



Minutes

Ordinary Meeting of Council

Wednesday, 22 May 2019, 6.00pm

Table of Contents

Contents	Page
1 Official opening, welcome and acknowledgment	1
2.1 Attendance	1
2.2 Apologies	1
2.3 Leave of absence	1
3. Applications for leave of absence	1
4. Disclosures of interest by members	2
5. Responses to previous public questions taken on notice	2
6. Public question time	2
7. Petitions	2
8. Deputations	3
8.1 Special deputations	3
8.2 Presentations	3
9. Confirmation of minutes	3
10. Elected member communication	3
11. Reports and recommendations from officers	4
C1905-1 FREMANTLE YOUTH NETWORK CLIMATE CHANGE ADVOCACY	4
12. Reports and recommendations from committees	9
11.1 Planning Committee 1 May 2019	9
PC1905-3 SOUTH TERRACE, NO.137 (LOT 22), SOUTH FREMANTLE - S.31 RECONSIDERATION - TWO STOREY WITH ROOFTOP GROUPED DWELLING AND CONVERSION OF AN ANCILLARY DWELLING TO DETACHED ADDITION (JL DA0560/17)	9
11.2 Finance, Policy, Operations and Legislation Committee 8 May 2019	23
FPOL1905-8 BOOYEEMBARA PARK MOUNTAIN BIKE TRAIL	23

FPOL1905-5	VISITOR INFORMATION SERVICES REVIEW 2018/19 - FINAL RECOMMENDATION REPORT	29
FPOL1905-6	APPOINTMENT OF A COUNCILLOR AS ACTING MAYOR	45
FPOL1905-7	ADOPTION OF COUNCIL AND COMMITTEE MEETING SCHEDULE FOR THE PERIOD OF JULY 2019 TO JUNE 2020	47
FPOL1905-9	DAVIES STREET POCKET PARK PETITION	57
11.3 Strategic Planning and Transport Committee 15 May 2019		61
SPT1905-1	DRAFT CITY OF FREMANTLE BIKE PLAN 2019 - 2024 - APPROVAL TO ADVERTISE	61
SPT1905-2	KINGS SQUARE PUBLIC REALM - PRIORITY WORKS.	68
SPT1905-3	DEVELOPMENT EXEMPT FROM PLANNING APPROVAL - TRANSFER TO POLICY	72
SPT1905-4	STATE PLANNING POLICIES 7 (DESIGN OF THE BUILT ENVIRONMENT) AND 7.3 (R-CODES VOLUME 2 - APARTMENTS)	85
SPT1905-5	DAVIS PARK LOCAL STRUCTURE PLAN - LODGEMENT	93
11.4 Audit and Risk Management Committee 14 May 2019		100
ARMC1905-1	SUNDRY DEBTOR WRITE OFF - HORIZONS TOURING PTY LTD	100
ARMC1905-2	SUNDRY DEBTOR WRITE OFF - GIGATRONICS HOLDINGS PTY LTD	104
ARMC1905-3	INTERNAL AUDIT PROGRAM UPDATE	107
ARMC1905-4	REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS	111
ARMC1905-5	OVERDUE DEBTORS REPORT AS AT 31 MARCH 2019	115
ARMC1905-6	INFORMATION REPORT - MAY 2019	120
11.5 Library Advisory Committee 8 May 2019		122
LAC1905-1	TOY LIBRARY QUARTERLY REPORT OCTOBER - DECEMBER 2018	123
LAC1905-2	LIFELONG LEARNING QUARTERLY REPORT JANUARY - MARCH 2019	126
13. Reports and recommendations from officers		135
C1905-2	MONTHLY FINANCIAL REPORT - APRIL 2019	136

C1905-3	STATEMENT OF INVESTMENTS AS AT 30 APRIL 2019	141
C1905-4	SCHEDULE OF PAYMENTS APRIL 2019	147
14.	Motions of which previous notice has been given	149
15.	Urgent business	149
16.	Late items	149
17.	Confidential business	149
FPOL1905-10	MAJOR CONCERT EVENT	150
ARMC1905-7	142 HIGH STREET UPDATE	151
ARMC1905-8	EMERGING RISK REPORT	152
18.	Closure	152
Minutes attachments		1

ORDINARY MEETING OF COUNCIL

Minutes of the Ordinary Meeting of Council
held in the North Fremantle Community Hall
on **22 May 2019** at 6.00 pm.

1 OFFICIAL OPENING, WELCOME AND ACKNOWLEDGMENT

The Presiding Member declared the meeting open at 6.00 pm and welcomed members of the public to the meeting.

2.1 ATTENDANCE

Dr Brad Pettitt	Mayor
Cr Ingrid Waltham	Deputy Mayor / East Ward (<i>arrived 6.27 pm, left 8.10 pm</i>)
Cr Jenny Archibald	East Ward
Cr Bryn Jones	North Ward
Cr Rachel Pemberton	City Ward
Cr Adin Lang	City Ward
Cr Sam Wainwright	Hilton Ward
Cr Jon Strachan	South Ward (<i>Left 7.35 pm</i>)
Cr Andrew Sullivan	South Ward
Cr Dave Hume	Beaconsfield Ward
Cr Hannah Fitzhardinge	Beaconsfield Ward
Mr Philip St John	Chief Executive Officer
Mr Jay Ellis	Acting Director Community Development
Mr Paul Garbett	Director Strategic Planning and Projects
Mr Graham Tattersall	Director Infrastructure and Project Delivery
Ms Charlie Clarke	Governance Manager
Mr Paul Dunlop	Manager Communications and Events
Ms Tanya Toon-Poynton	Meeting Support Officer

There were approximately 30 members of the public and no members of the press in attendance.

2.2 APOLOGIES

Cr Jeff McDonald	Hilton Ward
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2.3 LEAVE OF ABSENCE

Cr Doug Thompson	North Ward
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3. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4. DISCLOSURES OF INTEREST BY MEMBERS

Cr Adin Lang declared a proximity interest in item number SPT1905-5. Cr Lang owns a property in the area proposed to be re-zoned.

5. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

The following members of the public spoke in favour of the recommendation for item PC1905-3:

Jerry Maher
Alison Richards
Jean Tate

The following members of the public spoke against the recommendation for item PC1905-3:

Anitra Woodcock
Ross Minett

The following members of the public spoke in relation to item FPOL1905-9.

Peter Koffel spoke in support of the proposed Davies Street pocket park.

The following members of the public spoke in relation to item FPOL1905-8.

Mark Taylor spoke in support of the proposed mountain bike trail at Booyeembara Park.

Cr Ingrid Waltham arrived at 6.27 pm.

The following member of the public spoke to an issue not on the agenda:

Bobbie Wilson spoke in relation to health concerns over the installation of 5G wifi network.

The following members of the public spoke in relation to item C1905-1.

Snow Seymour
Midaiah Hartnett
Caitlin Eaton
Margherita Dall'Occo

7. PETITIONS

Nil

8. DEPUTATIONS

8.1 SPECIAL DEPUTATIONS

Cr Adin Lang advised the council that a motion was carried at the South West Group meeting supporting implementing greater controls over domestic cats as part of the review of the *Cat Act 2011*.

8.2 PRESENTATIONS

Nil

9. CONFIRMATION OF MINUTES

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

That the minutes of the Ordinary Meeting of Council dated 17 April 2019 be confirmed as a true and accurate record.

Carried: 11/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones, Cr Jon Strachan,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

10. ELECTED MEMBER COMMUNICATION

Cr Jon Strachan requested items C1905-1 and PC1905-3 be bought forward.

11. REPORTS AND RECOMMENDATIONS FROM OFFICERS

C1905-1 FREMANTLE YOUTH NETWORK CLIMATE CHANGE ADVOCACY

Meeting Date: 22 May 2019
Responsible Officer: Chief Executive Officer
Decision Making Authority: Council
Agenda Attachments: Letter from Fremantle Youth Network

SUMMARY

The Fremantle Youth Network recently sent a letter to Mayor Brad Pettitt, requesting that Council advocate on behalf of the Network on the important issue of climate change.

This report recommends that Council:

- 1. Accept the Fremantle Youth Network's letter to Council and support the Networks concerns on the importance of the issue of climate change in the City's continuing advocacy.**
- 2. Acknowledge the critical issue of human induced climate change that represents one of the greatest threats to our environment and that this requires high priority action by all levels of government and industry; including local government.**
- 3. Agree to continue to work with the Fremantle Youth Network in our continuing advocacy on this important issue.**

BACKGROUND

The letter that the Fremantle Youth Network recently sent to Mayor Brad Pettitt included the following background information and also a plea from the Network for Council to *"be our voice to highlight this issue"* especially given the fact that many of the Network members are too young to vote.

"Many countries have recently taken action on climate change. On May 2 2019, the UK House of Commons became the first country to declare a climate emergency. They passed a bill through the House of Commons that said the UK would achieve net-zero emissions by 2050. Likewise, in 2018, China placed a ban on importing recycling plastic from offshore, after previously importing over 45% of global recycled plastic waste.

Yet Australia is still failing to reach their emission reduction targets under the Kyoto Protocol and remains one of the world's big polluters. We discussed this yesterday at our meeting and as it is a pivotal issue currently we wanted to send you our thoughts."

The Network recognised the City of Fremantle's effort to become an internationally certified One Planet Council and stated that they felt *"lucky and proud to live in a city that is committed to sustainability."* The letter then went on to express the Network's concern that not enough action is being taken on this important issue and to request that council advocates on the Networks behalf.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

CONSULTATION

Nil

OFFICER COMMENT

The Fremantle Youth Network is a newly established group that has met and discussed the issue of climate change at both of its previous two meetings and planning day. They are a group of young people who are passionate about their commitment to having their voices heard, despite their young age, and are asking Fremantle Council to advocate for them.

At their most recent meeting held on 13 May the Network considered this matter and subsequently wrote to the Mayor (Attachment 1) and this is the first opportunity since receiving the letter to put this request to council for consideration.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Moved: Mayor, Brad Pettitt

Seconded: Cr Jon Strachan

Council:

1. Accept the Fremantle Youth Network's letter to Council and support the Networks concerns on the importance of the issue of climate change in the City's continuing advocacy.
2. Acknowledge the critical issue of human induced climate change that represents one of the greatest threats to our environment and that this requires high priority action by all levels of government and industry; including local government.
3. Agree to continue to work with the Fremantle Youth Network in our continuing advocacy on this important issue.

AMENDMENT 1

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

The following amendments are made to the officer's recommendation as shown in red and green:

Council:

1. **Accept the Fremantle Youth Network's letter to council and support the Networks concerns on the important issue of climate change in the City's continuing advocacy.**
- ~~2. **Acknowledge the critical issue of human-induced climate change that represents one of the greatest threats to our environment and that this requires high priority action by all levels of government and industry; including local government.**~~
2. **Acknowledge the latest report of the Intergovernmental Panel on Climate Change (IPCC).**
3. **Declare that we are in a state of climate emergency that requires urgent action by all levels of government, including by local councils.**
4. **Acknowledge that the City of Fremantle is likely to be substantially affected by climate impacts, particularly sea level rise, heat waves, drought and floods.**
5. **Call upon the State and Federal Governments to:**
 - a. **acknowledge that there is a climate emergency, and**
 - b. **back this up with legislated programs to drive emergency action to reduce greenhouse gas emissions and meet the lower of the Paris Agreements at 1.5%.**
6. **Agree to continue to work with the Fremantle Youth Network in our continuing advocacy on this important issue.**
7. **In conjunction with the Fremantle Youth Network write to the Fremantle federal and state members and to relevant federal and state ministers advising them of council's resolution and urge them to acknowledge a climate emergency and to act with urgency to address the crisis.**
8. **Seek feedback from the community on further actions it might take to give effect to the declaration and the results of this feedback to be subject to a further report at the next appropriate meeting of council.**

Amendment carried: 11/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones, Cr Jon Strachan,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

AMENDMENT 2

Moved: Cr Adin Lang

Seconded: Cr Dave Hume

To include the words 'and biodiversity' in parts 3 and 5a as shown in green below:

3. Declare that we are in a state of climate **and biodiversity** emergency that requires urgent action by all levels of government, including by local councils.
5. Call upon the State and Federal Governments to:
 - a. acknowledge that there is a climate **and biodiversity** emergency, and

Amendment carried: 11/0

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones, Cr Jon Strachan,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

COUNCIL DECISION ITEM C1905-1
(Amended officer's recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Jon Strachan

Council:

1. Accept the Fremantle Youth Network's letter to council and support the Networks concerns on the important issue of climate change in the City's continuing advocacy.
2. Acknowledge the latest report of the Intergovernmental Panel on Climate Change (IPCC).
3. Declare that we are in a state of climate *and biodiversity* emergency that requires urgent action by all levels of government, including by local councils.
4. Acknowledge that the City of Fremantle is likely to be substantially affected by climate impacts, particularly sea level rise, heat waves, drought and floods.
5. Call upon the State and Federal Governments to:
 - a. acknowledge that there is a climate *and biodiversity* emergency, and
 - b. back this up with legislated programs to drive emergency action to reduce greenhouse gas emissions and meet the lower of the Paris Agreements at 1.5%.
6. Agree to continue to work with the Fremantle Youth Network in our continuing advocacy on this important issue.

- 7. In conjunction with the Fremantle Youth Network write to the Fremantle federal and state members and to relevant federal and state ministers advising them of council's resolution and urge them to acknowledge a climate emergency and to act with urgency to address the crisis.**
- 8. Seek feedback from the community on further actions it might take to give effect to the declaration and the results of this feedback to be subject to a further report at the next appropriate meeting of council.**

Carried: 11/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones, Cr Jon Strachan,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

12. REPORTS AND RECOMMENDATIONS FROM COMMITTEES

11.1 PLANNING COMMITTEE 1 MAY 2019

Cr Bryn Jones vacated the meeting at 7.14 pm and returned at 7.15 pm.

PC1905-3 SOUTH TERRACE, NO.137 (LOT 22), SOUTH FREMANTLE - S.31 RECONSIDERATION - TWO STOREY WITH ROOFTOP GROUPED DWELLING AND CONVERSION OF AN ANCILLARY DWELLING TO DETACHED ADDITION (JL DA0560/17)

Meeting Date: 1 May 2019
Responsible Officer: Manager Development Approvals
Decision Making Authority: Committee
Attachments: 1: Revised Development Plans
2: Refused Development Plans
3: Site Photos

SUMMARY

Approval is sought for a two storey Grouped dwelling with a rooftop terrace and conversion of an existing ancillary dwelling to a detached addition at No. 137 (Lot 22) South Terrace, Fremantle (subject site).

The application was originally presented to the 7 November 2018 Planning Committee meeting where committee resolved to:

REFUSE, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, for a two storey with roof top terrace Grouped dwelling and conversion of an Ancillary dwelling to Outbuilding (or detached addition to the existing Single house), dated 18 September 2018, at No. 137 (Lot 22) South Terrace, Fremantle, for the following reasons:

- 1. The proposal is detrimental to the amenity of the area and incompatible with the objectives of the Residential zone set out in clause 3.2.1(a) of the Local Planning Scheme No. 4 as per clauses 67(a), (m) and (y) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.***
- 2. The lot boundary setback of the northern and western elevations do not satisfy the Design principles of clause 5.1.3 of the R-Codes by reasons of the impact of bulk and scale on the amenity of the adjoining northern and western properties.***
- 3. The proposal provides inadequate arrangements for vehicle parking as per clause 67(s) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.***

On 4 December 2018, the applicant appealed the decision to the State Administrative Tribunal (SAT). The parties were invited to participate in SAT mediation, which included the participation of the owners of the immediately adjoining properties at the commencement of the session.

Following the mediation the SAT issued a direction notice inviting the City to reconsider an amended proposal. This amended proposal is the subject of the current report.

The amended plans bring the development closer into compliance with the Deemed to Comply provisions of the R-Codes, although some aspects of the proposal still require a Design Principles assessment, notably in relation to car parking as there is no off-street parking for the existing dwelling on site. On balance, officers consider the amended proposal adequately addresses the reasons for refusal and the application is recommended for conditional approval.

PROPOSAL

Detail

Approval is sought for a two storey with rooftop terrace Grouped dwelling and the conversion of an existing Ancillary dwelling to a detached addition at the subject site.

The proposed dwelling is to be located at the rear of the existing dwelling on-site on an indicative survey strata lot of 280m². The conversion of an existing Ancillary dwelling, currently located in the middle western portion of site, to a detached addition for the proposed dwelling is also proposed. Vehicular access to the proposed dwelling will be provided via an existing right of way and access easement over the rear of No. 141 South Terrace.

The proposed dwelling includes a two car carport, three bedrooms, two ensuites, study, living room, kitchen, rooftop terrace and pergola.

Amended plans were provided on 2 April 2019, which included the following amendments from the original development plans:

- Deletion of the western and northern boundary garage walls
- Conversion of the previously proposed garage to a carport
- Screening devices to a number of windows on the first floor
- Increased setbacks to the northern and western ground, first floor and rooftop terrace
- Deletion of the rooftop swimming pool.

Amended Development plans are included as Attachment 1.

Site/application information

Date received:	14 November 2018
Owner name:	David and Anitra Woodcock
Submitted by:	Private Horizons Planning Solutions
Scheme:	Residential (R35)
Heritage listing:	Level 3 and South Fremantle Heritage Area
Existing land use:	Single house and Ancillary dwelling
Use class:	Two Grouped dwellings
Use permissibility:	D



CONSULTATION

External referrals

Nil required.

Community

The original application was advertised in accordance with Schedule 2, clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. The advertising period concluded on 25 April 2018. Seven (7) submissions of objection were received. The following issues were raised (summarised):

- The additional dwelling on the site is excessive and considered overdevelopment;
- The reduced setbacks result in adverse building bulk and reduce natural light and ventilation to neighbouring lots;
- A result of the additional dwelling will be an increase in traffic;
- Noise will reduce the amenity of the neighbouring lots, due to an open air roof top deck and entertaining area;
- Vehicular access to the rear of the lot is unsafe, with no provisions in place on the plans for a vehicle to exit in a forward gear;
- Insufficient greenery and trees proposed on the plans.

As detailed above, the owners of the immediately adjoining properties were invited to attend the commencement of the SAT Mediation session and raise their concerns with other parties and the SAT Member.

At the conclusion of the SAT Mediation, the applicant was invited to submit amended plans that addressed the reasons for refusal and the neighbours' concerns.

It is noted that the amended proposal has deleted the proposed swimming pool addition to the roof terrace and the potential for overlooking from the terrace and/or north and west facing openings has been appropriately addressed with highlight windows or screening.

The amended proposal was not required to be advertised in accordance with LPP1.3 Public Notification of Planning Proposals, as there are no additional discretions sought.

The proposed amendments and the impact on the neighbouring properties is discussed in the officer comment below.

OFFICER COMMENT

Statutory and policy assessment

The amended proposal has been assessed against the relevant provisions of LPS4, the R-Codes and relevant Council local planning policies.

Where a proposal does not meet the Deemed-to-comply requirements of the R-Codes, an assessment is made against the relevant Design principles of the R-Codes. Not meeting the Deemed-to-comply requirements cannot in itself be used as a reason for refusal. In this particular application the areas outlined below do not meet the Deemed-to-comply or policy provisions and need to be assessed under the Design principles:

- land use (Grouped dwelling)
- on-site car parking
- lot boundary setbacks
- outdoor living area

It is noted that the amended proposal has removed the previously sought boundary wall variation to the north and west.

Background

The site is located in the street block bound by South Terrace to the east, Grey Street to the north, Price Street to the south and Marine Terrace to the west. The site has a land area of 630m² and currently consists of a Single house with an Ancillary dwelling. Existing vehicle access to the site is via a Right of Way and an access easement over the adjoining lot at No. 141 South Terrace to the rear of the subject site.

The site is zoned Residential with a density of R35. The site is individually listed as a Level 3 on the City's Heritage Listed and located within the South Fremantle Heritage Area.

A review of the City's databases has revealed that retrospective approval for an addition of a rear patio, verandah and Ancillary dwelling to the existing Single house was sought in 2017 (DA0559/17). This particular Ancillary dwelling which was approved as part of DA0559/17 is proposed to be converted into a detached addition for the proposed Grouped dwelling as part of this application.

Approval was sought for a two storey Grouped dwelling with a rooftop terrace and conversion of an existing ancillary dwelling to a detached addition for the proposed grouped dwelling onsite. The application was originally presented to the 7 November 2018 Planning Committee meeting where the committee resolved to:

REFUSE, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, for a two storey with roof top terrace Grouped dwelling and conversion of an Ancillary dwelling to Outbuilding (or detached addition to the existing Single house), dated 18 September 2018, at No. 137 (Lot 22) South Terrace, Fremantle, for the following reasons:

- 1. The proposal is detrimental to the amenity of the area and incompatible with the objectives of the Residential zone set out in clause 3.2.1(a) of the Local Planning Scheme No. 4 as per clauses 67(a), (m) and (y) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 2. The lot boundary setback of the northern and western elevations do not satisfy the Design principles of clause 5.1.3 of the R-Codes by reasons of the impact of bulk and scale on the amenity of the adjoining northern and western properties.*
- 3. The proposal provides inadequate arrangements for vehicle parking as per clause 67(s) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*

On 4 December 2018, the applicant appealed the decision to the State Administrative Tribunal (SAT). The parties were invited to participate in SAT mediation, which included the participation of the owners of the immediately adjoining properties at the commencement of the session.

Following the mediation the SAT issued a direction notice inviting the City to reconsider an amended proposal. This amended proposal is the subject of the current report.

Land Use

Land use	LPS4 Zone	Permissibility	Discretion
Grouped dwelling	Residential Zone	D	Discretion

A Grouped dwelling is a 'D' use within the Residential Zone, meaning the use is not permitted unless the Council has exercised its discretion in accordance with the matters to be considered in Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015. In this regard the following matters have been considered:

- (a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area*
- (m) The compatibility of the development with its setting including the relationship of the development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development*
- (n) The amenity of the locality including the following:*
 - (i) Environmental impacts of the development*
 - (ii) The character of the locality*
 - (iii) Social impacts of the development*
- (y) Any submissions received on the application.*

With regards to (m) above, the proposal is of a height (i.e. two storey) and use (Grouped dwelling) that is consistent with the built form in the general locality. Although officers consider that the proposed dwelling could be sited differently on site, the development, with the exception of a minor setback variation to the northern boundary, complies with the deemed to comply development requirements of the R-Codes, including minimum site area. These standards establish the minimum requirements for acceptable development that minimises the impact on adjoining neighbours and the streetscape.

The City received several submissions raising concerns to the original proposed building height and the reduced northern and western setbacks. It is acknowledged that the amended proposal includes:

- reduced lengths and heights of the original northern and western boundary walls,
- compliant setbacks for the first and second floor for the western boundary and
- increased northern boundary setbacks for the first and second floor,
- reduction in building height which is now compliant.

See further discussion relating to this matter provided in '*lot boundary setback*' section below.

Heritage and Demolition

The site is listed in the City's Heritage List and Municipal Heritage Inventory (MHI) as level 3. It is also located in the South Fremantle Heritage Area. This means that the City of Fremantle has identified this place as being of some cultural heritage significance for its contribution to the streetscape and to the local area. It is noted that the existing Single house dwelling and Ancillary dwelling are to be retained and only works to convert the Ancillary dwelling to a detached addition are proposed as part of this application.

As the proposal includes the demolition of an incidental structure at the rear of the site the application has been assessed in accordance with C14.14. Demolition shall only be supported if the City is satisfied that the building or structure:

- (a) has limited or no cultural heritage significance; and*
- (b) does not make a significant contribution to the broader cultural heritage significance and character of the locality in which it is located.*

The City has undertaken an assessment of the site's heritage significance and the demolition of the rear detached carport and rear verandah addition to the Ancillary dwelling are supported under cl.4.14, as the structures are considered to be of limited heritage significance and do not positively contribute to the cultural heritage significance of the immediate or greater locality.

The proposed two storey grouped dwelling addition is a freestanding building located behind the heritage listed house. Due to its location, the proposed new building will not have an impact on the existing house's contribution to the streetscape. As such the proposal is supported in terms of heritage considerations.

Lot boundary setbacks (in conjunction with LPP2.4 – Boundary walls)

Refused application

Element	Deemed to comply	Provided	Design principle
Western ground floor wall (garage)	1.5m	Nil	1.5m
Western upper floor wall	1.2m	1.2m – 1.7m	Complies
Western roof terrace wall	1.3m	1.7m	Complies
Northern ground floor (garage)	1m	Nil	1m
Northern ground floor wall (dwelling)	1.5m	1.05m – 1.85m	450mm
Northern first floor wall (dwelling)	1.9m	1m – 1.55m	350mm - 900mm
Northern roof terrace wall	2.3m	1.55m	750mm

Revised plans

Element	Deemed to comply	Provided	Design principle
Western ground floor wall (carport)	Nil (Carport Pillar) and 1.2m	Nil (Carport Pillar) and 1.25m	Complies
Western upper floor wall	1.2m	1.25m	Complies
Western roof terrace wall	1.3m	2.4m	Complies
Northern ground floor (carport)	1.5m	1.9m	Complies
Northern ground floor wall (dwelling)	1.2m - 1.5m	1.2m - 1.7m	Complies
Northern first floor wall (dwelling)	1.2m - 1.9m	1.2m – 1.9m	Complies
Northern roof terrace wall	1.9m - 2.4m	2.1m	200mm

The original proposal included a number of setback variations to the western and northern boundaries which were considered to adversely impact on the immediately adjoining properties by way of building bulk, access to sun/daylight and ventilation. The setbacks have been revised to comply with deemed to comply requirements of the R-Codes, being the acceptable standards for residential development, with the exception of the north facing balustrade/privacy screen of the roof terrace, located east of the stair. This setback and the carport pillar are discussed further below.

Western setbacks

The revised plans include one pillar for the new carport which will abut the existing boundary wall located within No.24a Price Street, which is of a greater dimension than the pillar. As per the R-Codes this is considered to satisfy the deemed to comply with provisions of DE5.1.3c3.2 (i).

Northern setbacks

The proposal has been amended to comply with the minimum setback requirements of the R-Codes, except for the rooftop terrace portion of glass balustrade/privacy screen, located to the east of the stair, which is setback 1.9m from the northern boundary in lieu of the compliant 2.1m setback.

The proposed setback is considered to maintain adequate access to light and ventilation for the adjoining property. The rooftop terrace balustrade/privacy screen is to be constructed of obscured glass and setback 1.9m from the boundary (700mm from the edge of the first floor blow) which is considered to minimise the perceived additional bulk of the proposed roof terrace when viewed from the site to the north.

Although officers consider that the proposed dwelling could be sited to be located further away from the northern and western boundaries, as the amended proposal now complies with all the minimum setback requirements of the R-Codes with the exception of a minor variation to the northern boundary which can be supported in accordance with Design Principles of the R-Codes, the proposal is considered to be sited in a location that reduces the potential impacts on the neighbouring property to an acceptable level.

Onsite Car parking

Refused and Revised plans (no change)

Element	Deemed to comply	Provided	Design principle
Existing Dwelling	1 bay	Nil	1 Bay
Proposed Dwelling	1 bay	2 bays	Nil - complies

As outlined in the original officer report, on site parking should be provided for both the existing and proposed dwelling. Officers considered that this could be achieved by siting the proposed grouped dwelling differently and/or removing the proposed detached addition. It is noted that a number of existing site constraints, including the retention of the existing heritage dwelling at the front of the site which make it difficult for additional parking to be provided.

Having regard for the above, the following considerations are considered to support the waiving of the provision of one car parking bay for the retained heritage dwelling:

- Seven (7) unrestricted on street car parking bays are located immediately adjoining the site on South Terrace, within a distance of 20 metres. A number of the properties in the immediate locality have on-site parking accessible via rear laneways or right of ways, whilst a number of dwellings do not have any on site car parking. It is assumed that the on street car parking bays (along South Terrace, Grey Street and Price Street) currently service a number of residents with additional parking as well as parking for visitors to the area. The potential use of street parking by users of the retained heritage dwelling is not considered to negatively impact on the current demand for these bays. The subject site is located within close walking and cycling distance to the City Centre providing a number of services and amenities that may reduce the need for occupiers of the retained heritage dwelling to require a private vehicle
- The subject site abuts a significant public transport route with multiple alternative transport options (Public and Cat bus, taxi transport).

Officers do not recommend refusing the application on the basis of a one car bay shortfall, given the site's location and access to services, amenities, on street and public transport options. In order to inform future owners/occupants of the retained dwelling that no parking is provided nor can there be an expectation that the on-street parking will be exclusively available to owners/occupiers, including any future provision of a residential parking permit, it is recommended that any approval be conditioned to require a notification to be placed on the Certificate of Title for the lot advising future owners/occupier of these requirements.

Outdoor Living Area

Refused and Revised plans (no change)

Deemed-to-comply	Provided	Merit based assessment
Existing Dwelling (to be retained)	2.4m min dimension 30m ² area Unroofed Accessible from living room	Minimum dimension not satisfied – area complies
Proposed Dwelling	5.9m min dimension 54m ² area Unroofed Accessible from dining room	Complies

As outlined in the original officer report, the minimum dimension of the proposed outdoor living area for the retained dwelling is considered to satisfy the design principles of the R-Codes in the following ways:

- The area of the outdoor living area is 6m² larger than the deemed-to-comply requirement. Whilst not meeting the minimum 4m dimension, the north eastern courtyard area will allow for a suitable space for gathered seating and entertaining external to the dwelling.
- The outdoor area maximises a northern aspect and is easily accessible from one of the main living areas of the existing dwelling.

CONCLUSION

The original proposal was considered to be unacceptable due to the number of setback variations that were considered to adversely impact on the amenity of the immediately adjoining neighbours.

Although the proposal still requires a discretionary assessment against the land use, car parking and the minimum dimension of the outdoor living area for the retained dwelling, the amended proposal removes all of the previously sought setback variations with the exception of a minor variation to the north, located furthest from the western boundary of the site. This variation is considered minor and satisfies the design principles of the R-Codes.

Although it may be considered that a different design could further reduce the potential impacts on the adjoining neighbours, the proposal in its current form satisfies the deemed to comply criteria of the R-Codes other than in relation to the matters discussed above. It is therefore, on balance, considered to propose an acceptable development which can be recommended for conditional approval.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2015-25

- Increase the number of people living in Fremantle

Green Plan 2020

- The development results in the removal of some vegetation on the lot. It is noted that the removal of vegetation on private land is exempt from the need to obtain planning approval.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

Moved: Cr Dave Hume

Seconded: Cr Jon Strachan

Planning committee acting under delegation 1.2:

APPROVE, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, a two storey with roof terrace Grouped dwelling addition and the conversion of the existing Ancillary dwelling to a detached addition at No. 137 (Lot 22) South Terrace, Fremantle, subject to the following condition(s):

1. This approval relates only to the development as indicated on the approved plans, dated 2 April 2019. It does not relate to any other development on this lot and must substantially commence within four years from the date of this decision letter.
2. The approved development shall be wholly located within the cadastral boundaries of 137 South Terrace, Fremantle including any footing details of the development.
3. All storm water discharge shall be contained and disposed of on site or otherwise approved by the City of Fremantle.
4. Prior to the issue of a building permit, a detailed drawing showing how the study room southern window, dining and kitchen room northern windows, and roof top terrace area located on the northern, southern, and western elevations, are to be screened in accordance with Clause 5.4.1 C1.1 of the Residential Design Codes by either:
 - fixed obscured or fixed translucent glass to a height of 1.60 metres above internal floor level, or
 - With fixed vertical screening, with openings not wider than 5cm and with a maximum of 25% perforated surface area, to a minimum height of 1.60 metres above the internal floor level, or

- a minimum sill height of 1.60 metres as determined from the internal floor level,
Prior to occupation, the approved screening method shall be installed and maintained to the satisfaction of the City of Fremantle.
- 5. Prior to occupation of the Grouped dwelling addition, a Notification pursuant to Section 70A of the *Transfer of Land Act 1893* shall be registered against the Certificate of Title to the land the subject of the proposed development advising the owners and subsequent owners of the land that:
 - a) the existing dwelling facing South Terrace is not provided with any on-site car parking;
 - b) they, including any current or future occupier, will not be entitled to an on-street residential parking permit(s); and
 - c) the current street parking arrangement may change as a consequence of further development by further restricting street parking on the locality.
- 6. Prior to the issue of a Building Permit a Construction Management Plan shall be submitted to the satisfaction of the City of Fremantle addressing the following matters:
 - a) Protection of infrastructure and street trees within the road reserve;
 - b) Access to site by construction vehicles;
 - c) Contact details;
 - d) Noise - Construction work and deliveries;
 - e) Sand drift and dust management;
 - f) Waste management;
 - g) Traffic management;
 - h) Works affecting pedestrian areas; and
 - i) Impact on the access to and from the Right of Way.

Advice Note(s):

- i) A building permit is required to be obtained for the proposed building work. The building permit must be issued prior to commencing any works on site.
- ii) The City strongly encourages deep planting zones that should be uncovered, contain a retained or planted tree to Council's specification, have a minimum dimension of 3.0m and at least 50% is to be provided on the rear 50% of the site.
- iii) Local Planning Policy 1.10 Construction Sites can be found on the City's web site via <http://www.fremantle.wa.gov.au/development/policies>. A copy of the City's Construction and Demolition Management Plan Proforma which needs to be submitted with building and demolition permits can be accessed via:

<https://www.fremantle.wa.gov.au/sites/default/files/Construction%20and%20Demolition%20Management%20Plan%20Proforma.pdf>

The Infrastructure Engineering department can be contacted via ibs@fremantle.wa.gov.au or 9432 9999.

AMENDMENT

Moved: Cr Jon Strachan

Seconded: Cr Bryn Jones

To add the following advice note iv)

- iv) The applicant is advised that in the event that the approved Grouped Dwelling is constructed, the existing Ancillary Dwelling is no longer authorised. The Ancillary Dwelling must be converted and used as a detached addition as per the approved plans and Condition 1, prior to occupation of the Grouped Dwelling.**

Amendment carried: 6/0

**Cr Ingrid Waltham, Cr Bryn Jones, Cr Jon Strachan,
Cr Adin Lang, Cr Jeff McDonald, Cr Dave Hume**

AMENDED OFFICER'S RECOMMENDATION

Moved: Cr Dave Hume

Seconded: Cr Jon Strachan

Planning committee acting under delegation 1.2:

APPROVE, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, a two storey with roof terrace Grouped dwelling addition and the conversion of the existing Ancillary dwelling to a detached addition at No. 137 (Lot 22) South Terrace, Fremantle, subject to the following condition(s):

1. This approval relates only to the development as indicated on the approved plans, dated 2 April 2019. It does not relate to any other development on this lot and must substantially commence within four years from the date of this decision letter.
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3. All storm water discharge shall be contained and disposed of on site or otherwise approved by the City of Fremantle.
4. Prior to the issue of a building permit, a detailed drawing showing how the study room southern window, dining and kitchen room northern windows, and roof top terrace area located on the northern, southern, and western elevations, are to be screened in accordance with Clause 5.4.1 C1.1 of the Residential Design Codes by either:
 - fixed obscured or fixed translucent glass to a height of 1.60 metres above internal floor level, or
 - With fixed vertical screening, with openings not wider than 5cm and with a maximum of 25% perforated surface area, to a minimum height of 1.60 metres above the internal floor level, or
 - a minimum sill height of 1.60 metres as determined from the internal floor level,

Prior to occupation, the approved screening method shall be installed and maintained to the satisfaction of the City of Fremantle.

5. Prior to occupation of the Grouped dwelling addition, a Notification pursuant to Section 70A of the *Transfer of Land Act 1893* shall be registered against the Certificate of Title to the land the subject of the proposed development advising the owners and subsequent owners of the land that:
 - a) the existing dwelling facing South Terrace is not provided with any on-site car parking;
 - b) they, including any current or future occupier, will not be entitled to an on-street residential parking permit(s); and
 - c) the current street parking arrangement may change as a consequence of further development by further restricting street parking on the locality.
6. Prior to the issue of a Building Permit a Construction Management Plan shall be submitted to the satisfaction of the City of Fremantle addressing the following matters:
 - a) Protection of infrastructure and street trees within the road reserve;
 - b) Access to site by construction vehicles;
 - c) Contact details;
 - d) Noise - Construction work and deliveries;
 - e) Sand drift and dust management;
 - f) Waste management;
 - g) Traffic management;
 - h) Works affecting pedestrian areas; and
 - i) Impact on the access to and from the Right of Way.

Advice Note(s):

- i) A building permit is required to be obtained for the proposed building work. The building permit must be issued prior to commencing any works on site.
- ii) The City strongly encourages deep planting zones that should be uncovered, contain a retained or planted tree to Council's specification, have a minimum dimension of 3.0m and at least 50% is to be provided on the rear 50% of the site.
- iii) Local Planning Policy 1.10 Construction Sites can be found on the City's web site via <http://www.fremantle.wa.gov.au/development/policies>. A copy of the City's Construction and Demolition Management Plan Proforma which needs to be submitted with building and demolition permits can be accessed via:

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The Infrastructure Engineering department can be contacted via ibs@fremantle.wa.gov.au or 9432 9999.

- iv) The applicant is advised that in the event that the approved Grouped Dwelling is constructed, the existing Ancillary Dwelling is no longer authorised. The Ancillary Dwelling must be converted and used as a detached addition as per the approved plans and Condition 1, prior to occupation of the Grouped Dwelling.

Lost: 2/4

For

Cr Jon Strachan, Cr Dave Hume

Against

Cr Ingrid Waltham,

Cr Bryn Jones, Cr Adin Lang, Cr Jeff McDonald,

COUNCIL DECISION ITEM PC1905-3

(Committee recommendation)

Moved: Cr Jon Strachan

Seconded: Cr Adin Lang

REFUSE, under the Metropolitan Region Scheme and Local Planning Scheme No. 4, for a two storey with roof top terrace Grouped dwelling and conversion of an Ancillary dwelling to detached addition, dated 2 April 2019, at No. 137 (Lot 22) South Terrace, Fremantle, for the following reasons:

- 1. The proposal is detrimental to the amenity of the area and incompatible with the objectives of the Residential zone set out in clause 3.2.1(a) of the Local Planning Scheme No. 4 as per clauses 67(a), (m) and (y) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 2. The lot boundary setback of the northern elevation does not satisfy the Design principles of clause 5.1.3 of the R-Codes by reasons of the impact of bulk and scale on the amenity of the adjoining northern property.**
- 3. The proposal provides inadequate arrangements for vehicle parking as per clause 67(s) of the Deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.**

Carried: 8/3

For:

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones, Cr Rachel Pemberton,
Cr Adin Lang, Cr Hannah Fitzhardinge, Cr Jenny Archibald, Cr Sam Wainwright,

Against:

Cr Andrew Sullivan, Cr Jon Strachan, Cr Dave Hume

Cr Jon Strachan left the meeting at 7.35 pm prior to consideration of the following item and did not return.

11.2 FINANCE, POLICY, OPERATIONS AND LEGISLATION COMMITTEE 8 MAY 2019
FPOL1905-8 BOOYEEMBARA PARK MOUNTAIN BIKE TRAIL

Meeting Date: 8 May 2019
Responsible Officer: Manager Parks and Landscape
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

The purpose of this report is for Council to consider a proposal for the development of mountain bike trails in Booyeembara Park, Fremantle. The City has been approached by the Fremantle Mountain Biking Collective, a group of community members, about a proposal to formalise the mountain biking trails that have been constructed in Booyeembara Park. This report outlines the process to progress the proposal in accordance with the Booyeembara Park Site Management Plan and the Western Australian Mountain Bike Management Guidelines.

This report recommends that Council:

1. Support the development of a proposal for mountain bike trails in Booyeembara Park, subject to the outcomes of a land-use compatibility feasibility study.
2. Support the consideration of a budget allocation of \$9 000 for Booyeembara Park mountain bike trail land-use compatibility feasibility study as part of the draft 2019/2020 budget deliberation process to investigate if the trails can be developed and managed in accordance with the Site Management Plan.
3. Request a report be brought back to Council for consideration with the outcomes of the land-use compatibility feasibility study and proposed next steps for the proposal.

BACKGROUND

The City has been approached by the Fremantle Mountain Biking Collective, a group of community members, about a proposal to formalise the mountain biking trails that have been constructed in Booyeembara Park by the community. The proposal notes '*mountain biking is reported to be one of the fastest growing sports in the world (WestCycle - 2015 Western Australian Mountain Bike Strategy) and with over 120,000 mountain bikes purchased each year in WA, there is a very strong, and growing demand here (WA Mountain Biking Management Guidelines). The nearest quality trails are in the Kalamunda region, which is a 2-hour return journey for Fremantle residents. Skills development is an important part of mountain biking and is hindered by the lack of local facilities for both young and young at heart. As was the case for the Esplanade Skate Park, there is a strong demand for these facilities, which is currently un-catered for within the local area*'. The proposal will create a new recreation activity within the City.

One of the challenges for the proposal is Booyeembara Park has been identified as containing bonded Asbestos Containing Material (ACM) fragments and is managed in accordance with the Booyeembara Park Site Management Plan (SMP). The SMP is *'designed to mitigate risk by providing protection for human health (of general public, park visitors and workers) and the environment during routine park maintenance works and any other remedial or civil works that may lead to the disturbance of soils at the park'* (GHD 2012). The informal trails are not in accordance with the SMP and the City does not support the mountain bike trails in their current format.

This report outlines the process to progress the proposal in accordance with the Site Management Plan and the Western Australian Mountain Bike Management Guidelines.

FINANCIAL IMPLICATIONS

A budget will be required for an Environmental Consultant to undertake a land-use compatibility feasibility study on for the proposal. The cost of this is estimated to be \$9 000 and if the proposal is supported will be submitted for consideration in the 2019/20 budget process.

If the project is a compatible land-use, the construction costs for the project will be determined through the detailed design phase of the project. Models for funding the construction of the trails may include grant funding (with consideration to other grant funding priorities at the time).

There will be ongoing operational maintenance costs for the proposal. The costs will be dependent on the management model developed through the trail development process.

LEGAL IMPLICATIONS

Nil

CONSULTATION

If the land-use compatibility feasibility study determines the site is suitable and the project progresses, consultation will form an integral part of the project. Stage 2 of the Western Australian Mountain Bike Management Guidelines details the framework for delivering a mountain bike trail project. Part of the framework is to develop a Project Steering Group which includes key stakeholders and community groups to ensure adequate consultation. It is also anticipated broader community consultation will be undertaken as part of the project in accordance with the Community Engagement Policy.

The Booyeembara Park Reference Group has been consulted and is supportive of the proposal being developed further.

OFFICER COMMENT

The Fremantle Mountain Biking Collective proposal for mountain biking trails in Booyeembara Park proposes two key concepts:

- 1-3 narrow trails running from the ridge on the eastern side of the park south towards Stevens Street.
- A pump/jump skills park.

The location/s and design elements will be finalised through the design process however are generally located in the eastern end of the park in the revegetated bushland.

The first step in developing the proposal is to undertake a land-use compatibility feasibility study of the site testing if the trails can be developed and managed in accordance with the Western Australian Mountain Bike Management Guidelines and the Site Management Plan, outlined as follows.

Trail Development Process

The Western Australian Mountain Bike Management Guidelines (WAMBMG) prepared by the Department of Parks and Wildlife in consultation with Department of Sport and Recreation, WestCycle, West Australian Mountain Bike Association and Western Australian Mountain Bike Management Guidelines Working Group has been used as the basis for the preparation of this report and project proposal.

The WAMBMG has been prepared to ensure mountain bike trails are developed that meet the needs of the users, minimise environmental degradation and ensure longevity of trails. It is acknowledged that these trails are often built in sensitive environments, and that these can easily co-exist when implemented properly. Properly built trails will focus the riders through a relatively narrow trail through the bushland. This stops the spread of trails and general degradation of the environment, which is currently occurring within the unregulated trails of Booyeembara Park. Part of the trail building process will involve revegetation of previously disturbed areas.

The WAMBMG notes *“the trail development process involves eight stages (figure 1) and encompasses a constant evaluation, review and improvement process as trails are being extended or revised. Each stage must be completed before moving on to the next stage.”* The eight stage process is as follows:

STAGE	OUTCOME	
1 PROPOSAL	The proposed area is either supported in principle for trail development, or is not supported due to environmental, social or cultural constraints. Or proposal to identify suitable areas.	Desktop
2. FRAMEWORK	A project outline, developed by project steering group (stakeholders), including: project objectives, project management model, stakeholder roles, target market, requirements, standards, execution, and ongoing trail management model.	
3 SITE ASSESSMENT	Undertake a broad scale study of the area and identify constraints, soil types, vegetation etc.	
4 CONCEPT PLANNING	Identify opportunities and conceptual trail plan including infrastructure requirements produced. Broad trail corridors are physically flagged in the field.	Field
5 CORRIDOR EVALUATION	Detailed assessment of corridor.	
6 DETAILED DESIGN	Detailed trail design produced and physically flagged in the field, including: trail classifications, technical trail features (TTFs), construction types and specifications.	
7 CONSTRUCTION	Trail is constructed in line with the detailed design.	
8 MANAGEMENT	Management plan implemented detailing maintenance and monitoring requirements.	

Image: summary of the trail development process stage outcomes (WAMBMG).

Booyeembara Park Site Management Plan

The Booyeembara Park Site Management Plan *'has been prepared based on the site conditions and layout at the time of the Detailed Site Investigation (November 2012). If the site layout is altered, including allowing regular public access to currently restricted areas (i.e. areas that are currently fenced), management of these areas would be required in accordance with Department of Health (2009) Guidelines for the Assessment, Remediation and Management of Asbestos-Contaminated Sites in Western Australia'* (GHD, 2012). The proposed mountain bike trail location is within the fenced area and requires further investigation in accordance with the SMP.

Project Proposal

Stage 1 of the trail development process is to investigate whether *'the proposed area is either supported in principle for trail development, or is not supported due to environmental, social or cultural constraints'* (WAMBMG). Stage 8 of the trail development process is to develop a management plan detailing maintenance and monitoring requirements. Given the SMP's management requirements for Booyeembara Park, officers recommend that a land-use compatibility feasibility study is undertaken to determine:

- if the site is suitable for the proposed mountain bike trail
- design requirements
- the management model (roles and responsibilities for the management of the trail)
- construction methodology
- the maintenance model (methodology, frequency and risk management).

The investigation will need to be undertaken by a suitably qualified Environmental Consultant and will be used to guide the development of the proposal. If the land-use compatibility feasibility study determines the site is suitable, the balance of Stage 1 of the assessment can be completed. Following this, a report would be brought back to Council to consider the outcomes of the land-use compatibility feasibility study.

If the project is feasible, it is anticipated the design would be developed in conjunction with the 'Stage 4' area of Booyeembara Park. This would allow integration of the proposal into the park and facilitate the completion of the Booyeembara Park masterplan. It is anticipated the construction of the mountain bike trails and stage 4 would be a joint project. Models for funding the construction may include grant funding (with consideration to other grant funding priorities at the time).

It is also noted the High Street Upgrade project may have impacts on the golf course and Booyeembara Park. The proposal may need to be developed with consideration to these and to ensure a well resolved design at a precinct level.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Moved: Cr Hannah Fitzhardinge

Seconded: Mayor, Brad Pettitt

Council:

1. Support the development of a proposal for mountain bike trails in Booyeembara Park, subject to the outcomes of a land-use compatibility feasibility study.
2. Support the consideration of a budget allocation of \$9 000 for Booyeembara Park mountain bike trail land-use compatibility feasibility study as part of the draft 2019/2020 budget deliberation process to investigate if the trails can be developed and managed in accordance with the Site Management Plan.
3. Request a report be brought back to Council for consideration with the outcomes of the land-use compatibility feasibility study and proposed next steps for the proposal.

AMENDMENT 1

Moved: Cr Jenny Archibald

Seconded: Mayor, Brad Pettitt

Amendment to add an additional point 4 to the officer's recommendation, to read as follows;

4. **Subject to a finding that the proposed land use change is compatible with the Site Management Plan, that \$15,000 be included for consideration as part of the draft 2019/2020 budget process for the creation of a trail concept plan.**

Amendment carried: 6/0

**Mayor, Brad Pettitt, Cr Hannah Fitzhardinge, Cr Bryn Jones,
Cr Rachel Pemberton, Cr Jenny Archibald, Cr Andrew Sullivan**

Reason for change:

Amendment to accommodate the provision of funds to carry out detailed planning for the bike path should the proposed land use change be considered compatible with the Site Management Plan.

COUNCIL DECISION ITEM FPOL1905-8
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Ingrid Waltham

Council:

- 1. Support the development of a proposal for mountain bike trails in Booyeembara Park, subject to the outcomes of a land-use compatibility feasibility study.**
- 2. Support the consideration of a budget allocation of \$9 000 for Booyeembara Park mountain bike trail land-use compatibility feasibility study as part of the draft 2019/2020 budget deliberation process to investigate if the trails can be developed and managed in accordance with the Site Management Plan.**
- 3. Request a report be brought back to Council for consideration with the outcomes of the land-use compatibility feasibility study and proposed next steps for the proposal.**
- 4. Subject to a finding that the proposed land use change is compatible with the Site Management Plan, that \$15,000 be included for consideration as part of the draft 2019/2020 budget process for the creation of a trail concept plan.**

Carried: 10/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

**FPOL1905-5 VISITOR INFORMATION SERVICES REVIEW 2018/19 - FINAL
RECOMMENDATION REPORT**

Meeting Date: 8 May 2019
Responsible Officer: Manager Customer Service and Visitor Information
Decision Making Authority: Council
Agenda Attachments: Fremantle Visitor Centre – stakeholder and community consultation report (confidential)

SUMMARY

The City of Fremantle Visitor Centre has an operating model that focusses both on customer service and information provision and on sales of tours and accommodation booking for revenue generation. The financial sustainability challenge is increasing with revenue generated from sales declining by 66% in the years 2012 through to 2018. With competition increasing for online bookings for accommodation and tours, the City believes it is high risk to stake financial viability on this income stream

Council resolved to conduct a service review of the Fremantle Visitor Centre. The purpose of the review was to consider the current situation and identify the most suitable service model for now and for the future which offers the best value and is consistent with visitor needs and current trends. Haeberlin Consulting was appointed to facilitate a consultation process and gain insights from visitors, tourism operators, the business community and other key stakeholders into the performance of the Visitor Centre and report these findings and implications to the City.

Tourism is an important contributor to City of Fremantle's economy. The visitor experience is critical to the reputation of Fremantle as a destination. Council makes an important investment in the Visitor Centre as a long established resource that connects visitors with the history, the heritage, the culture and all there is to see and do in the region.

This report recommends that Council:

1. Endorse the continuation of the Fremantle Visitor Centre with its primary focus being welcoming visitors to Fremantle and providing and distributing unbiased and up-to-date information on Fremantle and the surrounding area.
2. Cease the sales of tours, accommodation bookings and merchandise at the Fremantle Visitor Centre and adopt a 'referral' model, whereby visitor information team members provide advice on accommodation options or tours and support visitors to make bookings either directly with operators or through online platforms.
3. Request a report be brought back to Council which further investigates the long term location of the Fremantle Visitor Centre and future operational model.

BACKGROUND

In 2014, a report by Haberlin Consulting on the future of visitor centres in WA, commissioned by Tourism WA, one of the key findings was that visitors believe that visitor centres should focus on providing unbiased information and insights on a region. The report stated that based on quantitative interviews and surveys of visitors and tourists, the top three features that visitors look for in a visitor centre are:

1. Knowledgeable, professional staff skilled in customer service.
2. Unbiased and authoritative information.
3. Regional displays and stories.

Tour and accommodation bookings are also a feature that visitors look for; however they are not as important as the top three. The report suggested that there is a potential disconnect between visitor expectations and the current focus of WA visitor centres on sales and revenue generation at the expense of servicing and information provision.

Current situation

The City of Fremantle Visitor Centre has an operating model that focusses both on customer service and information provision and on sales of tours and accommodation booking for revenue generation. With competition increasing for online bookings for accommodation and tours, the financial sustainability challenge continues to increase with revenue generated from sales declining by 66% in the years 2012 through to 2018.

Fremantle Visitors Centre Revenue

Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Admission and Membership Inc	\$2,984	\$1,620	\$1,260	\$1,103	\$1,305	\$1,148
Commission Inc	\$175,743	\$142,129	\$110,850	\$90,940	\$67,818	\$45,581
Fee Inc - Other	\$13,845	\$13,801	\$12,450	\$15,383	\$15,085	\$14,124
Merchandise Sales Inc	\$20,165	\$20,113	\$16,954	\$15,303	\$15,498	\$10,111
Grand Total	\$212,737	\$184,806	\$141,515	\$122,729	\$99,707	\$70,965

While the income from sales commissions helps offset the annual operating costs of \$460 000 of the Fremantle Visitor Centre, it is trending downwards with only \$71 000 taken in sales commission for 2017/2018. Year to date figures for 2018/2019 indicate income earned from sales commission will be \$67 000.

Number of accommodation bookings

Year	Number of Bookings
2014	1112
2015	885
2016	585
2017	304
2018	234

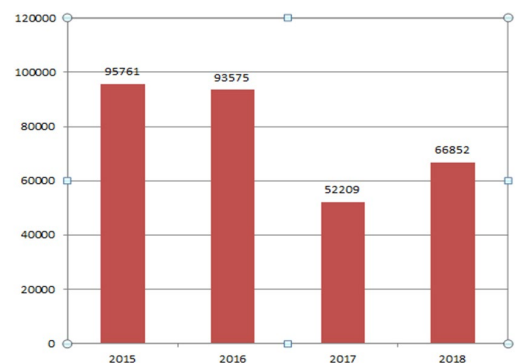
Number of tour bookings

Year	Number of Bookings
2014	463
2015	852
2016	521
2017	287
2018*	172

The decline in revenue is not reflective of a lack of focus on selling tours by the staff. This is a Tourism industry wide trend where visitors are self-serving and booking tours and accommodation online themselves. Yet, the Fremantle Visitor Centre still operates with a sales focus for selling bookings and tours. The financial sustainability challenge of selling tours and accommodation bookings in the Fremantle Visitor Centre continues to grow.

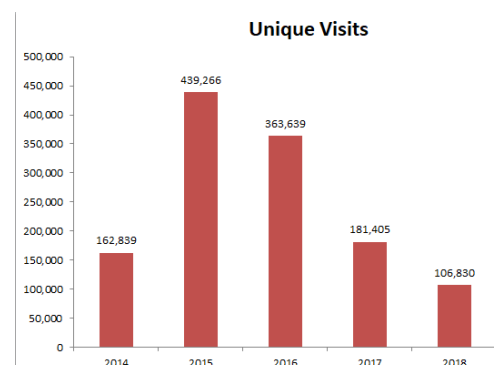
Number of visitors

Year	Total
2015	95,761
2016	93,575
2017	52,209*
2018	66,852*



Unique website visits

Year	Total
2014*	162,839
2015	439,266
2016	363,639
2017	181,405
2018	106,830



The Fremantle Visitor Centre needs to focus on winnable battles. Council recommended a review of the Visitor Centre and to seek clarity in regards to its function and its purpose. There were many factors to consider during this review including:

- The current function of the centre including the ambassador (volunteer program).
- Cruise ship servicing.
- Financial viability of the centre and the cost to run the centre's components.
- Current trends locally, at a state and national level.
- Community and stakeholder consultation.
- The future direction and function of visitor centres.

It is critical to provide an optimal and sustainable visitor centre model for the City, one that meets the foundation expectation of visitors – to provide unbiased information and excellence in customer service – at all times.

Community and stakeholder consultation

The City appointed Haeberlin Consulting to facilitate a community consultation process and gain insights into the state and performance of the Fremantle Visitor Centre from:

- The visitors and customers perspective.
- The tourism operators' perspective.
- The business communities' perspective.
- Key stakeholders (Fremantle Port Authority, Chamber of Commerce, Destination Marketing Working Group, Tourism WA, ambassadors and volunteers).

Haeberlin consulting is a Western Australian consulting firm with highly relevant experience in the tourism sector in customer and stakeholder engagement, workshop facilitation and research and surveys. They lead the 2014 Visitor Centre Review for Tourism WA and are leading the development of the 2020 State Government Tourism strategy including all industry consultation.

Haeberlin Consulting conducted surveys, interviews and focus groups with visitors, ambassadors, stakeholders and tourism operators, to gather their feedback on the current state and potential future direction for the Visitor Centre. This consultation was undertaken between October and November 2018.

195 surveys and interviews with visitors and customers to the Visitor Centre were completed. The surveys questions were designed by Haeberlin Consulting and administered by City of Fremantle staff. The surveys with tourists and visitors were conducted at the Fremantle Visitor Centre.

15 in-depth interviews, lasting up to 45 minutes in duration were held with key stakeholders and tourism operators including Fremantle Port Authority, Tourism WA, Fremantle Now, tour providers and accommodation providers. Interviews were either face-to-face or by phone, as preferred by the stakeholder. An online survey with tourism operators allowed a broader cross section of businesses to provide their feedback on the Visitor Centre.

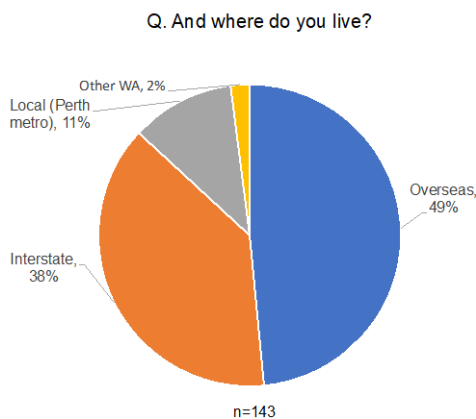
Three focus groups, lasting 1 hour and 15 minutes, with the Chamber of Commerce, the Destination Marketing Working Group and Visitor Centre ambassadors/volunteers were held.

The topics discussed during the consultation focussed on the role and importance of the Fremantle Visitor Centre, the perceptions of current performance, the importance of providing accommodation bookings and selling tours, trends in visitor servicing, relationships and synergies between other organisations and recommendations on future function and optimal locations. This mixed approach of in-depth interview and focus groups allowed for both deep understanding of stakeholders views in relation to the Visitor Centre, as well as a broad mix of stakeholder engagement. Overall, 270 responses were received.

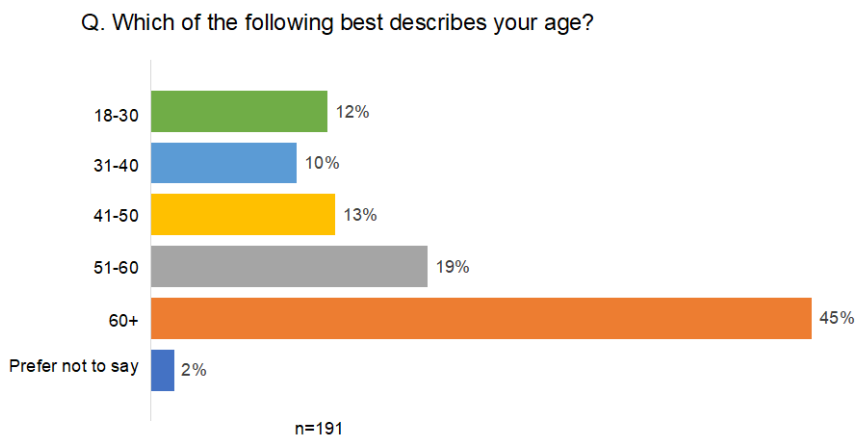
Respondent	Number
Visitor and Resident	195
Business Community	20
Ambassadors/Volunteers	38
Tourism Operators	17
Total	270

Visitor demographics

49% of visitors who participated in the survey lived overseas, 38% lived interstate, 11% lived in the Perth metropolitan area and 2% were from other parts of Western Australia.

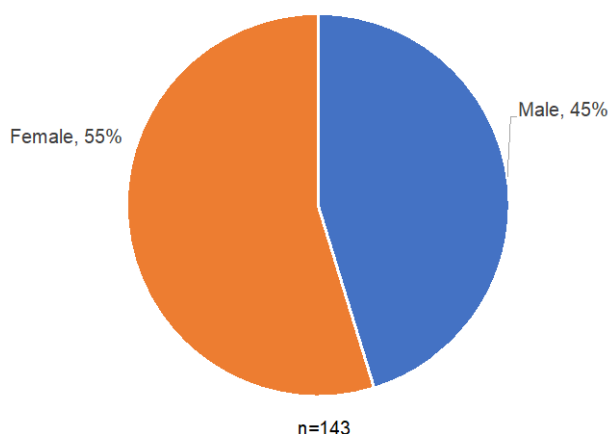


45% of visitors surveyed were aged 60 and over. 19% were between the ages of 51-60. 13% were between the ages 41-50. 10% were between the ages of 31- 40 and 12% were between the ages of 18-30.



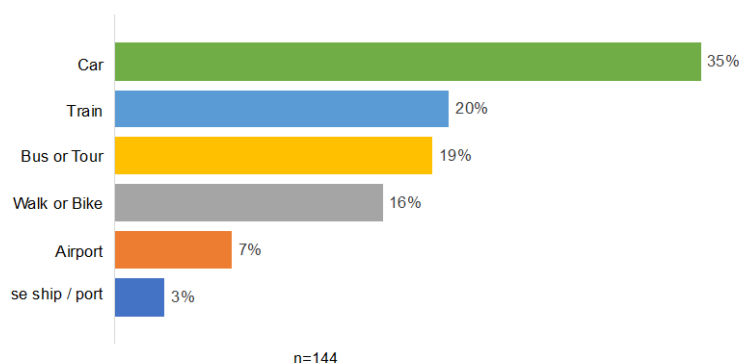
55% of visitors were female and 45% male

Q. What is your gender?



35% of visitors arrived in Fremantle via car, 20% by train, 19% by bus/train, 16% arrived in Fremantle by walking or riding, 7% arrived from the airport and 3% arrived by sea. It should be noted that no cruise ship visitors participated in the surveys due to an unforeseen delay in arrival to the cruise ship – Ovation of the Sea (25/10/18)

Q. How did you get here today?



The consultation found an overall positive sentiment on the importance of the Visitor Centre and the role it plays in Fremantle's tourism industry. The core role for the Visitor Centre was described as providing unbiased, knowledgeable and up-to-date information on things to see and do. It was also to provide general information about Fremantle region and answer general enquiries. This core role is aligned to the primary reason for Visitors to use the Visitor Centre: to get general information about Fremantle.

The importance of the Visitor Centre

Stakeholders, Tourism Operators and Visitors agreed that it is very important for Fremantle to have a Visitor Centre.

"It is essential to have one now, even with changes in online behaviours." Tourism Operator

"Extremely. It is not an option to not have. We need face-to-face and friendly, local knowledge." Tourism Operator

"It's very important particularly as Fremantle is a tourist town." Stakeholder

What the visitors said

97% of Visitors felt that it was very important to have a visitor centre available.

Key findings from the consultation provided the following insights;

Visitors rated the Visitor Centre experience highly with 95% satisfaction in terms of their overall experience. They felt the Visitor Centre staff were helpful and friendly and they were able to get the information they needed.

“They gave the right amount of information, not too much and not too little.” Visitor

“Awesome, all my questions were answered.” Visitor

“Lovely staff and good information given.” Visitor

The main reason for coming to the Visitor Centre was to source general information about Fremantle and surrounds, rather than make bookings. 70% of visitors came into the Visitor Centre for general information about Fremantle and the surrounding region.

“Need a place to go to get information about what’s around and what’s happening” Visitor

As shown in the the diagram below, 18% of visitors sought out information or went to book a specific tourism product or accommodation. Most visitors said that they book their accomodation before commencing their trip. Of the total visitors, only 13% booked a tour or accomodation through the Visitor Centre.

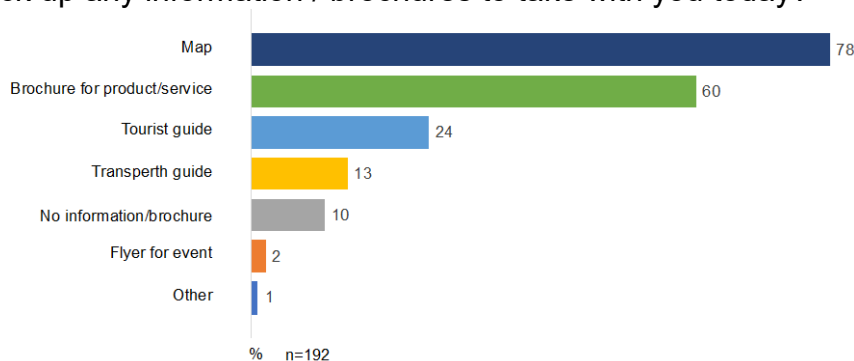
What was your main reason for coming to the visitor centre today ?

Answered 192

Answer Choices	Responses	
To get general information about Fremantle	62.00%	119
To get general information about Perth/WA	8.30%	16
To get information about or book a specific tourism product or accommodation	18.22%	35
No reason, just looking	9.37%	18
Other	2.00%	4
Total	100%	192

While tour and accommodation booking capability is currently a priority in the Visitor Centre (as a source of revenue) it is much less important to visitors. The most popular information that visitors collected from the Visitor Centre were maps and brochures for a product / service.

Did you pick up any information / brochures to take with you today?



As shown below, over half (56%) of visitors said the services and information provided by the Visitor Centre resulted, or would result, in them spending more time or money in Fremantle and surrounding areas than originally planned.

Do you think the services and information provided by the visitor centre have resulted or will result, in you spending more time or money in Fremantle and surrounding area than you had originally planned ?

Answered 144

Answer Choices	Responses	
Yes	56.23%	81
No	25.00%	36
Don't know/uncertain	18.75%	27
Total		144

What the business community and stakeholders said

Stakeholders were happy with the Visitor Centre's customer service and agreed the Ambassador program was working really well for the Visitor Centre

Overall, the role of the Visitor Centre was described to:

- Provide unbiased, knowledgeable and up-to-date information on things to see and do, general information about Fremantle and events, and answer general enquiries (for example directions, location of toilets);
- Promote Fremantle (and the surrounding area);
- Welcome visitors to Fremantle including cruise ship arrivals;
- Book accommodation and tours;
- Stock brochures; and
- Run the Visit Fremantle website.

Several Stakeholders commented that the Visitor Centre should be focused on;

"Information first, selling second". Stakeholder

The biggest points for improvement from stakeholders and the business community were;

Location and premises

The location and current temporary premises of the Visitor Centre was a key topic of conversation throughout the consultation. It was felt the temporary premises is too small and doesn't provide a Fremantle feel. Location suggestions included the ability to locate at high traffic visitor areas and be located to tourist hot spots, such as the train station/Pioneer park would be beneficial, whether this was a relocation of the main Visitor Centre or the addition of kiosks at key points throughout the City.

Stakeholders, Tourism Operators and Visitors agreed that the current premises was too small and not inviting enough. They all noted that a larger Visitor Centre would make room for additional facilities including a lounge area where visitors could digest information or wait for transport. Stakeholders also said it would be ideal to include a meeting room for space that could be used by businesses and operators, turning the Visitor Centre into a real hub for all things tourism.

Relationships with the business community

Suggestions included playing more of a leadership role for the business/tourism community in Fremantle and providing regular updates to local businesses. A number of stakeholders highlighted the need for the Visitor Centre to work more closely with City of Fremantle marketing teams to improve synergies between attracting tourists to Fremantle and then providing an excellent customer experience when they arrive.

It was also mentioned that the Visitor Centre should work more closely with the Chamber of Commerce and other stakeholders to motivate retailers to optimise cruise ship days (such as with signage and special offers)

Web presence

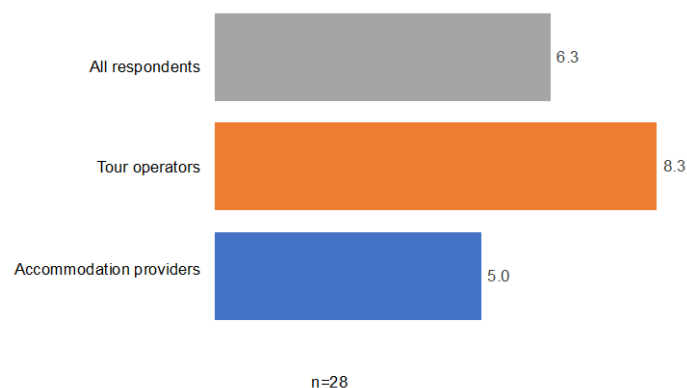
All groups consulted noted that technology improvements were necessary to remain relevant for current and future engagement with visitors. Stakeholders felt there were too many website for Fremantle with too much focus on community service. It was felt the Visitor Centre website should have a one stop shop for visitors – including advertising for non-bookable and non-commissionable products/events so visitors get a full and unbiased picture of what Fremantle has to offer.

What the tourism operators said

Tourism operators were aligned in their views to the role of the visitor centre in providing unbiased, knowledgeable and up to date information on things to see and do but placed a higher importance on leads and referrals and booking services.

Tourism Operators rated the Visitor Centre at 63% in meeting their needs and expectations. They would like to see more bookings come through the visitor centre and all agreed that the online presence was poor which has a negative impact on the amount of bookings going through the Visitor Centre.

Overall, how well would you say the Fremantle Visitor Centre is meeting your needs/expectations?



Half of the respondents wanted a closer relationship with the Visitor Centre and wanted to see familiarisation tours for staff re-introduced. This was a point of frustration for tour operators – they feel the product knowledge gained from familiarisation trips would make a big difference in the Visitor Centre’s ability to recommend and sell their product.

What the ambassadors and volunteers said

The ambassador function is seen as a real asset to the City. It was also noted that the cruise ship welcoming is going very well and will be improved in the future with upgrades to the cruise ship terminal.

The most important functions of the Visitor Centre are to promote Fremantle and provide information to visitors on what to see and do and provide directions to sites and locations throughout the City.

Ambassadors suggested improvement opportunities existed with better premises as the current location is too small and too crowded. A future state visitor centre would have the ability to provide pop up locations or kiosks through the City (Roundhouse, train station, markets, fishing boat harbour)

“The centre needs to be more spacious, colourful and inviting with easy access to information.” Ambassador

Some ambassadors noted a conflict between the visitor experience and earning commissions through bookable products and sales.

“As a volunteer, I feel uncomfortable about trying to increase sales through the visitors centre. That is not why I volunteered. I just wanted to help people have an enjoyable visit” Ambassador

Future Visitor Centre roles and services

The consultation with all groups sought feedback on the characteristics and services a future visitor centre in Fremantle could have. Many felt that the future role of the visitor centre should be similar to what it is now but with additional services and better use of technology.

“Maybe it's just about doing what they're doing but more of it.” Tourism Operator

“Shouldn't be any different to now.[...].The emphasis on sales should be removed but have it there as an added extra. Long gone are the times where the majority of bookings come from the Visitor Centre but that option should still be there for customers wanting to book with local experts.” Tourism Operator

“Offer a free one hour orientation walking tour offered by the Visitor Centre. (Especially for older cruise ship passengers who just want to wander the West End Heritage Precinct).” Ambassador

“There could be themed free walking tours people can do (self-guided).” Ambassador

Visitors mentioned the need for mobile applications that could be downloaded onto phones to show bike paths or self guided walking tours.

FINANCIAL IMPLICATIONS

The Operating budget for the Visitor Centre is \$462 007. If Council agrees with the recommendation in this report, there will be a loss of revenue through commission of sales on tourism products and services. This will be approximately \$50 200.

It is recommended that Council receive a future report which further investigates the long term location of the Fremantle Visitor Centre and explores the development of a customer experience model that incorporates seamless customer service, library and visitor information services and considers a mobile visitor information service offering.

LEGAL IMPLICATIONS

Nil

CONSULTATION

The City appointed Haeberlin Consulting, a firm highly experienced in the Tourism sector having completed the 2014 Visitor Centre Review for Tourism WA, as well as working on the 2020 State Government Tourism strategy involving community, stakeholder and operator consultation.

Haeberlin consulting facilitated a community consultation process as a critical part of the Visitor Centre review and to report these findings and implications to the City of Fremantle.

Haeberlin Consulting designed and conducted surveys, interviews and focus groups with Visitors, Ambassadors, Stakeholders and Tourism Operators. The purpose was to gather feedback on the current state and potential future direction for the Visitor Centre. This consultation was undertaken between October and November 2018.

OFFICER COMMENT

There are three options to consider for the Fremantle Visitor centre.

Option one

Maintain the current operating model.

By maintaining the current model, the visitor centre would continue to focus on welcoming visitors and providing information on Fremantle and surrounding areas as well as generating revenue from commission on tourism services and products. The current operating costs would remain.

Feedback from visitors, tourism operators and stakeholders through the consultation suggests that the current temporary premise is too small. If there is a need to move to a new permanent location in a central and prominent location in the City, this may attract rent and outgoing expenses of approximately \$100 000 per year. (This figure is based on commercial tenancy rates of \$550 - \$600 per square meter in the new Civic Centre, noting that this may be in the form of an opportunity cost to council due to reduced revenue if the visitor centre was located in one of council's new commercial tenancy spaces)

Option two

Support the continuation of the Fremantle Visitor Centre with its primary focus on welcoming visitors and providing unbiased and up-to-date information on Fremantle and the surrounding area. The Fremantle Visitor Centre ceases revenue generation through commissioned sales of tours and accommodation bookings. The Visitor Centre adopts a 'referral' model, whereby visitor information team members provide advice on accommodation options or tours and support visitors to make bookings either directly with operators or through online platforms.

By transitioning to a referral or advisory model, this option would allow the Visitor Centre to focus on its primary function as agreed by visitors, key stakeholders and the business community during the consultation process.

Council will receive a future report which considers the best location and premises for a visitor centre.

Option three

Expand visitor centre service offering.

Suggestions received through the consultation process offered further expansive roles for the visitor centre. Some suggestions included revenue generation such as offering walking tours that leave from the visitor centre, produce and sell merchandise and create a modern and dedicated spacious visitor centre that utilises an increased digital presence in order for the visitor centre to remain a visitor draw card. Expanding the visitor centre service offering can provide some extra revenue, however these services can only realistically be provided in a new location. Suggested Improvements in technology would require significant ongoing investment and will require constant maintenance to remain relevant. Expanding the services and investment in technology will increase the current operating costs beyond \$460 000.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Moved: Cr Hannah Fitzhardinge

Seconded: Mayor, Brad Pettitt

Council:

1. Endorse the continuation of the Fremantle Visitor Centre with its primary focus being welcoming visitors to Fremantle and providing and distributing unbiased and up-to-date information on Fremantle and the surrounding area.
2. Cease the sales of tours, accommodation bookings and merchandise at the Fremantle Visitor Centre and adopt a 'referral' model, whereby visitor information team members provide advice on accommodation options or tours and support visitors to make bookings either directly with operators or through online platforms.
3. Request a report be brought back to Council which further investigates the long term location of the Fremantle Visitor Centre and future operational model.

PROCEDURAL MOTION

At 7.44 pm the following procedural motion was moved:

COMMITTEE DECISION

Moved: Cr Jenny Archibald

Seconded: Mayor, Brad Pettitt

The item be deferred to the next Finance, Policy, Operations and Legislation Committee meeting to be held 12 June 2019.

The deferral motion was withdrawn by Cr Jenny Archibald and accepted by Mayor, Brad Pettitt.

COMMITTEE RECOMMENDATION ITEM FPOL1905-5 **(Officer's recommendation)**

Moved: Cr Hannah Fitzhardinge

Seconded: Mayor, Brad Pettitt

Council:

1. Endorse the continuation of the Fremantle Visitor Centre with its primary focus being welcoming visitors to Fremantle and providing and distributing unbiased and up-to-date information on Fremantle and the surrounding area.
2. Cease the sales of tours, accommodation bookings and merchandise at the Fremantle Visitor Centre and adopt a 'referral' model, whereby visitor information team members provide advice on accommodation options or tours and support visitors to make bookings either directly with operators or through online platforms.
3. Request a report be brought back to Council which further investigates the long term location of the Fremantle Visitor Centre and future operational model.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Hannah Fitzhardinge, Cr Bryn Jones,
Cr Rachel Pemberton, Cr Jenny Archibald, Cr Andrew Sullivan**

ADDITIONAL OFFICER'S COMMENT

At the Finance, Policy, Operations and Legislation Committee meeting additional queries were raised in relation to;

- 1- The alignment with the Fremantle Visitor Centre and Destination Marketing
- 2- Support for businesses that are reliant on the Visitor Centre sales.

This is addressed as follows:

1- Alignment with destination marketing

The need for alignment between the roles of the Destination Marketing Working Group formed by the city and the city's Visitor Information Centre should be noted. The Destination Marketing Working Group, tasked with marketing Fremantle as a destination and responsible for the *Destination Marketing Strategic Plan 2018-2022*, and the Visitor Information Centre, providing up-to-date information to assist visitors when in Fremantle, are complementary to each other in their support for Fremantle as a destination for visitors. This alignment extends to

- Access to relevant destination marketing material at the Visitor Centre.
- Provision of access to digital platforms and self-service booking as part of destination marketing activities
- Displaying and promoting the destination marketing brand

2- Support for businesses that are reliant on Visitor Centre sales

All accommodation providers have online booking platforms or websites through which bookings are made. The Visitor Centre will continue to assist visitors with accommodation needs, through booking accommodation directly with providers.

There are a small proportion of tour operators that do not have an online presence through which bookings can be made. Transitional arrangements will be extended for those operators whereby the Visitor Centre assists with bookings. The Economic Development division will extend the business capacity building programme to those operators to assist with building and creating this presence through independent online solutions.

AMENDED OFFICER'S RECOMMENDATION

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council:

1. Endorse the continuation of the Fremantle Visitor Centre with its primary focus being welcoming visitors to Fremantle and providing and distributing unbiased and up-to-date information on Fremantle and the surrounding area.
- ~~2. Cease the sales of tours, accommodation bookings and merchandise at the Fremantle Visitor Centre and adopt a 'referral' model, whereby visitor information team members provide advice on accommodation options or tours and support visitors to make bookings either directly with operators or through online platforms.~~
2. Cease the sales function of the Fremantle Visitor Centre as it relates to tours, accommodation bookings and merchandise (identified as park passes), adopting instead a 'referral' model providing advice and supporting visitors to make bookings, either directly with operators or through online platforms. Transitional arrangements and assistance will be provided to the small proportion of tour operators that do not have an online booking platform.

3. Request a report be brought back to Council which further investigates the long term location of the Fremantle Visitor Centre ~~and future operational model.~~
4. Acknowledge key stakeholders that provided feedback in the Fremantle Visitor Centre review and continue engagement with them on the long term location of the Fremantle Visitor Centre.

AMENDMENT 1

Moved: Cr Rachel Pemberton

Seconded: Cr Dave Hume

To amend part 3 of the amended officer's recommendation to remove the words shown in red and include the words in green as shown below:

3. Request a report be brought back to council which further investigates the long term location of the Fremantle Visitors Centre ~~and future operational model~~ and other operational matters.

Amendment carried: 10/0

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

AMENDMENT 2

Moved: Cr Jenny Archibald

Seconded: Cr Andrew Sullivan

To further amend part 3 of the amended officer's recommendation to remove the words shown in red and include the words in green as shown below:

3. Request a report be brought back to council **within 6 months** which further investigates the long term ~~location of~~ **business options** for the visitors centre ~~and other operational matters including its location and operations.~~

Amendment carried: 10/0

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

COUNCIL DECISION ITEM FPOL1905-5
(Amended officer's recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council:

- 1. Endorse the continuation of the Fremantle Visitor Centre with its primary focus being welcoming visitors to Fremantle and providing and distributing unbiased and up-to-date information on Fremantle and the surrounding area.**
- 2. Cease the sales function of the Fremantle Visitor Centre as it relates to tours, accommodation bookings and merchandise (identified as park passes), adopting instead a 'referral' model providing advice and supporting visitors to make bookings, either directly with operators or through online platforms. Transitional arrangements and assistance will be provided to the small proportion of tour operators that do not have an online booking platform.**
- 3. Request that a report be brought back to Council *within 6 months* which further investigates the long term *business options* for the visitor centre, *including its location and operations*.**
- 4. Acknowledge key stakeholders that provided feedback in the Fremantle Visitor Centre review and continue engagement with them on the long term location of the Fremantle Visitor Centre.**

Carried: 10/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

FPOL1905-6 APPOINTMENT OF A COUNCILLOR AS ACTING MAYOR

Meeting Date: 8 May 2019
Responsible Officer: Manager Governance
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

Council will need to appoint a councillor to perform the functions of the City of Fremantle Mayor in the absence of the Mayor and Deputy Mayor during the period 1 June 2019 to 9 June 2019.

This report recommends that Council appoint an acting Mayor in the absence of the Mayor and Deputy Mayor.

BACKGROUND

Both Mayor Pettitt and Deputy Mayor Waltham will be unavailable to perform the tasks of the Mayor for a short period of time in June.

The *Local Government Act 1995*, s5.34 and s5.35 provide direction on when, under what circumstances and what procedure is required to appoint a Councillor to act as Mayor in the absence of the Mayor and Deputy Mayor.

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

Local Government Act 1995

5.34. When deputy mayors and deputy presidents can act

If —

- (a) the office of mayor or president is vacant; or
- (b) the mayor or president is not available or is unable or unwilling to perform the functions of the mayor or president, then the deputy mayor may perform the functions of mayor and the deputy president may perform the functions of president, as the case requires.

5.35. Who acts if no mayor, president or deputy

- (1) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president, and the mayor or president or deputy will not be able to perform the functions of the mayor or president for a time known to the council, then the council may appoint a councillor to perform during that time the functions of mayor or president, as the case requires.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president, and a person has not been appointed under subsection (1), the CEO, after consultation with, and obtaining the agreement of, 2 councillors selected by the CEO, may perform the functions of mayor or president, as the case requires.

CONSULTATION

No external consultation was undertaken.

OFFICER COMMENT

It is appropriate for Council to be adequately represented and for the functions of the Mayor to be undertaken during the absence of the Mayor and Deputy Mayor.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM FPOL1905-6 **(Officer's recommendation)**

Council appoint Cr _____ to perform the functions of the Mayor during the period 1 June 2019 to 9 June 2019 inclusive, in the absence of the Mayor and Deputy Mayor in accordance with s5.35(1)(b) of the *Local Government Act 1995*.

COUNCIL DECISION ITEM FPOL1905-6

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council appoint Cr Rachel Pemberton to perform the functions of the Mayor during the period 1 June 2019 to 9 June 2019 inclusive, in the absence of the Mayor and Deputy Mayor in accordance with s5.35(1)(b) of the *Local Government Act 1995*.

Carried: 10/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

**FPOL1905-7 ADOPTION OF COUNCIL AND COMMITTEE MEETING SCHEDULE
FOR THE PERIOD OF JULY 2019 TO JUNE 2020**

Meeting Date: 8 May 2019
Responsible Officer: Manager Governance
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

In accordance with the *Local Government Act 1995*, at least once per year, Council is required to resolve the days and times when Ordinary Council Meetings and Committee meetings will be held in the next 12 months. The Council must then advertise the days and times, and the place at which meetings are to be held for those meetings open to the public.

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

This report recommends that Council adopt the Ordinary Council and Committee Meeting schedule for the period of 1 July 2019 to 30 June 2020.

BACKGROUND

Each year Council is required to consider the timing of Council and Committee Meeting dates for the following 12 months. These dates must be advertised in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

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

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

Should, the Council Meeting or Committee Meeting dates change during the year, additional notices will be provided in local newspapers, on City noticeboards and on the City website, to advise community members of any changes.

Agendas and Minutes for all meetings will be made available online at www.fremantle.wa.gov.au

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

These dates must be advertised in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

CONSULTATION

No consultation was required.

OFFICER COMMENT

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

- Week 1 Planning Committee
- Week 2 Finance, Policy, Operations and Legislation Committee
- Week 3 Strategic Planning and Transport Committee
- Week 4 Ordinary Meeting of Council

The following Committee meetings are currently held on alternate Tuesdays or Wednesdays on a **quarterly** meeting cycle. These meetings start at 5:30pm:

- Week 2 Library Advisory Committee
- Week 2 Audit and Risk Management Committee

The months of December and January of the meeting schedule have fewer meetings listed to accommodate community members enjoying holiday periods and therefore being unable to attend meetings.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM FPOL1905-7
(Officer's recommendation)

Council:

1. Adopt the schedule of Council and Committee meetings, to be held during the period July 2019 to June 2020, as set out below:

July 2019		
Meeting	Date	Time
Planning Committee	3 July	6:00 pm
Finance, Policy, Operations and Legislation Committee	10 July	6:00 pm
Strategic Planning and Transport Committee	17 July	6:00 pm
Ordinary Council Meeting	24 July	6:00 pm
August 2019		
Meeting	Date	Time
Planning Committee	7 August	6:00 pm
Audit and Risk Management Committee	13 August	5:30 pm
Library Advisory committee	14 August	5:30 pm
Finance, Policy, Operations and Legislation Committee	14 August	6:00 pm
Strategic Planning and Transport Committee	21 August	6:00 pm
Ordinary Council Meeting	28 August	6:00 pm
September 2019		
Meeting	Date	Time
Planning Committee	4 September	6:00 pm
Finance, Policy, Operations and Legislation Committee	11 September	6:00 pm
Strategic Planning and Transport Committee	18 September	6:00 pm
Ordinary Council Meeting	25 September	6:00 pm

October 2019		
Meeting	Date	Time
Planning Committee	2 October	6:00 pm
Finance, Policy, Operations and Legislation Committee	9 October	6:00 pm
Strategic Planning and Transport Committee	16 October	6:00 pm
Ordinary Council Meeting	23 October	6:00 pm
November 2019		
Meeting	Date	Time
Planning Committee	6 November	6:00 pm
Audit and Risk Management Committee	12 November	5:30 pm
Library Advisory committee	13 November	5:30 pm
Finance, Policy, Operations and Legislation Committee	13 November	6:00 pm
Strategic Planning and Transport Committee	20 November	6:00 pm
Ordinary Council Meeting	27 November	6:00 pm
December 2019		
Meeting	Date	Time
Planning Committee	4 December	6:00 pm
Ordinary Council Meeting	11 December	6:00 pm
January 2020		
Meeting	Date	Time
Planning Committee	15 January	6:00 pm
Finance, Policy, Operations and Legislation Committee	22 January	6:00 pm
Ordinary Council Meeting	29 January	6:00 pm

February 2020		
Meeting	Date	Time
Planning Committee	5 February	6:00 pm
Audit and Risk Management Committee	11 February	5:30pm
Library Advisory committee	12 February	5:30 pm
Finance, Policy, Operations and Legislation Committee	12 February	6:00 pm
Strategic Planning and Transport Committee	19 February	6:00 pm
Ordinary Council Meeting	26 February	6:00 pm
March 2020		
Meeting	Date	Time
Planning Committee	4 March	6:00 pm
Finance, Policy, Operations and Legislation Committee	11 March	6:00 pm
Strategic Planning and Transport Committee	18 March	6:00 pm
Ordinary Council Meeting	25 March	6:00 pm
April 2020		
Meeting	Date	Time
Planning Committee	8 April	6:00 pm
Finance, Policy, Operations and Legislation Committee	15 April	6:00 pm
Strategic Planning and Transport Committee	22 April	6:00 pm
Ordinary Council Meeting	29 April	6:00 pm

May 2020		
Meeting	Date	Time
Planning Committee	6 May	6:00 pm
Audit and Risk Management Committee	12 May	5:30pm
Library Advisory committee	13 May	5:30 pm
Finance, Policy, Operations and Legislation Committee	13 May	6:00 pm
Strategic Planning and Transport Committee	20 May	6:00 pm
Ordinary Council Meeting	27 May	6:00 pm
June 2020		
Meeting	Date	Time
Planning Committee	3 June	6:00 pm
Finance, Policy, Operations and Legislation Committee	10 June	6:00 pm
Strategic Planning and Transport Committee	17 June	6:00 pm
Ordinary Council Meeting	24 June	6:00 pm

2. Approve advertisement of the adopted schedule of Council and Committee meetings, to be held during the period of July 2019 to June 2020, in accordance with section 5.25(1)(g) of the *Local Government Act 1995*.
3. Approve Audit and Risk Management Committee meetings being closed to the public while the administration is situated in its temporary offices at the administration centre, Fremantle Oval.

COUNCIL DECISION ITEM FPOL1905-7
(Amended officer's recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

Council:

1. **Adopt the schedule of Council and Committee meetings, to be held during the period July 2019 to June 2020, as set out below:**

July 2019		
Meeting	Date	Time
Planning Committee	3 July	6:00 pm
Finance, Policy, Operations and Legislation Committee	10 July	6:00 pm
Strategic Planning and Transport Committee	17 July	6:00 pm
<i>Library Advisory committee</i>	24 July	5:30 pm
Ordinary Council Meeting	24 July	6:00 pm
August 2019		
Meeting	Date	Time
Planning Committee	7 August	6:00 pm
Audit and Risk Management Committee	13 August	5:30 pm
Finance, Policy, Operations and Legislation Committee	14 August	6:00 pm
Strategic Planning and Transport Committee	21 August	6:00 pm
Ordinary Council Meeting	28 August	6:00 pm
September 2019		
Meeting	Date	Time
Planning Committee	4 September	6:00 pm
Finance, Policy, Operations and Legislation Committee	11 September	6:00 pm
Strategic Planning and Transport Committee	18 September	6:00 pm
Ordinary Council Meeting	25 September	6:00 pm

October 2019		
Meeting	Date	Time
Planning Committee	2 October	6:00 pm
Finance, Policy, Operations and Legislation Committee	9 October	6:00 pm
Strategic Planning and Transport Committee	16 October	6:00 pm
<i>Library Advisory committee</i>	23 October	5:30 pm
Ordinary Council Meeting	23 October	6:00 pm
November 2019		
Meeting	Date	Time
Planning Committee	6 November	6:00 pm
Audit and Risk Management Committee	12 November	5:30 pm
Finance, Policy, Operations and Legislation Committee	13 November	6:00 pm
Strategic Planning and Transport Committee	20 November	6:00 pm
Ordinary Council Meeting	27 November	6:00 pm
December 2019		
Meeting	Date	Time
Planning Committee	4 December	6:00 pm
Ordinary Council Meeting	11 December	6:00 pm
January 2020		
Meeting	Date	Time
Planning Committee	15 January	6:00 pm
Finance, Policy, Operations and Legislation Committee	22 January	6:00 pm
<i>Library Advisory committee</i>	29 January	5:30 pm
Ordinary Council Meeting	29 January	6:00 pm

February 2020		
Meeting	Date	Time
Planning Committee	5 February	6:00 pm
Audit and Risk Management Committee	11 February	5:30pm
Finance, Policy, Operations and Legislation Committee	12 February	6:00 pm
Strategic Planning and Transport Committee	19 February	6:00 pm
Ordinary Council Meeting	26 February	6:00 pm
March 2020		
Meeting	Date	Time
Planning Committee	4 March	6:00 pm
Finance, Policy, Operations and Legislation Committee	11 March	6:00 pm
Strategic Planning and Transport Committee	18 March	6:00 pm
Ordinary Council Meeting	25 March	6:00 pm
April 2020		
Meeting	Date	Time
Planning Committee	8 April	6:00 pm
Finance, Policy, Operations and Legislation Committee	15 April	6:00 pm
Strategic Planning and Transport Committee	22 April	6:00 pm
<i>Library Advisory committee</i>	<i>29 April</i>	<i>5:30 pm</i>
Ordinary Council Meeting	29 April	6:00 pm

May 2020		
Meeting	Date	Time
Planning Committee	6 May	6:00 pm
Audit and Risk Management Committee	12 May	5:30pm
Finance, Policy, Operations and Legislation Committee	13 May	6:00 pm
Strategic Planning and Transport Committee	20 May	6:00 pm
Ordinary Council Meeting	27 May	6:00 pm
June 2020		
Meeting	Date	Time
Planning Committee	3 June	6:00 pm
Finance, Policy, Operations and Legislation Committee	10 June	6:00 pm
Strategic Planning and Transport Committee	17 June	6:00 pm
Library Advisory committee	24 June	5:30 pm
Ordinary Council Meeting	24 June	6:00 pm

2. Approve advertisement of the adopted schedule of council and committee meetings, to be held during the period of July 2019 to June 2020, in accordance with section 5.25(1)(g) of the *Local Government Act 1995*.
3. Approve Audit and Risk Management Committee meetings being closed to the public while the administration is situated in its temporary offices at the administration centre, Fremantle Oval.

Carried: 10/0

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

FPOL1905-9 DAVIES STREET POCKET PARK PETITION

Meeting Date: 8 May 2019
Responsible Officer: Manager Parks and Landscapes
Decision Making Authority: Council
Agenda Attachments: Davies Street, Beaconsfield request for Pocket Park petition.

SUMMARY

The purpose of this report is for Council to consider a project for the petition submitted requesting Council consider installing a pocket park at 18 Davies Street, Beaconsfield.

This report recommends that Council:

1. Acknowledge the petition received requesting ‘that the Council include the upgrade of the sump in Davies Street into a pocket park in the current budget cycle.’
2. Support the improvement of the drainage sump located at 18 Davies Street, Beaconsfield to create a local community space.
3. Support the consideration of a budget allocation for the Davies Street Sump Improvements as part of the annual budget deliberation process.

BACKGROUND

At the Ordinary Meeting of Council 24 October 2018 Cr Andrew Sullivan tabled a petition from Davies Street and surrounding residents, requesting Council consider installing a pocket park at 18 Davies Street, Beaconsfield. The site identified in the petition is a drainage sump owned by the City of Fremantle.



Image: Drainage Sump, 18 Davies Street Beaconsfield.

The petition notes the pocket park proposal:

- Will create a meeting place for the street for community interaction and events.
- Is aligned with the City's Greening Fremantle: Strategy 2020.
- Maintains the function of the drainage sump.
- Continues with the work already undertaken to improve the drainage sump verge.

To support the petition, a detailed analysis of the site conditions, function, access and constraints was provided. Please refer to the attached petition for details.

FINANCIAL IMPLICATIONS

A capital budget will be required for drainage sump improvements. An internal estimate of costs for the works is \$12 000, and will be finalised for consideration in the annual budget process.

LEGAL IMPLICATIONS

Nil

CONSULTATION

The petition received by Council requesting the 'Council include the upgrade of the sump in Davies Street into a pocket park in the current budget cycle' had 45 signatories.

If Council support the proposal, officers will work with the petition initiators and local residents to finalise a design that meets the community's requirements while maintaining the function of the drainage sump.

OFFICER COMMENT

The Davies Street site identified in the petition is an operational drainage sump. As such, any project in this location will still need to maintain the primary function of the drainage sump. The following comment analyses the proposal against the Greening Fremantle: Strategy 2020 and current drainage sump conditions to make a recommendation addressing the petition request.

Strategic Context

The City's Greening Fremantle: Strategy 2020 plan does not identify any shortfall of public open space in this area because of its proximity to Bruce Lee Reserve (refer Plan 2 of Greening Fremantle: Strategy 2020, shown below). However it is acknowledged that there are relatively few local parks (as opposed to the larger open space offered by Bruce Lee Reserve) in this area, and that the petition is looking for a more local function and community focal point, than active open space. Improvements to the drainage sump and verge might contribute to the City's One Planet Strategy, Greening Fremantle: Strategy 2020 and Urban Forest Plan improvement objectives. The key question relates to the cost benefit of the proposal against other initiatives. Given the relatively low cost, it is suggested that it be submitted for the budget process so this can be assessed and determined.

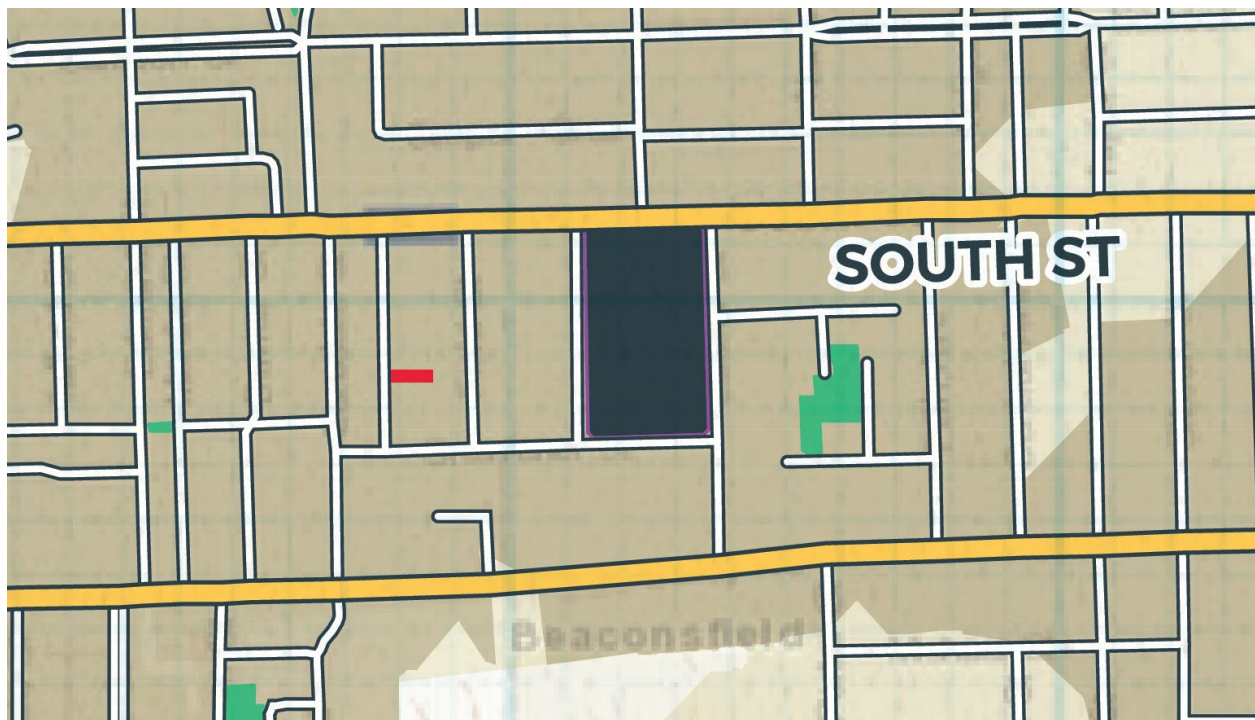


Image: Map 2 from Greening Fremantle: Strategy 2020 with 400m walkable catchments from POS shown in dark brown. The location of the Davies Street drainage sump is shown in red.

Drainage Sump Analysis

To determine the suitability of the proposal, officers have undertaken an analysis of the site and noted the following constraints and opportunities:

- Access requirements for the sump for ongoing and future maintenance.
- The drainage sump information the City has is limited and lacks drainage catchment information including catchment map, volume and model. The proposal therefore avoids reduction of the drainage catchment portion of sump to maintain the current sump function.
- There is existing drainage infrastructure including pit lids with a height currently higher than existing ground level creating an obstruction.
- The existing fence and gate are in poor condition.
- There is extensive existing verge infrastructure including pits, inlets and a power pole restricting usable space.

Drainage Sump Improvement Proposal

Given the constraints of the site and its proximity to Bruce Lee Reserve, officers do not recommend the site is suitable to develop as a pocket park. However, officers believe the drainage sump can be improved to meet the community's requirements while maintaining the function of the drainage sump. The key elements may include:

- Installing a new fence offset approximately 4-5m from the sump boundary (current fence line at the road boundary) to create a new community space.
- Installing a new drainage pit lid at ground level to enable safe access and increase the usable area.
- Undertaking earthworks to level the area and prepare the site.
- Installing a new hard paving area to allow installation of a seat. It is noted the petition suggests a deck however due to the requirements for future access and maintenance, a trafficable surface such as concrete is recommended instead of decking.

- Creating areas for planting, which could be an opportunity for a community planting day.
- It is noted the petition suggests a play area. Due to the small site area and drainage sump access requirements, officers do not recommend a play area in this location.
- Officers will work with the community group to find suitable locations for other items noted such as the street library.

If the project is supported and budget allocated in the budget process, officers will work with the petitioners and community to progress the proposal.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM FPOL1905-9 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Jenny Archibald

Council:

- 1. Acknowledge the petition received requesting ‘that the Council include the upgrade of the sump in Davies Street into a pocket park in the current budget cycle.’**
- 2. Support the improvement of the drainage sump located at 18 Davies Street, Beaconsfield to create a local community space.**
- 3. Support the consideration of a budget allocation for the Davies Street Sump Improvements as part of the annual budget deliberation process.**

Carried: 10/0

**Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

11.3 STRATEGIC PLANNING AND TRANSPORT COMMITTEE 15 MAY 2019

SPT1905-1 DRAFT CITY OF FREMANTLE BIKE PLAN 2019 - 2024 - APPROVAL TO ADVERTISE

Meeting Date:	15 May 2019
Responsible Officer:	Manager Strategic Planning
Decision Making Authority:	Council
Agenda Attachments:	1. Draft City of Fremantle Bike Plan 2019 2. Community Engagement Summary Report 3. October 2018 City Centre Cordon Count Report

SUMMARY

The City's current Local Bicycle Plan (Bike Plan) was adopted in 2014 and expired in 2018. Over this period (and the preceding few years), the City has seen an increase in people riding from 2.9% to 3.1% (commuter trips in 2011 and 2016) and a 13% increase in city centre cycling (from 2012 and 2018 bike cordon count comparison). Given its expiry and the strategic priority placed on cycling as part of the City's Integrated Transport Strategy, a review of the plan was undertaken and a draft new Bike Plan has been developed to guide and inform infrastructure projects and programs for the next 5 years.

The review involved a detailed analysis of infrastructure, current approaches to providing a safe, convenient bike infrastructure network, gap analysis, bike use data and community and stakeholder engagement. It also considered priorities and organisational capacity.

Whilst many of the principles and approaches to bike planning are carried over from the earlier plan, the draft new Bike Plan incorporates the following changes:

- Separation of background information and reports (e.g. benefits of cycling, cordon count results and research) from the action plan component of the document, to increase clarity.
- Amalgamation of the first approach of 'everyone to have access to a bike' with 'soft infrastructure' (promotion and education programs) to clarify that the intent is not to purchase bikes for people but to facilitate, encourage and promote bike share and hire programs. The target to double commuter riding remains.
- Inclusion of a bike route network hierarchy, incorporating (as an overlay) the Department of Transport's long term network route plan (to align with state government grant opportunities and anticipated future infrastructure).
- Updated rider statistics.
- Updated infrastructure project and program schedule (5 years).
- Monitoring and review requirements.

The Bike Plan includes infrastructure projects currently in the pipeline and their status as well as a staged planning and design process for the routes under the City's control (with a rationale as to the timing of each route design).

It is recommended the draft Bike Plan be released for further community input prior to further consideration by Council for final adoption.

BACKGROUND

The Strategic Community Plan 2015-25 identifies transport and connectivity as a strategic focus area, and promotes Fremantle as a pedestrian and cycle friendly city which includes a *“cycling network (which) is safe, enjoyable and well connected, with a completed network of separated bike lanes and a legible cycling environment which is clearly marked and has signed cycle routes”*.

The City’s Integrated Transport Strategy 2015 recommends *“by 2030 Fremantle aims to have a connected, safe and seamless bicycle network. The City will continue to work with various community groups to ensure the network will be viable and attractive for people of all ages to cycle on, following the 8-80 principle, not just catering for the people that already cycle”*.

The City’s current Bike Plan 2014-2018 has provided direction on the City’s priorities and actions to facilitate these objectives, with a stated goal of doubling commuter cycling by 2018.

Given its end date, review of the plan commenced last year with a view to developing a new plan to guide the City’s endeavours in this area over the next 5 years.

OFFICER COMMENT

The Bike Plan review involved:

- A review of achievements and infrastructure implementation.
- Revaluation of the three approaches to providing a safe and well-connected bike network, which are:
 - Everyone to have access to a bike (encourage bike share and bike hire opportunities).
 - Provide ‘hard infrastructure’ (bike lanes, paths, parking, end of trip facilities).
 - Provide ‘soft infrastructure’ (education and promotion programs).
- Gap analysis of cycling infrastructure and further infrastructure opportunities and constraints.
- Identification of existing and new cycle routes, based on their current and future function (primary (state government separated paths), secondary and local routes).
- Analysis of 2016 Census data, 2018 city centre bike cordon counts, 2018 Super Tuesday and Sunday commuter and recreation bike counts.
- Community and Bicycle User Group (BUG) engagement.
- Discussions with other key stakeholders (Department of Transport, Main Roads WA, Public Transport Authority, adjoining local governments).

The review confirmed the range of infrastructure projects and programs which have been undertaken over the past 5 years, including on road bike lanes, new off road paths, bike parking, planning scheme amendment for end of trip facilities, annual Bike Week events, intersection treatments, path maintenance and upgrades, free bike hire and new bike data monitoring points. It also concluded that the City has seen an increase in people riding

from 2.9% to 3.1% (commuter trips in 2011 and 2016) and 13% increase in city centre cycling (from 2012 and 2018 bike cordon count comparison).

Community and stakeholder feedback has been generally positive with the outcomes of community engagement undertaken to date outlined in the Engagement Summary Report provided as an attachment to this report (Attachment 2).

The draft new Bike Plan as attached (Attachment 1) focuses on the following approaches to a safe, well connected, bicycle network:

Provision of Hard Infrastructure – Well connected, safe and secure cycling infrastructure

The City will ensure that its cycling network is safe, enjoyable and well connected with a completed network of separated bike lanes, clearly marked cycle routes and clear signage of a safe and legible cycling environment, including convenient bike parking.

Provision of Soft Infrastructure – Education and promotional programs.

The City will encourage a community of cycling through education, cycling promotion, behaviour change and community support programs.

The new Bike Plan identifies 4 primary routes (future state government separated bike paths), 4 secondary routes (generally on-road bike paths) and 12 local routes (combination of quiet residential streets, traffic calmed for low speeds). The Bike Plan also identifies the 'low speed urban core' of the city centre, in accordance with the Integrated Transport Strategy. In addition to identifying these routes, the Bike Plan proposes potential infrastructure treatments (notional) for a staged urban and civil design process, to inform future grant and budget proposals.

In addition to these routes, the City is currently planning for the following hard infrastructure to improve cycling infrastructure and address gaps in the existing secondary and local routes:

Current financial year

- William Street Bicycle Awareness Zone (BAZ) symbols.
- Parry Street – on road bike lane (green paint awareness zones).
- Marine Terrace North Bound Lane – green paint in bike lane at conflict points.

Future projects:

- Beach Street - Head Start and Bike Ramp.
- Hampton Road Master Plan (staged implementation over long term).
- Intersection improvements – Queen Victoria Street, Parry Street, Adelaide Street.
- South Terrace on road bike lane – improving rider legibility along South Terrace (near Parry Street).
- Queen Victoria Street on road bike lane (near James Street).
- Ord Street – increasing north bound bike lane width and connectivity through High Street intersection. This includes installation of a bike box in the north bound lane at the High St intersection.

The Plan also puts a priority on investigation and concept design of other routes to allow their staged implementation either as funding becomes available or as other works are required, as part of a 'whole streets' approach. The intention is to have a more clearly established (high level) design for the network to better feed into the infrastructure funding and delivery process: this approach should better establish the best approach to each street and scope of works required, to improve access to funding, to reduce inefficiencies, to increase 'readiness' and to improve coordination of planning and design.

The City will continue to work on and encourage 'soft infrastructure' by taking part in Department of Transport's 'Your Move' program and activities (former 'Travel Smart' program).

The Bike Plan also identifies opportunities to broaden the City's involvement by engaging with schools and other traffic generating activities to encourage cycling.

FINANCIAL IMPLICATIONS

A number of Bike Plan projects will require budget allocation. Funding allocation will be considered through the project planning and annual budget process with the Bike Plan providing direction on the priority works to be scoped and considered through this process. State government grants are also available for some works and will be pursued.

LEGAL IMPLICATIONS

Nil.

CONSULTATION

Community engagement occurred in the preparation of the draft Bike Plan, as outlined in Attachment 2. Approval is requested to advertise the draft Plan for public comment in accordance with the City's Community Engagement Policy.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM SPT1905-1 **(Officer's recommendation)**

Council endorse the draft City of Fremantle Bike Plan 2019 as provided in Attachment 1 of this item in the Strategic Planning and Transport Committee Agenda (15 May 2019), for the purposes of public advertising.

ADDITIONAL OFFICER'S COMMENT

In the light of points raised during discussion on this item at the Strategic Planning and Transport Committee meeting, officers have prepared an amended recommendation to include minor additions and points of clarification in the draft Bike Plan. Other comments and suggestions received from Elected Members and the community will be considered and reported to Council following the public advertising.

COUNCIL DECISION ITEM SPT1905-1
(Amended officer's recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

Council endorse the draft City of Fremantle Bike Plan 2019 - 2024 as provided in Attachment 1 of this item in the Strategic Planning and Transport Committee Agenda (15 May 2019), for the purposes of public advertising with the following amendments:

- 1. Include a further point L on the Bike Network Planning and Design table as follows:**

Map Location	Planning and design for the bike network 5 Year Plan	Network	Rational for priority in 5 year plan	Short term improvements and current actions
L	North-South connection – North-Fremantle/Leighton	Primary	Coordinate in with current planning for extension of Perth-Fremantle PSP and planned installation of Stirling Highway signalised pedestrian crossing.	Advocate for improved rail crossing facilities at North Fremantle Station which better connect into the bike and pedestrian network, and preferably include crossings at both northern and southern ends of station platform.

Include a bike icon 'Short term improvements' (within a 5 year timeframe) on the Network improvements and planning 2019-2024 plan at the North Fremantle Rail Station location.

- 2. Include additional text to point K on the Bike Network Planning and Design table as follows:**

Map Location	Planning and design for the bike network 5 Year Plan	Network	Rational for priority in 5 year plan	Short term improvements and current actions
K	North – South network connection -	Primary	Primary Connection into the Hollis	Liaise with the DoT on opportunity

	Coastal Route – South Beach to Northern Gateway		Park separated path, Rockingham Road, Healy Road and Cockburn coast path. Links North Coogee, Hamilton Hill, Spearwood, city centre and East Fremantle, with activity areas of South Beach, The Esplanade, West End, Fremantle train station.	for path priority at rail crossings along the route to improve cyclist safety. Review of shared path guidelines. Investigate intersection and on road bike lane extensions at southern end of Marine Terrace. Continue ongoing coordination and liaison with the DoT and adjoining local governments to integrate the bike network across boundaries, including (but not limited to) connecting Fremantle's coastal and Hampton Road north-south routes into Rockingham Road, Healy Road and connecting into Manning Park
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3. Amend Project Pipeline table text Marine Terrace Description text to “Improve north and south on road bike lanes along Marine Terrace including addressing lane gaps and intersection conflict points.”

Carried: 10/0

Mayor, Brad Pettitt, Cr Ingrid Waltham, Cr Bryn Jones,
Cr Andrew Sullivan, Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

Cr Ingrid Waltham vacated the meeting at 8.08 pm.

ITEMS APPROVED “EN BLOC”

The following items were adopted unopposed and without discussion “En Bloc” as recommended.

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

The following items be adopted en bloc as recommended:

SPT1905-2 – Kings Square Public Realm – Priority Works

SPT1905-3 – Development Exempt from Planning Approval – Transfer to Policy

SPT1905-4 – State Planning Policies 7 (Design of the Built Environments) and 7.3
(R-codes volume 2 – Apartments)

Carried: 9/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

SPT1905-2 KINGS SQUARE PUBLIC REALM - PRIORITY WORKS.

Meeting Date: 15 May 2019
Responsible Officer: Kings Square Project Director
Decision Making Authority: Council
Agenda Attachments: Plan Showing Priority Works

SUMMARY

The purpose of this report is to establish the priority public works in Kings Square over the next two years to enable project planning, design, budgeting and delivery of works to progress in a timely manner. In summary, the proposed priority works are:

- Completion of public realm improvements in Newman Court and High Street (as per original Kings Square Business Case) to coincide with FOMO and Civic Building completions.
- A new Playscape – including a relocated mature fig tree – to coincide with the opening of the new Civic Building.
- A tree planting programme to install as many trees as practical as a forward-works package, ahead of civil works, in accordance with the overarching Concept Plan.
- Interim works, including removal of existing planter beds, installing additional seats and targeted maintenance works.

In addition, investigations will continue around the Window to the Past idea and public artwork options to include recognition and interpretation of Whadjuk Noongar culture in a culturally appropriate manner.

BACKGROUND

At its meeting **28 February 2018** the Council approved the Kings Square Public Realm Concept Design. The Concept proposed various new place-based zones, or public spaces, that could be developed to complete the rejuvenation of the whole precinct.

Now that the FOMO development is approaching its final stages of construction and the City has commenced site works for the new public building, timing is becoming critical to agree on what other elements of the overall public space design should be progressed as priority works.

OFFICER COMMENT

1. Newman Court and High Street

As part of the original Business Case for the Kings Square Project, the Council considered urban enhancement works to Newman Court and part of High Street. Design drawings and specifications for this work have now been fully documented and is currently being tendered for delivery. It is anticipated that procurement will be completed and site works commenced by the end of August 2019, as the site fencing around FOMO comes down.

2. Playscape

In addition to Business Case scope, one of the main elements of the public realm concept plan is the Playscape proposal. This project is advancing well in terms of design development and is on track for tendering later in 2019 so that fabricated elements, fig tree relocation and playscape construction can be completed in the second half of 2020.

3. Tree Planting Programme

The Public Realm Concept Plan proposes a net increase of 23 trees in the precinct. A significant part of the new planting is the proposal to frame the square with semi-mature Jacaranda trees. These trees have been sourced, and are being maintained at a nursery for exclusive use by the City. Rather than wait for each specific area within Kings Square to be constructed (and incorporating new trees) the idea of the Tree Planting Programme is to accelerate the planting of as many of the trees as is practical ahead of major civil works. This will be good for the trees to establish themselves in the ground as well as the obvious benefit of improved amenity in the short-term.

5. Interim Works

Following the removal of Morton Bay Fig Trees, two limestone planter beds remain in King Square that date back to 1980's. Although these items provide informal seating opportunities they also create a barrier to 'opening up' the civic space and allowing it to be used for increased events and activities. It is therefore suggested to remove these planters and install seating to replace them - until the more substantive enhancement works occur in the future. These interim works will also include general tidying up and levelling of paving slabs.

6. Future Improvements to the Public Realm

With regard to the broader stages of work to fully implement the Public Realm Concept Plan, the following areas will be scheduled to occur at later dates in the 10 year capital works programme:

- Civic Space (between Town Hall and St John's Church, including Adelaide Street).
- Landscape works around St John's Church.
- Upgrading of along Queen Street and William Street.

7. Window to the Past

The City has developed a preliminary concept for a Window to the Past whereby the archaeological remains of the previous St John's Church would be revealed and interpreted. This project would also lend itself to interpreting pre-colonialisation of Whadjuk Noongar culture – an idea currently being discussed with Elders. Concept development of this idea will continue in parallel with looking at options for public art in Kings Square.

FINANCIAL IMPLICATIONS

The following table summarises the anticipated financial implications associated with various projects discussed in this report:

Project (Capital Works)	2019/20	2020/21 Civic Building opening in Q2	2021/22 onwards
Stage 1 Works (Newman / High) Already budgeted through Business Case	<i>\$1,000,000 already budgeted</i>	<i>\$1,000,000 already budgeted</i>	-
PlayScape (plus essential landscape works) Foreshadowed in 10 year financial plan for 2019/20 and 2020/21	\$100,000	\$600,000	-
Tree Planting Programme Project requires detailed scoping/pricing. Current estimate in order of \$200-300k.	\$150,000	\$50-150,000 TBC	-
Interim Works Removal of planters, installing temporary seats and targeted maintenance, i.e., levelling paving.	\$65,000		
Future Stages of Public Realm Concept Plan Civic Space, St John's Church, Queen St, William Street. <i>Order of magnitude:</i>	-	-	\$5m

The figures in **bold** above will require funding consideration in 2019/20's budget for these projects to progress over the next 12 months.

In addition, the Window to the Past idea and public artwork options will continue to be investigated, in particular, through consultation with the Whadjuk Noongar community to develop a culturally appropriate project within Kings Square.

LEGAL IMPLICATIONS

There are no legal implications to this report.

CONSULTATION

All community engagement and consultations have been completed as part of the broader project for the suggested priority projects discussed in this report.

In addition, specific Whadjuk Noongar consultation is currently underway with Elders nominated by the Whadjuk Working Group (WWG) through the South West Aboriginal Land and Sea Council (SWALSC). In particular, it is anticipated that the results of this consultation will drive the cultural inputs to the final designs for the public realm, public artwork and/or Window to the Past.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required.

COUNCIL DECISION ITEM SPT1905-2
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

Council:

- 1. Notes that Stage 1 Works (Newman Court and part-High Street) is currently budgeted for and works are anticipated to commence in August 2019.**
- 2. Confirms that the following additional projects are priority works for Kings Square public realm improvements over the next 2 years, subject to budget consideration in 2019/20 and 2020/21:**
 - playscape, replacement fig tree and associated landscape works;**
 - a tree planting programme, as a forward-works package;**
 - interim works, including the removal of existing raised planter beds, installing more public seating and targeted maintenance works such as levelling paving slabs.**
- 3. Notes that further investigations will continue to investigate opportunities to incorporate Whadjuk Noongar culture in the Kings Square public realm project, noting that consultations with Elders (as nominated by Whadjuk Working Group through the South West Aboriginal Land and Sea Council) has commenced.**

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

SPT1905-3 DEVELOPMENT EXEMPT FROM PLANNING APPROVAL - TRANSFER TO POLICY

Meeting Date: 15 May 2019
Responsible Officer: Manager Strategic Planning
Decision Making Authority: Council
Agenda Attachments: Clause 61 of Planning & Development (LPS) Regulations 2015

SUMMARY

On 27 February 2019, Council considered a report on land use mix in the City Centre and concerns about the potential for excessive concentration of some uses in some areas. Council consequently endorsed a number of actions including to transfer the list of development exempt from requiring planning approval from the planning scheme to a local planning policy, and to include in the new policy some restrictions on the exemption of certain uses in the City Centre in areas of concern. This report responds to those two resolutions and proposes:

1. An amendment to Local Planning Scheme No. 4 to delete the list of additional exemptions included in Schedule A and Schedule 5 – Advertisement Exemptions.
2. A new local policy, to come into effect upon gazettal of the above amendment, which includes the existing exemptions, modified to:
 - a. Require a planning approval for Small Bar and Restaurant uses on Market Street and High Street
 - b. Include some additional minor development (notably photovoltaics on non-state heritage listed buildings)
 - c. Include some minor corrections to increase clarify, consistency of approach and terminology.

BACKGROUND

On 27 February 2019, Council considered a report on land use mix in the City Centre (Item SPD1902-5) and resolved that:

Council endorse the following actions being taken to address the issue of maintaining an appropriate land use mix in Fremantle city centre, and request officers to prepare further reports on each action for consideration by the Strategic Planning and Transport Committee:

1. Preparation of a draft Local Planning Policy recognising the multiple complimentary functions of the City Centre, encouraging their maintenance and promoting continued land use diversity within the city centre.
2. Preparation of a basic category amendment to the local planning scheme to transfer the provisions of clause 61, Schedule A (Supplementary provisions to the deemed provisions) of the scheme which identifies types of development and changes of use not requiring development approval into a local planning policy (as provided for in the Deemed Provisions of the Planning and Development (Local Planning Schemes Regulations 2015)).
3. Preparation of a draft Local Planning Policy defining Fremantle-specific exemptions from the requirement to obtain development approval, based on the current scheme provisions referred to in (2) above, but also including further additions or alterations to categories of exempt development. The draft policy may include restrictions on locations within the City Centre zone where provisions exempting certain changes of use from requiring approval shall apply.
4. Review of the current levels of permissibility of land uses in the City Centre zone as contained in Table 1 – Zoning of Local Planning Scheme No. 4, for the purpose of considering whether to initiate a scheme amendment to change some current 'P' (Permitted) uses to discretionary ('D' or 'A') uses.

This report proposes initiation of an Amendment to Local Planning Scheme No. 4 to address recommendation 2, and a draft replacement policy on exempted development, to address recommendation 3.

OFFICER COMMENT

The *Planning and Development (Local Planning Schemes) Regulations 2015* contain Schedule 2 which is 'deemed' into all local planning schemes operational within the state. Schedule 2 includes a clause 61 which outlines development for which development approval is not required i.e. development which can be carried out as of right (refer Attachment 1). Clause 61 (1) (i) and Clause 61 (2) (e) allow Council to exempt additional development (works and / or uses) specified in an approved local planning policy (or local development plan).

The City's Local Planning Scheme No.4 contains a series of provisions supplementary to the deemed provisions within Schedule A to the scheme, including a series of additional exempted development types.

The purpose of the proposed scheme amendment is to delete the Clause 61 additions in Schedule A and transfer its content (with minor refinements) to a new local planning policy. This allows for a more streamlined local planning scheme and, a more nimble and adaptable planning framework, and allows Council to introduce the modification flagged in the February report; namely to remove the exemption which currently applies to entertainment-orientated uses (namely 'small bar' and 'restaurant' uses) on Market Street and the section of High Street west of Kings Square in the city centre. This would allow Council's assessment of further planning applications for these uses in the context of its concern about potentially excessive land use concentrations in these locations.

Requirement for a planning approval for these uses would not preclude them, but would allow Council to consider the maintenance of an appropriate land use mix on these streets in considering discretionary land use applications such as these in the above locations.

Deletion of Schedule 5 – Exempted Advertisements from the Local Planning Scheme and its transfer to policy is also proposed as a complementary change, given that it deals with approval exemptions also and the exemptions are already outlined i.e. duplicated (with one minor exception which can be included) in Local Planning Policy 2.14 'Advertisement Policy'.

Because the Amendment brings the scheme into line with the Deemed Provisions of the Planning Regulations, and has minimal (if any) effect on local landowners, it aligns with the definition of a 'basic' scheme amendment under the Regulations.

To complement the Amendment, a draft new local planning policy on exempted development has been prepared to replace the deleted scheme provisions. This would only come into effect on gazettal of the Amendment. The draft policy is almost entirely consistent with the current scheme provisions, with the following minor refinements:

- Modification to the exempted change of use clause for Restaurants and Small Bars, to exclude properties located along Market Street and High Street as outlined above.
- Replacement of the terms 'side setback area' and 'rear setback area' in various clauses with additional wording to clarify that building additions should be located between a dwelling and 'the side or rear lot boundary of a development site'. This change has been made to remove ambiguity in relation to the definition of a 'side' or 'rear' setback area, for which no definition exists under the R-Codes, and has been replaced with a more literal description.
- Replacement of the outdated term 'acceptable development provisions' with 'deemed-to-comply provisions', in reference to compliance with the R-Codes.
- Inclusion of additional wording clarifying that approval is required for much of the minor development otherwise exempted in heritage areas in cases where the development relates to properties individually listed on the state (and in some cases, local) heritage list.
- Additional clause providing exemption for external fixtures on sites where the R-Codes do not apply (e.g. an industrial/warehouse building) and where a site is not individually heritage listed. This clause has specifically been added to capture solar panels to non-residential buildings (particularly in the Industrial and Commercial zones) which at present require development approval as they are not exempt under the Regulations or LPS4.
- Additional clause providing exemption for demolition of non-residential buildings where not heritage listed or in a heritage area.

- Additional wording to significant trees exemption to include 'or where required to be retained on a site through a condition of development approval'.
- Inclusion of internal and dividing fences in demolition exemptions except where heritage listed.
- Deletion of the exemption for additions to multiple dwellings, due to the introduction of Volume 2 of the R-Codes (Apartment Design Code) which omit 'deemed-to-comply provisions' for a more performance-based assessment approach and thus do not have the ability to be exempted under a planning scheme.
- Inclusion of additional wording to clarify approval requirements for additions and ancillary structures (e.g. outbuildings, patios) for development approved under Special Control Area 5.7 (Freo Alternative), to ensure consistency with LPS4 which requires planning approval for additional structures for the purposes of assessing compliance with the specific open space and deep soil area provisions.
- Re-grouped policy provisions under sub-headings for easier reference, and some minor re-formatting.

Given the minor nature of the changes, advertising of the changes can be waived at Council's discretion.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

CONSULTATION

Consultation on basic scheme amendments is not required under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and in this case is considered unnecessary as the modification is entirely administrative.

Consultation is required in the preparation of local planning policies under the *Planning and Development (Local Planning Schemes) Regulations 2015*. Consultation is required in the amendment of local planning policies (which this essentially is) except where, in the opinion of Council, the amendment is minor.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority

COUNCIL DECISION ITEM SPT 1905-3
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

That Council:

- 1. Pursuant to Section 75 of the Planning and Development Act 2005 resolves to prepare Amendment No. 78 to the City of Fremantle Local Planning Scheme No. 4 to:-**
 - a. Delete Clause 61 from '6.12 Schedule A Supplementary provisions to the deemed provisions'.**
 - b. Delete 'Schedule 5 – Exempted Advertisements', renumber the remaining schedules, and update cross-references to them accordingly.**
- 2. Pursuant to Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves that Amendment No. 78 is a basic amendment for the following reasons:-**
 - a. The amendment aligns the scheme with the model provisions in Schedule 1 of the Planning and Development (Local Planning Schemes) Regulations 2015; and**
 - b. The amendment will have minimal effect on the scheme or landowners in the scheme area as the provisions removed from the scheme will be transferred to a Local Planning Policy.**
- 3. Authorises the Mayor and Chief Executive Officer to execute the relevant Scheme Amendment No. 78 documentation.**
- 4. Authorises referral of Scheme Amendment No. 78 to the Environmental Protection Authority for determination of whether an environmental review is required in accordance with the provisions of the Planning and Development Act 2005.**
- 5. Subject to the Environmental Protection Authority determining that an environmental review is not required, authorise referral of Scheme Amendment No. 78 to the Western Australian Planning Commission with a request that it be submitted to the Minister for Planning, pursuant with regulation 37 of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 6. Subject to gazettal of Amendment 78 to Local Planning Scheme No. 4, approve Local Planning Policy 1.7 below:**

CITY OF FREMANTLE

LOCAL PLANNING POLICY 1.7

DEVELOPMENT EXEMPT FROM APPROVAL UNDER LOCAL PLANNING SCHEME NO. 4

ADOPTION DATE: ??/??/2019

AUTHORITY: LOCAL PLANNING SCHEME NO. 4 & PLANNING AND DEVELOPMENT
(LOCAL PLANNING SCHEMES) REGULATIONS 2015

STATUTORY BACKGROUND

Clause 60 of the *Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015* ('*Deemed Provisions*') requires the prior approval of Council for all development subject to Local Planning Scheme No. 4 (LPS4), except as detailed in Clause 61. Clause 61 lists development which is exempt from approval under the planning scheme and includes the carrying out of works or land use specified in a local planning policy or local development plan.

Clause 3 of the *Deemed Provisions* outlines the parameters for local planning policies and Clause 4 outlines the procedure for making local planning policy.

This local planning policy operates under Clause 3 and supplements Clause 61 to outline additional development which is exempt from the requirement to obtain development (i.e. planning) approval under LPS4. It should be read in conjunction with Clause 61 of the *Deemed Provisions*.

Separate policies relating to specific development types include additional exemptions. (e.g. LPP 2.8: Fences Policy, LPP 2.14: Advertisement Policy).

Notwithstanding the provisions of this policy:

- development approval may still be required for use and/or works carried out on land in certain circumstances, such as sites located within a Bushfire Prone Area or Special Control Area.
- An exempt development cannot contravene any valid conditions of an existing development approval.
- An exemption from the requirement to obtain development approval does not remove the need to seek and obtain any other approval which may be required under any other written law, such as the *Building Act*, *Strata Titles Act*, *Heritage of Western Australia Act* or *Dividing Fences Act*.

PURPOSE

The purpose of this policy is to specify development which does not require planning approval by Council under Local Planning Scheme No. 4 in addition to the exemptions listed under Clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* ('*Deemed Provisions*').

POLICY

The following uses and development are exempt from the requirement to obtain development approval under Local Planning Scheme No. 4:

Public Works and Temporary Development

1. Works by any public authority acting pursuant to the provisions of any Act on, in, over or under a public street, or works for a utility service.
2. Works urgently necessary for public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment.
3. Any development, excluding signs/advertisements, which are temporary and in existence for less than 14 days or such longer time as the Council agrees.

Land Use

4. The use of a single house, grouped dwelling or multiple dwelling as a short stay dwelling, where occupied by 6 or fewer persons.
5. Notwithstanding the provisions of clause 3.3 and clauses 4.7.1 to 4.7.4 inclusive of LPS4, a change in the use of an existing building in the City Centre zone to any of the following uses:
 - (i) Shop;
 - (ii) Office;
 - (iii) Consulting rooms.
 - (iv) Restaurant , excepting properties located on Market Street or High Street west of Kings Square; or
 - (v) Small bar , excepting properties located on Market Street or High Street west of Kings Square.

NOTE: In relation to points iv and v above, development approval is required to be sought for change in use to Restaurant or Small Bar for properties on Market Street or High Street west of Kings Square. The requirement for approval does not automatically preclude the use but makes it subject to a decision of Council.

6. Notwithstanding the provisions of clause 3.3 and clauses 4.7.1 to 4.7.4 inclusive of LPS4, a change of use of a building which currently has development approval for use as a Restaurant or Small Bar to use as a Restaurant or Small Bar where:
 - (i) the building is on land zoned Mixed Use or Local Centre; and
 - (ii) the new use operates in accordance with any conditions of development approval relating to the hours of operation that apply to the currently approved Restaurant or Small Bar use on the subject site.

Additions and Alterations

7. Single storey (ground level) additions and all alterations to a Single House on a lot in a Heritage Area where the works -
 - (i) are located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas); and
 - (ii) are compliant with the applicable deemed-to-comply provisions of the Residential Design Codes and any relevant local planning policy; andexcept where the place is -
 - entered in the State Register of Heritage Places;
 - the subject of a Heritage Order;
 - included on the Heritage List; or
 - located within Special Control Area 5.7 (SCA 5.7).

8. Single storey (ground level) additions and all alterations to Grouped Dwellings where the works-

- (i) are located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas);**
- (ii) are compliant with the applicable deemed-to-comply provisions of the Residential Design Codes and any relevant local planning policy; and**
- (iii) do not propose a boundary wall unless the boundary wall abuts an existing or simultaneously constructed boundary wall of the same or greater dimension; and**

except where the place is -

- entered in the State Register of Heritage Places;**
- the subject of a Heritage Order;**
- included on the Heritage List;**
- located within Special Control Area 5.7 (SCA 5.7).**

9. The carrying out of any building or works to a building on the Heritage List which affects only the interior of a building where:

- (i) The building(s) is used for Residential purposes; and**
- (ii) The works are confined to any of the following:**
 - Kitchen, bathroom or laundry fit out with no structural alterations;**
 - Replacement of light fitting(s);**
 - Painting/wall papering/plastering of internal walls;**
 - Retiling;**
 - Construction of new internal non-masonry, non-load bearing walls;**
 - New floor covering placed over but not replacing existing floor surface materials; or**
 - Electrical and plumbing works; and**

except where the place is -

- entered in the State Register of Heritage Places; or**
- the subject of a Heritage Order.**

10. The modification of major and minor openings to a building where the modification is within the relevant deemed-to-comply provisions of the Residential Design Codes and except where the place is -

- entered in the State Register of Heritage Places;**
- the subject of a Heritage Order; or**
- included on the Heritage List.**

11. Outbuildings in Heritage Areas where compliant with the relevant deemed-to-comply provisions of the Residential Design Codes and except where the place is-

- entered in the State Register of Heritage Places;**
- the subject of a Heritage Order;**
- included on the Heritage List;**
- located within Special Control Area 5.7 (SCA 5.7).**

12. Patio in Heritage Areas where -

- (i) located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas); and
- (ii) compliant with the deemed-to-comply provisions of the Residential Design Codes; and

except where the place is -

- entered in the State Register of Heritage Places;
- the subject of a Heritage Order;
- included on the Heritage List; or
- located within Special Control Area 5.7 (SCA 5.7).

13. Shade structures in Heritage Areas where -

- (i) located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas);
- (ii) located more than 1 metre from any boundary; and
- (iii) no greater than 3 metres in height and 25 sqm in area; and

except where the place is -

- entered in the State Register of Heritage Places;
- the subject of a Heritage Order;
- included on the Heritage List;
- located within Special Control Area 5.7 (SCA 5.7).

14. Private swimming pools and outdoor spas in Heritage Areas where situated between a dwelling and the rear lot boundary of a development site, and no greater than 1.8m in height and except where the place is -

- entered in the State Register of Heritage Places;
- the subject of a Heritage Order; or
- included on the Heritage List.

15. Screening material where attached to an existing fence and projecting no more than 500mm above the top of the fence at any point and is not situated within a primary or secondary street setback area.

Site Works

16. Minor filling or excavation of land, provided there is no more than 500 millimetres change to the natural ground level and except where the place is:

- (i) entered in the State Register of Heritage Places; or
- (ii) the subject of a Heritage Order.

17. Construction of a retaining wall less than 500 millimetres in height, except where the place is:

- (i) entered in the State Register of Heritage Places; or
- (ii) the subject of a Heritage Order.

18. Outdoor hard surfaces where –

- (i) The finished level of the surface is no more than 500mm above natural ground level; and
- (ii) located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas), where the outdoor hard surface is located within a place that is included on the Heritage List under; and

except where the place is -

- entered in the State Register of Heritage Places; or
- the subject of a Heritage Order.

Building Maintenance

19. The painting or application of render on the external surface of any building or structure, except where the building or structure is located in a place that is —

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order; or
- (iii) included on the Heritage List.

20. The maintenance and repair of any building or structure being lawfully used immediately prior to the Scheme having effect except where the place is -

- (i) entered in the State Register of Heritage Places; or
- (ii) the subject of a Heritage Order.

21. Replacing or altering roofing materials on a building where there is no change to the roof form and pitch except where the place is -

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order; or
- (iii) included on the Heritage List.

22. Adding, altering or replacing external cladding materials on a building where there is no change to the building form and except where the place is -

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order;
- (iii) included on the Heritage List; or
- (iv) included in a Heritage Area.

External Fixtures (General)

23. External fixtures installed on a building to which the R-Codes do not apply, except where the place is:

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order;
- (iii) included on the Heritage List; or
- (iv) included in a Heritage Area.

24. External fixtures on a place on the Heritage List where -

- (i) not exceeding 1.8m in height and fixed to a wall of a building which faces the rear or a side boundary (excluding walls facing secondary streets); or
- (ii) fixed to a plane of the roof of a building which faces the rear or a side boundary (excluding roof planes facing secondary streets), or to a flat roof, and projecting no more than 1m above the part of the existing roof to which the fixture is attached and no greater than 2m wide, or projecting no more than 2m

- above the highest part of the existing roof at any point in the case of an aerial or antenna; and
- (iii) in all circumstances the maximum diameter of a satellite antenna or dish permitted without development approval is 1m.

25. External fixtures in a Heritage Area where -

- (i) not exceeding 1.8m in height and fixed to a wall of a building which faces the rear or a side boundary (excluding walls facing secondary streets); or
- (ii) fixed to a plane of the roof of a building which faces the rear or a side boundary (excluding roof planes facing secondary streets), or to a flat roof, and projecting no more than 1m above the part of the existing roof to which the fixture is attached or projecting no more than 2m above the highest part of the existing roof at any point in the case of an aerial or antenna; and
- (iii) In all circumstances the maximum diameter of a satellite antenna or dish permitted without development approval is 1m.

Minor Structures and Other Fixtures

26. Air conditioning units on a place on the Heritage List or in a Heritage Area where –

- (i) not exceeding 1.8m in height and fixed to a wall of a building which faces a side boundary (excluding walls facing secondary streets);
- (ii) fixed to a wall or roof plane of a building which faces the rear boundary at a height not exceeding the highest part of the existing roof at any point; or
- (iii) Excluding places on the heritage list an air conditioning unit on a building with a flat roof, in a position where the top of the air conditioning unit is not more than 1m above the highest part of the existing roof at any point.

27. Water tanks on a place on the Heritage List or in a Heritage Area where –

- (i) fixed to a wall of a building which faces the rear or a side boundary (excluding walls facing secondary streets) at a height not exceeding the eaves height; or
- (ii) free standing and located between a dwelling and the side or rear lot boundary of a development site (excluding secondary street setback areas), and no greater than 2.4m in height if more than 1m from any boundary, or 1.8m in height if less than 1m from any boundary.

28. Minor structures where –

- (i) Within the primary street setback area below 2m in height excluding clothes lines; or
- (ii) Below 3m in other cases; and

Except where the place is -

- entered in the State Register of Heritage Places; or
- the subject of a Heritage Order.

29. Flag poles where –

- (i) free standing and not more than 6m in height, and
- (ii) not used for advertising purposes; and

except where the place is -

- entered in the State Register of Heritage Places; or
- the subject of a Heritage Order.

Demolition and Removal

30. Removal of trees or vegetation areas except where those which are identified on the *Register of Significant Trees or Vegetation Areas*, or where required to be retained on a site through a condition of development approval.

31. The demolition of a building on a lot to which the R-Codes do not apply, except where located in a place that is:

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order;
- (iii) included on the Heritage List; or
- (iv) included in a Heritage Area.

32. Demolition of the following structures on a place in a Heritage Area:

- (i) Outbuildings not of masonry or limestone construction with a floor area of less than 25m sqm.
- (ii) Minor structures
- (iii) Patios
- (iv) Shade Structures
- (v) Carports
- (vi) External Fixtures
- (vii) Air Conditioners
- (viii) Private swimming pools and outdoor spas
- (ix) Flag poles
- (x) Water tanks

33. Demolition of internal and boundary / dividing fences in Heritage Areas except where the place is:

- (i) entered in the State Register of Heritage Places;
- (ii) the subject of a Heritage Order; or
- (iii) included on the Heritage List.

Definitions:

Heritage Area – an area designated as having cultural heritage significance within the Local Planning Scheme area under Schedule 2, clause 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Heritage List – a list identifying places within the Local Planning Scheme area of cultural heritage significance, and worthy of built heritage conservation, under Schedule 2, clause 8 of the *Planning and Development (Local Planning Schemes) Regulations 2015*

Heritage Act – refers to the *Heritage of Western Australia Act 1990*, as amended, or subsequent legislation which supersedes this Act.

State Heritage Register – refers to the Register of Heritage Places prepared under the Heritage Act.

Heritage Order – refers to an Order made under Part 6 of the Heritage Act.

Review information and related documentation

Reviewing officer:	Manager Strategic Planning
Policy adopted:	Date, Item Ref
Policy amended:	n/a
Legislation:	Planning and Development (Local Planning Schemes) Regulations 2015; Planning and Development Act 2005
Delegations:	NA
Related documents:	NA
Next review date:	

- 7. Subject to gazettal of Amendment 78 to Local Planning Scheme No. 4, amend LPP 2.14 'Advertisement Policy' to:**
- a. Delete reference to Schedule 5 of the scheme;**
 - b. Delete reference to clause 8.2 of the scheme;**
 - c. Include 'Any change to the words, pictures, symbols or colours of any approved advertisement where the change does not alter the size or purpose of the approved advertisement' (which is currently included in Clause 61 of Schedule A of the Scheme, to be deleted) to the list of signage development exempt from a requirement for planning approval.**

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

SPT1905-4 STATE PLANNING POLICIES 7 (DESIGN OF THE BUILT ENVIRONMENT) AND 7.3 (R-CODES VOLUME 2 - APARTMENTS)

Meeting Date: 15 May 2019
Responsible Officer: Manager Strategic Planning
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

This report considers the impending gazettal of State Planning Policy 7 – Design of the Built Environment and State Planning Policy 7.3 – Residential Design Codes Volume 2 – Apartments. It outlines a series of steps which should be taken to bring the City’s planning framework into line with the new policies and recommends some immediate updates to policy as an initial step.

BACKGROUND

The Western Australian Planning Commission (WAPC) prepared and released for public comment a draft new State Planning Policy 7 – Design of the Built Environment (SPP7) in 2016. The policy acknowledges the growing importance of good design in the urban context and establishes the framework to define the desired design quality outcomes for new planning proposals via 10 overarching criteria. The release included the overarching SPP7, a subsidiary policy 7.3 Residential Design Codes Volume 2 – Apartments, a Design Review Guide and a Design Skills Discussion Paper. Further policies within the suite dealing with community design (masterplanning and subdivision), precinct planning, medium density development and single house development are planned to be progressively developed and released in future stages.

Council considered a report on the draft documents and endorsed a (generally supportive) submission on these on 25 January 2017 (refer item 1701-7).

Following consideration of submissions received, revised documents were released by the WAPC on 18 February 2019 with a planned gazettal date of 24 May. The purpose of this report is to consider the implications of the new policies.

OFFICER COMMENT

State planning policies operate under the *Planning and Development Act 2005* and are required to be given due regard in the town planning processes. Recognition of the importance of quality design and the introduction of more sophisticated instruments to facilitate this through the development assessment process align with the City’s objectives to “*welcome investment and ... high quality development*”, “*provides more affordable living opportunities*” and “*high quality urban and suburban environments for everyone to enjoy*”.

The 10 principles of good design outlined in SPP 7 align with the City’s understanding of good design (and broadly align with those outlined in the scheme) and derive from those established by CABE during its operational years in the UK. A key benefit of the policy is the introduction of standard terminology and scope.

The design review guide aligns with the operations of the Design Advisory Committee established under Clause 78B of Schedule A of the Scheme. The City was one of the earlier adopters of a local design review process, and has received considerable recognition as being one of the best practice examples in the state. Introduction of this new SPP may provide opportunity for the City to review the function and operation of the City's design review process going forward, however this report aims to address more immediate statutory planning consequences of these new state planning documents.

The introduction the new State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments ('SPP7.3', 'the Apartment Code' or 'the R-Codes Volume 2') in place of Part 6 provisions of the current R-Codes represents the most immediate change, and that which will most directly impact day to day decisions. This is therefore the focus of this report.

Local Planning Scheme No. 4 Provisions

In addition to the 'due regard' requirement of the Act in relation to State Planning Policies, the R-Codes are adopted by reference into many planning schemes, to operate as part of the scheme, giving them direct statutory effect. The City's scheme, being older, simply requires development to confirm with the provisions of the Codes unless otherwise provided for under the scheme (CI 4.2.2).

The scheme also states that:

1. Where no residential density code is specified on the scheme map, an RAC3 code applies (CI 4.2.4)
2. Design within Local and Neighbourhood Centres and in Mixed Use zones may be increased up to R60 where part of a mixed use development and not detrimental to the amenity of the area (CI 4.2.5). Council has adopted a local planning policy (LPP2.21) which outlines how applications under this clause will be assessed.
3. Clause 4.4.5 of the Scheme outlines some multiple dwelling diversity criteria for developments of 10 or more dwellings.
4. Clause 4.5.1 of the scheme specifies that where mixed use development is proposed, the provisions of Part 5 and Part 6 of the R Codes will apply.

A number of the City's local planning policies directly reference the R-Codes and some reference specific clauses within it.

Schedule 8 of the scheme also contains reference to general and specific parts of the superseded Part 6 the R-Codes.

The new Apartment Code will operate as part of the R-Codes (Volume 2, with the single house and grouped dwelling provisions applicable under the current codes continuing to act, as a re-adopted/renamed Volume 1) and so any reference to the R-Codes in scheme or policy will incorporate the Apartment Code by the same reference.

The Apartment Code states that it is to apply to any multiple dwelling development on land coded R40 or greater, in mixed use and activity centre development, with Volume 1 of the codes applicable to multiple dwellings on land with a lower coding, outside of mixed use zones and centres, and to single house and grouped dwelling development.

Variations to the R-Codes applicable under the scheme will continue to operate and will override any conflicting provisions of the new Apartment Design code by virtue of the statutory weight the scheme gives them. The majority of variations relate to height which the Apartment Design code specifically references as variable by scheme, policy or local development plan (LDP).

The dwelling diversity criteria outlined in Clause 4.4.5 of the scheme vary the dwelling mix provisions applicable under 4.8 of the Codes (which promote a range of dwellings types and sizes and promote at least 20% of apartments in developments of more than 10 dwellings to include differing bedroom numbers, distributed through the development). The scheme requirements will again apply in addition to the Apartment Design provisions, and will, in most likelihood, be viewed to demonstrate compliance with the objective in most circumstances.

The reference to Part 6 of the R-Codes in Clause 4.5.1 should be updated, and will be incorporated a future scheme amendment. This is not considered urgent but maintains the currency and functionality of the scheme.

The specific local area planning controls detailed in Schedule 8 have been developed in direct response to their context and Council's objectives for each area and remain a valid variation to the 'default' provisions outlined as 'acceptable development' under the Apartment Code. The changes in the Code may invite occasional challenge of this position however as the Apartment Code clearly acknowledges the role of local planning frameworks in further defining appropriate responses to context, this should not be of concern. Update to specific old R-Code clause references should, however, occur to maintain currency and clarity.

In the longer term, full review of the Schedule provisions should occur to determine whether they remain the preferred approach or whether the more sophisticated approach introduced by the Apartment Code justifies their modification or deletion (to allow reversion to the Apartment Code provisions). Again, these modifications are desirable but not urgent.

Local Planning Policies

The City's local planning policies should, ideally, undergo a thorough review to remove any conflicts or confusion in relation to the new Codes: review of the planning framework to remove inconsistency is recommended in section 1.2 of the new Code. This will, however, need to occur progressively and will be prioritised based on urgency. As an initial step, deletion of all references to Part 6 of the Codes and their replacement with reference to Volume 2 of the Codes is recommended. Other updates recommended include:

1. LPP 1.3 – Public Notification of Planning Proposals: This policy outlines when and how consultation will occur on planning proposals. The absence of any 'deemed to comply' standards (i.e. right of approval) under the Apartment Code reduces clarity as to when consultation would automatically be required, and clarification of these circumstances would be desirable in the policy. However, as most multiple dwellings will fall within the definition of 'Significant' development under the policy (for which a clear consultation process is outlined), this is not urgent.

2. LPP 2.1 – External Storage Areas for Grouped and Multiple Dwellings: This policy outlines how applications for storage areas under the performance criteria of the current R-Codes will be assessed. The references to multiple dwellings in this policy should be deleted as the clause references are no longer applicable, the development standards redundant, and the design guidance provided by the policy aligns with and is effectively superseded by the Apartment Code. This is of low priority but is easy to address so is recommended to occur immediately.
3. LPP 1.9 – Design Advisory Committee and Principles of Design: whilst the design principles outlined in the scheme and reflected in this policy (and LPP 3.19 – Clontarf Road Area) are broadly consistent with those under SPP 7, there are differences, and different terms are used. Update of these to reduce discrepancy is desirable however should be undertaken with concurrent update of the scheme adding complexity. This will require consideration of whether the City accepts inclusion of aesthetics, a highly subjective element, as a design principle. Given the broad alignment of principles, this is not urgent.
4. LPP 2.13 – Sustainable Building Design Requirements: this policy outlines additional sustainability requirements for a range of new developments and was prepared in anticipation of gazettal of Scheme Amendment No.45, which did not eventuate as the Minister for Planning rejected it. Its application to multiple dwellings and mixed use development is superseded by the Apartment Design policy (though the design standards for energy and water efficiency in Apartment Design are conservative) which the Codes state prevail over the policy. The City has other Scheme provisions which mandate sustainable design outcomes in specific scenarios, such as within Schedule 8, for split coded lots and in Special Control Area 5.7 (Freo Alternative) which will continue to apply and prevail over the Codes. To remove the conflict with the Apartment Code and confusion over which requirements apply, deletion of this policy's application to development subject to the R-Codes is recommended. Removal of the reference to Clause 45 in the Statutory Background and replacement with the following words is also recommended:

Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Deemed Provisions for local planning schemes, Part 9, Clause 67 - requires the Local Government to consider a broad range of matters when determining an application.

Schedule 2, Deemed Provisions for local planning schemes, Part 2 - provide the making of a local planning policy. Clause 3 of the Deemed Provisions outlines the parameters for local planning policies and Clause 4 outlines the procedure for making local planning policy.

In the future, the City could review this, or prepare a new local planning policy dealing with sustainable building requirements for multiple dwellings but would need to seek the approval of the WAPC for it.

5. LPP 2.21 – R60 Development Under Clause 4.3.5 of LPS 4: this policy outlines how applications seeking the R60 mixed use density bonus under CI 4.3.5 of the scheme will be assessed. Update to the reference to specific clauses in the Codes is recommended as an interim measure in the short term. Fuller review of the policy to take into account the very different performance based approach of the Apartment Code and to clarify how assessments will be undertaken is also necessary and is considered of moderately high priority: this will be subject to a further report. Council should also note that the default plot ratio applicable to an R60 zone has increased from 0.7 to 0.8 under the Apartment Code.

6. The definition of Deep Planting Zone outlined in several local planning policies (including Freo Alternative and the design policies applicable to the Hilton and White Gum Valley Local Centres) slightly vary the definition outlined in Apartment Design (which prescribes different minimum dimensions dependent on the size of the lot). Again, whilst consistency is desirable as a general principle, the definition contained in local planning policies are more context appropriate and are all relatively recently adopted. Review of these to determine whether they should be updated to more precisely reflect Apartment Design is consequently considered low priority.

The Codes state that properly adopted local planning policies pre-existing the new Codes which conflict with the following elements of the Codes will prevail:

1. Part 2 (covering building height, setbacks, plot ratio, building depth and building separation)
2. 3.6 Public domain interface
3. 3.7 Pedestrian access and entries
4. 3.8 Vehicle access
5. 4.10 Façade design
6. 4.11 Roof design
7. 4.13 Adaptive re-use.

Policies (and local structure plans and development plans) conflicting with remaining elements will, however, be superseded by the new Code to the extent of the inconsistency unless otherwise approved by the WAPC. This assists in transition and in the prioritisation of policy reviews.

Administration

Notwithstanding the above, the greatest impacts R-Codes Volume 2 - Apartments are likely to realise are:

1. More thoughtful and robustly justified and assessed (and, it is hoped, better designed) development
2. A much more complex assessment process. This is because the code is entirely performance based (requiring demonstration of achievement of objectives in all circumstances, with 'Acceptable Outcomes' not necessarily deemed to meet these objectives and so secure 'as of right' approval) and includes a much more extensive list of criteria. This is likely to demand greater staff time and resourcing. The impact of this will be monitored over time.

The change in approach and expectation that the City update its planning framework promptly may also bring pressure to bear, particularly in relation to JDAP proposals.

In conclusion, it is recommended that the Council note the implications of the new policy outlined in this report and commence a process of progressive update to its planning framework in response. Simple changes and updates to the planning scheme are recommended to be prioritised, followed by those areas within which applications are most likely in the short term, and those where the anomalies are most significant.

FINANCIAL IMPLICATIONS

Nil. Staged policy reviews and accommodation of more complex assessment processes is proposed to be accommodated in house.

LEGAL IMPLICATIONS

The City is required to review its planning scheme (and associated planning instruments) periodically, and to pay 'due regard' to state planning policies. The gazettal of State Planning Policy 7.3 as Volume 2 of the R-Codes will incorporate it in the reference to the R-Codes within Local Planning Scheme No. 4 and result in it superseding some conflicting aspects of local planning policy.

CONSULTATION

The amendments recommended by this report to local planning policies to maintain alignment with new State Planning Policy 7.3 are all minor in nature. Consultation is consequently not required.

Consultation on the consequent scheme amendment and more substantial policy reviews proposed to occur in stages will be required under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Local Planning Policy 1.3.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM SPT 1905-4
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

That Council

- 1. Note the implications of gazettal of State Planning Policy 7 outlined in the report to the Strategic Planning and Transport Committee on 15 May 2019 and endorse the following consequential minor modifications to local planning policies:**
 - a. LPP 2.1 – External Storage Areas for Grouped and Multiple Dwellings: Delete reference to Multiple Dwellings (including within the title) on the basis that these requirements are superseded by State Planning Policy 7.3.**
 - b. LPP 2.13 – Sustainable Building Design Requirements: Delete application of policy to development subject to the R-Codes and remove reference to proposed Scheme Amendment No. 45 in the Statutory Background and replace it with the following:
“Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Deemed Provisions for local planning schemes, Part 9, Clause 67 - requires the Local Government to consider a broad range of matters when determining an application.
Schedule 2, Deemed Provisions for local planning schemes, Part 2 – provide for the making of a local planning policy. Clause 3 of the Deemed Provisions outlines the parameters for local planning policies and Clause 4 outlines the procedure for making local planning policy.”**
 - c. LPP 2.21 – R60 Development under Clause 4.3.5 of LPS 4: Replace clause 2 with the following: “Assessment of applications will be undertaken in the first case against the height, setback, open space, privacy and solar access provisions of the site’s base residential density code (i.e. that shown on the scheme map). Applications compliant with the deemed-to-comply development standards applicable to the base code under Part 5 of the R-codes for these elements and all other applicable policy, scheme and R-Code Volume 2 requirements will be deemed acceptable”.**
 - d. Replace all references to Parts 5 and 6 of the R-Codes with Volumes 1 and 2 of the R-Codes in all planning policies.**
- 2. Request preparation of an amendment to Local Planning Scheme No. 4 to:**
 - a. Delete the specific reference to clause 6.2.3 of the R-Codes in Clause 4.3.3.2 of the Scheme by deleting the words ‘clause 6.2.3 of the’ from this Clause.**
 - b. Replace the reference to Parts 5 and 6 of the R-Codes in Clause 4.5.1 with reference to ‘Volumes 1 and 2 of the R-Codes’**
 - c. correct discrepancies and anomalies within Schedule 8 relating to the introduction of Volume 2 – Apartment Design Codes, as follows:**
 - Sub Area 1.3.2 – delete references to Table 4 of the R-Codes for R-AC3 density.**

- **Sub Area 2.3.1 – delete reference to Table 4 of the R-Codes for R-AC3 density, and clause referencing the parking requirements for R-AC3 specifically.**
- **Sub Area 2.3.4 – remove ‘Sub Area 4’ clause 1 reference to Category C height requirements of the R-Codes.**
- **Sub Area 4.3.5 – delete Area 1 ‘Additional Development Standards’ reference to lot boundary setback requirements of the R-Codes for R-AC3 which no longer apply under the A-Codes.**
- **Sub Area 4.3.6 – South Street/Hampton Sub Area**
 - **Clause 5 – re-word clause stating that setbacks can be ‘reduced’ to 1 metre however otherwise must be in accordance with the R-Codes**
 - **Clause 11 – re-word statement that ‘open space can be reduced up to 30%...’.**
 - **Clause 13 – re-word solar access provision that makes reference to Parts 5 & 6 of the R-Codes.**
- **Sub Area 5.3.1 –**
 - **Delete ‘Additional Development Standards’ part (c) reference to Table 4 and Part 6.1.2 of the R-Codes, which no longer exist.**
 - **Re-word ‘Criteria to be met’ part (h) stating that ‘open space can be reduced up to 30%...’.**
- **Sub Area 6.3.1 -**
 - **Delete ‘Additional Development Standards’ part (c) reference to Table 4 and Part 6.1.2 of the R-Codes, which no longer exist.**
 - **Remove reference to ‘Sub Area A’ for clarity.**
- **Sub Area 7.3.1**
 - **Remove reference to Part 6.3.1 of the R-Codes in part (i), relating to bonus density of R160.**

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

Cr Adin Lang declared a proximity interest in item number SPT1905-5. Cr Lang left the meeting at 8.08 pm and was absent during discussion and voting of this item.

Cr Waltham returned to the meeting at 8.09 pm then left the meeting at 8.10 pm prior to consideration of the following item and did not return.

SPT1905-5 DAVIS PARK LOCAL STRUCTURE PLAN - LODGEMENT

Meeting Date:	15 May 2019
Responsible Officer:	Manager Strategic Planning
Decision Making Authority:	Council
Agenda Attachments:	Draft Davis Park Local Structure Plan (Part 1 only)

SUMMARY

The Davis Park precinct has been identified for redevelopment by the primary landowner, the Department of Communities, and a 'Development' zone has been put in place to facilitate this. The City has also been working with the Department of Communities and other stakeholders to develop an overarching masterplan for the Heart of Beaconsfield which links this planned redevelopment with other planned development such as the former TAFE site and Lefroy Road Quarry, and provides a coordinated context for this.

Planning consultants acting for the Department of Communities have prepared a Local Structure Plan to guide the staged redevelopment of the Davis Park area. The structure plan proposes a predominantly residential precinct supported by an expansion to the South Street Local Centre. Retention of the existing Davis Park POS and child care centre is also proposed. The statutory process applicable to Local Structure Plans is specified in *Planning and Development (Local Planning Schemes) Regulations 2015* which require the advertising of these if complete, then Council's consideration of the plan and submissions received and its formulation of a recommendation to the Western Australian Planning Commission.

The purpose of this report is to formally notify Council of the lodgement of the Davis Park Local Structure Plan and community consultation on it. Council is not being requested to form a view on the planning merits of the structure plan at this stage, but merely to note its receipt and advertising in accordance with the requirements of the Planning Regulations and Local Planning Policy 1.3.

BACKGROUND

The Davis Park precinct is an area of aging state-owned housing located in Beaconsfield. It has an overall area of 10.18ha and currently contains 51 lots accommodating 266 dwellings. Existing development is centred around Davis Park with dwellings accessed via a number of cul de sac roads.



Figure 1: Davis Park Precinct Location

The Department of Communities (which includes the state Housing Authority) has been advancing planning for the redevelopment of the precinct for some years and has been working with the City in parallel on the development of a non-statutory masterplan to coordinate this redevelopment with surrounding sites through the Heart of Beaconsfield project.

The Davis Park precinct was rezoned to 'Development' zone under Local Planning Scheme No. 4 (LPS4) via Amendment 72, gazetted in 2018. The Development zone provides for development in accordance with an approved local structure plan.

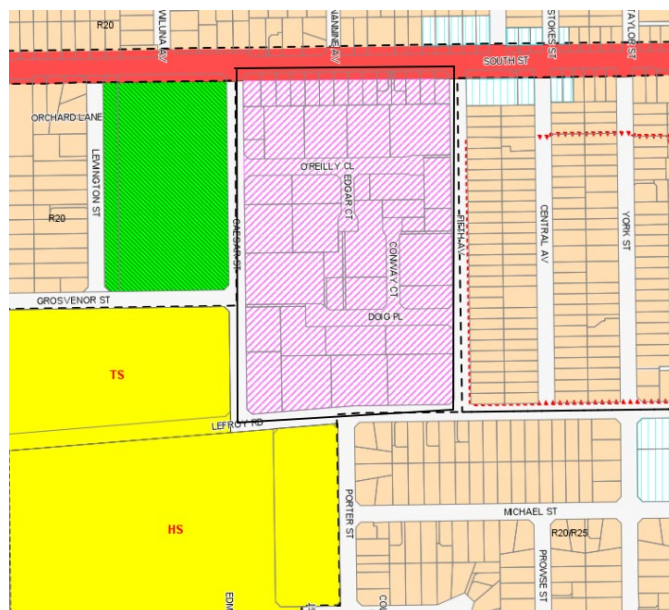


Figure 2: Davis Park Precinct Zoning

A local structure plan for the precinct was lodged by Urbis planning consultants, acting for the Department of Communities, on 18 April 2019. The structure of this accords with WAPC's Structure Plan Framework and comprises of a Part 1 Implementation section (attached), a Part 2 Background / Explanation section, and a series of supporting technical reports as appendices.

The Schedule 2 'Deemed Provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015* stipulate the requirements for the preparation, assessment approval and effect of local structure plans. They require that, on receipt of an application

for a structure plan (or amendment to a structure plan), the local government advertise the structure plan within 28 days where all necessary information is submitted, or within 14 days of receipt of additional information where this is required.

Advertising is to be for a minimum of 14 days and a maximum of 28 days (unless otherwise approved by the WA Planning Commission). Given the scale of this proposal, advertising for 28 days is considered appropriate.

The Davis Park Local Structure Plan ('LSP') documentation has been reviewed and is deemed to be complete (with the exception of residential yield estimates). Assessment of the planning merits of its content will occur parallel with and following advertising, and will be reported to Council at that stage.

The purpose of this report, therefore, is to advise Council of the receipt of the proposal and its contents, and to confirm that at the time of writing the advertising is being arranged. It should be noted that the Regulations do not allow the City to refuse to advertise the proposal or to delay advertising of the proposal based on content (other than incompleteness), or to request modifications prior to advertising; comment on the content of the proposal is, under the Regulations, deferred until post-advertising. The collaborative approach employed in the preparation of the Heart of Beaconsfield Masterplan has already facilitated some early input into the plan and so, it is hoped, should promote a fair degree of alignment. However, as Council has not yet formally considered the draft plans developed for the Heart of Beaconsfield or this structure plan, that remains to be determined.

OFFICER COMMENT

The Davis Park LSP proposes redevelopment of the precinct for primarily residential purposes, with a mixed use commercial node proposed on South Street as an extension of the existing local centre. Retention of the existing Davis Park public open space (POS) and child care centre is indicated, with new road connections extended through the precinct providing greater connectivity and accessibility to these (refer plan extract below).

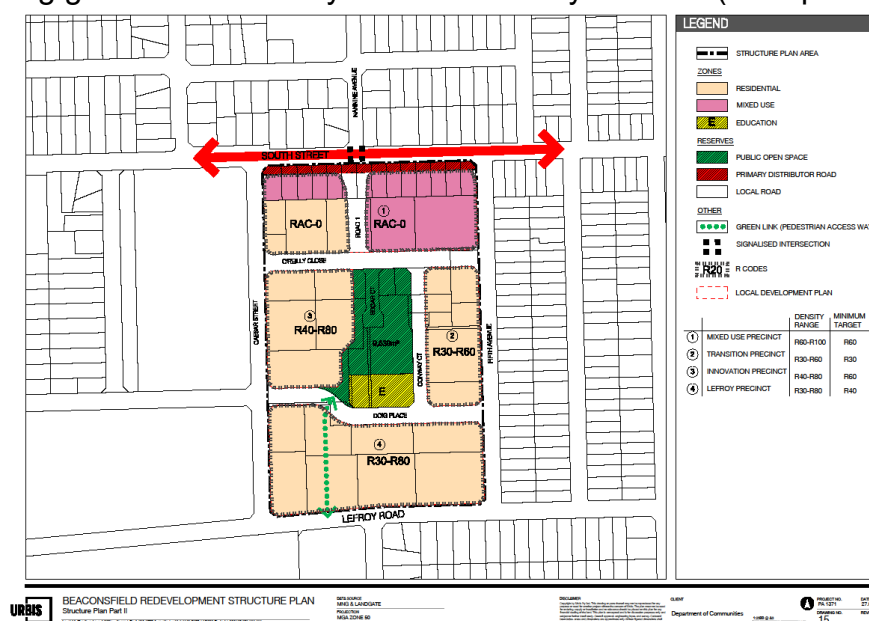


Figure 3: Proposed Davis Park Precinct Structure Plan Map

A range of housing densities are proposed with minimum as well as maximum densities proposed (acknowledging the potential role of the site in contributing to the City's housing targets and consolidation along the priority public transport route). These range from high density RAC-0 on South Street through R80, R60 and R40 and have previously been estimated to provide dwelling yields of up to 755 dwellings (but which are estimated to go as high as 1,200 dwellings in the Retail Sustainability Assessment accompanying the proposal). Minimum densities on the plan are, however, expressed in terms of R-Coding which provides little certainty of net (actual future) yields.

The document indicates that default R-Code and policy built form controls will be supplemented through site specific Local Development Plans for each sub-precinct.

The Mixed Use zone on South Street is indicated to accommodate up to 4,600m² of retail floorspace (adding substantially to the existing local centre adjoining it). The impact of this on existing centres is discussed in a Retail Impact Assessment submitted with the LSP. This will be assessed in accordance with State Planning Policy 4.2 (Activity Centres for Perth and Peel).

A set of traffic lights is proposed on South Street to facilitate access into the precinct and centre, and pedestrian and cyclist through-movement from the catchment to the north, southwards through the site to South Fremantle College high school. The impact of this on the transport network is discussed in a Transport Impact Assessment which will also be subject to further assessment. The views of Main Roads WA (MRWA) on this proposal are not yet known but will be sought as MRWA ultimately controls the installation of traffic lights. South Street also remains a Primary Regional Road in the Metropolitan Region Scheme.

Formal assessment of the proposal has commenced and commentary on its alignment with Council strategies, policies and objectives, as well as community comment will be reported to Council following the close of advertising (most likely in July 2019).

The key principle of redevelopment of the precinct for high quality residential development which provides greater diversity, sustainability and design quality is supported. The details of the proposal have, however, to be formally assessed.

FINANCIAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

The *Planning and Development (Local Planning Schemes) Regulations 2015* specify the process for the advertising, assessment and approval of structure plans.

CONSULTATION

The views of the community on the acceptability of the proposal will be sought during the public advertising period, following which a report will be submitted to Council for a recommendation on the plan to the Western Australian Planning Commission.

Engagement will occur in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and City's Local Planning Policy 1.3, and are planned to include a newsletter and community information session.

The proposal generally aligns with the draft Heart of Beaconsfield Masterplan concepts developed with community input; however as the masterplan has yet to be finalised (pending further investigation of options relating to the oval and additional community engagement), this has no formal status.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM SPT1905-5 **(Officer's recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

1. Council note the receipt of the Davis Park Local Structure Plan, and the requirement for this to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council's *Local Planning Policy 1.3 - Public Notification of Planning Approvals (LPP1.3)*.
2. The applicants be advised that advertising of the structure plan does not imply Council support for the structure plan at this stage. The Council will not form a view on the planning merits of the structure plan until it has had the opportunity to consider any submissions received in response to the advertising of the plan, and taken into account other material planning considerations including relevant State and City of Fremantle policies.

AMENDMENT 1

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

To delete part 2 of the committee recommendation and replace with the following wording:

2. The applicants be advised that:

- a. advertising of the structure plan does not imply council support for the structure plan at this stage. The council will not form a view on the planning merits of the structure plan until it has had the opportunity to consider any submissions received in response to the advertising of the plan, and taken into account other material planning considerations including relevant State and City of Fremantle policies.
- b. notwithstanding (a) above, council notes and has some reservations at this time regarding two particular aspects of the structure plan:
 - (i) the extent of the area proposed to be zoned Mixed Use as shown in Part 1 of the structure plan appears to be influenced by the aim of accommodating up to 4,600 sq m (net lettable area) of retail floorspace,

and in particular a full-line supermarket. This scale of retail activity may not be compatible with the local planning scheme objective for the Mixed Use zone which states that development shall provide for a mix of compatible land uses including (amongst others) retailing of goods and services in small scale premises, including showrooms, where the uses would not be detrimental to the viability of retail activity and other functions in the City Centre, Local Centre and Neighbourhood Centre zones.

- (ii) the structure plan specifies residential density ranges and minimum target densities for each precinct within the structure plan area, but does not specify an overall minimum dwelling yield to be achieved through redevelopment of the structure plan area nor criteria against which the final development density to be adopted at later stages of planning for redevelopment of each precinct will be assessed. Without such measures, it may not be possible to ensure that the staged redevelopment of the whole structure plan area fulfils the area's potential to deliver higher density residential development adjacent to the South Street urban corridor, consistent with the urban consolidation principles contained in the WAPC Central Sub-regional Planning Framework and the City's Strategic Community Plan.

Cr Andrew Sullivan moved a further minor amendment to part 2b(i) to remove the words in red, and include the words in green as shown below:

Moved: Cr Andrew Sullivan

Seconded: Cr Hannah Fitzhardinge

2.b notwithstanding (a) above, council notes and has some reservations at this time regarding two particular aspects of the structure plan:

- (i) the extent of the area proposed to be zoned Mixed Use as shown in Part 1 of the structure plan appears to be influenced by the aim of accommodating up to 4,600 sq m (net lettable area) of retail floorspace, and in particular a full-line supermarket. This scale of retail activity ~~may~~ **will need to be scrutinised to determine whether or not** it would be compatible with the local planning scheme objective for the Mixed Use zone which states that development shall provide for a mix of compatible land uses including (amongst others) retailing of goods and services in small scale premises, including showrooms, where the uses would not be detrimental to the viability of retail activity and other functions in the City Centre, Local Centre and Neighbourhood Centre zones.

Amendments carried: 8/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

COUNCIL DECISION ITEM SPT1905-5
(Amended committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

- 1. Council note the receipt of the Davis Park Local Structure Plan, and the requirement for this to be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council's *Local Planning Policy 1.3 - Public Notification of Planning Approvals (LPP1.3)*.**
- 2. The applicants be advised that:**
 - a. advertising of the structure plan does not imply council support for the structure plan at this stage. The council will not form a view on the planning merits of the structure plan until it has had the opportunity to consider any submissions received in response to the advertising of the plan, and taken into account other material planning considerations including relevant State and City of Fremantle policies.**
 - b. notwithstanding (a) above, council notes and has some reservations at this time regarding two particular aspects of the structure plan:**
 - (i) the extent of the area proposed to be zoned Mixed Use as shown in Part 1 of the structure plan appears to be influenced by the aim of accommodating up to 4,600 sq m (net lettable area) of retail floorspace, and in particular a full-line supermarket. This scale of retail activity *will need to be scrutinised to determine whether or not* it would be compatible with the local planning scheme objective for the Mixed Use zone which states that development shall provide for a mix of compatible land uses including (amongst others) retailing of goods and services in small scale premises, including showrooms, where the uses would not be detrimental to the viability of retail activity and other functions in the City Centre, Local Centre and Neighbourhood Centre zones.**
 - (ii) the structure plan specifies residential density ranges and minimum target densities for each precinct within the structure plan area, but does not specify an overall minimum dwelling yield to be achieved through redevelopment of the structure plan area nor criteria against which the final development density to be adopted at later stages of planning for redevelopment of each precinct will be assessed. Without such measures, it may not be possible to ensure that the staged redevelopment of the whole structure plan area fulfils the area's potential to deliver higher density residential development adjacent to the South Street urban corridor, consistent with the urban consolidation principles contained in the WAPC Central Sub-regional Planning Framework and the City's Strategic Community Plan.**

Carried: 8/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

Cr Adin Lang returned to the meeting at 8.29 pm.

11.4 AUDIT AND RISK MANAGEMENT COMMITTEE 14 MAY 2019

Cr Rachel Pemberton vacated the meeting at 8.29 pm and was absent during discussion and voting of this item.

ARMC1905-1 SUNDRY DEBTOR WRITE OFF - HORIZONS TOURING PTY LTD

Meeting Date: 14 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Statement of Account Debtor 2092001
Statement of Rates PID 17322

SUMMARY

This report recommends that Council write-off the total debt owed by Horizons Touring Pty Ltd of \$38,637.94 after confirmation from the liquidators that there are insufficient funds to return any dividend to any class of creditor.

BACKGROUND

Horizon's Touring Pty Ltd entered in to a Licence Agreement to occupy premises at Queensgate Cinema, Shop 14/10 William Street, Fremantle in October 2015. As a result of failure to pay amounts due under the licence agreement, a Notice of Default was issued on 16 December 2015. The debtor failed to rectify the default and a Notice of Termination was issued and became effective on 5 January 2016.

The matter was referred to the City's debt collection agents and a general procedure claim was filed at the Fremantle Magistrates Court on 19 May 2016, served upon the debtor on 24 May 2016 and eventually default judgement was entered against Horizons Touring Pty Ltd on 20 June 2016. Efforts to secure payment via property sale and seizure were unsuccessful and subsequently, the company entered into external administration.

FINANCIAL IMPLICATIONS

Provision is made for doubtful debts at the end of each financial year. As at 30 June 18 an amount of \$171,105 was held for doubtful debt provision. The current balance held for doubtful debt is \$133,194. The impact on the provision accounts from this write-off is as follows:

Budget Item Name:	900140.1136 – Sundry Debtors Current Doubtful Debt
Budgeted Amount:	171,105
Expenditure to Date:	(115,871)
Proposed Cost:	(33,134)
Balance:	22,100

Budget Item Name:	900140.1269 – Rates Debtors Current Doubtful Debt
Budgeted Amount:	0
Expenditure to Date:	(4,731)
Proposed Cost:	(5,504)
Balance:	(10,235)

LEGAL IMPLICATIONS

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$20,000. Council is therefore required to authorise write off of this debt.

CONSULTATION

Nil

OFFICER COMMENT

The total balance owed by Horizons Touring Pty Ltd is \$38,637.94 which is made up of the following:

Debtor	Details	Amount
Rates	Rates 2014/15 & 2015/16	5,163.11
	Late payment interest	340.96
Total Rates		\$5,504.07
Sundry Debtor	Rent October 2015 – January 2016	17,474.27
	Variable Outgoings 2015/2016	5,754.10
	Reimbursement Repairs	9,905.50
Total Debtor		\$33,133.87

The City was advised in the Liquidator's (Pitcher Partners) report received on 31 October 2018 that there is not expected to be sufficient funds to pay a dividend to any class of creditors. The Liquidator has reported the estimated realisable value of the company (assets less liabilities) is a deficit of \$207,754.

On this basis, City Officers do not anticipate a return to unsecured creditors. It does not appear there is any reasonable likelihood of the City receiving payment for amounts outstanding through the liquidation process therefore it is recommended this debt be written off. In the unlikely event that a dividend payment is made, by writing off this debt it does not preclude the City from receiving any dividend payment in the future.

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM ARMC1905-1 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

Council approve the write-off of the total debt owed by Horizons Touring Pty Ltd of \$38,637.94.

Carried: 8/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

Cr Rachel Pemberton returned to the meeting at 8.31 pm.

ITEMS APPROVED “EN BLOC”

The following items were adopted unopposed and without discussion “En Bloc” as recommended.

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

The following items be adopted en bloc as recommended:

ARMC1905-2 – Sundry Debtor Write Off – Gigatronics Holdings

ARMC1905-3 – Internal Audit Program Update

ARMC1905-4 – Review of Certain Systems and Procedures by the Chief Executive Officer Required by Regulations 17 of the Local Government (Audit) Regulations

ARMC1905-5 – Overdue Debtors Report as at 31 March 2019

ARMC1905-6 – Information Report – May 2019

Carried: 9/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

ARMC1905-2 SUNDRY DEBTOR WRITE OFF - GIGATRONICS HOLDINGS PTY LTD

Meeting Date: 14 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Statement of Account Debtor 2090012
Statement of Rates PID 205

SUMMARY

This report recommends that Council write-off the total debt owed by Gigatronics Holdings Pty Ltd \$82,691.79 after advice from the liquidators that the likelihood of future dividends is subject to the recoverability of the voidable transactions that amount to significantly less than debt owed to the City.

BACKGROUND

Gigatronics Holdings Pty Ltd entered in to a Licence Agreement to occupy premises at 8 Henderson Street, Fremantle. In an effort to reduce the debt the City entered into a payment arrangement of \$2,000 per week from February 2018 with the tenant, however some payments were rejected. The tenant absconded from the premises without notifying the City in December 2018. At this time a significant number of amounts due under the licence agreement were outstanding.

The matter was immediately referred to the City's debt collection agent. The debtor entered administration shortly after and it was therefore considered imprudent to pursue a General Procedure Claim through the court. A Notice of Termination was issued to the debtor that became effective immediately on 11 December 2018. Formal proof of debt was lodged with the liquidators on 24 January 2019.

FINANCIAL IMPLICATIONS

Provision is made for doubtful debts at the end of each financial year. As at 30 June 18 an amount of \$171,105 was held for doubtful debt provision. The current balance held for doubtful debt is \$133,194. The impact on the provision accounts from this write-off is as follows:

Budget Item Name:	900140.1136 – Sundry Debtors Current Doubtful Debt
Budgeted Amount:	171,105
Expenditure to Date:	(37,911)
Proposed Cost:	(77,960)
Balance:	55,234

Budget Item Name:	900140.1269 – Rates Debtors Current Doubtful Debt
Budgeted Amount:	0
Expenditure to Date:	0
Proposed Cost:	(4,731)
Balance:	(4,731)

LEGAL IMPLICATIONS

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- * Absolute majority required.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$20,000. Council is therefore required to authorise write off of this debt.

CONSULTATION

Nil

OFFICER COMMENT

The total balance owed by Gigatronics is \$82,691.79 which is made up of the following:

Debtor	Details	Amount
Rates	Rates	4,299.39
	Late Payment Interest and Instalment Fee	432.01
Total Rates		\$4,731.40
Sundry Debtor	Rent – Pine Shop	73,606.25
	Reimbursement – Electricity, Insurance, Fees	1,676.91
	Reimbursement - Repairs	1,811.85
	Reimbursement – ESL	865.38
Total Debtor		\$77,960.39

The City was advised in the Liquidator's (MacKay Goodwin) report received on 15 January 2019 that at this stage, it is unlikely that sufficient funds will be realised from liquidation of the Company to allow for payment of a distribution to creditors. The Liquidator has reported the estimated realisable value of the company (assets less liabilities) is a deficit of \$333,963.

Advice from the liquidators states the likelihood of future dividends is subject to the recoverability of voidable transactions (Part 5.7B of the Corporations Act requires the Liquidator to investigate whether there are any transactions that appear to be voidable transactions in respect of which money, property or other benefits may be recoverable by a liquidator). Preliminary investigations suggest this amount will be significantly less than debt owed to the City.

On this basis, City Officers do not anticipate a return to unsecured creditors and therefore it is recommended this debt be written off. In the unlikely event that a dividend payment is made, by writing off this debt it does not preclude the City from receiving any dividend payment in the future.

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

There is no risk implications related to this report.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM ARMC1905-2 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council approve the write-off of the total debt owed by Gigatronics Holdings Pty Ltd of \$82,691.79.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-3 INTERNAL AUDIT PROGRAM UPDATE

Meeting Date: 14 May 2019
Responsible Officer: Manager Governance
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

This report recommends that Council receive the attached table of issues, recommendations and actions in response to the report from the City's auditor, Paxon Group Pty Ltd in the area of fraud and corruption prevention.

BACKGROUND

In June 2016 the City appointed the Paxon Group Pty Ltd to undertake the City of Fremantle's (the City) audit services for a period of 3 years covering the 2016/2017, 2017/2018 and 2018/2019 financial years.

The City has instructed Paxon Group to undertake an audit of the current measures at the City to resist, detect and report fraud, corruption and misconduct.

The officer's recommendation outlines the progress in addressing issues, or areas for concern, raised by the City's auditor relating to the area of fraud and corruption prevention.

FINANCIAL IMPLICATIONS

There are no financial implications identified as a result of this report, other than regular payment of invoices to the company undertaking auditing requirements.

LEGAL IMPLICATIONS

Part 7 of the *Local Government Act 1995* addresses the situation of audit in relation to the duties of the local government generally.

Regulation 17 of the *Local Government Act (Audit) Regulations 1996* requires the Chief Executive Officer to review the appropriateness and effectiveness of the local government's systems and procedures in relation to:

- risk management
- internal control and
- legislative compliance.

CONSULTATION

No external consultation was undertaken.

OFFICER COMMENT

The auditor identified that the City does not have a set of specifically titled documents “Fraud and Corruption Prevention Framework’ and a ‘Fraud and Corruption Control Plan”. While the city does not have a specific system or process the City does have appropriate fraud and misconduct controls such as:

- Codes of conduct (Employees and Elected Members),
- Procurement and purchasing policies
- Procurement and purchasing procedures
- Authorised expenditure approval procedures
- Financial policies and procedures

All of which clearly address the way in which the City addresses the risks presented by fraud and corruption.

An update of progress made is detailed in the officer’s recommendation of this report.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM ARMC1905-3
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council receive the table of issues below, recommendations and actions in response to the issues highlighted by the City's auditor, Paxon Group Pty Ltd in the area of fraud and corruption prevention.

Fraud and Corruption Prevention Audit

Issue 1: Absence of Fraud and Corruption Prevention Framework.		
Issue Identified	Recommendation	Officer Comment
<p>The City has no Fraud and Corruption Prevention Framework.</p> <p>There is no Fraud and Corruption Prevention Policy nor Procedures.</p> <p>There is no Fraud Prevention Officer or any staff member with responsibility for driving the implementation of a fraud and corruption prevention and detection framework.</p>	<ul style="list-style-type: none"> Responsibility should be allocated for devising and implementing the City's Fraud and Corruption Prevention, Detection and Reporting Framework. Allocation of this responsibility should be announced internally on the intranet to all staff to help promote staff awareness, to raise the profile of fraud and corruption resistance and to demonstrate the City's commitment to preventing and detecting fraud and corruption. Details of the Fraud and Corruption Prevention, Detection and Reporting Framework, along with the Fraud Prevention Policy and Procedures should all be publicised internally via the intranet. 	<ul style="list-style-type: none"> While the City does not have a single document entitled '<i>Fraud and Corruption Prevention Framework</i>' the City does have a number of documents that address fraud and corruption prevention and resistance which effectively form a "framework". Fraud and corruption prevention and resistance are considered and addressed in many of the City's documents including: <ul style="list-style-type: none"> Code of Conduct Purchasing policies and procedures Finance procedures Governance procedures These procedures, codes and policies are all available via the City's Intranet and record keeping system.
Issue 2: Fraud and corruption resistance do not have a sufficiently high profile within the City.		
Issue Identified	Recommendation	Officer Comment
<p>There is no staff training specifically on fraud and corruption prevention, awareness and reporting.</p>	<ul style="list-style-type: none"> Greater organisational commitment is required to raise the profile of fraud and corruption resistance. Staff awareness of the risks of fraud and corruption should be improved by a greater emphasis on initial and refresher training, periodic updates and reminders etc. Staff should sign to verify that they have read, understood and will abide by the City's Code of Conduct. Staff should be made aware that they have a duty to report fraud and misconduct. The ability to report anonymously and the protection provided by section 13 of the Public Interest Disclosure Act 2003 should be emphasised more prominently. Penalties for involvement in fraudulent activities, breach of Code of Conduct etc should be publicised and enforced. 	<ul style="list-style-type: none"> There is no staff training specifically on fraud and corruption prevention, awareness and reporting however there is training included within other training areas which address fraud and corruption prevention and resistance. <ul style="list-style-type: none"> Code of conduct training. Procurement practises training
Issue 3: Absence of risk assessments.		
Issue Identified	Recommendation	Officer Comment
<p>The City has no effective Risk Management function.</p> <p>There has been no risk assessment of the City's exposure to the threats posed by fraud and corruption.</p> <p>The city has not been proactive in identifying fraud and corruption risks and implementing appropriate controls to deal with those risks.</p>	<ul style="list-style-type: none"> A specific and comprehensive risk assessment of the City's vulnerability to the risks of Fraud and Corruption is conducted. 	<ul style="list-style-type: none"> All of the City's individual projects are risk assessed. The City also presents an Emerging Risk Report to the Audit and Risk Management Committee on quarterly bases.

Issue 4: There is no Fraud and Corruption Control Plan.		
Issue Identified	Recommendation	Officer Comment
There is no Fraud and Corruption Control Plan to deal with the risks presented from fraud and corruption.	<ul style="list-style-type: none"> A Fraud and Corruption Control Plan is compiled to address the risks identified from the detailed risk assessment of the Fraud and Corruption threats. 	<ul style="list-style-type: none"> While the City does not have a single document entitled '<i>Fraud and Corruption Control Plan</i>' the City's Codes of conduct (employees and Elected Member) clearly outline the way in which the City will address the risks presented from fraud and corruption.

Issue 5: Absence of Alignment of the Internal Audit Programme to identified Fraud and Corruption Risks.		
Issue Identified	Recommendation	Officer Comment
There is presently an effective internal audit function in place. However there is no overarching Internal Audit Strategic Plan and Audit Programme aligned to identified and prioritised risks.	<ul style="list-style-type: none"> That the City produces a Strategic Internal Audit Plan. An Internal Audit Programme is devised aligned to the risks identified in the specific Risk Assessment of the threats posed by Fraud and Corruption. The control of credit cards, revenue and receivables, cash and bank deposits, payroll. Internal Audit Programme should also be aligned to other higher priority risks identified in the Risk Register, and The City should consider including in its Internal Audit Programme reviews of functions susceptible to fraudulent activity including control of credit cards, revenue and receivables, cash receipts and bank deposits and payroll. 	<ul style="list-style-type: none"> The Moore Stephens annual audit 2018 included control of credit cards, revenue and Receivables, cash and bank deposits, payroll. Paxon also audited the City on the following areas: <ul style="list-style-type: none"> Purchasing Authorisation Aug 2017 Procurement including the Purchasing Policy March 2018 <p>An audit administration policy (CEO Policy) is currently being developed for consideration by the Executive Leadership Team which will outline the City's internal audit program.</p>

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-4 REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS

Meeting Date: 14 May 2019
Responsible Officer: Manager Governance
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

This report recommends that Council receive the table of findings and the final report (as attached) from the City's auditor, Paxon Group Pty Ltd relating to a review of certain systems and procedures by the Chief Executive Officer required by Regulation 17 of the Local Government (Audit) Regulations 1996.

BACKGROUND

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the Chief Executive Officer, at least once every 3 years, to review risk management, internal control and legislative compliance and to report the results of that review to the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

There are no financial implications identified as a result of this report, other than regular payment of invoices to the company undertaking auditing requirements.

LEGAL IMPLICATIONS

In accordance with the *Local Government (Audit) Regulations 1996 – Reg 17*:

1. The Chief Executive Officer is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:
 - a) Risk management
 - b) Internal control and
 - c) Legislative compliance.
2. The review may relate to any or all of the matters referred to in sub regulation 1(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
3. The Chief Executive Officer is to report to the audit committee the results of that review.

CONSULTATION

No external consultation was undertaken.

OFFICER COMMENT

Following the findings detailed in the auditor's report, City officers have provided comments where necessary in response to the auditors 'action required' comments. These comments are outlined below in the officer's recommendation.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM ARMC1905-4
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council receive the below table of findings and the final report (as attached) from the City's auditor, Paxon Group Pty Ltd relating to a review of certain systems and procedures by the Chief Executive Officer required by Regulation 17 of the Local Government (Audit) Regulations 1996.

Risk Management Findings		
Current systems and procedures	Recommended Action	Officer comment
<ul style="list-style-type: none"> The City's Risk Management Framework adopted by Council on 27 September 2017 consists of the Risk Management Policy and the Risk Management Guidelines. The next steps in implementing the Risk Management (RM) Framework including aligning a risk strategy to the City's strategic and business plans and building a culture of risk awareness have not been implemented. The City's previous Regulation 17 report of 2015 noted that risk analysis was new to the City and required further refinement and training scheduled for 2015. This did not take place. The following actions required in the approved RM Policy and Guidelines are yet to be implemented: <ul style="list-style-type: none"> Executive Leadership Team to ensure their business units comply with the risk management framework. Appointment/ nomination of a Risk Advisor. There is no Risk Management Strategy, Risk Architecture nor Reporting as per the RM Framework. There is no Risk Register nor mitigating treatment action plans in accordance with pages 14,15,16 of the RM Guidelines. Risk appetite has not been defined. Paxon Group's audit of project management in 2018 noted risk assessments are being conducted in major projects. DLGSC reported the City of Fremantle as being High Risk on its Risk Register of Local Governments in 2016 following the City's poor Financial Health Index (FHI) in 2015/16. For FY 2016/17, the City demonstrated a significant improvement and met six of its seven key ratios (failed to meet Asset Renewal Ratio) and had an FHI Total Score of 87. The Disaster Recovery Plan /Local Emergency Management Arrangements (LEMA) were last updated on 5 December 2018. The most recent tests of the LEMA have been in January 2018 and February 2019. The Business Continuity Plan was recently updated on 13 August 2018. 	<ul style="list-style-type: none"> Further work is required by the City to establish an effective Risk Management function. Continuation of the practical implementation of the Risk Management Framework, and once identified, consideration of high profile risks for inclusion in the Internal Audit Programme. 	<ul style="list-style-type: none"> City's individual projects are risk assessed. An Emerging Risk report is presented to the audit committee quarterly. An audit administration policy (CEO Policy) is currently being developed for consideration by the Executive Leadership Team which will outline the City's schedule of internal audit program.

Internal Control Findings		
Current systems and procedures	Recommended Action	Officer comment
<ul style="list-style-type: none"> The City's control environment consists of the following key control features: <ul style="list-style-type: none"> Delegation of authority. Documented policies and procedures. Trained and qualified employees. System controls, via sophisticated electronic systems, and Regular liaison with auditors and legal advisors. The City's control framework has been regularly reviewed through a programme of external and internal audit reviews. The City's annual accounts and reports have been issued with clear audit certificates by its external auditor Moore Stephens with no significant management letter issues raised. Since 2015-16, Internal Audit coverage has reviewed the following areas: <ul style="list-style-type: none"> Procurement Contract, project and asset Management Delegation of Authority Purchasing, and Control issues and weaknesses arising from the above audits included: <ul style="list-style-type: none"> Lack of up to date documented procedures. Purchase Orders raised after expenditure occurred. Invoices not approved by authorised personnel. Incomplete asset registers and Incomplete inspections of some asset classes. Paxon notes that all issues raised in the Delegation of Authority audit have now been actioned. The City is currently producing a Strategic Internal Audit Plan. The contracted out Internal Audit function undertakes specific internal audits on areas requested by the City, and The Internal Audit function is not linked to any Risk Management Programme nor any system of prioritised risks identified in a Risk Register. 	<ul style="list-style-type: none"> Linking of the Internal Audit programme to internal control risks prioritised in the Risk Register. A Strategic Internal Audit Plan to be completed and the City should consider internal audits being repeated in areas identified as not satisfactory or needing improvement in earlier audit reports. 	<ul style="list-style-type: none"> An audit administration policy (CEO Policy) is currently being developed for consideration by the Executive Leadership Team which will outline the City's schedule of internal audit program.

Legislative Compliance Findings		
Current systems and procedures	Recommended Action	Officer comment
<ul style="list-style-type: none"> The annual Compliance Audit Return (CAR) is produced by an external consultant, Peyton Consulting. Between 2014 and 2017, the City's CARs have recorded compliance rates of 97.5%, 95.4%, 96.5% and 97.7% exceeding the City's target of at least 95% compliance. The most recent CAR for 2017 identified a non-compliance of four primary returns not being submitted within three months and three Annual Returns submitted late. All late returns have been reported to CCC and DLGSC. The outstanding returns have now been submitted. The 2016 CAR identified a breach of s5.37 of the Local Government Act 1995 in that the CEO did not inform council of two proposals to appoint senior employees. An internal policy has now been adopted by Council on 27 September 2017 to ensure compliance with the Act. No further examples of legislative or regulatory non-compliance have been identified by either internal or external audit. The City has met the financial reporting requirements of the Local Government (Financial Management) Regulations 1996. The City has reported on its seven key financial ratios in accordance with the revised Regulation 50 of the above Regulations; and The City has appointed a Senior Health and Safety Officer to ensure compliance with OHS legislation. The City has an OHS Management Plan, Policies and Procedures to ensure compliance with legislation. 	<ul style="list-style-type: none"> Generally, the City is compliant with applicable legislation and regulations; and No remedial action required in this area. 	<ul style="list-style-type: none"> Note these are the results of previous year CAR's as the 2018 CAR had not been completed at the time of the audit. The 2018 CAR showed an achievement of 99% compliance. Issues of non-compliance have been addressed and completed.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-5 OVERDUE DEBTORS REPORT AS AT 31 MARCH 2019

Meeting Date: 14 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Summary of Overdue Debts above Threshold
(Confidential attachment under separate cover)

SUMMARY

This Debtors report with a confidential attachment is provided to the Audit and Risk Management Committee together with details of overdue debts that exceed a threshold value of \$10,000.

This report recommends that Council:

1. Receive the overdue debtors report and note the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 March 2019.
2. Note the debtor day ratio of 53.15 as the current measure of the City's effectiveness in the collection of amounts owed.

BACKGROUND

The report provides details to the Audit and Risk Management Committee on overdue debtors. The following information is provided on a quarterly basis:

- The amount of total debtors outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- The value of debt that is in excess of ninety (90) days overdue and the combined value of those debt(s) exceed \$10,000.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.
- A confidential report containing the individual debtor information in relation to the outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments, background and a comparison to the previous quarters report.
- Debtor day ratio - the average number of days required for the City to receive payment from its customers for invoices issued to them.

FINANCIAL IMPLICATIONS

It is a requirement that annual financial statements include a provision for any potential doubtful debts owed to the Local Government to be recognised as a cost to the budget in the year in which the provision is made.

As at year ending 30 June 2018 an amount of \$171,105 was held for bad debt provision.
As at the 31 March 2019 the current balance held for bad debt provision is \$170,479.

During this financial year the following reportable write-offs and waivers have been processed against this account:

Total Write-offs	\$626
Total Waivers	\$NIL

LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the Local Government Act 1995 provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the Local Government Act 1995 the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringements) considered unrecoverable up to \$20,000 per account where in the opinion of the Chief Executive Officer all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringements) considered unrecoverable up to \$10,000 per account where in the opinion of the Director or Manager all other reasonable avenues of recovery have been exhausted.

All records of the uses of this delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.

Any amount in excess of \$20,000 is to be written off by Council resolution. A council resolution authorising the write off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

CONSULTATION

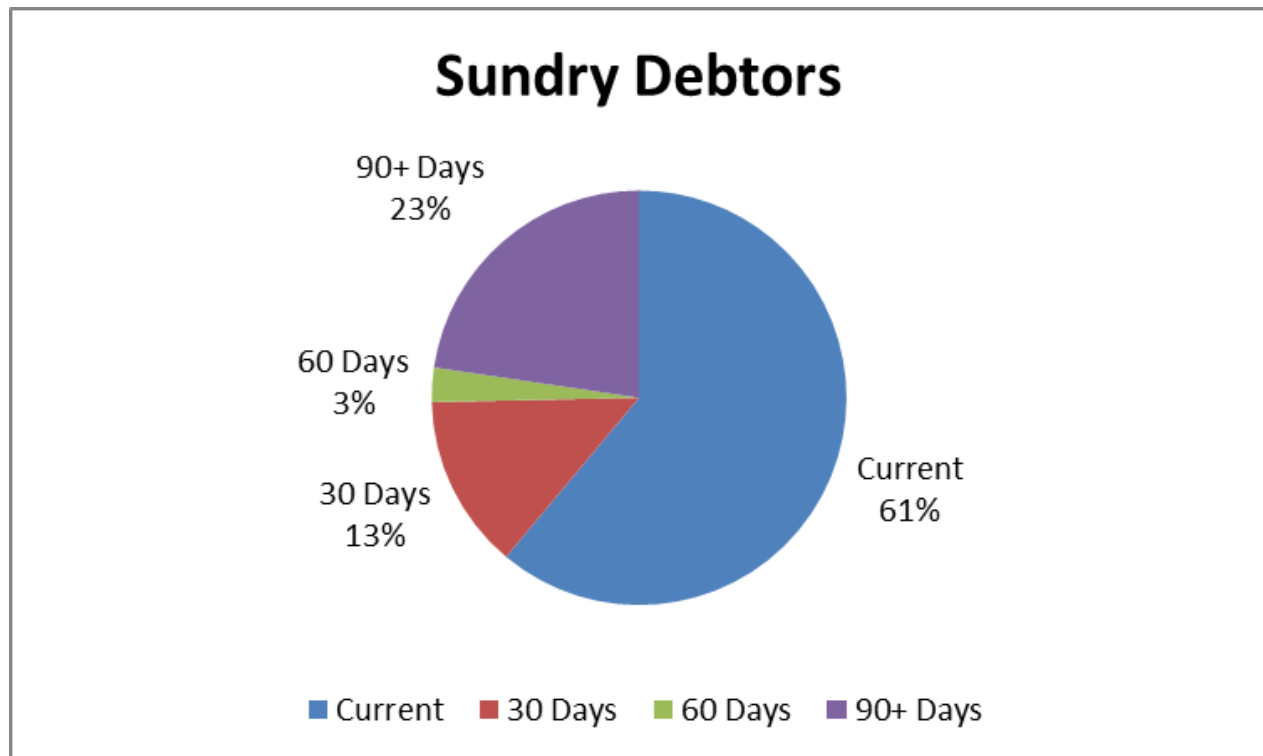
Nil

OFFICER COMMENT

The total of debtors outstanding as at 31 March 2019 is \$1,021,480. A breakdown of aged debt for the current period compared to prior year for the same period is tabled below.

Period Ending March	Current	30 Days	60 Days	90+ Days	Total
January 19 – March 19	61%	13%	3%	23%	100%
	623,948	138,774	27,285	231,473	1,021,480
January 18 – March 18	364,917	136,220	20,680	248,646	770,463

Of the total debt balance, the amount outstanding for 90+ days is \$231,473 or 23%. Below is a graph of the aged debt balances as at 31 March 2019.



Compared to the report of overdue debtors as at 31 December 2018, presented to Audit and Risk Management Committee at the 12 February 2019 meeting, the total value of outstanding debtors has increased by \$23k.

Outstanding debt over 90 days has increased from \$166k at the end of the previous quarter to \$231k. The number of overdue debtors above reporting threshold totals 6 with a total value of \$208,990.

Since the last report, no exercise of delegated authority to waive or write off debts valued at \$1,000 or above per debtor by officers has occurred. Currently \$128,219 has been identified for potential write-off.

Summary of Sundry Debtor's Debts Written-off

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
	TOTAL	NIL		

Summary of Sundry Debtor's Debts Waived

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
	TOTAL	NIL		

In accordance with delegated authority, any debts over \$20,000 will be submitted to Audit and Risk Management Committee for approval and all recorded use of delegated authority by Chief Executive Officer, Directors and Managers will be reported to Audit and Risk Management Committee.

The confidential attachment contains debtor information in relation to the \$208,990 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background. Three debtors with a combined value of \$128,219 have either been submitted for approval under CEO Delegation 2.3 or included for Audit Risk Management Committee to recommend debtor write off to Council at its May 2019 meeting.

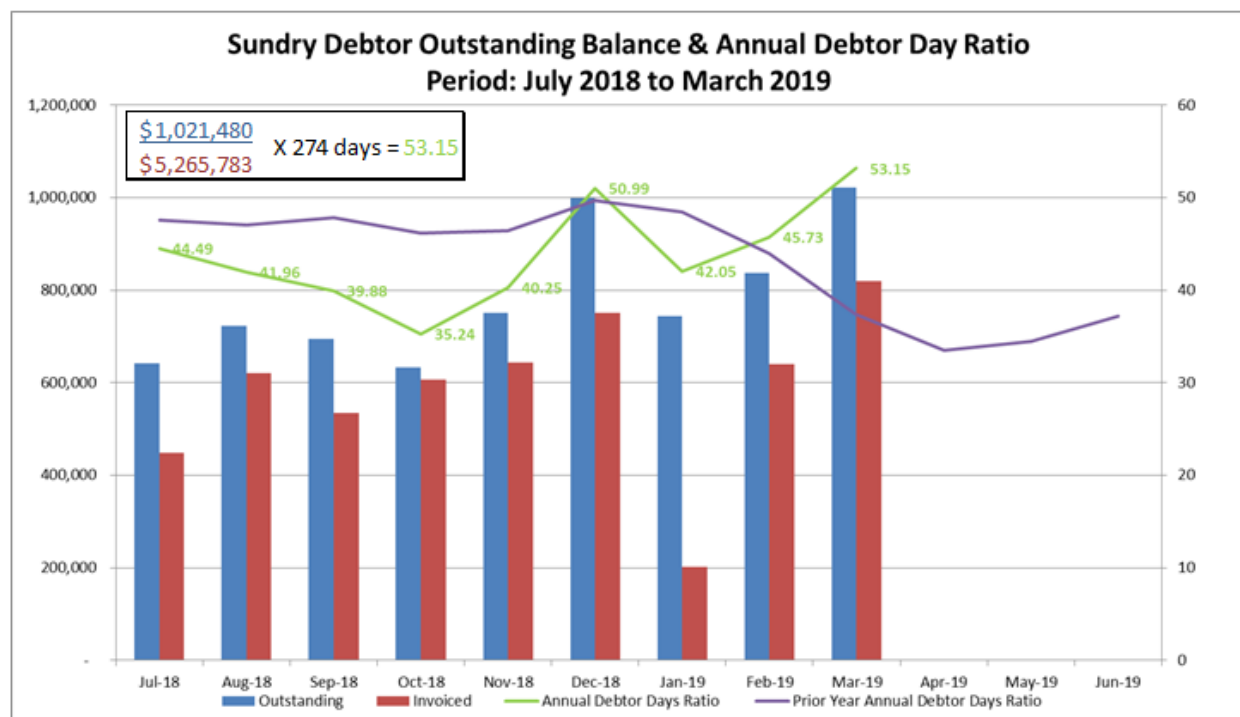
Debtors Outstanding

The debtor day ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

The calculation of the ratio considers the total amount outstanding at the end of the period over the total amount invoiced to that period for the financial year by the total number of days from 1 July to the end of the period. See calculation in graph below.

Prior financial year information is presented together with the current financial year as a comparative to demonstrate the City's ability to collect funds owed to the City when due.

At 1 July 2018, \$749,886 of invoices raised in 2017/18 was outstanding resulting in outstanding debt exceeding the amount invoiced during July 2018. Identified write-offs amount to \$128,219 and have resulted primarily from the declaration of bankruptcy of a number of the City's commercially leased properties.



At reporting date, the debtor day ratio was 53.15, a slight increase from the prior reporting period. This is due to an invoice having been raised to the Department of Local Government Sport and Cultural Industries for the second instalment of grant funding towards the Revealed 2019 project. Of outstanding debt, 61% related to current invoices that were not yet due. It is anticipated that the ratio will reduce in the next period.

In accordance with delegated authority, any debts over \$20,000 will be submitted to Audit and Risk Management Committee for approval and all recorded use of delegated authority by Chief Executive Officer, Directors and Managers will be reported to Audit and Risk Management Committee.

The confidential attachment contains debtor information in relation to the \$208,990 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM ARMC1905-5 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council:

- 1. Receive the overdue debtors report and note the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 March 2019.**
- 2. Note the debtor day ratio of 53.15 as the current measure of the City's effectiveness in the collection of amounts owed.**

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-6 INFORMATION REPORT - MAY 2019

PURCHASING POLICY EXEMPTIONS FEBRUARY AND MARCH 2019

Responsible Officer: Manager Finance
Agenda Attachments: Purchasing Policy Exemption details February and March 2019 (*Confidential attachment under separate cover*)

At the Ordinary Council Meeting of 27 September 2017, Council adopted a new purchasing policy. The policy contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and policy exemptions. Under this policy all exemptions used by the City are to be reported to the Audit and Risk Management committee.

February 2019

The total value of exemptions from the City of Fremantle Purchasing Policy is \$71,970.00 for the month of February 2019.

The value of exemptions by category is:

Exemption Category	Value
Artists Exemptions	\$71,970.00
Total	\$71,970.00

The process for requesting Artist exemptions was amended to require exemptions before contracts or Purchase orders are awarded. This has resulted in the artists required for the Fremantle International Street Arts Festival (FISAF) 2019, being agreed in February 2019, at a cost of \$64,370.00. The costs for FISAF 2019 were budgeted and approved at the 27 June 2018 Council meeting.

Details regarding individual exemptions can be found in the confidential attachment.

March 2019

The total value of exemptions used under the City of Fremantle Purchasing Policy is \$23,442.75 for the month of March 2019.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultant / Legal Advice	\$5,832.75
Artists Exemptions	\$17,610.00
Total	\$23,442.75

The process for requesting Artist exemptions was amended to require exemptions before contracts or Purchase orders are awarded. This has resulted in sponsorship required for the Fremantle International Street Arts Festival (FISAF) 2019, being agreed and paid in March 2019, at a cost of \$17,610.00. The costs for FISAF 2019 were budgeted and approved at the 27 June 2018 Council meeting.

Details regarding individual exemptions can be found in the confidential attachment.

COUNCIL DECISION ITEM ARMC1905-6
(Committee recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council acknowledge the Purchasing Policy exemptions February and March 2019 information report for May 2019.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

11.5 LIBRARY ADVISORY COMMITTEE 8 MAY 2019

ITEMS APPROVED “EN BLOC”

The following items were adopted unopposed and without discussion “En Bloc” as recommended.

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

The following items be adopted en bloc as recommended:

LAC1905-1 – Toy Library Quarterly Report

LAC1905-2 – Lifelong Learning Quarterley Report – January to March 2019

Carried: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

LAC1905-1 TOY LIBRARY QUARTERLY REPORT OCTOBER - DECEMBER 2018

Meeting Date: 8 May 2019
Responsible Officer: Manager Community Development
Decision Making Authority: Council
Agenda Attachments: Nil.

SUMMARY

To provide information to the Committee on the operation and performance of the Fremantle Toy Library during the quarter January to March 2019.

This report recommends that the Committee receive the information.

BACKGROUND

The City of Fremantle operates the Fremantle Toy Library providing early years based toys and educational materials to the residents of the cities of Fremantle and WA.

FINANCIAL IMPLICATIONS

The Fremantle Toy Library and its services are jointly funded by:
City of Fremantle
Town of East Fremantle
Department of Social Services

LEGAL IMPLICATIONS

Gazetted 02.03.1956 Folio 633 (amended 15.07.1959 F1869; 28.11.1968 F3464; 29.11.1985 F4485) Reviewed/Amended 2001 & 2007

Pursuant to its powers under the Local Government Act 1995 the City of Fremantle resolved on the 19th March 2001 to make the Local Law.

Library Advisory Committee shall comprise:

- (i) The Mayor of the City of Fremantle and one Councillor of each Ward of the City of Fremantle.
- (ii) One Council member of the Town of East Fremantle as appointed by the Council of the Town of East Fremantle.

A maximum of four (4) members of the library not being a Councillor of the City of Fremantle at the time of appointment or a representative of the Town of East Fremantle.

CONSULTATION

Nil

OFFICER COMMENT

Statistics- January to March 2019

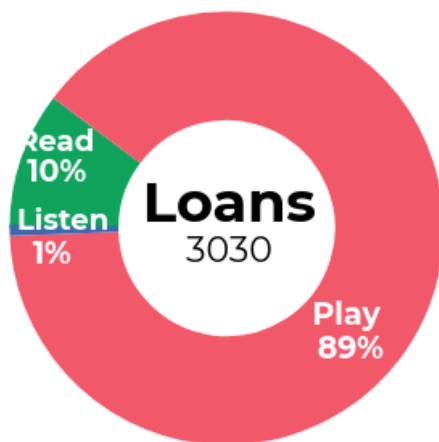


Fremantle Toy Library

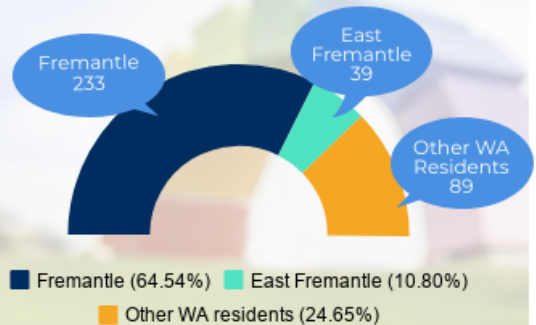
January - March 2019

Big fun for small people

Toy Library members 361
Toy Library visits 1,454
New members 20



Membership by area



Average weekly attendance

0 - 2 years
28

2 - 3 years
17

3 - 5 years
13

5+ years
6



Collection size 1960 items
Items on loan 47%

Fremantle Toy Library continues to strengthen community capacity through the provision of quality resources to support parents as their child's first teacher. During this reporting period there has been another overall increase in the total membership number, including a substantial increase in members from the City of Fremantle. There has also been an increase in the percentage of items on loan, rising from 40% to 47% during the quarter.

To strengthen community capacity and support community groups, Fremantle Toy Library has partnered with the South Fremantle Bub Hub (formerly the South Fremantle Playgroup), to join as institutional members. The Bub Hub has a collaborative relationship with the Toy Library, allowing for the use of toys through the institutional bulk toy loan service to be used during their play sessions. This has been very successful so far, with the relationship going from strength to strength.

Fremantle Toy Library has also partnered with Wize Therapy and Meerilinga to develop and deliver 'Buster Play with a Purpose'. Free for all families who are members of the Toy Library, the program will teach them how to use every-day play opportunities to develop their child's confidence, resilience, problem-solving, social play skills, social communication skills and emotional intelligence. The program consists of two parts – a parent familiarisation workshop, and two three-week group programs to practice the play strategies learned in the workshop in an interactive and hands-on environment. The workshop and program will run during the second quarter of 2019.

Toy Library customers were also surveyed as part of the 'Voice of the Customer' satisfaction survey. The Toy Library rated 100% for both service and facility. In addition, 64% of people requested to be able to rate Louise Dixon, the Toy Library Officer, as 6 out of 5. The surveyor said that this was an unprecedented vote of confidence for an individual officer and that he had never received such a high rating for anyone in 20 years of conducting these surveys. It is worth noting that Louise was recognized by the City for this achievement as she was nominated for and received a 'supernova' award in the most recent round of the City's rewards and recognition program.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM LAC1905-1 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

Council receives this Toy Library report January to March 2019.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

**LAC1905-2 LIFELONG LEARNING QUARTERLY REPORT JANUARY - MARCH
2019**

Meeting Date: 8 May 2019
Responsible Officer: Manager Community Development
Decision Making Authority: Council
Agenda Attachments: Nil.

SUMMARY

To provide information to the Committee on the operation and performance of the Fremantle Library during the first quarter of 2019.

This report recommends that Council receives the Lifelong Learning Quarterly Report January to March 2019.

BACKGROUND

The City of Fremantle operates the Fremantle Library providing lifelong learning services to the residents of the city of Fremantle and the Town of East Fremantle.

FINANCIAL IMPLICATIONS

The Fremantle Library and its services are jointly funded by:
City of Fremantle
Town of East Fremantle
State Library of WA

LEGAL IMPLICATIONS

Nil

CONSULTATION

Nil

OFFICER COMMENT

The January to March 2019 quarter has been busy with changes and achievements.

We received useful and affirming feedback from the 'Voice of the Customer' survey and continued to see increases in use, attendance and engagement with library services and programs.

Statistics

Fremantle Library Oct-Dec 2018

One year at Fremantle Oval

Library members

22 753

New members

339

Visits to the library

48 812



East Fremantle
Parking Permits
issued 6
Total 140



Most visited day
Wednesday 3
October 951
people



In-person
33 498

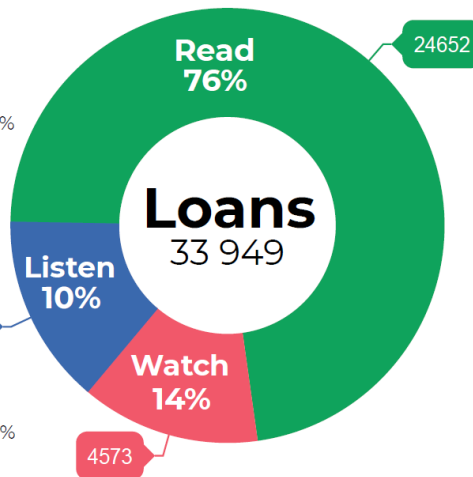


Virtual
15 314

Adult Books 35%
Children's Books 23%
Magazines 2%
eMagazines 1%
eBooks 12%

Music CDs 2%
Audiobooks 3%
eAudio 7%
Music MP3s 2%

DVDs 12%
Streaming movies 2%



Collection size 22 114 items
2149 new items added

In the community: loans, returns and renewals

Fremantle
Library
29 224

Toy Library
6956

Meeting
Place
168

Samson
Recreation
Centre
11

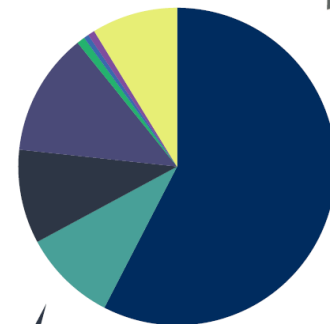
Fremantle
Leisure
Centre
53

Population

Fremantle
32 482

East Fremantle
7 860

Membership by suburb



Fremantle (57.58%) East Fremantle (9.56%)
Melville (9.56%) Cockburn (12.53%)
Cottesloe (0.83%) Kwinana (0.50%)
Rockingham (0.71%) Other WA residents (8.74%)



New Bibliolounge and Hot Reads bestseller collection

Hot reads
books had 173
reserves in 2
months

Hot reads almost
twice as popular
as main fiction
collection
with 1.8 loans per
book vs 1.01





Fremantle Library Jan-Mar 2019



Happy New Year!

Library members
23 265
New members
398

Visits to the library
52 571



East Fremantle Parking Permits issued 6
Total 146



In-person
32 437



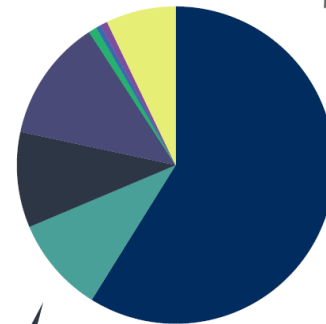
Virtual
20 134

Population

Fremantle
32 482

East Fremantle
7 860

Membership by suburb



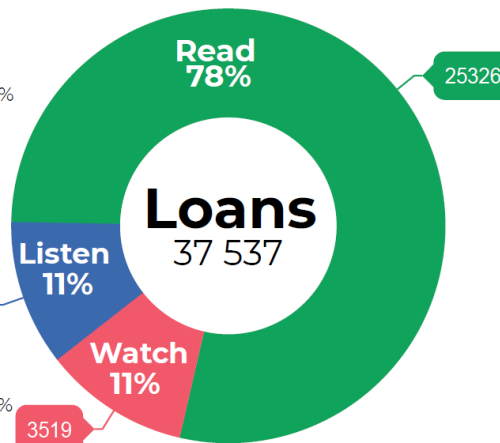
East Fremantle
2030

Fremantle
12 226

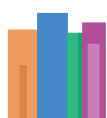
Adult Books 36%
Children's Books 25%
Magazines 2%
eMagazines 3%
eBooks 13%

Music CDs 1%
Audiobooks 3%
eAudio 4%
Music MP3s 2%

DVDs 9%
Streaming movies 2%



■ Fremantle (58.86%) ■ East Fremantle (9.77%)
■ Melville (9.73%) ■ Cockburn (12.47%)
■ Cottesloe (0.84%) ■ Kwinana (0.51%)
■ Rockingham (0.71%) ■ Other WA residents (7.11%)



Collection size 23 947 items
2187 new items added

In the community: loans, returns and renewals

Fremantle Library
28 459

Toy Library
5758

Meeting Place
206

1421 Facebook fans
- increase off 100+ over the quarter

1399 people attended events

March Makerspace event

659 people through the door on Thurs 28 March

Community groups involved included:
St Patrick's Starlight Hotel Choir, PCYC, Wanjoo Lounge volunteers, micro entrepreneurs with disability



eLibrary

Work has begun to prepare for the upgrade of the Spydus library management system in early June. There will be improved functionality for customers, in particular an improved look for the library catalogue that will also be more mobile responsive.

Community Connections and Learning

Program	Number of sessions	Total adults and children attending
Bee Wrapped Naturally	1	15
Creative Feast	6	27
Low Down on Dementia	1	7
Understanding Your Super	1	25
Computer Basics	8	39
Italian Beginners	6	42
Italian Beginners 2	6	14
Spanish Beginners	6	56
Nyoongar Language Beginners	5	24
Resume Workshop	1	4
Money Wellness for Women	4	39
Unlock Your Big Idea	2	15
Book Clubs – Monday	3	23
Shut Up and Write	4	16
Work Matters: The Hidden Job Market	1	9
Italian Conversation	12	94
French Conversation	12	
Veggi Chit Chat	6	22
Pelvic Floor Health For Women	1	10
Total	86	481

Community Connections and Learning (CCL) team delivered 86 programs in the third quarter of 2018/19. Workshops aimed to upskill women in being more financially confident was well attended with each session at capacity, and a total of 39 participants. The 'Understanding Your Super' workshop garnered a positive response with 25 attendees. Learning language classes continue to grow in popularity with 230 attendances across the three language groups - Italian, French and Spanish. With the increasing popularity planning has begun to expand the number and type of classes in future programs. Participants and facilitators in the social groups based at the Meeting Place continue to strengthen their groups, demonstrating this integral part in the community and connection framework. The Cosy Quilters and Time out to Quilt groups will be showcasing their projects for an 'Airing of the Quilts' event during the Australian Heritage Festival in May. The Meeting Place has had a total of 10,377 visits to the centre during the third quarter of the year.

Program collaboration between the CCL and Community Development team in the City is having positive results, as demonstrated in the over 55's programming category and was evident in the 'Computer Basics' workshops. The workshops had 39 participants and complemented the ongoing 'Tech Help' sessions held in the Wanjoo Lounge and the Library on Wednesday mornings every week.

Lifelong Learning programming facilitated through the Library, Meeting Place, Toy Library, Buster and other City venues continues to be a central focus point for the community to discover the wide range of course and program opportunities the City provides.

Operations

The Library has seen an average of 358 through the doors each day during the summer quarter. The Children's Library continues to be a vibrant hub on Tuesdays and Thursdays mornings during children's programming. Record numbers attended this quarter with an average of 48 attendees per session, with a record 60 children and parents attending one It's All About Rhyme session. This compares to an average of 19 per session for the same period in 2018.

During the quarter the Lifelong Learning team participated in the 'Voice of the Customer' customer satisfaction survey. The survey assessed the perception of 55 customers in regards to the Library, Toy Library and the Meeting Place. The survey measured customer responses to both service and facilities. All venues performed well on service, achieving 85% (Library); 90% (Meeting Place) and 100% (Toy Library) respectively.

Of the 3 venues, the Library was the only venue to receive less than 100% on the facility rating, receiving a rating of 64%. The main reasons behind this rating were the fact that the temporary library is small with a necessarily small collection size, and parking. Most respondents understood that the library was in a temporary location but didn't have a clear idea of what the new library will be. To that end a communication plan is being developed in conjunction with the City's Communications and Media team to raise awareness of the new library. Parking is a challenge that will remain when the Library returns to Kings Square and needs to be considered as part of the broader parking offering around the Kings Square redevelopment.

Wednesday Tech Help sessions continue to be popular, with many customers keen to learn about accessing e-resources. Team members continue to raise awareness and assist community members to access these resources as there are approximately 100,000 titles available in the State-wide collection.

Library staff also led the 'Makerspace – Live Your Best Life' event held in the library in March. This makerspace event had a different focus, looking to get more community involved on the night. With the assistance of the Volunteering and Access and Inclusion officers, we were able to include a person with disability running his own microbusiness, and have a performance from the St Pats Starlight Hotel Choir. Volunteers from the Wanjoo Lounge shared their sewing skills and the garden produce that they had grown themselves, and PCYC staff ran the barbeque. There was as much conversation and exchange happening between these groups as there was interest from our customers. Over 150 community member attended this event, which continues to be one of the most popular regular events that the team delivers.

To improve access to and awareness of library collections, some collections are being relocated within the library to ensure they are more visible for customers. The Young Adult collection has been moved to the front of the fiction collection. A junior-focussed Aboriginal collection has also been developed and located at the front of the children's area of the library. Moving parts of the collection to more prominent positions within the library space and then assessing the improvement to their circulation figures will assist in determining the layout of collections in the new library.

Family sporting equipment has been popular this quarter, particularly during the summer school holidays, and weekends, seeing families make use of the Fremantle Oval to use the equipment.

A 'Blind date with a book' display was set up for Valentine's Day. Books were wrapped in brown paper with the first line of the book stuck on the front. Not all 'dates' worked out, but most customers were very happy with their random selections.

Staff

Recruitment was undertaken during the period for a permanent part-time Library Customer Service Officer and a number of casual library staff. These two roles attracted over 700 applications. Dorothy Scudder was successful in obtaining the permanent part-time vacancy and four excellent casual customer service staff were also appointed.

Also during the period Sophie Doy was appointed as Community Programs Officer for a six-month contract. Sophie has recently worked with the City's Community Development team and will be responsible for programs for adults across the Library, the Meeting Place and other City venues.

Young People's Services

Program	Number of sessions	Total adults and children attending
Better Beginnings – Yellow	8	130
Better Beginnings – Orange	2	25
Better Beginnings – Green	5	111
It's All About Rhyme	10	476
It's All About Story	10	200
CoderDojo	10	87
Freo Plays	5	21
Buster It's All About Play – Moorni Boorne Park, Hilton	10	342
Buster It's All About Play – Fremantle Arts Centre	10	917
Buster It's All About Play – Leighton Beach Park Area	10	698
Freo Plays Super Smash Bros Ultimate – Qualifier 1	1	25
National Youth Week @ EYP	1	160
Buster @ William Street	2	14
Buster @ One Day	1	250
Storytime @ Animaze Exhibition (FAC)	3	145
Total	88	3601

In Q1, 2019, Buster It's All About Play moved to two new locations as a part of the Summer Program. The new locations – Moorni Boorne Park in Hilton and Leighton Beach Park Area in North Fremantle – as well as at Fremantle Arts Centre all saw record attendance rates throughout the term. At their peaks, Moorni Boorne Park hosted 53 attendees, Fremantle Arts Centre hosting 141, and Leighton Beach hosting 94 attendees. Comments from attendees were extremely positive, stating how welcoming and friendly the staff were, among other comments. A total of 1957 people attended the Buster sessions during the quarter.

The storytime sessions at Fremantle Arts Centre's Animaze exhibition continued through the first three weeks of 2019, with an additional 145 people attending the sessions. There has been an overwhelmingly positive response to these, with discussions happening to continue these with other suitable exhibitions.

This quarter also saw the first inter-city gaming tournament series starting between the City of Fremantle and the City of Canning. Each school holidays, Fremantle Library and City of Canning Libraries will host a Super Smash Bros Ultimate tournament on the Nintendo Switch. The first two school holidays will be the Qualifiers for the series, with the October school holidays set as the Semi-Finals, before the December school holidays seeing the State Library of WA hosting the Grand Final between the two cities. The first qualifying rounds have already been played, with 25 players and spectators attending the Fremantle round, and the same attendees at City of Canning. It is anticipated that the tournament series will expand in 2020, with the Cities of Rockingham and Albany already expressing an interest in participating.

History Centre

At the beginning of 2019, Fremantle History Centre received a significant donation from Dethridge Groves Real Estate Agency containing over 1,200 brochures from 2010-2019. In 2018, work commenced on contacting Real Estate agents for copies of 'for sale' brochures. These brochures, distributed to prospective buyers and ephemeral in nature, usually contain floor plans and many photographs of Fremantle properties and are a highly valuable source of information for future researchers.

Fremantle History Centre worked with ABC online for a story on the Fremantle-Perth railway line closure. The History Centre holds many newspaper clippings about the closure which ran from 1979-1983. The resulting online article amassed 61,000 hits in a week and also generated discussion on Reddit and the ABC Perth Facebook page.

In March the FHC was approached by the Perth branch of the National Trust to take part in a project involving repurposed heritage listed buildings. The image used was an 1886 photograph of the Volunteers Rifles Band in our online catalogue that they wanted to enlarge to a floor to ceiling reproduction on a wall within the recently opening Freo.Social. The purpose behind the art installation is to promote awareness that the building in which Freo.Social is located is heritage listed and originally was the Fremantle Artillery Drill Hall (from the late nineteenth century to the mid-nineteen eighties). History Centre staff contacted the original donor of the photograph in order to produce a higher resolution copy capable of being blown up to the required size. Due to the success of the installation, the Heritage Festival launched at Freo.Social providing an opportunity for the History Centre collection to be promoted. We are also writing a piece for the Herald to further publicise our involvement in this project next month.

Enquiries:

In Person	Phone	Email	Total for History Centre
52	50	115	217

Conclusion

The January to March 2019 quarter has seen the Lifelong Learning team engaging positively with the community and with ongoing change within the City as plans continue for the delivery of the new library and community hub.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM LAC1905-2 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

Council receives this Lifelong Learning Quarterly Report January to March 2019.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

13. REPORTS AND RECOMMENDATIONS FROM OFFICERS

ITEMS APPROVED “EN BLOC”

The following items were adopted unopposed and without discussion “En Bloc” as recommended.

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

The following items be adopted en bloc as recommended:

C1905-2 – Monthly Financial Report – April 2019

C1905-3 – Statement of Investments as at 30 April 2019

C1905-4 – Schedule of Payments April 2019

Carried: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

C1905-2 MONTHLY FINANCIAL REPORT - APRIL 2019

Meeting Date: 22 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Monthly Financial Report – 30 April 2019

SUMMARY

The Monthly Financial Report for the period ending 30 April 2019 has been prepared and tabled in accordance with the Local Government (Financial Management) Regulations 1996.

This report provides an analysis of financial performance for April 2019 based on the following statements:

- Statement of Comprehensive Income by Nature & Type and by Program;
- Rate Setting Statement by Nature & Type and by Directorate; and
- Statement of Financial Position with Net Current Assets.

BACKGROUND

The following table provides a high level summary of Council's year to date financial performance as at 30 April 2019.

Description	2018/19 YTD Budget	2018/19 YTD Actual	Variance Amount	Variance %	
	(A)	(B)	(C) =(B)–(A)	(D) =(C)/(A)	
OPERATING					
Revenue	\$71.61M	\$71.79M	\$0.18M	0.26%	●
Expenses	(\$63.46M)	(\$62.17M)	\$1.29M	(2.02%)	●
Operating Surplus/Deficit	\$8.15M	\$9.62M	\$1.47M	18.00%	●
CAPITAL					
Revenue	\$7.90M	\$9.09M	\$1.19M	15.07%	●
Expenses	(\$9.32M)	(\$8.18M)	\$1.14M	(12.25%)	●
Overall Surplus/Deficit	\$9.99M	\$14.89M	\$4.90M	49.09%	●

OFFICER COMMENT

As detailed in the Statement of Comprehensive Income by Nature and Type operating income and expenses have mainly varied to the anticipated budget in the following categories:

Income	Variance	
Rates (including Annual Levy)	\$73,224	●
Interest Income	\$114,515	●
Reimbursement Income	(\$81,160)	●
Other Revenue	\$79,822	●

Expenses	Variance
Materials and Contracts	\$1,764,276
Employee Costs-Agency Labour	(\$268,510)
Other Expenditure	197,625
Utility Expense	\$136,031

MAJOR VARIANCE ANALYSIS

In accordance with regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopted the level to be used in statements of financial activity in 2018/2019 for reporting material variances as 10% or \$100,000, whichever is greater (Item C1806-3 refers Council meeting on 27 June 2018).

The following is an explanation of significant operating and capital variances identified in the Rate Setting Statement by Nature and Type:

Operating Revenue

Profit on Disposal

YTD Budget	YTD Actual	Variance Amount \$	Variance %
417,000	62,630	(354,370)	(85%)

The variance is mainly due to the profit from the disposal of Car Park 13 is lower than anticipated budget by \$362,731.

Operating Expenditure

Employee Cost – Agency Labour

YTD Budget	YTD Actual	Variance Amount \$	Variance %
(756,746)	(1,025,256)	(268,510)	35%

The variance is mainly due to hiring of agency labour more than budgeted in in Waste Collection Team (\$97k), People and Culture (\$57k), Parks and Landscapes Team (\$26k) and Business Services and System Team (\$21k). Agency staff has been utilised to replace vacant positions, hire trainees or cover a lost time injury. The variance is partially funded from the salary cost savings of the positions.

Capital Revenue

Capital Grants and Subsidies

YTD Budget	YTD Actual	Variance Amount \$	Variance %
847,251	2,024,488	1,177,237	139%

The variance is mainly due to the following capital grants being received or invoiced earlier than budgeted for the following projects:

- \$337,596 for P-11796 Install-CCTV
- \$647,500 for P-10350 Design and construct-Fremantle Park Sport and Community
- \$53,200 for P-11751 Resurface R2R-Moran Ct
- \$52,240 for P-11421 Resurface MRRG-Marine Tce
- \$27,855 for P-11754 Resurface R2R-Livingstone St
- \$24,669 for P-11750 Resurface R2R-McKenzie Rd
- \$24,510 for P-11752 Resurface R2R-John St
- \$10,187 for P-11422 Resurface MRRG-South Tce/Parry St intersection

Capital Expenditure

Purchase Infrastructure – Roads

YTD Budget	YTD Actual	Variance Amount \$	Variance %
(1,575,021)	(1,325,037)	249,983	(16%)

The variance is mainly due to the following projects:

- \$41,600 for P-10820 Resurface MRRG-Hampton/Rockingham North. This Project work is a combination of works for City of Cockburn and City of Fremantle plus a combination of projects of Hampton/Rockingham North and South. Awaiting final invoice to be received to cost and finalise this project.
- \$47,510 for P-10832 Program-Road and carpark lighting. All commitments have been raised to this project. Project is anticipated to be over budget with a small variance due to cost of lighting installation.
- \$71,693 for P-11664 Design and construct-Hampton Rd Crossing. This project is partially complete. The variance to date represents the scope of work not completed or committed to date. This will be completed during May.
- \$86,767 for P-11421 Resurface MRRG-Marine Tce. Marine Terrace is still to be completed. All commitments to complete this project will be raised in May. Project is anticipated to come in under budget. This will reduce the grant funding that will be received and will result in some municipal saving.
- \$94,136 for P11824 -Hampton Rd and Lloyd St Intersection. This project is combined with P-11664 Design and construct-Hampton Rd Crossing and will be finalised once all invoices received. This will be completed during May.

Purchase Infrastructure – Other

YTD Budget	YTD Actual	Variance Amount \$	Variance %
(210,000)	(36,130)	173,870	(83%)

The variance is mainly due to \$165,000 for P-11793 Install-Electronic parking signs. This project is unlikely to be completed this financial year and is expected to be carried forward to 2019/20.

Purchase Furniture and Fittings

YTD Budget	YTD Actual	Variance Amount \$	Variance %
(536,356)	(95,847)	440,509	(82%)

The variance is mainly due to the following projects:

- \$371,356 for P-11796 Install-CCTV. The CCTV project was scheduled to commence in March 2019 with the first 7 cameras replaced. Purchase order has been raised in May. This project will be carried forward to 2019/20.
- \$50,000 for P- 10498 Program-Network infrastructure. Project hasn't not yet commenced but it's expected to be finished by the end of financial year.
- \$48,598 for P-11818 Purchase-Document Management System. The project has commenced with the successful supplier awarded by tender. This project is likely to be carried forward to 2019/20.
- \$20,000 for P-10037 Program-Telecommunications equipment. The purchase will commence in June 19.
- \$10,072 for P-10038 Program-IT equipment. Order of new Surface devices is expected in June 19.

Reserve Transfers

Transfer from Reserve (Restricted) – Capital

YTD Budget	YTD Actual	Variance Amount \$	Variance %
3,939,502	4,493,086	553,584	(14%)

The variance is mainly due to the following projects:

- \$650,429 more funds transferred from reserve for P-10297 Construct Council Admin Officers (Kings Square Redevelopment). Budget phasing for reserve transfers needs to be revised to align with the capital expenditure as forecasted in cash flow for project.
- \$165,000 less funds transferred from reserve for P-11793 Install electronic parking signs. This project is unlikely to be completed this financial year and is expected to be carried forward to 2019/20.

FINANCIAL IMPLICATIONS

This report is provided to enable Council to assess how revenue and expenditure is tracking against the budget. It is also provided to identify any budget issues which Council should be informed of.

LEGAL IMPLICATIONS

Local Government (Financial Management) Regulation 34 requires a monthly financial activity statement along with explanation of any material variances to be prepared and presented to an ordinary meeting of council.

CONSULTATION

Nil

OFFICER COMMENT

This report is provided to Council to assess operational issues affecting the implementation of projects and activities contained in the 2018/19 budget.

The overall performance for the City of Fremantle for the period ended 30 April 2019 resulted in an additional \$4,903,900 surplus being identified than anticipated, which is mainly as a result of :-

Reduction in anticipated surplus

- Reduced operating revenue (excluding general rates) of \$244,553;

Increase in anticipated surplus

- Increased capital revenue of \$1,189,762;
- Underspending of capital expenditure to date of \$1,141,162;
- Underspending of operating expenditure to date of \$1,275,219;
- Increased net transfer from reserve of \$520,797;
- Increased general rates income of \$64,908.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM C1905-2 **(Officer recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

Council receive the City of Fremantle Monthly Financial Report including the Statement of Comprehensive Income, Statement of Financial Activity, Statement of Financial Position and Statement of Net Current Assets for the period ended 30 April 2019.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

C1905-3 STATEMENT OF INVESTMENTS AS AT 30 APRIL 2019

Meeting Date: 22 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Investment Report – 30 April 2019

SUMMARY

This report outlines the investment of surplus funds for the month ending 30 April 2019 and provides information on these investments for Councils consideration.

This report recommends that Council receives the Investment Report for the month ending 30 April 2019.

The investment report provides a snapshot of the City's investment portfolio and includes:

- **Portfolio details as at April 19;**
- **Portfolio counterparty credit framework;**
- **Portfolio liquidity with term to maturity;**
- **Portfolio fossil fuel summary;**
- **Interest income earned for the month;**
- **Investing activities for the month;**

BACKGROUND

In accordance with the Investment Policy adopted by Council, the City of Fremantle (the City) invests its surplus funds, long term cash, current assets and other funds in authorised investments as outlined in the policy.

Due to timing differences between receiving revenue and the expenditure of funds, surplus funds may be held by the City for a period of time. To maximise returns and maintain a low level of credit risk, the City invests these funds in appropriately rated and liquid investments, until such time as the City requires the money for expenditure.

The City has committed to carbon neutrality, and will review and manage its investment portfolio to identify financial institutions which support fossil fuel companies (either directly or indirectly) and has limited these investments to the minimum whilst maintaining compliance with the investment policy.

FINANCIAL IMPLICATIONS

To date actual investment interest earned is \$1,286,854 against a year to date budget of \$1,297,192 which represents a positive variance of \$111,444. This variance will be continued to be monitored throughout the year. Future interest earnings will be determined by the cash flows of the City's surplus cash and movements in interest rates on term deposits.

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 2.64% (refer report point 8), which compares favourably to the benchmark Bloomberg AusBond Bill Index reference rate of 2.00% (refer to Report 8 - 0.50% for 3 month) on an annualised basis as at the end of April 2019.

LEGAL IMPLICATIONS

The following legislation is relevant to this report:

- ☐ *Local Government (Financial Management) Regulations 1996* Regulation 19 – Management of Investments; and
- ☐ *Trustee Act 1962* (Part 3)

Authorised Deposit-taking Institutions are authorised under the *Banking Act 1959* and are subject to Prudential Standards oversight by the Australian Prudential Regulation Authority (APRA).

CONSULTATION

Nil

OFFICER COMMENT

A comprehensive Investment Report for the month ending 30 April 2019 can be viewed in Attachment 1 of this agenda item. A summary of the investment report is provided below.

1. Portfolio details as at 30 April 2019

At month end the City's investment portfolio totalled \$56.91m. The market value was \$57.54m; this value takes into account accrued interest.

The investment portfolio is made up:

At call account	\$ 6.61m
Term Deposits	\$50.30m
TOTAL	\$56.91m

Of which:

Unrestricted cash	\$20.89m
Restricted cash (Reserve Funds)	\$32.96m
Restricted cash (Trust Funds)	\$ 3.06m
TOTAL	\$56.91m

The current amount of \$20.89m held as unrestricted cash represents 26.76% of the total adopted budget for operating revenue (\$78.06m).

2. Portfolio counterparty credit framework (as at 30 April 2019)

The City's Investment policy determines the maximum amount to be invested in any one financial institution or bank based on the credit rating of the financial institution. The adopted counterparty credit framework is as below:

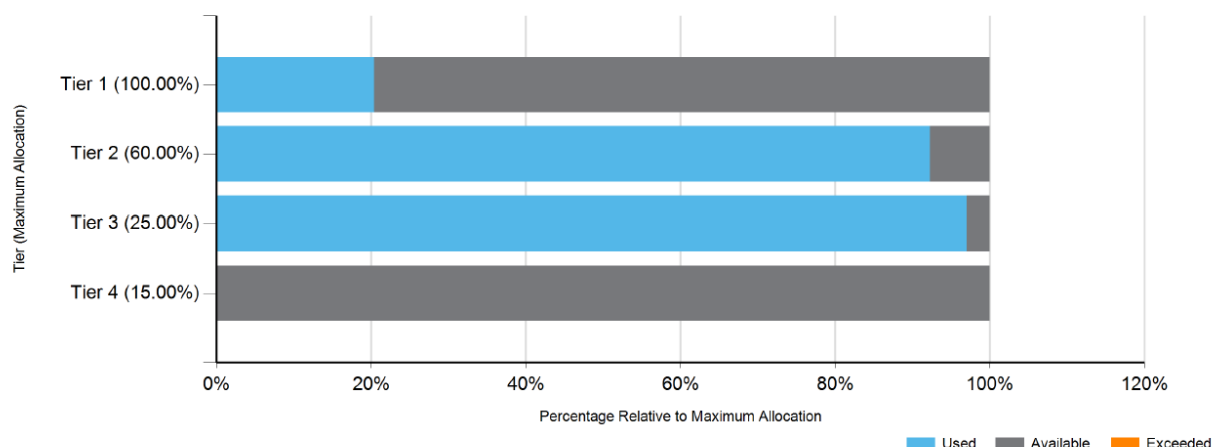
Counterparty credit framework

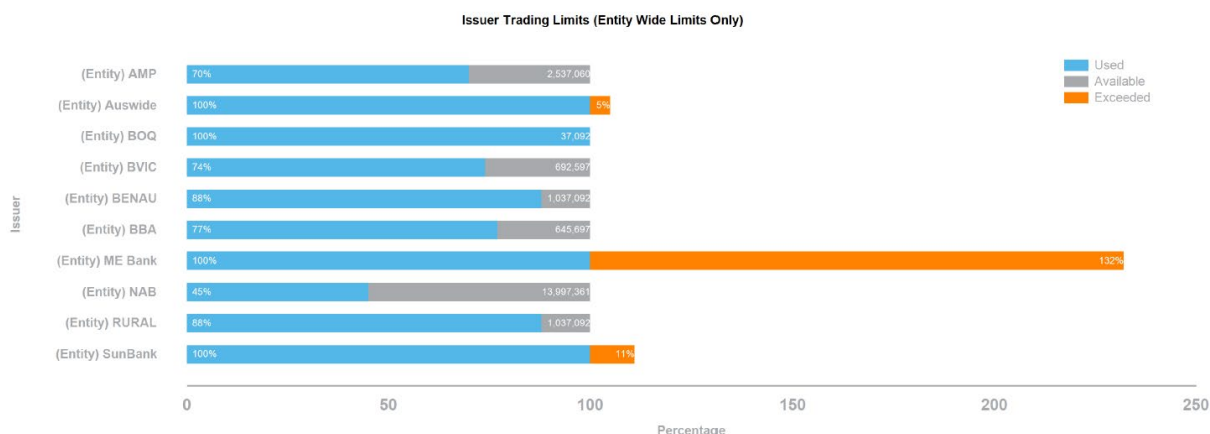
Investments are not to exceed the following percentages of average annual funds invested with any one financial institution or managed fund and consideration should be given to the relationship between credit rating and interest rate.

Credit quality	Maximum % of total investments
Tier 1 (excl. AAA government)	45%
Tier 2	15%
Tier 3	5%
Tier 4	(\$1m)

The following graphs provide details of the funds invested this at the end of this month as per the City's investment portfolio relative to the threshold allowed by the investment policy as below:

Portfolio Credit Framework Amounts Relative to Maximum Allocations





As reported in the above graph at the end of this month investments in the individual banks of ME Bank, Auswide and Suncorp exceeded the adopted trading limits due to the following reasons:

- ME Bank's rating was downgraded to BBB from A-, which moved this bank from Tier 2 to Tier 3 and therefore the allowable trading limit reduced from 15% to 5%.

As term deposits mature with the above bank the City will reallocate the funds to ensure that the bank is within the adopted limit going forward. It should be noted the final maturity date for the bank extend to 16 August 2019. Future investment of funds to the above bank will be assessed based on the updated trading limits to ensure compliance with the City's investment policy.

- Suncorp bank exceeded the trading limit by 11% or \$962,908 and Auswide bank marginally exceeded the trading limit by 5% or \$154,303 at the end of month.

For these banks at the time of investing the funds with Suncorp and Auswide the investment was compliant with the investment portfolio thresholds. However as the total amount of the investment portfolio reduced it has resulted with Suncorp and Auswide being outside of the threshold.

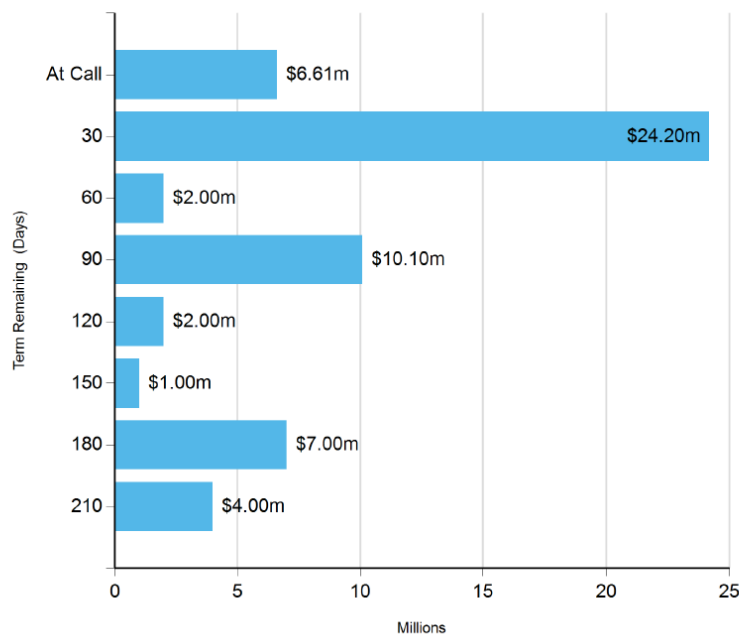
It is expected that cash outflow will be more than cash inflow for the remainder of this financial year. As a result, the total portfolio balance will gradually reduce to meet the anticipated cash requirements. Therefore investments in individual banks may exceed the adopted trading limits even though the deposits were compliant at the time of making the investment.

3. Portfolio Liquidity Indicator (as at 30 April 2019)

The below graph provides details on the maturity timing of the City's investment portfolio. Currently all investments will mature in one year or less.

Investments are to be made in a manner to ensure sufficient liquidity to meet all reasonably anticipated cash flow requirements, without incurring significant costs due to the unanticipated sale of an investment.

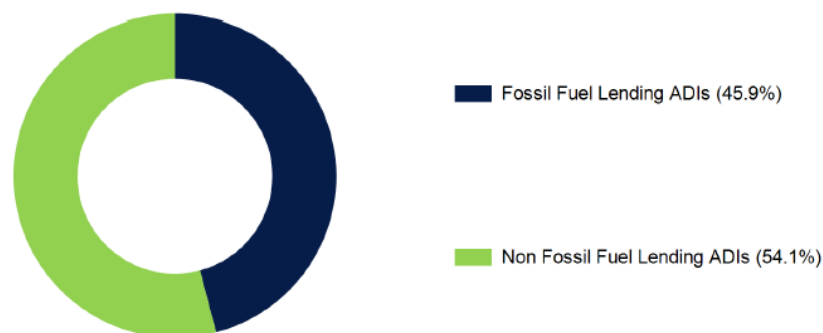
Face Value by Term Remaining



4. Portfolio Summary by Fossil Fuels Lending ADIs (As at 30 April 2019)

At the end of this month \$30.8m (54.1%) of the portfolio was invested in “Green Investments”; authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels (Non Fossil Fuel lending ADI’s).

Fossil Fuel vs
Non Fossil Fuel
Lending ADI



5. Interest Income for Matured Investments (For 1 April 2019 to 30 April 2019)

For this month \$84,661.98 in interest was earned from 3 matured term deposits.

6. Investing Activities (For 1 April 2019 to 30 April 2019)

During this month there is no new term deposit acquisitioned.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM C1905-3
(Officer recommendation)

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

Council receive the Investment Report for the month ending 30 April 2019.

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

C1905-4 SCHEDULE OF PAYMENTS APRIL 2019

Meeting Date: 22 May 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Schedule of payments and listing
Purchase Card Transactions
Attachments viewed electronically

SUMMARY

The purpose of this report is to present to Council a list of accounts paid by the Chief Executive Officer under delegated authority for the month ending April 2019, as required by the *Local Government (Financial Management) Regulations 1996*.

BACKGROUND

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's municipal or trust fund. In accordance with regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid under delegation for the month of April 2019, is provided within Attachment 1 and 2.

FINANCIAL IMPLICATIONS

A total of \$7,721,297.49 in payments were made this month from the City's municipal and trust fund accounts.

LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
 - (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
 - (2) *A list of accounts for approval to be paid is to be prepared each month showing*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

CONSULTATION

Nil

OFFICER COMMENT

The following table summarises the payments for the month ending April 2019 by payment type, with full details of the accounts paid contained within Attachment 1.

Payment Type	Amount (\$)
Cheque / EFT / Direct Debit	\$5,855,038.78
Purchase card transactions	\$51,343.63
Salary / Wages / Superannuation	\$1,814,915.08
Other payments (as outlined in Attachment 1)	\$0.00
Total	\$7,721,297.49

Contained within Attachment 2 is a detailed listing of the purchase card transactions for the month ending April 2019.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COUNCIL DECISION ITEM C1905-4 **(Officer recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

Council:

- 1. Accept the list of payments made under delegated authority, totalling \$7,721,297.49 for the month ending April 2019, as contained within Attachment 1.**
- 2. Accept the detailed transaction listing of credit card expenditure, for the month ending April 2019, as contained within Attachment 2.**

Carried en bloc: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15. URGENT BUSINESS

Nil

16. LATE ITEMS

Nil

17. CONFIDENTIAL BUSINESS

PROCEDURAL MOTION

At 8.33 pm the following procedural motion was moved:

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Andrew Sullivan

That the meeting be moved behind closed doors to consider the confidential items on the agenda.

Carried: 9/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

There were no members of the public in attendance at this time.

FPOL1905-10 MAJOR CONCERT EVENT

Meeting Date: 8 May 2019
Responsible Officer: Manager Communications and Events
Decision Making Authority: Council
Agenda Attachments: Site map

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (e) a matter that if disclosed, would reveal -
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person

COUNCIL DECISION ITEM FPOL1905-10 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Dave Hume

- 1. Provide in-principle support for the major event outlined in this report to be held on 31 December 2019, and apply the full City of Fremantle event hire fees applicable.**
- 2. Authorise the Chief Executive Officer to negotiate the terms and conditions of the event and enter into an agreement with the event organisers.**

Carried: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-7 142 HIGH STREET UPDATE

Meeting Date: 14 May 2019
Responsible Officer: Director City Business
Decision Making Authority: Council
Agenda Attachments: Supreme Court Decision by Hon. Justice K Martin

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

COUNCIL DECISION ITEM ARMC1905-7 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Rachel Pemberton

Council:

- 1. Endorse the action of the Chief Executive Officer in lodging the Notice of Appeal against the judgment in CIV 1817/2018 between City of Fremantle and Imago Holdings Pty Ltd; and**
- 2. Authorise the Chief Executive Officer to instruct the City's solicitors in the further conduct of the appeal.**

Carried: 9/0

**Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume**

ARMC1905-8 EMERGING RISK REPORT

Meeting Date: 14 May 2019
Responsible Officer: Director City Business
Decision Making Authority: Council
Agenda Attachments: Kings Square Civic Building Cash flow Summary

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

COUNCIL DECISION ITEM ARMC1905-8 **(Committee recommendation)**

Moved: Mayor, Brad Pettitt

Seconded: Cr Hannah Fitzhardinge

Council note the risk items identified within the risk update report for May 2019.

Carried: 9/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

PROCEDURAL MOTION

At 8.43 pm the following procedural motion was moved:

COUNCIL DECISION

Moved: Mayor, Brad Pettitt

Seconded: Cr Jenny Archibald

That the meeting come out from behind closed doors.

Carried: 9/0

Mayor, Brad Pettitt, Cr Bryn Jones, Cr Andrew Sullivan,
Cr Rachel Pemberton, Cr Adin Lang, Cr Hannah Fitzhardinge,
Cr Jenny Archibald, Cr Sam Wainwright, Cr Dave Hume

18. CLOSURE

The Presiding Member declared the meeting closed at 8.43 pm.



Minutes attachments

Ordinary Meeting of Council

Wednesday, 22 May 2019, 6.00 pm

Nil