% of total bays available at any given time) is the internationally recognised benchmark 'ideal' to ensure that some parking is always available, but that supply is being efficiently used.

In assessing options to improve parking availability and utility (particularly where the 85% utilisation target is being exceeded), an escalating hierarchy of responses is suggested:

1. Optimise Existing Bays

The first step is to ensure that parking bays are safe to use and easy to access. For instance, where parking is located in poorly lit areas, improved street lighting, CCTV, wayfinding signage and pedestrian links may encourage higher use. In other areas, seating and shading along key connections between parking bays and destinations can encourage use. This approach may be particularly effective where parking is located on the edge of a precinct.

Time limits and parking fees can be used to shift demand away from busy streets to under-utilised bays that might be a short walk away.

Different occupancy rates should be used to identify when time limits and parking fees should be changed. For instance, in time limited bays that regularly surpass 85% occupancy, shorter time limits could be reduced. If shorter time limits are not appropriate given surrounding land uses and businesses, time limits should remain unchanged and parking fees should be introduced.

In paid parking areas where occupancy regularly surpasses 85%, dynamic pricing (and timing) can be used to balance demand across a precinct and across the day.

For instance, in low-occupancy periods, free parking periods could be extended, or parking fees lowered, to shift demand from busy streets or times to normally quieter streets or times.



Conversely, during peak-occupancy periods, free parking periods should be reduced or eliminated, or parking fees increased, to encourage parking turnover. This approach has been used successfully in other WA local authority areas.

Special dispensation from fees and / or time limits may be appropriate in some areas for priority users: residential permits for local residents in residential areas with limited on-site parking capacity is a common example. The City's Parking Local Law and Policy allows for residential parking permits in some areas experiencing high and conflicting parking demand, but not dedicated resident bays. Exclusive use of bays is only appropriate for ACROD permit holders (refer Resident Only Parking below).

2. Decrease Parking Demand

The City can implement measures that decrease demand for parking by encouraging the use of alternative transport modes like walking, cycling, scooters, buses and trains. These measures might include investing in footpaths, dual use pathways, bicycle awareness zones and separated bike lanes and contributing to a CAT bus service or working with public transport providers to expand their services. An e-scooter rental scheme could also assist (albeit with limitations). Travel behaviour takes time to shift, but provision of comfortable, convenient and amenable alternatives is vital to providing alternatives, and more achieving more balanced modal choice over the longer term.

3. Increase Parking Supply

Increasing parking supply is the final option in the framework. Increasing supply can be expensive, given the costs associated with purchasing land in high value locations and opportunity costs where land could be used for purposes other than parking. Increasing parking supply can also induce traffic congestion and decrease amenity and vibrancy in a precinct through encouraging increased car use and paved space for parking. However, increasing parking supply may be an appropriate step when all reasonable options to affect parking demand have been exhausted, and where increased visitation /accommodation is desirable.

Measures that increase parking supply include:

- Constructing at-grade or multi-deck parking.



- Offering development bonuses such as increased heights and plot ratios where public parking is provided as part of new development in appropriate locations.

The feasibility and cost benefit of these options require careful assessment before they are committed to. However, in areas such as the City Centre where existing supply is expected to reduce and demand increase as development proceeds, planning for (if not necessarily committing to) additional bays is advisable.

The surveys undertaken across the City confirm the perception that parking demand and experience is very different in the older precincts (with limited off street parking and a pre-car urban structure) to the newer areas and centres (which tend to have much higher private and off-street provision). Where demand for on-street bays is high (i.e. in older centres such as South Fremantle, North Fremantle and the City Centre), a 'kerb hierarchy' is suggested which allocates space based on a rough order of collective community benefit, seeking to maximise utility and access to the highest number and broadest range of people: public transport, loading and ACROD, short term down to long term parking. Given the intent of these areas to accommodate a range of uses and visitors, their primary purpose as being commercial, and the higher accessibility they generally have to services transport and amenity, special dispensation from parking regulations (fees or time limits) is not recommended for residents living within activity centres.

Outside of activity centres (in residential zoned areas), overflow from commercial and other activities can also be experienced. The road, being public space, does not belong to the adjoining resident any more than it does to an adjoining business in the City Centre and so shared use should be promoted as a base principle. However, exemption from parking fees and time limits for local residents is recommended to be retained in areas of high demand, in recognition of the primacy of residential (as opposed to commercial) purpose. Where commercial overflow is routinely experienced and on-site parking capacity is restricted due to heritage fabric, management of street parking is also recommended to target availability of a street bay within 200m (ideally 100m) walkable distance of each dwelling. This again establishes a clear benchmark and assists in management of expectations and well as providing focus for interventions. In a very few instances, it is noted that high demand may make the 200m target challenging during limited peak times, in which situations an absolute maximum of 400m is proposed. These instances are, however, very rare.



Consideration has been given to reducing the target to 100m (making this a commitment rather than an aspiration) however this is likely to require very high degrees of intervention to achieve in some areas during peak demand periods (including the introduction of parking fees to much larger parts of the city), and significant disruption as a consequence: it is possible but would require Council to carefully consider the flow on impacts on visitation.

If these principles and approaches are supported by Council, finalisation of the draft Parking Plan including definition of precinct-specific recommendations can occur.

Resident Only Parking

The City periodically receives requests from residents to implement residential-only parking in their streets. These requests are commonly in mixed use, older areas where off-street parking is limited (due to pre-car residential development), streets are narrower and constrained, and parking for visitors, deliveries, or residents unable to park on-site creates (sometimes significant) inconvenience. At its meeting of 27 October 2021, Council received a petition from residents in Harbour Road, South Fremantle to make the street resident only parking. A further request was received from a resident in January 2022 to extend resident only parking for all local streets in South Fremantle (starting with Harbour and Orient Streets).

The Residential and Multi-Purpose Parking Permits Policy (SG33) recognises the needs and parking constraints in these areas and allows residents parking permits in timed and/or paid parking areas. The management approach proposed by the draft Parking Plan is in line with current SG33, supplemented by a target to have an available public bay within 200m (ideally 100m, but conceivably up to 400m in extreme situations) of residential-zoned properties. Amendments to parking time limits and potentially introduction of fees may be used to achieve the targets. Restriction of parking to one user group only (i.e. residential) is not recommended (except than in exceptional circumstances) as it reduces the public parking supply, impacting on other residents and activities in the area as parking demand is transferred onto other streets, and introduces inequities in the allocation of what is, ultimately, a public asset. It also sets a precedent which, extended across the city, would create significant disfunction. For example, if this was applied in North Fremantle, on -street car parking could be reduced by 70 bays.



It is noted that historic resident-only zones have been applied in the following areas:

- Commercial Street, South Fremantle (14 resident bays and 3 public bays)
- 5 marked resident bays in Alma Street, Fremantle
- 6 marked resident bays in Suffolk Street, Fremantle
- 6 marked resident bays in Holdsworth Street, Fremantle
- 10 marked resident bays in Little Howard Street, Fremantle

These resident-only zones/bays were installed prior to the adoption of Policy SG33, and some (such as Alma Street) may warrant review.

Resident-only parking was approved Burns Street, North Fremantle (24 resident bays and 6 public bays) more recently in light of the limited on-site capacity and heritage constraints, high public bay demand and the major road barriers in the area which restrict access to alternative bays. This represents an exceptional circumstance where achievement of available parking within walking distance of dwellings with significant restrictions to onsite provision of parking was otherwise unachievable.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The City's Parking Local Law 2021 applies for parking management.

CONSULTATION

The principles have been developed in consultation with a cross – organisation team taking into account broad community needs and priorities established through overarching strategic documents, and ongoing community feedback received through the parking team. No targeted community engagement has been undertaken in the development of the plan to date, but is proposed to occur once a coherent response to the issue (ie the Plan) is documented.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority required



OFFICER'S RECOMMENDATION

Council

- 1. Support the following guiding principles and approaches for inclusion in the draft Greater Fremantle Parking Plan:**
 - 1.1 Acknowledgement of the complexity of parking management and the inherent conflicts which exist between different objectives relating to or affected by parking.**
 - 1.2 Recognition that whilst the City has an important role to play in parking management, this is in partnership with the community and parking users and providers (both commercial and residential): public provision of an infinite supply to meet demand at all times is neither feasible nor desirable.**
 - 1.3 Recognition that public parking is a community asset which comes at a cost, and which should therefore be managed in the interests of maximum community benefit.**
 - 1.4 Recognition that parking demand is dynamic and that establishment of accurate projections for future demand are unfeasible.**
 - 1.5 Application of a precinct-based approach to parking management due to the unique parking characteristics and urban form in each activity centre and parking precinct.**
 - 1.6 Pursuit of an outcomes-based approach to public parking management, targeting an industry standard 'ideal' parking occupancy rate of 85% (i.e. 15% of bays in a precinct are available at any given time).**
 - 1.7 Application of a hierarchy of responses to parking stress (i.e. where 85% utilisation is regularly exceeded):**
 - Optimize existing parking bays.**
 - Decrease parking demand (by spreading demand or transferring to alternate modes).**
 - Increase parking supply.**



- 1.8 In residential-zoned areas where competing commercial/non-residential and residential demand for public parking is creating significant conflict, target a house-to-vacant-public-bay distance of up to 200m at most times (ideally 100m, with a maximum tolerance of 400m) through application of time limits and parking fees (variable for residential parking permit holders).**
 - 1.9 Recognise the specific needs of ACROD permit holders and the need to review provision and placement for this user group across the City to meet the objectives of the Access and Inclusion Plan relating to equity of access.**
- 2. Advise the Harbour Road and Orient Street petitioners that exclusive resident-only designation of public parking is not supported but that the City will review parking time limits and management in the area to increase availability of bays to residents to achieve the target (200m, ideally 100m) distance proposed in the draft Parking Plan.**



10.2 Council decision

FPOL2203-8 CAT BUS REVIEW – ADDITIONAL FINDINGS

Meeting date:	9 March 2022
Responsible officer:	Manager Strategic Planning
Decision making authority:	Council
Attachments:	Nil
Additional information:	<ol style="list-style-type: none">1. CAT Bus Routes2. Passenger Boarding Counts3. Observation Study Findings4. Intercept Survey

SUMMARY

In June 2020, in response to the impacts of COVID-19, Council resolved on a temporary suspension of the Red CAT bus and a reduction of the Blue CAT bus service and requested a review of the service be undertaken. Council specified the parameters of the review, and provided supplementary direction in considering an update report on the review in September 2020.

The review was submitted to Council in March 2021 in response to which Council requested further information and stakeholder consultation. This confirmed that:

- The primary use of the service (during the time of the survey) is by local residents.**
- Stakeholders consider the access provided by the service to key destinations within the City Centre (including the Fishing Boat Harbour, Victoria Quay, Arts Centre and Notre Dame) as important but not critical.**
- Opportunities remain to continue exploration of extension and / or supplementing the service to connect with adjoining local government areas, but neither Cockburn nor East Fremantle currently have budget capacity or appetite to commit to this.**

On the basis of the direction previously set by Council, this report recommends that Council renegotiate the agreement with PTA for maintenance of the service as a reduced 15-20minute service interval (both Blue and Red CAT services) with investigation of potential advertising revenue to be explored in the new contract.



BACKGROUND

A Central Area Transit (CAT) bus service (or variation of it) has operated in Fremantle since 2000. The service has been periodically reviewed and has evolved over time to the two CAT routes shown in Additional Information attachment 1. The service operates under a contractual agreement between the City of Fremantle (City) and the Public Transport Authority (PTA), which expires on 31 October 2022.

In response to the significant social and economic disruption of the COVID-19 pandemic on the CAT service and City income, Council resolved on a temporary reduction of the CAT bus service in June 2020 and requested conduct of a review. In September 2020, Council confirmed that the review should focus on *"A service broadly based on the features of the current CAT service focussed on maximising access to residents and visitors to key destinations and services in Fremantle..."* or a Free Transit Zone model (SPT2009-4)

The review findings were reported to Council on 24 March 2021 (refer SPT2103-3) in response to which Council resolved as follows.

1. *Reaffirm the desirability of a CAT service as an add-on bus service to that provided by the state through the PTA, and its alignment with various strategic objectives including:*
 - 1.1. *Supporting investment, increased residential and commercial populations and increased visitation*
 - 1.2. *Enabling more sustainable movement and transport options (with associated reduction in emissions)*
 - 1.3. *Supportive active and public transport use*
 - 1.4. *Improved peripheral parking opportunities*
 - 1.5. *Improved urban environment, amenity and liveability*
 - 1.6. *Social inclusion opportunities.*
2. *Note the following conclusions of the Central Area Transit (CAT) Review 20/21 report provided as Attachment 1 to this item:*
 - 2.1. *The current CAT routes and service level (frequency) be recognised as the best configuration at current (pre-August 2020) cost.*
 - 2.2. *Options involving an increased cost should be put aside as unfeasible at this time.*
 - 2.3. *Additional external (third party) funding is unlikely to become available within the foreseeable future.*



- 2.4. *The opportunity cost of the CAT when weighed against other budget demands represents the key consideration point in reviewing the service at this time.*
3. *The City remains open to a negotiating a different funding model with the PTA.*
4. *Recognising that ongoing uncertainty regarding tourism, the economy and City finances stemming from COVID-19 is continuing into 2021/22, authorise the Chief Executive Officer to request the PTA to agree to a continuation of the temporary suspension of the Red CAT and reduction in service frequency (to 20 minutes) of the Blue CAT to the end of the 2021/22 financial year.*
5. *During the extended period of reduced CAT service operation referred to in 4 above, request officers to:*
 - 5.1. *Further investigate and obtain data regarding patronage profile and based on this,*
 - 5.2. *Prepare a further report on opportunities for Specified Area Rate contributions towards the cost of running the CAT from landowners within 400m of the CAT route for Council's consideration.*
6. *Note the expiry of the current CAT service agreement with PTA in 2022 and work towards resolution of a revised service agreement based on the above prior to its expiry, so that an agreed service level can be the subject of new multi-year service agreement between the City and the PTA.*
7. *Further consider its future funding appetite for the CAT (either with or without Specified Area Rate contributions) in the context of other budget priorities in future budget discussions, focussing on the following options:*
 - 7.1. *Return to full service: at an estimated cost of \$670,000p/a.*
 - 7.2. *Return to reduced (15-20minute) Red and Blue CAT service: at an estimated cost of \$535,000p/a.*
8. *Request that officers further investigate and pursue introduction of fee-based parking within the CAT catchment noting that additional revenue generated is unlikely to be significant, but that it discourages entirely free park n ride utilisation.*



9. *Request that officers further pursue discussions with the City of Cockburn and the Town of East Fremantle regarding potential support for maintenance and / or extension of the service.*
10. *Note that officers intend to provide a community and stakeholder update on the status of the review.*

The purpose of this report is to consider the further actions requested in resolutions 5, 8 and 9 above.

The CAT bus contributes directly to the Council's transport objectives, and indirectly to its economic, social and urban enhancement objectives. A review of the service provides the opportunity for Council to evaluate the CAT bus services' contribution towards these objectives in the context of its Capability objectives in the Strategic Community Plan and the opportunity cost of the expenditure on the CAT against Council's other objectives and competing initiatives.

OFFICER COMMENT

Passenger Boarding

Utilisation data (passenger boardings) is provided monthly by PTA. This illustrates the dramatic fall in passenger use resulting from the COVID-19 lockdown initiated in March 2020. The service was reduced in August 2020 but has seen increases in passenger patronage on the Blue CAT service as restrictions have eased, taking into account seasonal fluctuations. When comparing 2018-2019 and 2020-2021 Blue CAT passenger boarding, although total passenger boarding has reduced by around half, the number of passengers on each bus is similar to the previous pre-COVID service (refer Additional Information 2), with the reduction reflecting the fewer bus trips being provided.

Patronage profile

Two methods were employed to assess patronage profile:

1. Passenger Observation Survey
2. Intercept surveys

Whilst indicative only of utility at the time of review (winter, operating on reduced service with limited tourism), these nevertheless give some general indication of the user profile. They indicate that:



Observational Survey

- The majority of passengers observed used the service for social and recreation visits e.g. cafés, South Beach and were observed to live locally (39%).
- University of Notre Dame (UND) students were observed being the second highest bus user, mainly from South Beach/Marine Terrace to campus buildings in the West End (15%).
- Passengers used the CAT bus for park and ride commuting, mainly from South Beach and Marine Terrace to the Fremantle Train Station (11%).
- A similar number of passengers were assessed to be visitors, using the service to access recreation/social destinations e.g. Bathers Beach, The Esplanade and South Beach (11%).
- Peak bus use times are in the early morning and afternoon, reflecting the commuter and UND student use. Passenger use reduced during the day, with most local and visitor passengers using the service to access social/recreation destinations close to the route.
- There was a low number of primary and secondary school students using the service (2% primary and 7% secondary) given the proximity of 5 state and private primary and secondary schools and train station exchange.

Refer Additional Information 3 for further detail.

Intercept Survey

- 53% of respondents were female and 47% were male.
- Age ranges were broadly spread, as would be expected from the general population distribution, although trending towards the older demographic.

18% were 65+

25% of respondents were in the 55 – 64 age group

21% were between 45 – 54

12% between 35 – 44

15% were between 25 – 34

9% were 18 – 24

Note survey code of practice inhibits interviews with children unless with carer permission and presence.

- 70% (by far the largest proportion) of adult respondents were travelling on their own. Of the remaining 30%, most were either travelling with another adult, although just less than half were travelling with a child (around 50:50).
- A majority of passengers using the Blue CAT lived within the City of Fremantle at 56%.



Of the remaining 44% of respondents, most lived in neighbouring suburbs (23% of total): 9% lived in the northern suburbs, 5% in the southern suburbs, 4% in the eastern suburbs and 2% in the western suburbs. Only 1% lived in regional WA.

- Of the City of Fremantle residents using the service, the highest proportion respondents' suburb of origin was South Fremantle (33.3%) followed by Fremantle 32.1%. This was followed by Beaconsfield respondents (17.6%) Hilton respondents at 9.5% then Samson (3.6%) and White Gum Valley (3.6%).
- Many of the respondents (41%) used the CAT regularly for multiple purposes. This is compared to 29% who used it rarely, and 21% who used it occasionally. Only 9% used it regularly for a single purpose.
- People were most likely to use the service on a Friday (41% of all respondents) followed by 38% each who would use it on a Tuesday or a Thursday. 32% each used it on a Thursday or a Saturday. The smallest proportion of respondents used the service on a Sunday (29%) or Monday (26%).
- Survey respondents indicated they mostly used the CAT service in the mornings (59%). 47% of respondents used it around the noon hours, and a further 41% used it in the afternoon. Only 12% of respondents used it in the evening rush hour, with 9% using it in the morning rush hour. 6% of respondents used it at 'other' times.
- The largest proportion of respondents used the CAT service to get to shops and services (59%). This was followed by respondents who were going to work (in Fremantle) (18%), for leisure (15%) and going to the train station/public transport (12%). Fewer respondents used it for going to university (7%), school (6%), entertainment (3%) or the beach (2%).
- The largest proportion of respondents used the CAT service because it was the most convenient route (47%), followed by respondents who wanted to save money on parking (44%) and those who were after a regular, reliable service' (32%). 15% of respondents used it because they didn't own a car, 12% of respondents used it due to personal preference, with a further 9% who felt it was more sustainable than driving.

Opportunities for Specified Area Rate contributions towards the cost of running the CAT from landowners within 400m of the CAT route.

As previously discussed, a Specified Area Rate (SAR) could be levied against properties deemed to most benefit from the service, as a special contribution towards its operation.



Based on the user profile above, a contribution of up to 20% could be levied for the Blue CAT, translating to \$107,200, reducing the City's contribution to \$428,800. A lesser 10% would attract \$53,000, reducing the City's contribution to \$482,400.

The following table describes the current Red and Blue CAT cost, 20% and 10% SARS rate per property, and 'split' of cost of 80% and 20% contribution between the Blue and Red CAT catchments based on patronage use and route type (Blue CAT serves a city centre, beach and residential catchment where the Red CAT serves city centre, visitor destinations and a lesser residential component, though it is noted higher density residential development is identified in the planning scheme).

CAT	Rateable Property Catchment	CAT cost apportionment	CoF Cost	Total 20% SARS contribution	Total 10% SARS contribution	Residual general revenue cost (- 20% SAR)	Residual general revenue cost (- 10% SAR)	20% SAR Per Property (Av)	10% SAR Per Property (Av)
Blue	3917	80%	\$536,000	\$107,200	\$53,600	\$428,800	\$482,400	\$27.37	\$13.68
Red	2894	20%	\$134,000	\$26,800	\$13,400	\$107,200	\$120,600	\$9	\$5
Total	6811	100%	\$670,000	\$134,000	\$67,000	\$536,000	\$603,000		

The following assumptions have been made in the high level SAR contribution cost calculation; costs represent a return to pre-Covid service i.e. Red CAT with one bus at 15-20 minute intervals, Blue CAT with two buses at 10 minute intervals; uses a 400m walkable catchment along the route, uses a 20%/80% split based on previous patronage, assumes a flat rate per property. If supported in principle, a detailed breakdown of cost per property will be required due to rates calculations such as Gross Rental Value.

The passenger surveys indicate a significant level of local use for the Blue CAT which could warrant consideration of a SAR. However, given the relatively high non-local usage, the relatively small proportion of cost secured through a SAR and the administrative complexity and objections a SAR is likely to attract, it remains open to Council to continue to fund the service out of general revenue without revenue from a SAR. Should a SAR be considered it is recommended to fund a return to a high frequency service i.e. 10 minute Blue CAT frequency and 15-20 minute Red CAT as it provides an 'over and above' public transport service in addition to Transperth services.

On balance, bearing in mind the above considerations, pursuit of an SAR is no longer recommended by officers.



Introduction of fee-based parking within the CAT catchment.

Previous investigation of fee-based parking (SPT2103-3) indicated the CAT routes were well served by public and private car parking (and vice versa) and identified Ord Street and Marine Terrace as appropriate to introduce paid parking (note updates to the Parking Local Law to allow this is underway and is awaiting state government approval). Further fee car parking investigation was undertaken in all areas within the CAT catchments.

The majority of the on and off-street public parking facilities in the Red CAT catchment are already fee paying, with the exception of peripheral residential streets e.g. Finnerty Street, Quarry Street and Stirling Street. These types of streets provide a combination of resident and visitor parking, with the exception of Ord Street which currently functions as a free on-street car park, untimed, mainly for week-day commuters, identified in previous investigations.

Similarly, most car parking on the Blue CAT route catchment in the city centre is fee paying, with the peripheral and residential car parking providing a combination of free, untimed, and free timed on-street parking for residential and commercial use. The residential areas also allow resident parking permits. Marine Terrace, particularly the western side functions as a free on-street car park, untimed and used extensively for week day commuters as identified in previous investigations and passenger intercept survey. Commuter parking 'spill over' has also been observed in off-street car parks at South Beach in the catchment area, which the City has managed by introducing timed parking.

The 'side street' free on-street parking in the CAT catchment areas perform both a resident and visitor/commercial function for the mixed use and residential areas, outside of the city centre paid parking area.

This is considered important to supplement on-site parking provision which is constrained due to the age and type of existing development (e.g. pre-car development without on-site parking, smaller lots). Although timed parking has been or can be introduced to encourage parking space turnover, it is not recommended to introduce paid parking in these areas at this stage.

Conservative projections for the all-day use of Marine Terrace parking and Ord Street parking indicate an estimated \$77,000 and \$58,000 (respectively) income per year, which could partially offset the CAT service costs.



Discussions with the City of Cockburn and the Town of East Fremantle regarding potential support for maintenance and / or extension of the service.

Since the March 2021 report, further conversations regarding the service have been held with:

- City of Cockburn
- Town of East Fremantle
- PTA
- Department of Transport
- Notre Dame University.

Key conclusions include:

- City of Cockburn officers are interested to see the Blue CAT extend to North Coogee. However, it is noted that this is not possible through the northern section of South Beach (North Coogee residential) so it would need to extend back to Hampton Road then south, adding a further 8.5km to the journey. (at an estimated cost of over \$600,000). If current or higher service frequency is to be maintained, an additional bus will be required, further adding to this cost. This extension becomes more akin to a traditional (albeit higher frequency) bus service than a CAT and would add significantly to journey times.
- Conversation is continuing with Cockburn officers, with alternatives being considered including:
 - An additional (separate CAT bus) loop between South Beach and North Coogee, to create two interconnected loops.
 - Further advocacy to Department of Transport to bring forward the planning and implementation of rapid transit between Fremantle and Cockburn, as per the Cockburn Coast Structure Plan and Fremantle's Integrated Transport Strategy.
- Town of East Fremantle staff have advised of a general interest in the Red CAT extending to East Street, and potentially travelling along George Street (responding to recent community engagement feedback). As with South Beach, the road geometry may inhibit the current CAT service travelling down George Street, but extension to East Street was one of the options explored in the March review. The additional cost for this extension was estimated at between \$16,000 and \$52,000 (depending on the route configuration length). A further loop through George Street (if geometry accommodates) would add a further \$140,000, taking the cost of the Red service to around \$365,000 (for a 30 minute service). Further discussion of this may occur in the future however to date the Town has been unable to provide any firm indication of support for or budget capacity for extension of the service.



- As part of the Fremantle Boat Harbours master planning exercise being conducted by the Department of Transport, the opportunity to loop the Blue CAT into the Fishing Boat Harbour and / or to establish a separate loop between the Harbour and Station has been identified. This has been listed for further investigation and business case analysis and so may provide a further opportunity. However given the current PTA contribution of 40% toward the cost of the CAT, it's unclear whether diversion into the Harbour Precinct would be accompanied in any further contribution.
- The University remains supportive of the service but note the relatively modest student patronage. Continued operation of the service is supported, and review of the Memorandum of Understanding between the City and University provides a logical forum to discuss common interest such as this. However, it is noted that the tertiary education sector as a whole is seeking to reduce costs in light of significant income reductions associated with COVID. Use of on-bus advertising to generate revenue has been suggested as an opportunity worth investigating and is being discussed with the PTA (noting contractual and operational requirements).

The conclusions of this review confirm that whilst some future route variations and contributions could be forthcoming, none are likely within the short term, with discussions very much remaining at the conceptual level. In order to renew the service agreement with the PTA, the City will consequently need to determine its funding appetite for this service based on the current City/PTA 60:40 shared funding arrangement.

The original review recommendation remains that broadly preferred by staff, noting again that the funding appetite for the service should be primarily determined by its merit against other community services and priorities.

Future CAT Operation Service Options

In this context, and noting Council's previous (March 2021) resolution reaffirming the desirability of the CAT service and the current (pre-COVID) routes and service level recognised as the best configuration, four CAT service operation scenarios are considered, each with positive and negative aspects:

Option 1: Reinstatement of previous full service of Blue CAT at a 10-minute frequency service and Red CAT 15 to 20-minute service (\$670,000 p/a City contribution – 60% of total cost).



Reinstates the popular 10-minute Blue CAT frequency, which will likely increase passenger use (total passenger numbers) and reinstatement of the Red CAT for businesses, residents, connecting peripheral car parks and supporting visitor/tourism increases as COVID-19 restrictions ease. This option presents the highest cost to the City of the four options considered here.

Option 2: Maintain current Blue CAT service at a 20-minute frequency and discontinue the Red CAT service (\$242,000 p/a City contribution). This is maintaining the current service level which has operated since mid-2020 which does not serve the Red CAT catchment/attractors but still services the 80% catchment of the Blue CAT service. This represents a lower cost to the city but reduced service and strategic alignment.

Option 3: Reinstatement of Blue CAT service at a 10-minute frequency and discontinue the Red CAT service (approx. \$484,000 City contribution). Reinstates the popular 10-minute Blue CAT frequency, which will increase passenger use.

This option does not serve the Red CAT catchment/attractors but still services the 80% catchment of the Blue CAT service. This represents a lower cost to the city but reduced service and strategic alignment.

Option 4: Maintain Blue CAT service at a 15-20-minute frequency and reinstate Red CAT service also at a 15-20 minute frequency (approx. \$535,000 p/a City contribution). This option provides for a service on both routes, with a reduced frequency service on the Blue route compared to pre-Covid service level.

Both catchments and attractors are provided for, with the Red CAT service reinstated however Blue CAT catchment service is reduced. This also represents a lower cost to the City.

Discounted options (being those inconsistent with or less aligned to the objectives Council established at the commencement of the review) remain as outlined in March 2021 and include:

- Cessation of the service entirely – noting that by discounting this option Council forgoes the opportunity to consider reallocating the budget allocation for the CAT service (at whatever service frequency and therefore cost is adopted) to support other City services or initiatives, or the opportunity to reduce overall operating expenditure.
- Numerous route variations, amending either commercial, tourist or residential catchments.



On balance, Option 4 above is recommended by officers as most aligned to the direction Council set at the commencement of the review. Officers do acknowledge however that Council is not bound by the direction it set at the beginning of the review, especially in light of uncertainties in the City's current and immediate future operating environment associated with the Covid-19 pandemic.

FINANCIAL IMPLICATIONS

The current (excluding temporary COVID-related service reduction) cost of the CAT bus service is \$1.1 million with the City's (60%) contribution to this being approximately \$670,000 p/a.

Operation of a Blue and Red CAT service both at a frequency of 15 to 20 minute intervals would reduce the City's contribution to \$535,000 p/a.

The introduction of a Specified Area Rate equal to 10-20% of City's contribution would generate between \$67,000 and \$134,000 p/a for both the Red and Blue CAT service, depending on the level of rate set and exact calculations of rate per eligible property. Officers recommend that an SAR is not pursued.

Introduction of fee paid parking on Marine Terrace and Ord Street could potentially yield a total of \$135,000 p/a additional parking revenue.

Original Service Cost to CoF (10min Blue, 15min Red)	Current Reduced Service Cost to CoF – (20min Blue, no Red)	Proposed Alternate Service Cost to CoF – (20min Blue, 15min Red)	Current Budget Provision (21/22)	Gross Additional Budget Required for Proposed Alternative	Potential Additional Parking Revenue	Net Additional Budget Required for Proposed Alternative if potential additional parking revenue is realised
\$670000p/a	\$242,000p/a	\$535,000p/a	\$336,000	\$201,000p/a	\$135,000p/a	\$66,000p/a
Note: All costs are estimates only: subject to PTA retender						

LEGAL IMPLICATIONS

The CAT bus service operates under agreement with the PTA: changes to service will require PTA agreement. The current agreement expires in October 2022 and continuation of the service beyond that date will require renegotiation and a new agreement.



The introduction of Specified Area Rating “for the purpose of meeting the cost of the provision by it of a specific work, service or facility” is provided for under Cl 6.37 of the *Local Government Act 1995*.

CONSULTATION

The City has consulted with the following key agencies in this review of the CAT bus service:

- PTA
- Department of Education and local schools (John Curtin, CBC)
- Notre Dame University
- Chamber of Commerce
- Destination Marketing Working Group
- Tourism WA
- Town of East Fremantle
- City of Cockburn

All parties support the operation of the service, but no further funding opportunities were identified other than on-bus advertising, which was identified in discussions with the PTA.

If introduced, advertising would be managed by the PTA as the service provider but revenue would offset the total service cost, and it would be reasonable in its renewed agreement with the PTA for the City to expect its share of total service costs to be reduced by an amount proportionate to the overall 60% (City):40% (PTA) funding split to reflect the reduction in net service costs achieved through advertising revenue.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council

- 1. Note the findings of the additional research into the CAT bus service requested by Council’s resolution of 24 March 2021 (SPT2103-3) which indicates that:**
 - a. Reduction of the Blue CAT service (combined with other factors such as COVID) has reduced patronage.**



- b. The 56% of Blue CAT users during the survey period were City of Fremantle residents with 65% of these from South Fremantle or Fremantle (36% of total) residents.**
 - c. 50% of service users are regulars, with others occasional or rare.**
 - d. The largest proportion of respondents during the survey period used the CAT service to get to shops and services (59%), followed by people going to work (in Fremantle) (18%), for leisure (15%) and going to the train station/public transport (12%). Fewer respondents used it for going to university (7%), school (6%), entertainment (3%) or the beach (2%).**
 - e. The service is valued by institutions and businesses it services but is not considered critical.**
 - f. Adjoining local authorities have some interest in extension to service their areas but are not currently in a position to commit to or contribute funding to any extensions.**
 - g. Installation of advertising by PTA on the service has been identified as a potential funding stream to off-set the cost of the service.**
- 2. Support to the following scope of service for the Fremantle CAT service with effect from the date of renewal of the current service contract with the Public Transport Authority (PTA) in October 2022:**
 - i. the retention of the Blue CAT at a 20-minute frequency service, and**
 - ii. the reinstatement of the Red CAT at a 15 to 20-minute service**
- 3. Consider budget allocation to fund the City's share of the total cost of the Fremantle CAT service under the current cost sharing formula with the PTA (60% of total cost paid by the City), based on the scope of service recommended in (2) above, as part of the 2022/23 budget process (estimated annual cost to the City approx. \$535,000).**



- 4. Subject to budget allocation, authorise the Chief Executive Officer to enter into agreement with the PTA to renew the CAT service contract, which expires in October 2022, based on the following scope of service:**
- i. the retention of the Blue CAT at a 20-minute frequency service, and**
 - ii. the reinstatement of the Red CAT to a 15 to 20-minute service**
- for a period of not less than 5 years. Agreement negotiations are to include discussion of CAT bus advertising opportunities and contribution-proportionate revenue sharing towards the cost of the service.**



FPOL2203-9 VENUE SUPPORT – FREMANTLE SOROPTIMISTS REQUEST

Meeting date: 9 March 2022
Responsible officer: Manager Community Development
Decision making authority: Council
Attachments: Nil
Additional information: Nil

SUMMARY

The purpose of this report is to seek Council's approval to waive all fees associated with the hire of Town Hall as requested by the not-for-profit organisation, Fremantle Soroptimists.

This report recommends that Council waive all fees associated with the hire of Town Hall by Fremantle Soroptimists Friday 29 July to Sunday 31 July 2022.

BACKGROUND

The Grants and Sponsorships Policy adopted by Council on 12 May 2021, provides a consolidated approach to the management of financial assistance requests across the City's multiple funding streams. Funding requests that sit outside the policy scope, are to be submitted to Council for assessment and approval consideration.

The not-for-profit organisation, Fremantle Soroptimists are seeking 100% subsidy for the hire of Town Hall for their Help the Homeless Art Auction. The booking request is for the use of Town Hall for an annual art auction, including set up and pack down time.

As per the Venue Support grants community organisations are only eligible to apply for in-kind support for up to 50% of the cost of hire. This request of 100% subsidy has been forwarded to Council for consideration as it sits outside the Policy.

Funds raised from the Fremantle Soroptimists Help the Homeless Art Auction, will be distributed to organisations within Fremantle who run programs to assist those who are experiencing homelessness or those at risk of homelessness.



The Freo Street Doctor and Starlight Hotel Choir have been beneficiaries each year and this year St. Patrick's Community Centre will also be assisted.

Prior to the adoption of the Grants and Sponsorship Policy the Fremantle Soroptimists hired Town Hall seven times from 2013 until 2019, in 2020 and 2021 the auction was held online. The City of Fremantle provided full subsidy for these past seven times. Previously the Fremantle Soroptimists have raised an average of \$27,000 per auction event.

FINANCIAL IMPLICATIONS

The Fremantle Soroptimists have requested set up on 29 July and pack down on 31 July, with the fundraising art auction to be held on 30 July 2022, total hire fees of \$2,812.00.

The breakdown of fees listed below.

Booking request	Hire cost/rate (proposed estimate on current fees)	Subsidy Request	Income Lost
12 Hours set up and pack down	\$125.00 p/hr	100%	\$1,500
10 Hours Hall hire	\$125.00 p/hr	100%	\$1,250
Booking fee	\$62.00 per booking	100%	\$62.00
		Total	\$2,812

LEGAL IMPLICATIONS

Nil

CONSULTATION

Nil.

OFFICER COMMENT

Fremantle Soroptimists are a not-for-profit organisation seeking to improve the lives of vulnerable people in the community, with an emphasis on women and girls, especially those experiences homelessness.



Whilst this request sits outside the Grants and Sponsorship Policy, this program provides a valuable contribution to organisations who support and provide assistance for, those experiencing homelessness within Fremantle.

The art auction event at Town Hall on Saturday 30 July 2022, will seek to raise funds to be donated to other key agencies such as St. Patrick's Community Support Centre, the Freo Street Doctor and the Starlight Hotel Choir to support the homeless in the Fremantle community.

The City plays a vital role in developing the capacity of community organisations that seek to aid those at risk of and experiencing disadvantage in the community. As per the Grants and Sponsorship Policy, it will be requested that the City be appropriately acknowledged for the support and an evaluation report completed.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute majority required

OFFICER'S RECOMMENDATION

Council

- 1. acknowledges the ongoing charitable work of the Fremantle Soroptimists and the benefits of their work to the community.**
- 2. Approve to waive all fees associated with the hire of Town Hall by the Fremantle Soroptimists from Friday 29 July to Sunday 31 July 2022.**
- 3. Notes that the City of Fremantle requires appropriate acknowledgement for the support of this fundraising event.**

FPOL2203-10 DEDICATION OF SETBACK AREAS – 14 PARRY STREET, FREMANTLE (PART LOT 1508) AND THE WHOLE OF LOT 50 PARRY STREET, FREMANTLE

Meeting Date: 9 March 2022
Responsible Officer: Manager Information Technology
Decision Making Authority: Council
Attachments: 1. CoF location map
2. 14 Parry Street Certificate of Tiles
Volume 1037 Folio 625, Plan 222444
and Diagram 9418

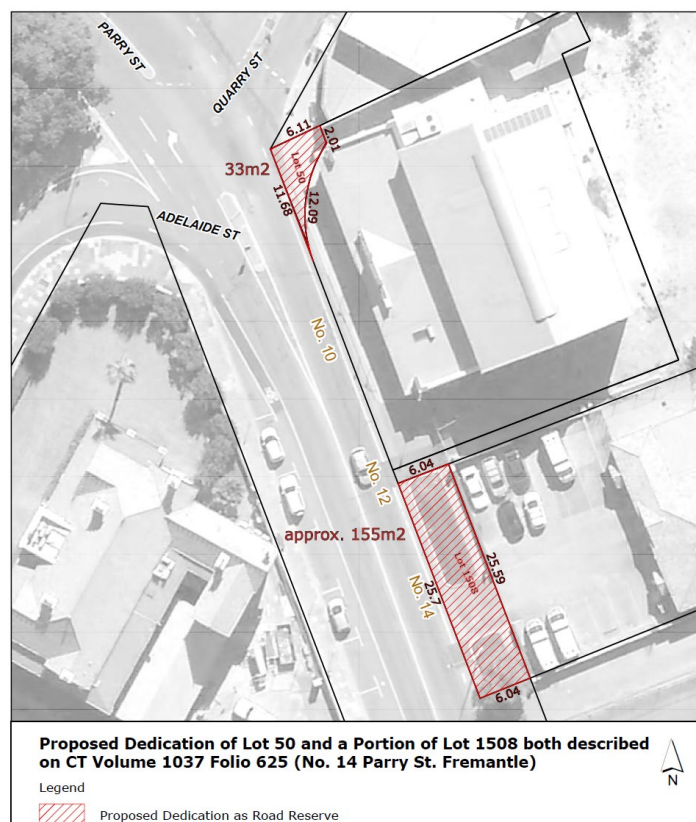


Figure 2 – Location Map

SUMMARY

- The purpose of this report is to propose the dedication as public road reserve the portion of Lot 1508 currently setback for future road widening, being the footpath area contained within the City of Fremantle ('City') owned property at 14 Parry Street, Fremantle as shown on Certificate of Title Volume 1037 Folio 625 ('Title').



- **Also proposed for dedication and Included on the same Title as 14 Parry Street is the truncation intersected by Quarry Street and Parry Street being the whole of Lot 50 (33m²).**

Council, in accordance with sections 56 of the *Land Administration Act 1997*:

- 1. endorse the dedication (as public road reserve) of approximately 155.3 m² portion of Lot 1508 as shown on Plan 222444 including the whole of Lot 50 as shown on Diagram 9418 with both Lots described on Certificate of Title Volume 1037 Folio 625.**
- 2. make an application to the Minister for Lands requesting the dedication described in part 1 above and indemnifies the Minister against any claim for compensation that may arise from that dedication.**
- 3. provide the Minister for Lands with a statutory declaration in relation with the subject land being free of contamination and that no leases exist over the land (should this information be requested).**

BACKGROUND

Both No. 14 Parry Street, including the adjoining property at 12 Parry Street were left with areas set aside for future road widening.

Investigations into the City's archive files indicated that the parcels of land were not dedicated as public road reserve at the time of the Parry Street Extension project (1983-1985). The decision to leave the areas may have resulted from the considerable public support in relation to the preservation of heritage areas north-west of Holdsworth Street.

The City maintained a sympathetic approach to planning and the conservation of heritage buildings in relation to the Parry Street Extension. At the time, planning for the area included maintaining the historic street scapes (retaining narrower streets) and to keep traffic speeds low. This view may explain why the dedication of the setback portions of land did not occur leaving the footpath as part of the legal area of both 12 and 14 Parry Street, Fremantle.



The St John Ambulance service had leased the Parry Street premises from 1936 to August 2019 when they vacated and moved into their new building and premises located in O'Connor on 11 October 2019.

Current Land Description

14 Parry Street, Fremantle is owned in freehold title (Certificate of Title Volume 1037 Folio 625) by the City with conditions associated with Crown Grant in Trust Volume 304 Folio 22 for the purpose - *"to be used and held solely for the purposes of Corporation Yards"*.

Title description

No. 14 Parry Street, Fremantle is described as Certificate of Title Volume 1037 Folio 625 being portions of Fremantle Town Lot 1508 as shown on Plan 222444 and Lot 50 on Diagram 1418 (see attachment 2).

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

The dedication of private land as road reserve is pursuant of Section 56 of the *Land Administration Act 1997 (LAA)*. In this instance the City is the owner of the land and subject to Council approval may proceed with the proposed dedication of setback land.

Section 56 (1)(a) of the LAA notes the following;

"Section 56. Dedication of land as road

(1) If in the district of a local government –

a) Land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or"

CONSULTATION

Public consultation is not required.



OFFICER COMMENT

The proposed dedication of the footpath area fronting 14 Parry Street, Fremantle will prepare the property (owned by the City with Crown Grant Conditions) for future uses including disposal. This action will re-align the property boundary line with Fremantle Park and remove the setback area (footpath) from the current Certificate of Title Volume 1067 Folio 625 ('Title') being part of Lot 1508.

In addition, the Tile contains a second small parcel of truncated land located at the intersection of Quarry Street and Parry Street, Fremantle. The proposed dedication of both parcels of land will effectively protect the footpath areas and place it under the care, control and management of the City as part of the public road reserve.

The proposal has the support from Infrastructure Services (Engineering) and Economic Development.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council, in accordance with sections 56 (1) and 56 (4) of the *Land Administration Act 1997*:

- 1. endorse the dedication (as public road reserve) of approximately 155.3 m² portion of Lot 1508 as shown on Plan 222444 including the whole of Lot 50 as shown on Diagram 1418 with both Lots described on Certificate of Title Volume 1067 Folio 625.**
- 2. make an application to the Minister for Lands requesting the dedication described in part 1 above and indemnifies the Minister against any claim for compensation that may arise from that dedication.**
- 3. provide the Minister for Lands with a statutory declaration in relation with the subject land being free of contamination and that no leases exist over the land (should this information be requested).**



FPOL2203-11 TENDER - PORT BEACH SAND NOURISHMENT VIA DREDGE PROJECT

Meeting date: 9 March 2022
Responsible officer: Manager Parks and Landscape
Decision making authority: Council
Attachments: Nil
Additional information: Nil

SUMMARY

The City of Fremantle, in partnership with Fremantle Ports and the Department of Transport are delivering the grant funded Port Beach Sand Nourishment via Dredge Project in response to the coastal erosion at Port Beach. The next phase of the project is the dredging, sand placement and associated landside works which is being delivered as a joint project by the City of Fremantle and Fremantle Ports. The tender for the works is being released, administered and awarded through the Fremantle Ports procurement process. This report seeks Council delegation of authority to the CEO to approve and execute the works Contracts.

BACKGROUND

Council's long-term strategic direction in relation to Port Beach coastal erosion risk guides the short to medium-term implementation adaptation response. It provides the position for ongoing discussions with State Government on the establishment of an appropriate coastal setback, including the widening of the coastal foreshore reserve, to enable managed retreat to occur while retaining a coastal foreshore reserve for community benefit.

At the December 2019 meeting, Council adopted managed retreat as the preferred strategy for responding to coastal erosion risk at Port Beach and Leighton Beach, noting managed retreat is implemented over an extended timeframe. Sand nourishment via dredge is a soft engineering protection mechanism that is the most adaptive to changing environmental conditions and policy positions.



The design life of the proposed sand nourishment via dredge coastal adaptation option will address the current extreme erosion risk level while allowing time for a longer-term planning process to take place for Port and Leighton Beach to enable the implementation of a managed retreat strategy for Port Beach that includes the establishment of a broader foreshore reserve.

In 2019, the City of Fremantle in partnership with Fremantle Ports were awarded a CAP grant to undertake the detailed investigations on sand nourishment via dredge as the preferred coastal adaptation response for the current extreme risk of coastal erosion at Port Beach in the short-term (up to 10 years). In August 2020, the Minister for Transport, Planning announced a grant of \$3,250,000 under the WA Recovery Plan for the purpose of the Port Beach large-scale sand nourishment project. In consideration of progressing with sand nourishment via dredge and accepting the grant, at the Finance, Policy, Operations and Legislation Committee meeting dated 14 October 2020 Council resolved the following:

1. *Note the draft 'Port Beach Detailed Investigation on Sand Nourishment via Dredge' report.*
2. *Agree that sand nourishment via dredge is the preferred coastal adaptation response for the current extreme risk of coastal erosion at Port Beach in the short-term for up to 10 years, with an adaptive maintenance option that reflects this 10 year period.*
3. *Agree that the preferred long-term coastal adaptation response for Port Beach requires State Government agreeing to progress work immediately with the City to establish through the statutory planning framework (including the Metropolitan Region Scheme) a significantly increased coastal foreshore reserve width in or near the Port Beach North Coastal Management Unit (CMU) including land in the former railway reserve and current industrial zoned area between Tydeman Road and the existing Leighton urban development zone.*
4. *Request the CEO enter into negotiation and execute an agreement with the Department of Transport in respect to their funding agreement proposal for the State government WA Recovery Plan- Coastal Project 2020/21 grant to fund the Port Beach Sand Nourishment project, on the basis that:*
 - a. *The funding agreement allow flexibility for the Council to use the grant for a combination of capital and adaptive maintenance of sand nourishment for up to 10 years.*



- b. It is acknowledged that the coastal erosion risk at Port Beach is a collective issue for the respective State government responsible land managers, Fremantle Ports and Main Roads Western Australia, that have assets at and adjacent to Port Beach and that the City accept a role in managing the implementation of this project upon agreement with these State government agencies to take joint responsibility for the ongoing risk management and adaptive maintenance of the sand nourishment via dredge project for its duration.*
- c. There is a commitment by State government to proceed with the establishment of a planning framework as in 3 above.*

In relation to part four of the decision, the Chief Executive Officer entered into negotiations with the Department of Transport and the grant agreement was executed 3 December 2020.

Since execution of the grant agreement, the Project Working Team (PWT) comprising the City of Fremantle, Department of Transport and Fremantle Ports, have been progressing the project in relation to project management, environmental studies and approvals, stakeholder engagement, site remediation works and preparation of works specifications and documents for the dredging and placement works.

FINANCIAL IMPLICATIONS

In August 2020, the Minister for Transport, Planning announced a grant of \$3,250,000 under the WA Recovery Plan for the purpose of the Port Beach Large-Scale Sand Nourishment Project. The grant is being administered through the Department of Transport. The funding is to be used to implement the sand nourishment via dredge project which includes:

- Consultancy fees for project management, stakeholder engagement and environmental investigations, approvals and monitoring
- Sand screening and rock removal works
- Dredging and placement of the sand including associated land side works.

To date, the project financials are as follows:

Item	Budget
WA Recovery Plan Grant for Port Beach Large-Scale Sand Nourishment Project	\$3,250,000
Works completed and paid for in 2020/21 financial year	\$256,585
Amount carried forward to 2021/22 financial year	\$2,993,415

Any remaining grant monies can then be used for ongoing sand nourishment maintenance works subject to further approval from Department of Transport.

LEGAL IMPLICATIONS

Procurement through Fremantle Ports

The works are being procured by Fremantle Ports through their procurement process and the City of Fremantle will be a joint Principal on the Contract for works. The Local Government Act 1995 allows Local Governments to procure through a Government Agency, such as Fremantle Ports, as follows:

Relating to “*Section 3.57. Tenders for providing goods or services*” in the *Local Government Act 1995* -

Local Government (Functions and General) Regulations 1996

11. When tenders have to be publicly invited

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

(e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government;

Environmental protection approvals

The Port Beach Sand Nourishment via Dredge Project was submitted to the EPA for consideration in December 2021. The City of Fremantle and Fremantle Ports are joint proponents on the EPA submission.

Should the project be approved, any conditions relating to the approval relevant to these works will be implemented.



WA Recovery Plan – Coastal Project 2020/21 funding agreement

The grant is being provided via the Department of Transport Coastal Management Unit and sets out the terms of the grant agreement between the City of Fremantle and Department of Transport.

CONSULTATION

Developing the coastal adaptation response to the extreme risk of coastal erosion at Port Beach has been undertaken over a number of years through several projects to date. The information from the community consultation work completed for the Port, Leighton and Mosman Beaches Coastal Adaptation Plan (2017) and the Port Beach Coastal Adaptation Options Report (2019) remain relevant to the Port Beach Sand Nourishment via Dredge Project.

For the Port Beach Sand Nourishment via Dredge Project, a detailed Community Engagement and Communications Management and Implementation Plan has been developed for all phases of the project by an external consultant. The purpose of the plan includes:

- Enhancing stakeholder awareness, understanding and support for overarching project goals.
- Ensuring that residents, businesses, landowners and other stakeholders are well informed, aware of planned activities and tolerant of likely impacts.
- Working with the Project's traffic management team to inform affected road users, cyclists and pedestrians of planned traffic arrangements.
- Ensuring all relevant authorities, including the City of Fremantle and surrounding LGAs, The Town of Mosman Park and the City of Cottesloe are regularly informed about construction activities and community views relevant to them.
- Promptly and effectively addressing stakeholder enquiries and complaints.
- Ensuring Project contractors are sensitive to community needs and desires through regular briefings.
- Ensuring community and stakeholder input influences decision making, as appropriate, where stakeholders are likely to be adversely impacted by the project.



OFFICER COMMENT

Following the execution of the grant agreement, the Project Working Team (PWT) which comprises the City of Fremantle, Department of Transport and Fremantle Ports, has been progressing with the project. The City has enjoyed an open and productive working relationship with Fremantle Ports and Department of Transport with both organisations providing their considerable skill and expertise to the benefit of the project. Key milestones met to date include:

- Appointment of a Project Management consultant, which was a requirement of the funding agreement.
- Appointment of the Environmental and Stakeholder Engagement consultants.
- Completion of a Coastal Morphology Task and Report (baseline study).
- Completion of a detailed Beach Nourishment Design by coastal engineers.
- Completion of a detailed Dredge Channel Design.
- Completion of a Community Engagement and Communications Management and Implementation Plan.
- Completion of the sand screening and rock removal works.
- Successful recovery and stockpiling of ~330 T of suitable granite from a legacy seawall for reuse as a revetment structure at Port Beach.
- Community engagement, including the installation of project information signage.
- Formal agreement between the City of Fremantle and Fremantle Ports to joint deliver the sand nourishment via dredge contract.
- Preparation and lodgement of a S91 Licence to DPLH, to operate dredge equipment in unallocated crown land, waterbodies required for the project.
- Formal EPA submission, including several accompanying environmental reports and studies.
- Preparation of the dredging, sand placement and associated landside works design, specifications, tender and contract package.
- Frequent and ongoing PWT meetings and reporting against project schedule and grant agreement requirements.



Tender - Port Beach Sand Nourishment via Dredge Project

The next phase of the project is the dredging, sand placement and associated landside works and is being delivered as a joint project by the City of Fremantle and Fremantle Ports. The works are being procured by Fremantle Ports through their procurement process and the City of Fremantle will be a joint Principal on the Contract. The Local Government Act 1995 allows Local Governments to procure through a Government Agency, such as Fremantle Ports.

The works include dredging of Deepwater Channel, placement of dredged material as sand nourishment at Port Beach, Fremantle, and beach profiling and stabilisation of the placed material including revegetation. The works will be split into two portions, with the Principal having the options to award each part (or not) to a single or multiple Contractors.

Portion A – Dredging, nourishment and dune stabilisation works shall include:

- Preliminaries.
- Construction of New Dunes to the dimensions, lines, levels and slopes.
- Stabilisation of the New Dunes with coir matting.
- Stabilisation of the New Dunes with sand trap fencing and dune fencing.
- Dredging and placement of nourishment material at Port Beach.
Includes earthworks and grading of placement material to achieve the beach profiles shown on the Drawings.
- If directed, removal and disposal of undesirable material from Port Beach.

Portion B – Dune vegetation works shall include:

- Preliminaries.
- Design of a vegetation plan for the New Dunes.
- Supply and installation of vegetation in accordance with the approved vegetation plan.
- Maintenance of the vegetation during the Maintenance Period.



The tender will be evaluated by the PWT and the project management consultant and the evaluation panel will consist of one voting member from:

- Fremantle Ports
- City of Fremantle
- Department of Transport
- MP Rogers and Associates.

The evaluation panel will then make a recommendation to Fremantle Ports CEO and the City of Fremantle CEO for approval to award. The tender evaluation and award will then go through Fremantle Ports normal procurement process. Fremantle Ports procurement of goods and services / works including associated activities by all involved in the procurement process aligns and complies to the WA State Government Procurement Act 2020. Fremantle Ports as a Government Trading Enterprise has a Procurement and Contract Management Framework that ensures consideration of social and environmental impacts. Safety, working with the local community and promoting local businesses is embedded into processes when conducting procurement activities.

The Contract for works will have joint Principals with both the City of Fremantle and Fremantle Ports signing the works Contracts. The roles and responsibilities of the City of Fremantle and Fremantle Ports for the works Contract have been set out in an agreement which has been signed by both CEO's. The works are entirely funded by the grant and the City will administer the finances as the grant receiver.

The current estimated project timeframes are as follows:

Item	Date
Tender opening date	February 2022
Tenders closing date	March 2022
Formal Contract executed and start-up meeting	April 2022
Sand placement and landside works	May – June 2022

There will be closures of sections of Port Beach and nearshore waters during the placement and landside works. A traffic, pedestrian and water management plan will form part of the Contractors requirements for implementation of the works.



The majority of the disruption is currently estimated for a period of 8 weeks during the dredging and placement operations. The project team will work to minimise this disruption in terms of impact on public use and time of closures.

Project Risk

A project risk register has been developed for the project and will continue to be reviewed throughout the life of the project to manage and mitigate risk. Risk will also be considered during tender evaluation and throughout the next phases of the project.

Summary

The tender for the dredging, sand placement and associated landside works for erosion management at Port Beach is being delivered as a joint project by the City of Fremantle and Fremantle Ports. The works are being procured by Fremantle Ports through their procurement process and the City of Fremantle will be a joint Principal on the Contract. The Local Government Act 1995 allows Local Governments to procure through a Government Agency such as Fremantle Ports. Officers recommend Council delegate authority to the CEO to approve and execute the works Contracts, provided a suitable tender submission is approved by Fremantle Ports.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute majority required

OFFICER'S RECOMMENDATION

Council

- 1. Note the progress with the dredging, sand placement and associated landside works Contract and the release of the tender through Fremantle Ports who are administering the tender process.**
- 2. Subject to approval of a suitable tender submission by Fremantle Ports delegate authority to the Chief Executive Officer to approve and execute the Contract and associated works.**



11. Motions of which previous notice has been given

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

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

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

15. Closure