



# Agenda

## Finance, Policy, Operations and Legislation Committee

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Wednesday, 14 August 2019, 6.00pm

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

Elected Members

A Finance, Policy, Operations and Legislation Committee meeting of the City of Fremantle will be held on **Wednesday, 14 August 2019** in the North Fremantle Community Hall, located at 2 Thompson Road, North Fremantle commencing at 6.00 pm.

A handwritten signature in black ink, appearing to read 'Glen Dougall', written in a cursive style.

Glen Dougall  
**Acting Chief Executive Officer**

9 August 2019

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**CITY OF FREMANTLE**

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

**Agenda**

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

We would like to acknowledge this land that we meet on today is the traditional lands of the Whadjuk people and that we respect their spiritual relationship with their country. We also acknowledge the Whadjuk people as the Traditional Owners of the greater Walyalup area and that their cultural and heritage beliefs are still important to the living Whadjuk people today.

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

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

**3. Disclosures of interests**

Elected members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO; or at the meeting.

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

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

Responses to public questions which were unable to be answered at a previous meeting.

**5. Public question time**

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

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

**6. Petitions**

Petitions to be presented to the committee.

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

**7. Deputations**

**7.1 Special deputations**

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

There are no special deputation requests.

## **7.2 Presentations**

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

## **8. Confirmation of minutes**

### **Officer's recommendation**

**That the minutes of the Finance, Policy, Operations and Legislation Committee meeting dated 10 July 2019 be confirmed as a true and accurate record.**

## **9. Elected member communication**

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

## 10. Reports and recommendations

### 10.1 Committee delegation

#### **FPOL1908-1 SOUTHERN METROPOLITAN REGIONAL COUNCIL WITHDRAWAL ARRANGEMENTS FOR PROJECT PARTICIPANT (CITY OF COCKBURN)**

<b>Meeting Date:</b>	14 August 2019
<b>Responsible Officer:</b>	Director Infrastructure and Projects
<b>Decision Making Authority:</b>	Committee
<b>Agenda Attachments:</b>	Draft Letter to be addressed to WATC and SMRC by the continuing participants

### **SUMMARY**

Effective from 30 June 2019, the City of Cockburn has formally withdrawn from the Southern Metropolitan Regional Council (SMRC). The City of Cockburn is subsequently seeking to end its financial liability by paying out its proportion of the outstanding loan in relation to the SMRC's Office Project.

**This report recommends that the Finance, Policy, Operations and Legislation committee acting under delegation 1.1**

- 1. Consents to the City of Cockburn retiring from its obligations under the \$2m lending facility (known as the Office Project Loan) between the Western Australian Treasury Corporation, the Participants and the Southern Metropolitan Regional Council from 30 June 2019.**
- 2. Requests that the Southern Metropolitan Regional Council submit a revised Exhibit B Certificate to the Western Australian Treasury Corporation as required under the terms and conditions of the loan agreements.**
- 3. Acknowledge the new percentages of the remaining debt being apportioned to the remaining participants following the withdrawal of the City of Cockburn, effective 30 June 2019.**

### **BACKGROUND**

The City of Fremantle is a participant in the SMRC which is a statutory local government authority for providing environmentally sustainable waste management solutions for the communities of East Fremantle, Fremantle, Kwinana and Melville.

The City of Cockburn gave notice of its intention to withdraw from the SMRC on 10 May 2018, resulting in an effective withdrawal date of 30 June 2019.

Further to its withdrawal, the City of Cockburn is seeking to discharge its loan payment obligations by paying its proportional liability of the outstanding loan amount.

As a result of the City of Cockburn's withdrawal from the SMRC and in accordance with the SMRC member's Establishment Agreement and Project Agreements, an Amended Business Plan has been prepared.

### **FINANCIAL IMPLICATIONS**

The remaining term for the loan for the SMRC's Office Project runs until 30 June 2023. It is anticipated that the balance between assets and liabilities would remain unchanged and the City would not be unduly affected by an amended equity share.

### **LEGAL IMPLICATIONS**

Nil

### **CONSULTATION**

The remaining participants of the SMRC have been requested to seek Council approval in respect to the acceptance of the City of Cockburn seeking to discharge its loan payment obligations by paying its proportional liability of the outstanding loan amount.

### **OFFICER COMMENT**

As a result of the notice of withdrawal of a Project Participant, in accordance with clause 2.6 of the Office Project Participants' Agreement, the SMRC has prepared an Amended Business Plan for that project.

In addition to the above, in accordance with Clause 2.7 of the Office Project Participants' Agreement, the SMRC has determined the amount equal to the value of all assets of the Office Project less the amount of all borrowings and other liabilities with respect to the Office Project.

The proportional entitlement of the withdrawing project participant is then to be applied to this amount. Following quantification of the proportional entitlement, SMRC is to distribute to or collect from the withdrawing project participant the relevant amount.

The SMRC has now completed the final calculations and has reported that the City of Cockburn's liability based on proportional entitlement or liability for the Office Project is as follows.

2019 Market Valuation		1,600,000.
Office Reserve		250,000.
Less winding up costs		-110,000.
Less Loan		-1,800,000.
Balance		-60,000.
<b>Participants' Share</b>		
Based on past contributions		
Cockburn	35.42%	-21,252.
East Fremantle	2.84%	-1,704.
Fremantle	10.98%	-6,588.
Kwinana	11.81%	-7,086.
Melville	38.95%	-23,370.
<b>Total Income</b>	<b>100.00%</b>	<b>-60,000.</b>

In accordance with Clause 2.7, the SMRC has determined the amount as a deficit of \$60,000.

The proportional liability of the withdrawing project participant is \$21,252 and the SMRC is to collect from the withdrawing project participant the relevant amount.

The office project has a loan with the Western Australian Treasury Corporation (WATC). The loan agreement requires continuing participants to give consent to allow withdrawing participants to retire from their obligations to pay the debt.

As there is no longer an obligation for the City of Cockburn to pay any further loan repayments under the Project Agreement, it is recommended that the City of Fremantle resolve to consent and instruct the SMRC to issue a new share percentage to the WATC as part of the withdrawal process.

The SMRC is to notify the WATC of the percentages by furnishing a new Exhibit 'B' certificate with the following revised percentage shares.

Name of Participant	Old Share	New Share
City of Cockburn	37.70%	-
City of Fremantle	10.50%	16.70%
City of Melville	34.80%	55.82%
Town of East Fremantle	2.70%	4.25%
City of Kwinana	14.30%	23.23%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

The proportional share in the asset investment will also increase by these new percentages following the City of Cockburn's withdrawal.

The draft letter (see attachment 1) has been prepared by the WATC as a requirement for the consent to retire the City of Cockburn from the lending facilitates for the SMRC Office project.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

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

- 1. Consents to the City of Cockburn retiring from its obligations under the \$2m lending facility (known as the Office Project Loan) between the Western Australian Treasury Corporation, the Participants and the Southern Metropolitan Regional Council from 30 June 2019.**
- 2. Requests that the Southern Metropolitan Regional Council submit a revised Exhibit B Certificate to the Western Australian Treasury Corporation as required under the terms and conditions of the loan agreements in relation to item 1.**
- 3. Acknowledge the new percentages of the remaining debt being apportioned to the remaining participants following the withdrawal of the City of Cockburn, effective 30 June 2019.**

## **FPOL1908-2 REPEAL OF LOCAL LAW - LIBRARY ADVISORY COMMITTEE**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Community Development  
**Decision Making Authority:** Committee  
**Agenda Attachments:** City of Fremantle Library Advisory Committee Local Law

### **SUMMARY**

**This report is seeking approval to initiate the process to adopt a City of Fremantle Library Advisory Committee Repeal Local Law 2019.**

**The City of Fremantle Library Advisory Committee Local Law no longer reflects current practise and is inconsistent with the way the City runs and manages its Committees and other advisory groups within the City. A new five year Library Services Agreement between the City of Fremantle and the Town of East Fremantle has been implemented. The agreement is not dependent on the perpetuation of a formal committee.**

**This report recommends that the Committee:**

- 1. Give notice, in accordance with the provisions and processes of the *Local Government Act 1995*, of its intention to make a City of Fremantle Library Advisory Committee Repeal Local Law 2019 – the purpose and effect of which is as follows:**
  - a. The purpose of this local law is to repeal the City of Fremantle Library Advisory Committee Local Law.**
  - b. The effect of this local law is to repeal an outdated City of Fremantle local law that no longer facilitates current or best practise.**
- 2. Suspend Library Advisory Committee meetings as listed in the 2019-20 meeting schedule until the outcome of the proposed repeal local law is determined.**

### **BACKGROUND**

The City of Fremantle Library Advisory Committee Local Law (published in the Government Gazette on 18 May 2001 and amended in 2007) established a committee comprising City and Town councillors as well as library member representatives. Reports are provided to both councils to ensure full awareness of library management and operations and the committee and annual meetings offer a forum for both to input and raise questions.

The Library Advisory Committee is unique in Western Australia. Membership is made up of a Councillor from each City of Fremantle ward (like a Committee of Council), co-opted members (like an Advisory Committee) and a representative Councillor from the Town of

East Fremantle (Town). Its recommendations and reports go to Council as individual items (like those of Committees of Council).

As local government has evolved, the Library Advisory Committee Local Law has become outdated, with the Committee having no formal decision making authority, and in recent months the quarterly meeting has been without a quorum.

In May 2019 the Town of East Fremantle Council (in writing) supported the development of a new five year Library Services Agreement with the City of Fremantle to provide for the delivery of library services to the Town of East Fremantle residents.

Any and all future financial contributions provided by the Town of East Fremantle will be provided for under separate written agreement made between the two local governments.

With this new practise in place, the Library Advisory Committee Local Law has effectively become obsolete and any new 'group' that may be required to guide or support library objectives can be arranged much less formally through the City's Internal Groups Policy.

A letter of intent has been signed by the City of Fremantle and the Town of East Fremantle formally acknowledging the intent of both parties to enter into a new five year agreement for the provision of library services by the City to the Town. The letter stipulates that under the new agreement, the Library Advisory Committee will no longer be required.

## **FINANCIAL IMPLICATIONS**

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

The Town of East Fremantle will be contributing financially based on the percentage of active members from the Town, being applied to operational costs.

The State Library of Western Australia will continue to allocate funding for the purchase of library books and materials for residents of the City and the Town. This funding will be allocated to the City to manage on behalf of the Town.

## **LEGAL IMPLICATIONS**

If Council resolves to adopt the repeal local law the procedure is the same as the procedure for making a local law and is set out in Section 3.12 of the *Local Government Act 1995*, as summarised below:

- **Council initiate process** - s3.12(2) of the *Local Government Act 1995* (the Act) & Regulation (3) *Local Government (Functions and General) Regulations 1996* - Council to resolve to initiate the local law and include in the resolution the purpose and effect of the local law.
- **Public notice** – s3.12(3(a)) of the Act - The local government must give local public notice for at least a six (6) week period, identifying where and during which hours (if appropriate) the proposed local law can be viewed.

- **Notification to the Minister** - s13.2(3(b)) of the Act - Send notification to the Minister as soon as the public notice is given (after advertisement appears in the paper).
- **Considering submissions** – s3.12(4) of the Act - After the last day for submissions, Council to consider any submissions made and may make the local law as proposed or make amendments that are not significantly different from what was proposed (by absolute majority).
- **Gazettal notice** – s3.12(5) of the Act - After making the local law, the local government is to publish it in the Gazette.
- **Giving public notice** – s3.12(6) of the Act - After the local law has been published in the Gazette, Council is to give local public notice stating the title of the local law; summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and advising that copies of the local law may be inspected or obtained.
- **Explanatory Memoranda** – s3.12(7) of the Act - After Gazettal to provide an Explanatory Memoranda to the government (WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL).
- **Commencement of local laws** - s3.14 of the Act - The local law will come into effect the 14th day after publication.
- **Review by Government** - s3.17 of the Act - Final point on the process where the local law can be amended or repealed via the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL).

## CONSULTATION

This report is seeking council approval to initiate the process to adopt a proposed City of Fremantle Library Advisory Committee Repeal Local Law 2019, in accordance with the *Local Government Act 1995*. The City will give local public notice for at least a six week period, identifying where and during which hours the proposed repeal local law can be viewed.

Comprehensive consultation between the Town of East Fremantle and the City of Fremantle relating to the provision of library services to the Town of East Fremantle residents has been undertaken in the last 12 months.

## OFFICER COMMENT

This year a new process of contribution by written agreement is being developed to provide for the contribution by the Town of East Fremantle in support of the delivery of library services by the City to residents of the Town.

Given this new process and the non-decision-making nature of this committee, it is considered timely to consider retiring this committee. As this committee was originally formalised through the adoption of a local law, the local law will now need to be repealed.

Due to the changes to the contribution to the library services by the Town of East Fremantle it is recommended the Library Advisory Committee meetings as listed in the 2019-20 meeting schedule be suspended until the council has determined the outcome of the proposed repeal local law.

If it is determined that a group is required to offer guidance relating to library operations, it is recommended that the formation of a liaison group be considered in accordance with Council's Internal Groups policy.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

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

1. **Give notice, in accordance with the provisions and processes of the *Local Government Act 1995*, of its intention to make a City of Fremantle Library Advisory Committee Repeal Local Law 2019, as included below:**
  - a. **The purpose of this local law is to repeal the City of Fremantle Library Advisory Committee Local Law.**
  - b. **The effect of this local law is to repeal an outdated City of Fremantle local law that no longer facilitates current or best practise.**
2. **Suspend Library Advisory Committee meetings as listed in the 2019-20 meeting schedule until the outcome of the proposed repeal local law is determined.**

City of Fremantle

Library Advisory Committee Repeal Local Law 2019

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Fremantle resolved on [insert date] to make the following local law.

**PART 1 – PRELIMINARY**

1.1 Citation

This local law is the City of Fremantle Library Advisory Committee Repeal Local Law 2019.

1.2 Commencement

This local law comes into operation 14 days after the date of publication in the Government Gazette.

**PART 2 – Library Advisory Committee Local Law**

2.1 The City of Fremantle Library Advisory Committee Local Law published in the Government Gazette on 18 May 2001 and as amended is repealed.

Dated this [insert date] day of [insert month and year]

The Common Seal of the City of Fremantle was affixed by authority of a resolution of the Council in the presence of:

\_\_\_\_\_  
**Mayor**  
Dr Brad Pettitt

\_\_\_\_\_  
**Chief Executive Officer**  
Mr Philip St John

## **FPOL1908-3 CORPORATE BUSINESS PLAN - PROGRESS REPORT 2018/19**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Economic Development and Marketing  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Corporate Business Plan - Progress Report July 2018 to June 2019

### **SUMMARY**

**The Corporate Plan Progress Report for 2018/19 provides an update on the status of the City's projects and services for the year ending 30 June 2019 and is aligned to the strategic outcomes in the Strategic Community Plan 2015-25.**

**This report recommends that the Committee receive the Corporate Business Plan - Progress Report for 2018/19.**

### **BACKGROUND**

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

### **FINANCIAL IMPLICATIONS**

Nil

### **LEGAL IMPLICATIONS**

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

### **CONSULTATION**

Nil

### **OFFICER COMMENT**

The report presents the budget and actual spend and the status of projects as at 30 June 2019. The status will represent the delivery of the project, that is, whether it is complete, on track, ongoing, not started.

The progress of operating and capital projects are presented to council for information and discussion and represent the progress, completion or otherwise for the year ended

30 June 2019. A short commentary of each of the key focus areas is provided to summarise the main outcomes for the year.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; receive the City of Fremantle Corporate Business Plan - Progress Report for 1 July 2018 to 30 June 2019 as provided in Attachment 1 of this item in the Finance, Policy, Operations and Legislation Committee Agenda (14 August 2019).**

## **FPOL1908-4 CORPORATE BUSINESS PLAN - PROJECT PLAN 2019/20**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Director City Business  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Corporate Business Plan-Project Plan 2019/20

### **SUMMARY**

**The City of Fremantle Strategic Community Plan 2015-25 was adopted by Council in 2016 and a minor review was undertaken earlier this year. The Project Plan Report for 2019/20 is linked to the focus areas of the Strategic Community Plan.**

**This report provides a summary of the planned capital and operating projects for 2019/20 and provides indicative start and end date for those projects.**

**It is recommended that Committee receive the Corporate Business Plan-Project Plan for 2019/20.**

### **BACKGROUND**

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

The Strategic Community Plan is used to guide the corporate, business and financial planning for the City. This report will provide the priorities for 2019/20 for addressing the aspirations of the strategic community plan and outline when these priorities are planned to commence. The scheduled dates are indicative at the time and every endeavour will be made to deliver within these timeframes.

### **FINANCIAL IMPLICATIONS**

Nil

### **LEGAL IMPLICATIONS**

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

### **CONSULTATION**

Nil

## **OFFICER COMMENT**

This report presents indicative start and end dates and the adopted budget of projects scheduled to be undertaken in 2019/20. The project reporting is arranged by quarter and does not contain specific dates.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; receive and note the City of Fremantle Corporate Business Plan - Project Plan for 2019/20 as provided in Attachment 1 of this item in the Finance, Policy, Operations and Legislation Committee Agenda (14 August 2019).**

## **FPOL1908-5 ELECTRICAL SERVICES TENDER (FCC540/19)**

<b>Meeting Date:</b>	14 August 2019
<b>Responsible Officer:</b>	Manager Facilities and Environmental Management
<b>Decision Making Authority:</b>	Committee
<b>Agenda Attachments:</b>	Pricing Matrix – ( <i>Confidential attachment under separate cover</i> )

### **SUMMARY**

**The purpose of this report is to consider tender number FCC540/19 for Electrical Services.**

**This report recommends that Committee awards the tender submitted for the three Electrical Services scopes of work in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.**

### **BACKGROUND**

Tender FCC540/19 for Electrical Services was advertised on Wednesday 05 June 2019 and closed Friday 21 June 2019. Tender documents requested pricing and capability for three scopes of work. Tenderers were invited to submit proposals for all scopes of work or specific scopes of work. The scopes of work are as follows:

1. Scope A – Lights, Poles and Barbeque Infrastructure
2. Scope B – City Buildings
3. Scope C – Pumping Infrastructure

A total of 22 tender responses were received across the various scopes, with a number submitting an offer for more than one scope of work, for the City's consideration.

Based on council officer assessment of relevant qualitative and quantitative criteria the highest ranking tenderers have been recommended to be engaged to undertake the electrical works.

The contract is for a two year period with the first year being based on the fixed tendered price and the second year being subject to a rise and fall price variation adjustment using CPI. The financial spend under this contract will be managed against a budget of \$481,000 excluding GST per annum.

### **FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, and recommended tenderers price for FCC540/19 Electrical Services.

Description	Expenditure	Budget
<b>Budget</b>		
Budget for 19/20 Financial Year		\$481 000
<b>Expenditure</b>		
Expenditure incurred to date:	\$0	
Activities <ul style="list-style-type: none"> <li>Tender number FCC540/19 Electrical Services for the 2019 / 2020 financial year</li> </ul>	\$481 000	
<b>Total expenditure (estimated)</b>	\$481 000	
<b>Balance</b>	(\$0)	

The contract does not require the City to commit to a minimum spend through the preferred supplier each year, and the contract will be managed to the available budget.

Sufficient funding provision has been allocated in the 2019 / 2020 budget to deliver the services within budget.

It should be noted that an increase in the Parks & Landscapes – Maintain Lighting Equipment – Recreation Reserves budget to \$140,000 p/a was requested through the budget process however was not successful. As a result, works will remain reactive and an increase in the budget will be requested in the next budget cycle to incorporate preventative maintenance elements.

## LEGAL IMPLICATIONS

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

## COMMUNITY ENGAGEMENT

Nil.

## OFFICER COMMENT

### Detail

Tender FCC540/19 for Electrical Services across a number of city properties and locations was advertised Wednesday 05 June 2019 and closed Friday 21 June 2019.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Two Years
Commencement date	On or about 01 September 2019
Completion date	31 August 2021

## **Tender evaluation**

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

- AE Hoskins Building Services
- Apollo Electrotech
- AWB Building Co
- Citylight Holdings TAs Auriemma Electrical Services
- Datatel Electrical
- Elexacom
- Finestone Investments TAs Ace+
- Fredon Industries
- Gilmour & Jooste Electrical
- Heru Holding Pty Ltd TAs Mechanical and Electrical Services
- Insight Electrical Technology
- JF Covich & Co Pty Ltd
- Melchor
- Metrowest Service Pty Ltd
- MGC Solutions
- Northlake Electrical Pty Ltd Pty Ltd
- Pearmans Electrical & Mechanical Services
- RNM Solutions Pty Ltd
- D&L Electrical and Air
- Sunrun Services Pty Ltd
- Utility Asset Management Pty Ltd
- Wesco

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

The tender evaluation panel comprised:

- Procurement Officer – Contracts & Risk
- Team Leader Facility Management
- Parks Coordinator
- Engineering Projects Officer

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No conflict of interest was made.

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

Item No	Description	Score
A	Relevant Experience	30
B	Key Personnel Skills and Resources	10
C	Demonstrated Understanding of the Project	5
D	Sustainability	10
E	Occupational Health and Safety	10
F	Price	35

All tender submissions received were conforming to the tender requirements.

The tender submitted by Northlake Electrical scored the highest rating for Scope of Work A – Lights, Poles and Barbeque Infrastructure with 75 points.

Overall Weighted Score Scope A - Lighting, Poles and Barbeque Infrastructure	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	30	10	5	10	10	35	100
AE Hoskins Building Services	14	6	2	4	5	23	54
Apollo Electrotech	5	2	1	3	3	24	36
AWB Building Co	11	4	2	5	4	21	46
Datatel Electrical	16	4	3	7	7	19	56
Elexacom	23	7	4	6	4	24	66
Fredon Industries	12	6	2	5	6	21	51
Gilmour & Jooste Electrical	14	4	2	4	4	29	56
Heru Holding T/as Mechanical & Electrical Services	6	3	1	3	4	35	52
Insight Electrical	9	5	3	5	4	20	45
JF Covich & Co	12	4	2	5	6	19	48
Melchor	8	3	1	3	4	27	45
Metrowest Service	9	5	2	5	5	24	49
Northlake Electrical	24	8	3	8	8	25	75
Pearmans Electrical	23	6	3	7	5	25	68
RNM Solutions	6	3	1	2	5	26	42
D&L Electrical and Air	6	2	1	3	4	19	34
Sunrun Services	18	6	3	4	6	27	62
Utility Asset Management	20	5	2	5	5	22	60
Wesco	5	2	1	1	1	17	25
Citylight Holdings T/as Auriemma Electrical Supplies	21	7	3	5	5	26	65

The tender submitted by Northlake Electrical scored the highest rating for Scope of Work B – General Building with 81 points.

Overall Weighted Score Scope B - General Building	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	<b>30</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>35</b>	<b>100</b>
AE Hoskin Building Services	18	6	3	4	5	27	63
Apollo Electrotech	6	2	1	3	3	18	32
AWB Building Co	12	4	2	5	4	20	46
Datatel Electrical	16	5	3	7	7	26	64
Elexacom	23	7	4	6	4	28	70
Fredon Industries	12	6	2	5	6	26	55
Gilmour & Jooste Electrical	15	5	2	4	4	27	56
Heru Holding T/as Mechanical & Electrical Services	11	3	2	3	4	35	57
Insight Electrical	11	5	3	5	4	33	60
JF Covich & Co	11	4	2	5	5	14	40
Melchor	9	3	2	3	4	25	44
Metrowest Service	12	5	2	5	6	27	56
Northlake Electrical	24	8	4	8	8	31	81
RNM Solutions	9	3	1	2	5	22	41
D&L Electrical and Air	5	2	1	3	3	19	32
Sunrun Services	17	6	3	4	5	23	56
Wesco	5	2	1	1	1	21	29
Citylight Holdings T/as Auriemma Electrical Supplies	20	6	3	5	5	34	72

The tender submitted by Northlake Electrical scored the highest rating for Scope of Work C – Pumping Infrastructure with 70 points.

Overall Weighted Score Scope C - Pumping Infrastructure	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	<b>30</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>35</b>	<b>100</b>
AE Hoskins Building Services	8	4	2	4	5	24	45
Datatel Electrical	14	5	3	7	7	11	46
Finestone Investments T/as ACE+	15	5	3	5	5	35	68
Insight Electrical	6	5	2	5	4	16	38
Melchor	6	3	1	2	4	14	29
Northlake Electrical	26	8	4	8	8	18	70
RNM Solutions	3	3	1	2	5	27	39
Sunrun Services	14	5	2	3	3	17	43
Wesco	4	1	1	0	1	23	29
Citylight Holdings T/as Auriemma Electrical Supplies	18	5	3	5	5	12	47

The evaluation process determined that the tender from Northlake Electrical provided a conforming tender. Reference checks indicate that the recommended tenderers have provided satisfactory service delivery to their customers on similar services and projects, and will be suitable suppliers to the City of Fremantle.

### Environmental considerations

All respondents and recommended tenderers declared compliance with the four principles of NBIA and do not have contracts with suppliers profiting from offshore detention.

### Risk consideration

An assessment undertaken by Illion Direct indicates that all recommended tenderers have the financial capacity to undertake the contract.

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

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

## **Comment**

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

The tender submission from Northlake Electrical tenderer scored well against the qualitative and quantitative criteria required to safely deliver each scope of work. The tenderer provides the City with the ability to deliver good value for money outcomes for the services provided during the contracted period.

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

Award contract:	1 September 2019
Commence services:	On or about 1 September 2019
Completion:	31 August 2021

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; accept the tender submitted by Northlake Electrical, for Electrical Services (FCC540/19) for the scope of work A, B and C at the rates tendered, for a period of two years commencing on or about 1 September 2019, in accordance with the terms and conditions specified in the tender document.**

## **FPOL1908-6 ASPHALT SURFACING AND PROFILING TENDER (WFCC53/19)**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Infrastructure Engineering  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Pricing Matrix – (*Confidential attachment under separate cover*)

### **SUMMARY**

**The purpose of this report is to consider tender number WFCC53/19 for supply and delivery of asphalt surfacing and profiling for Infrastructure Construction.**

**This report recommends that the Committee accepts the tender submitted by Roads 2000 Pty Ltd in accordance with the tender evaluation undertaken as per the selection criteria included in the tender document.**

### **BACKGROUND**

The City delivers an annual road renewal programme throughout the municipality; this requires the use of a contractor to profile (remove) the existing asphalt and supply and install replacement asphalts.

Tenderers were required to provide prices on a schedule of rates basis.

### **FINANCIAL IMPLICATIONS**

The City estimates that approximately \$602,000 (ex GST) will be expended per annum on the supply and delivery of asphalt surfacing and profiling, which is in line with the current budget.

The contract does not require the City to commit to a minimum spend through the preferred contractor each year; activity and spend in this area is directly related to Council approval of the City's annual Capital budget.

Sufficient funding provision has been allocated in the financial year 19/20 budget for supply and delivery of asphalt surfacing and profiling. Similar budgets are anticipated in the financial year 20/21 and 21/22 budgets and will be subject to Council approval.

### **LEGAL IMPLICATIONS**

The recommended tenderer was procured using a tender exempt purchase method as per Regulation 11(2) (b) of the Local Government (Functions and General) Regulations 1996, which states: Tenders do not have to be publically invited according to the requirements of this Division if – (b) the supply of the goods or services is to be obtained through the WALGA preferred Supplier Program.

## CONSULTATION

Road renewal works are communicated to the community via a combination of letter drops, sign boards, the City's website and social media channels.

## OFFICER COMMENT

### Detail

The quotation opened on WALGA Vendor Panel on Monday, 20 May 2019 and closed on Wednesday, 5 June 2019 with five submissions being received.

Essential details of the contract are outlined below:

Contract type	WALGA Preferred Supplier Arrangement
Contract duration	2 years + option to extend for 1 year
Commencement date	19 August 2019
Completion date	19 August 2021

## Tender evaluation

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

- Asphaltech Pty Ltd
- Downer Infrastructure
- Fulton Hogan
- Roads 2000 Pty Ltd
- Supercivil

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

The tender evaluation panel comprised:

- Manager Infrastructure Engineering
- Construction and Maintenance Coordinator
- Senior Project Officer – Maintenance and Construction
- Supervisor Infrastructure Construction
- Works Controller Maintenance Infrastructure Audits

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No disclosures were made.

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

Item No	Description	Score
1	Relevant Experience	15%
2	Key Personnel Skills & Resources	10%
3	Demonstrated Understanding	15%
4	Sustainability	10%
5	OHS	10%
6	Price for services offered	40%

The tender submitted by Roads 2000 Pty Ltd scored the highest rating with 90 points, followed by Downer Infrastructure with 81 points.

Overall Weighted Score	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	<b>15</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>40</b>	<b>100</b>
Asphaltech Pty Ltd	12	8	11	8	7	29	75
Downer Infrastructure	12	7	12	8	7	35	81
Fulton Hogan	12	7	10	7	7	37	80
Roads2000	14	8	12	8	8	40	90
Supercivil	9	6	10	4	6	40	75

The evaluation process determined that the tender from Roads 2000 Pty Ltd was a fully conforming tender. Reference checks were not performed. Roads2000 Pty Ltd is the incumbent supplier and has worked with the City of Fremantle for a period of time; as a result the evaluation panel is aware of their capacity and experience in performing the services requested and are confident that they will be a suitable supplier to the City of Fremantle.

### **Risk consideration**

Roads 2000 Pty Ltd has been prequalified by WALGA, and has the financial capacity to undertake the contract.

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

### **Comment**

Roads 2000 Pty Ltd the recommended tenderer, was assessed as having a high level of directly relevant experience and an excellent understanding of the City's requirement whilst having the ability and capacity to safely undertake the works and deliver the level of service described in the specification, in accordance with the terms of the tender document.

The results from the tender evaluation identified Roads 2000 Pty Ltd as best value for money whilst showing the organisational experience and capability to undertake the works.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required.

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; accept the tender submitted by Roads 2000 Pty Ltd, for the supply and delivery of asphalt surfacing and profiling (WFCC53/19) at the rates tendered, for a period of two years, commencing on or around 19 August 2019, with the option to extend this contract for a further one year at the discretion of the Chief Executive Officer and in accordance with the terms and conditions specified in the tender document.**

## **FPOL1908-7 BUILDING MAINTENANCE TENDER (FCC538/19)**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Facilities and Environmental Management  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Pricing Matrix – (*Confidential attachment under separate cover*)

### **SUMMARY**

**The purpose of this report is to consider tender number FCC538/19 for Building Maintenance.**

**This report recommends that Committee awards the tenders submitted for the six Building Maintenance scopes of work. The tender evaluation was undertaken using the selection criteria provided in the tender document.**

### **BACKGROUND**

Tender FCC538/19 for Building Maintenance was advertised on Wednesday 15 May 2019 and closed Friday 31 May 2019. Tender documents requested pricing and capability for six scopes of work. Tenders were accepted for all scopes of work or specific scopes of work.

The scopes of work required are:

1. Scope A - Glazing
2. Scope B - General Building
3. Scope C - Pest Control
4. Scope D - Painting
5. Scope E – Fire Services
6. Scope F – Roofing

A total of 33 tender responses were received across the various scopes, with a number submitting an offer for more than one scope of work, for the City's consideration.

Based on council officer assessment of relevant qualitative and quantitative criteria the highest ranking tenderers have been recommended to be engaged to undertake the maintenance works.

The contract is for a two year period with the first year being based on the fixed tendered price and the second year being subject to a rise and fall price variation adjustment using CPI. The financial spend under this contract will be managed against a budget of \$1,048,000 excluding GST per annum.

### **FINANCIAL IMPLICATIONS**

The table below summarises the available budget, current expenditures, and recommended tenderers price for FCC538.19 maintenance services.

Description	Expenditure	Budget
<b>Budget</b>		
Budget for 19/20 Financial Year - includes Electrical & Plumbing		\$1,048,000
<b>Expenditure</b>		
Expenditure incurred to date:	\$0	
Activities <ul style="list-style-type: none"> <li>Tender number FCC538/19 general building for the 2019 / 2020 financial year – excludes Electrical and Plumbing Services</li> <li></li> </ul>	\$670,000	
<b>Total expenditure</b> (estimated)	\$670,000	
<b>Balance</b>		\$378,000

Note: Remaining \$378 000 will be required for Electrical Services and Plumbing Services which do not form part of this tender.

Sufficient funding provision has been allocated in the 2019 / 2020 budget to deliver the services within budget. Similar budgets will be requested in the financial year 2020 / 2021 budgets and will be subject to council approval.

## LEGAL IMPLICATIONS

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

## COMMUNITY ENGAGEMENT

Nil

## OFFICER COMMENT

### Detail

Tender FCC538/19 for Building Maintenance services across a number of city properties and locations was advertised Wednesday 15 May 2019 and closed Friday 31 May 2019.

Essential details of the contract are outlined below:

Contract type	Schedule of Rates
Contract duration	Two Years
Commencement date	On or about 19 August 2019
Completion date	18 August 2021

## **Tender evaluation**

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

- A Grade Glass and Aluminium
- Action Glass Pty Ltd
- AE Hoskins & Sons
- Allrid Pest Control Ltd
- API Services and Solutions Pty Ltd
- ARA Fire Protection Services Pty Ltd
- AWB Building Co
- Bayside Australia 2000 Pty Ltd
- Bug Busters Pty Ltd
- Complete Pest Management Service
- E Fire and Safety
- Enviro Infrastructure Pty Ltd
- Essential Fire Services Pty Ltd
- Firesafe United Group
- Fremantle Glass
- G3 Property Services
- HECS Nominees Pty Ltd
- Johns Lyng Insurance Building Solutions WA
- Marawar Pty Ltd
- Allpest Pty Ltd
- Paull and Warner Resources – Fire Pty Ltd (PWR)
- Perrott Painting
- PMC Roofing Pty Ltd
- Pro Spec Group Pty Ltd
- Prova Construction Pty Ltd
- Quantum Building Services
- Rockingham Glass
- SOS Enterprises Pty Ltd
- Kastee Nominees Pty Ltd ATF Teekmar Family Trust trading as Maxwell Robinson & Phelps (MRP)
- Wormald Australia Pty Ltd
- Urban Maintenance Systems Pty Ltd
- Wizard Pty Ltd
- Woodcourt

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

The tender evaluation panel comprised:

- Procurement Officer – Contracts & Risk
- Team Leader Facility Management
- Supervisor Maintenance Construction

Tenderers were required to disclose information that might be relevant to an actual or potential conflict of interest and disclose if they had any relationship with City of Fremantle employees involved in the tender process. Members of the tender evaluation panel are required to disclose any actual or perceived interest with any of the tenderers. No conflict of interest was made.

Panel members acknowledge that they have prior knowledge of the following Tenderers:

Panel Member:	Tenderers known to the Panel Member:
Peter Lindsay	Pro Spec Roofing, Fremantle Glass, HECS Fire, Allpest, Perrott Painting
Mark Johnson	AE Hoskins & Sons, Wizard Pty Ltd
Sophie Capelinha	No Prior Knowledge

The prior knowledge declared is limited to the normal business activities of the City and is not based on personal or social connections with the Tenderer/s.

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

Item No	Description	Score
A	Service delivery plan Relevant Experience	25
B	Key Personnel Skills and Resources	20
C	Demonstrated Understanding of the Project	10
D	Sustainability	10
E	Occupational Health and Safety	10
F	Price	25

All tender submissions received were conforming to the tender requirements.

The tender submitted by Rockingham Glass scored the highest rating for Scope of Work A – Glazing with 78 points.

Overall Weighted Score - Including Pricing Scope A - Glazing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	25	20	10	10	10	25	100
A Grade Glass and Aluminium	16	10	4	5	4	22	60
Action Glass Pty Ltd	20	14	6	5	5	21	71
AWB Building Co	9	0	5	5	4	17	39
Fremantle Glass	9	7	4	4	2	13	37
G3 Property Services	13	7	5	4	4	20	51
Johns Lyng Insurance Building Solutions WA	9	2	4	4	5	24	47
Pro Spec Group Pty Ltd	13	7	4	2	5	25	55
Rockingham Glass	23	14	6	6	6	25	78

The tender submitted by AE Hoskins & Sons scored the highest rating for Scope of Work B – General Building with 74 points.

Overall Weighted Score - Including Pricing Scope B - General Building	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	25	20	10	10	10	25	100
AWB Building Co	15	8	6	6	5	16	55
Bayside Australia 2000 Pty Ltd	14	11	7	6	6	19	62
Enviro Infrastructure Pty Ltd	18	11	7	6	5	19	65
G3 Property Services	13	7	5	4	3	17	48
Johns Lyng Insurance Building Solutions WA	14	11	5	6	6	22	63
AE Hoskins & Sons	20	12	9	5	5	23	74
Marawar Pty Ltd	13	7	6	6	5	19	55
Pro Spec Group Pty Ltd	14	11	4	2	5	17	52
Prova Construction Pty Ltd	9	4	2	2	4	21	42
Quantum Building Services	13	7	5	6	5	25	60
SOS Enterprises Pty Ltd	9	7	4	4	4	13	39
Urban Maintenance Systems Pty Ltd	6	2	1	6	5	20	40
Wizard Pty Ltd	5	4	1	0	2	17	29
Woodcourt	9	4	2	4	2	18	38

The tender submitted by Maxwell Robinson & Phelps scored the highest rating for Scope of Work C – Pest Control with 82 points.

Overall Weighted Score - Including Pricing Scope C - Pest Control	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	25	20	10	10	10	25	100
Bug Buster	15	11	7	6	5	13	57
Complete Pest Management	16	11	7	5	4	15	58
Allpest Pty Ltd	20	12	8	6	5	21	71
MRP	23	14	8	6	5	25	80
Allrid Pest Control	9	4	2	4	2	11	31

The tender submitted by AE Hoskins & Sons scored the highest rating for Scope of Work D – Painting with 78 points.

Overall Weighted Score - Including Pricing Scope D - Painting	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	25	20	10	10	10	25	100
AWB Building Co	13	4	4	4	6	20	49
G3 Property Services	9	4	4	4	5	25	50
Johns Lyng Insurance Building Solutions WA	9	2	4	4	5	12	34
AE Hoskins & Sons	20	11	8	5	5	12	61
Marawar Pty Ltd	13	7	5	6	5	10	45
Perrott Painting	14	11	7	6	5	12	53
Pro Spec Group Pty Ltd	13	2	1	2	5	11	33
Prova Construction Pty Ltd	9	4	2	2	2	11	29
Urban Maintenance Systems Pty Ltd	3	2	1	4	5	12	26

The tender submitted by ARA Fire Protection Services Pty Ltd scored the highest rating for Scope of Work E – Fire Services with 66 points.

Overall Weighted Score - Including Pricing Scope E - Fire Services	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	25	20	10	10	10	25	100
ARA Fire Protection	14	11	7	5	5	25	66
E Fire and Safety	15	12	6	6	5	20	64
Essential Fire Services Pty Ltd	14	7	6	6	4	19	55
Firesafe United Group	20	12	7	4	5	17	64
HECS Nominees Pty Ltd	15	11	6	2	4	17	54
Paull and Warner Resources – Fire Pty Ltd	5	7	6	5	5	15	43
Wormald Australia Pty Ltd	18	11	7	5	5	13	58

The tender submitted by AE Hoskins & Sons scored the highest rating for Scope of Work F – Roofing with 70 points.

Overall Weighted Score - Including Pricing Scope F - Roofing	Relevant Experience	Key Personnel Skills & Resources	Demonstrated Understanding of the Project	Sustainability	Occupational Health and Safety	Price	Total Score
<b>Tenderer</b>	<b>25</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>25</b>	<b>100</b>
AWB Building Co	13	4	4	4	5	10	39
Johns Lyng Insurance Building Solutions WA	5	2	2	4	6	7	25
AE Hoskins & Sons	20	12	7	4	6	22	70
PMC Roofing Pty Ltd	5	8	4	4	5	6	31
Pro Spec Group Pty Ltd	16	11	5	2	5	25	64
SOS Enterprises Pty Ltd	5	2	4	4	2	22	38

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

The evaluation process determined that the tenders from Rockingham Glass, AE Hoskins & Sons, Maxwell Robinson & Phelps and ARA Fire Protection Services Pty Ltd provided a conforming tender. Reference checks indicate that the recommended tenderers have provided satisfactory service delivery to their customers on similar services and projects and will be suitable suppliers to the City of Fremantle.

### Environmental considerations

All respondents and recommended tenderers declared compliance with the four principles of NBIA and do not have contracts with suppliers profiting from offshore detention.

### Risk consideration

An assessment undertaken by Illion Direct indicates that all recommended tenderers have the financial capacity to undertake the contract.

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

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

### Comment

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

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

Award contract:	15 August 2019
Commence services:	On or about 19 August 2019
Completion:	18 August 2021

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; accept the following tenders for the scope of works for Building Maintenance (FCC538/19) at the rates tendered, for a period of 2 years commencing on or about 19 August 2019, in accordance with the terms and conditions specified in the tender document, to be awarded as follows:**

- A. Glazing submitted by Rockingham Glass.**
- B. General Building Maintenance submitted by AE Hoskins & Sons.**
- C. Pest Control submitted by Maxwell Robinson & Phelps.**
- D. Painting submitted by AE Hoskins & Sons.**
- E. Fire Services submitted by ARA Fire Protection Services Pty Ltd.**
- F. Roofing submitted by AE Hoskins & Sons.**

## **FPOL1908-8 FINES ENFORCEMENT REGISTRY (FER) WRITE-OFFS**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Field Services  
**Decision Making Authority:** Committee  
**Agenda Attachments:** FER List of write-offs, schedule number: 101109,101080,101206,101190,101296,101304,101420 and 101411 - (*Confidential Attachment under separate cover*)

### **SUMMARY**

The City of Fremantle issues parking fines to drivers of vehicles that are in breach of the Parking Local Law. Any fines that are not paid to the City within 84 days are referred to the Fines Enforcement Registry (FER) which is a statutory body within the Department of Justice. FER is the sole provider of the service and enforces fines imposed in WA courts and those arising from unpaid infringement notices. For the 2018-2019 financial year the City received recovery payments from FER to the value of \$747,532.52

FER has recently advised the City that they would like to write off fines that it considers unenforceable as a result of factors including deceased, bankruptcy, being uneconomical due to the small amount owing, having insufficient details in order to pursue and time elapsed since the registration of the infringement. In order to do this the City is required to agree to this amount being written off as the fines were originally raised by the City.

FER is requesting for the last financial year that the City agrees to writing off \$382,116.31 of unpaid fines and collection costs, with some dating back to 2004. In order for FER to write off this amount the City has to agree to forgo the original modified penalties of the infringement notices, plus statutory fees chargeable by the City during the statutory enforcement process. The value of this is \$268,512.10.

The remaining amount of \$113,604.21 is the additional fees associated with the cost of registering the cases for enforcement. These fees were raised by FER as part of their statutory enforcement process and are income that would have been received by FER rather than the City.

Given the City commissioned FER to recover its parking debts, this report recommends that the committee approve to write-off the unpaid infringements and associated recovery costs as described in Fines Enforcement Registry's schedules 101109, 101080, 101206, 101190, 101296, 101304, 101420 and 101411 as shown in confidential attachments 1, 2, 3, 4, 5, 6, 7 and 8.

## **BACKGROUND**

The City of Fremantle uses the FER to assist in the recovery of unpaid parking fines. This registry is the sole provider of the service which is able to cancel driver and vehicle licences and undertake recovery action. This service comes at a cost which can be greater than the fine itself and these costs are recoverable once the alleged offender is located. The City received recovery payments from FER to the value of \$747,532.52 during the last financial year.

The City uses data provided by the Department of Transport to identify the registered owner of vehicles when enforcing unpaid penalties. This data is used to provide written notification to owners, using regulatory final demand notices and subsequent registration with FER to assist in the recovery of unpaid parking fines.

Each year, FER identifies those registrations for which it has exhausted all avenues of enforcement and removes those records from the Registry upon agreement from the City. Consequently, writing-off the debts by FER ends further recovery on those records.

## **FINANCIAL IMPLICATIONS**

The amounts stated in the advice from FER are not included on Council's balance sheet as debtors and therefore have no financial impact on the City. The City records any money recovered as revenue in the year it is recovered.

## **LEGAL IMPLICATIONS**

The operation of the Fines Enforcement Registry is provided for by *Fines Penalties and Infringement Notice Enforcement Act 1994*

## **CONSULTATION**

Nil

## **OFFICER COMMENT**

FER has advised the City that it is requesting permission to write off \$382,116.31 as unrecoverable. Of this amount, approximately \$268,512.10 is associated with the original modified penalty of the infringement notice, plus statutory fees chargeable by the City during the enforcement process. The remainder is additional fees raised by FER associated with the cost of registering the cases for enforcement. Some registrations date back to 2004.

FER has exhausted all avenues of the recovery for these registered infringement notices. It is the Officers recommendation that the debts are written off given the recovery difficulties.

The list of affected records is shown under separate confidential cover in order to regard privacy considerations.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple majority required

## **OFFICER'S RECOMMENDATION**

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; approve to write-off the unpaid infringements to the sum of \$382,116.31 (comprising of \$268,512.10 of unpaid infringement notices and \$113,604.21 of associated enforcement costs) and associated recovery costs as outlined within the Department of Justice Fines Enforcement Registry schedules: 101109, 101080, 101206, 101190, 101296, 101304, 101420 and 101411, as provided in the Confidential Attachments of the Finance, Policy, Operations and Legislation Committee Agenda (14 August 2019).**

## **FPOL1908-9 QUARTERLY CAPITAL WORKS UPDATE REPORT**

<b>Meeting Date:</b>	14 August 2019
<b>Responsible Officer:</b>	Director Infrastructure Projects
<b>Decision Making Authority:</b>	Committee
<b>Agenda Attachments:</b>	Quarterly Capital Works Progress Update (as at 7 July 2019)

### **SUMMARY**

**This report provides information on the progress of the delivery of programmed works by the Infrastructure and Project Delivery (IPD) Directorate against the approved 2018/19 budget. It provides the summary position as at the end of the financial year and review of improvements made to the delivery of projects through the Corporate Project Management Framework.**

### **BACKGROUND**

In response to the internal audit, carried out by Paxon Group Pty Ltd in July 2018, the Project Management Office (PMO) has implemented a number of recommendations to improve the City's approach to project management. This report fulfilled the requirement to regularly report on project progress. Other recommendations were initially rolled out to the IPD Directorate in 2018/19 with a view to expanding the scope to the rest of the organisation in 2019/20.

This report is a summary of project progress as at the end of financial year and provides a review of the impact of the improvements that have been made.

#### **1. Impact of the Roll-out of Corporate Project Management Framework**

In the last 12 months, the PMO has rolled out the full Corporate Project Management Framework to the IPD directorate. Improvements include:

- Standard project templates including initiation documentation, risk assessments and execution and monitoring schedules;
- Structured monthly project management reviews with the Project Management Office, Finance Team and Business Unit Managers to assess project progress and monitor budget performance;
- A structured project management process with clearly defined stages and approval points at key milestones; and
- A centralised project financial report which is linked to the City's financial system to provide live information to track project spend.

Regular project reviews and the accurate tracking of project budgets have contributed to an increase in project spend against the budget compared to the last financial year.

Improvements in estimating project budgets and more accurate phasing of budget spend have led to a closer alignment between the original budget, the mid-year review (MYR) budget and the total project expenditure, the benefit being that target budgets are more accurately defined and are being met.

	17/18*	18/19**
Original Approved Budget	9,071,411	4,813,807
Mid Year Review (MYR) Approved Budget	9,061,411	4,945,149
Expenditure	7,323,881	4,869,655
% Budget Spent (against MYR budget)	81%	98%

\* Figures exclude multi-year projects (P-10325 Restoration-Naval Store Cantonment Hill and P-10350 Design and Construct Fremantle Park Sport and Community Centre)

\*\* Figures exclude multi-year projects (P- 10273 – Purchase FOGO bins and P-10350 Design and Construct Fremantle Park Sport and Community Centre)

Figure 1: Project budget performance in 2017/18 and 2018/19 financial years

In parallel to the developments made in project management, progress has also been made in the City’s approach to asset management, including:

- Focussed asset audits resulting in a more robust system for identifying works;
- Improved scoping of projects prior to the approval of the budget; and
- Formalised handovers of assets at the end of the project.

In terms of the number of projects completed in 2018/19, there was an improvement on the previous financial year. The number of deferred projects and the number of projects that remain in progress has reduced and we hope to continue to reduce that gap in future years.

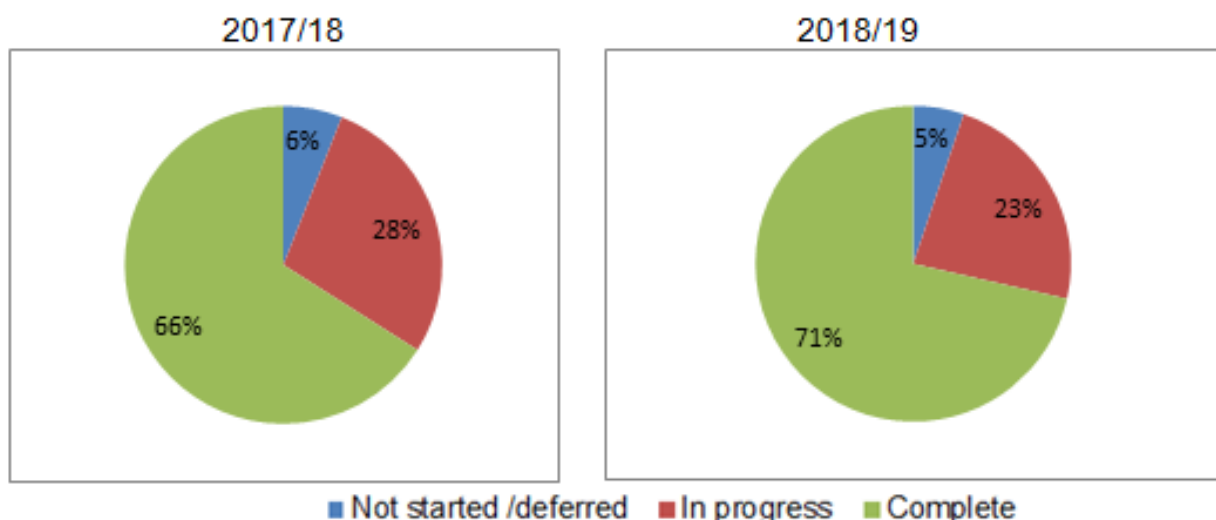


Figure 2: Project status at the end of the financial year (comparing 2017/18 and 2018/19)

We anticipate that the efforts to improve both project management and asset management will have a combined effect of reducing the number of projects that are deferred or are incomplete at the end of a financial year.

## **2. Activity Areas**

The IPD Directorate includes projects delivered by the following teams:

- **Infrastructure Engineering**

The 2018/19 road resurfacing programme was successfully completed and included twelve different road locations and renewal of over 5km of carriageway.

The 2018/19 street lighting improvements included new street lights on Plane Tree Grove and also Marine Terrace (at the zebra crossings next to Collie Street and Essex Street). The new Marine Terrace zebra crossings are now ready for MRWA lines and signs.

Successful traffic calming consultations were completed for both Collick Street and McCabe Street to obtain support from both the community and Council. Construction works were delivered in 2018/19 and post traffic calming monitoring will now be completed in order to measure the level of success of these two schemes.

Following two rounds of community consultations and support from Council, the City completed construction works in 2018/19 to make pedestrian, cycle and vehicle improvements to Hampton Road / Scott Street and also Hampton Road / Lloyd Street intersections.

New and improved bus shelters were provided for Curtain College (on East Street) and also Fremantle High School (Lefroy Road).

Renewal works were completed to North Fremantle Post Office carpark and included in the scheme was a new ACROD parking bay. The City also utilised a recycled glass asphalt during the renewal works.

### **Parks and Landscape**

New and upgraded playgrounds and recreation spaces were installed at Grigg Park playground and basketball court, Esplanade Park Youth Plaza Parkour area and Booyeembara Park (construction commenced July 2019).

Planning for the long term coastal erosion adaptation response for Port Beach is continuing. The condition of existing coastal protection infrastructure has been assessed and concept options for an erosion adaptation response are being developed.

To support the conservation of the bushland and changes to the dog exercise area at Sir Frederick Samson Memorial Reserve, new fencing and sealed bush tracks were installed. A revision to the Bushfire Hazard Reduction Plan has also been prepared. At Cantonment Hill, a new bushland track has also been constructed connecting Tuckfield Oval to the Signal Station.

Accessibility to the Submariner's Periscope Memorial at Monument Hill has been improved with a new pavement surface, ramp access and handrails. Works were completed in time for Anzac Day.

Investigations into the City’s Knutsford Street depot site for potential contamination to develop a remediation action plan are continuing. This will be used for potential development of the site as mixed use residential in accordance with the Knutsford Street East Local Structure Plan.

• **Facilities Management and Environment**

The two largest projects undertaken by the business unit are multiyear projects. Both Fremantle Park and the FOGO bin roll out were both designed and procured in year with completion due in 2019.

Works to Gil Fraser buildings (P-10212) and new Solar Panels for clubs (P-11806) were postponed whilst top up grant funding was obtained to allow beneficial expansion of the works. Although this did introduce delay in final project delivery the outcome for the clubs was significantly improved.

The completion of the \$0.5m building improvements to the Naval Store has successfully transformed the building to a 9B classification allowing it to be activated as an assembly building or workshop. In addition to providing public toilet facilities for the neighbouring park.

• **Asset Management**

2018/19 saw a big focus on scoping and preparation of projects for the 2019/20 budget. The success of this work will be realised in the 2019/20 financial year.

The design of the works to the Town Hall (P-10964) to allow for the removal of the temporary fire wall between the old building and the new Civic Building and Library is progressing well. Design work is currently underway and the project is progressing well.

**3. Progress Update**

• **Project Status**

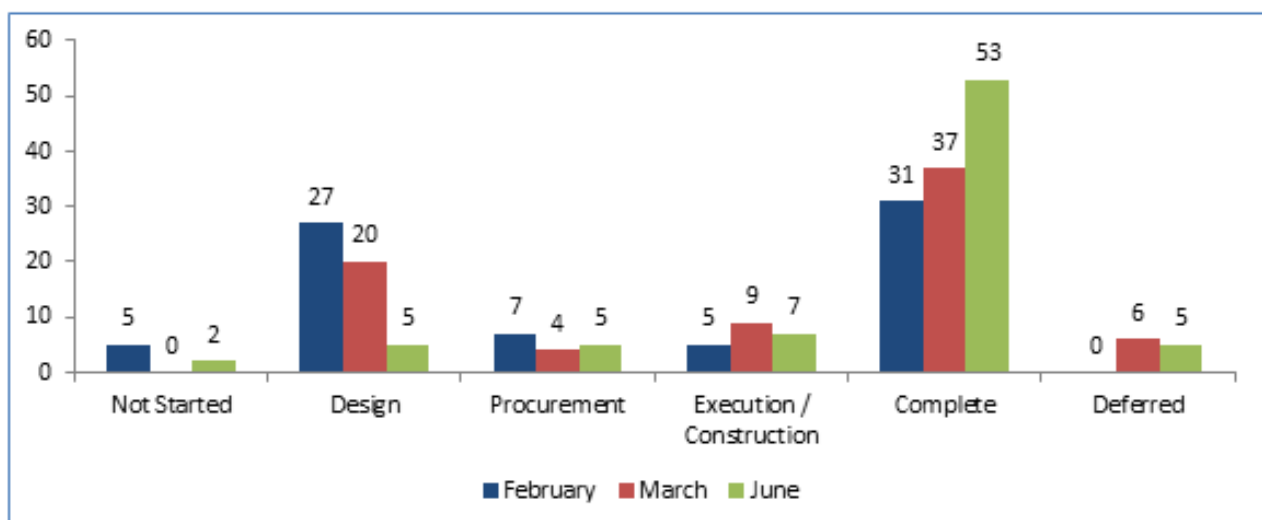


Figure 3: Project status of projects in 2018/19

- Financial Summary

<u>Business Unit</u>	Gross Project Budget (MYR) (\$)	Grant Funding Budget (\$)	YTD Actuals Expense (\$)	YTD Actuals Income (\$)	YTD Committed (\$)	Total Spent (Inc. Committed) (\$)	Carry Forward (\$)
Infrastructure Engineering	2,403,121	-965,853	2,102,401	-860,140	57,216	2,158,417	157,599
Parks and Landscape	1,076,760	-293,714	794,479	-312,995	17,649	812,128	258,268
Asset Management	275,000	0	152,089	0	0	152,089	120,000
Facilities Management and Environment	4,824,100	-2,801,870	1,769,404	-1,606,278	4,021,720	5,791,124	2,993,756
<b>TOTAL</b>	<b>8,578,981</b>	<b>-4,061,437</b>	<b>4,818,372</b>	<b>-2,779,413</b>	<b>4,096,585</b>	<b>8,913,758</b>	<b>3,529,623</b>

Figure 4: Budget status as at 7 July 2019

## FINANCIAL IMPLICATIONS

Please note, the budget summary will continue to be reported through the Monthly Financial Report.

## LEGAL IMPLICATIONS

Nil

## CONSULTATION

Nil

## OFFICER COMMENT

The next report will be the first quarterly update of 2019/20 and include an update of the Corporate Business Plan. As such, the report will include an update on all projects, including those delivered outside IPD.

## VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

## OFFICER'S RECOMMENDATION

**The Finance, Policy, Operations and Legislation committee acting under delegation 1.1; receive the Quarterly Capital Works Update Report summarising the Progress Summary of Infrastructure Projects at the end of 2018/19 financial year.**

## **10.2 COUNCIL DECISION**

### **FPOL1908-10 REPEAL SUPERSEDED POLICY FOR RESPECT, RECOGNITION AND CONCILIATION WITH ABORIGINAL PEOPLE**

<b>Meeting Date:</b>	14 August 2019
<b>Responsible Officer:</b>	Manager Community Development
<b>Decision Making Authority:</b>	Council
<b>Agenda Attachments:</b>	Policy for Respect, Recognition and Conciliation with Aboriginal People 2000

#### **SUMMARY**

**The policy for Respect, Recognition and Conciliation with Aboriginal People became obsolete upon adoption of the Walyalup Reconciliation Action Plan 2019-2022 (WRAP) which was adopted by Council on 26 June 2019.**

**This report recommends that Council repeal the superseded policy endorsed in 2000 for Respect, Recognition and Conciliation with Aboriginal people, as provided in the Attachments of the Finance, Policy, Operations and Legislation Committee Agenda (14 August 2019).**

#### **BACKGROUND**

In 2000 Council committed to a policy on Respect, Recognition and Conciliation. The newly endorsed WRAP has extended this work and forms an overarching framework for what is occurring now, with updated actions and measures of future deliverables.

The resulting 19 actions and 106 deliverables identified in the adopted WRAP supersede the actions committed to in the policy for Respect, Recognition and Conciliation with Aboriginal People which is now obsolete.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **LEGAL IMPLICATIONS**

Nil

#### **CONSULTATION**

The WRAP Working Group has been advised verbally that the WRAP 2019-2022 would replace the Policy for Respect, Recognition and Conciliation with Aboriginal People.

## **OFFICER COMMENT**

It is recommended that the Respect, Recognition and Conciliation with Aboriginal People Policy be formally repealed by Council to ensure the Walyalup Reconciliation Action Plan 2019-2022 is the only guiding strategy and supersedes the policy.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**Council repeal the superseded policy for Respect, Recognition and Conciliation with Aboriginal people as provided in the Attachments of the Finance, Policy, Operations and Legislation Committee Agenda (14 August 2019).**

## **FPOL1908-11 FILM FRIENDLY CITY POLICY**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Economic Development and Marketing  
**Decision Making Authority:** Council  
**Agenda Attachments:** Nil

### **SUMMARY**

**The purpose of this report is to present a proposed Film Friendly City Policy to council for consideration and adoption.**

**This report recommends that Council adopt the attached Film Friendly City Policy.**

### **BACKGROUND**

A notice of motion (NOM1902-1) was raised at the Ordinary Meeting of Council on the 13 February 2019 requesting that Council approve the development of a Film Friendly Policy to be drafted for Council consideration.

After consultation with officers and industry stakeholders a proposed policy has been drafted in line with the support the City of Fremantle can reasonably offer to film based initiatives being delivered in Fremantle.

### **FINANCIAL IMPLICATIONS**

The proposed policy includes the discounting of existing fees and charges subject to meeting certain criteria. This may impact revenue currently budgeted as part of the 2019/20 adopted budget.

### **LEGAL IMPLICATIONS**

Nil

### **CONSULTATION**

Film industry stakeholders including a variety of film producers have been consulted during the development of the proposed policy in order to ensure the support being offered adds value to the industry.

### **OFFICER COMMENT**

Fremantle remains an attractive location for the pursuit of creative based industries. The development and growth of the film sector and global demand for content has peaked interest in Australia as a location for content production, particularly for major international markets such as China.

Based on an assessment of opportunities within this sector and initial engagement with production companies, Fremantle is strongly positioned to capitalise on this demand, more so than other locations throughout Perth.

Fremantle is already home to a significant number of film based production companies creating a critical mass for WA's film sector and superior environment for conducting business linked to the film industry. Fremantle is also an attractive location to capture film content given its unique heritage characteristics and proximity to the ocean and river.

The film sector remains a significant comparative advantage for Fremantle when considering approaches to growing and diversifying our economy. Some of the benefits linked to supporting the capture of film content within Fremantle and the development of a strong and active film sector may include but not be limited to:

- The promotion the City of Fremantle as a visitor destination
- Raise the profile of the City of Fremantle's destination brand through a significant level of positive media exposure outside of the City of Fremantle
- Position the City of Fremantle as a great place to live or work
- Provides interesting street level activation outcomes via presence of film sets or related activity within the urban realm
- May result in a large number of production crew being based in the City of Fremantle over an extended period of time
- Feature film or television series filmed and developed in Fremantle that are of national or international significance are likely to be viewed by people outside of Western Australia
- May result in creation of local jobs or the engagement of local film/creative businesses

Based on the potential benefits the key objectives of the proposed policy are to:

- Encourage the use of the City of Fremantle as a location to capture and produce feature film and television content
- Provide opportunities for local businesses to leverage opportunities linked to the film industry
- Support film production initiatives that contribute to economic development outcomes linked to the City's economic development strategy or destination marketing strategic plan
- Encourage film related businesses and industries to locate themselves in the City of Fremantle permanently
- Provide clear guidance in relation to the consistent and transparent management of film related requests for support

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **OFFICER'S RECOMMENDATION**

**Council receive and adopt the Film Friendly City Policy as provided below;**

### **Film Friendly City**

#### **Policy scope**

**This policy deals with activities relating to film production occurring within the City of Fremantle and includes:**

- **Filming in a public place for a non-private or commercial purpose**
- **Filming and logistical arrangements required for:**
  - **the production of feature films.**
  - **the production of content for television, commercial advertising or other platforms with substantial reach.**
- **The utilisation of City owned assets or land to support the delivery of film productions or film related projects.**
- **Initiatives that contribute towards the growth of the film sector in the City of Fremantle.**
- 

**This policy outlines how the City will manage requests to deliver these activities, the support that may be made available and how consistent and transparent decisions will be made. The scope of this policy does not include provision of grants or sponsorship.**

**The objectives of this policy are to:**

- **Encourage the use of the City of Fremantle as a location to capture and produce feature film and television content.**
- **Provide opportunities for local businesses to leverage opportunities linked to the film industry.**
- **Support film production initiatives that contribute to economic development outcomes linked to the City's economic development strategy or destination marketing strategic plan.**
- **Encourage film related businesses and industries to locate themselves in the City of Fremantle permanently.**
- **Provide clear guidance in relation to the consistent and transparent management of film related requests for support.**

#### **Policy statement**

##### **Film Friendly City Support Initiatives**

**The City is able to offer a range of support for those wishing to deliver film projects within the City of Fremantle. Subject to meeting policy criteria this support may include:**

#### **1. City of Fremantle Film Friend**

**The City endeavouring to provide a single point of contact internally throughout the duration of a production in order to provide information regarding necessary approvals, timelines, location information, avenues of support and any other queries that may arise.**

## **2. Waiver of filming permit fees**

If you wish to film in Fremantle you must obtain approval from the City of Fremantle. Capture of film or video content for commercial purposes requires the payment of a fee in line with the City's schedule of fees and charges. The City may waive or discount filming permits fees subject to the extent it meets certain criteria within this policy.

## **3. Provision of parking space and discounting of fees**

The City operates a variety of car parks throughout Fremantle and can make single bays or multiple bays available to cater for film related activity. The provision of car bays requires the payment of a fee in line with the City's schedule of fees and charges. The City may waive or discount parking fees associated with film related activity subject to the extent it meets certain criteria within this policy.

## **4. Provision of letters of support**

For film related projects being delivered in the City of Fremantle that require approvals from other stakeholders or landholders, the City may provide a letter of support for the approvals being sought subject to the extent it meets certain criteria within this policy.

## **5. Provision of temporary administrative space for production crew**

For feature film or television productions that are required to (or choose to) have large crews or workforces based in Fremantle over an extended period of time, The City of Fremantle can provide assistance in sourcing temporary administrative space for the duration of the production. The City may provide space within its own assets (subject to availability and compliance requirements) or provide guidance on what other opportunities may exist within the City of Fremantle. Provision of this support is subject to the extent the initiative meets certain criteria within this policy.

### **Assessment Criteria and Level of Support**

Provision of support outlined within this policy is determined in line with the extent to which the film related activity achieves the majority or all of the following assessment criteria:

- Promotes the City of Fremantle as a visitor destination.
- Raises the profile of the City of Fremantle's destination brand through a significant level of positive media exposure outside of the City of Fremantle.
- Encourages the City of Fremantle as a place to live or work.
- Provides a street level activation outcome without causing undue disruption to the public realm or surrounding businesses.
- Results in a large number of production crew (20 or more) being based in the City of Fremantle over an extended period of time (several weeks or more).

- **Is a feature film or television series of national or international significance and likely to be viewed by people outside of Western Australia.**
- **Results in local jobs or the engagement of local film/creative businesses.**
- **Is considered to be contributing towards the longer term growth of the film sector within the City of Fremantle.**

**For activities aligning with the majority or all of the assessment criteria, the level or type of support provided is determined based on the extent to which assessment criteria is being met, and/or how relevant the type of support being requested is to the success of any given activity. A greater level of support will typically be provided to those activities that generate the greatest impact in line with the greatest number of criteria.**

### **Ineligibility**

**Support will not be provided for:**

- **Political parties.**
- **Activities that create an environmental hazard.**
- **Activities outside the geographical boundaries of the local government authority.**
- **Activities that may involve the City in controversial issues or expose the City to adverse criticism.**
- **Activities that may defame, exclude or offend other community groups or individuals.**
- **Proposals from applicants that are current City of Fremantle staff.**
- **Projects where Council funding equates to more than 50% of the total project cost.**
- **Organisations that have monies owing to the City.**
- **Activities that have received grants under the annual community funding program or funding from other City of Fremantle programs.**

### **Assessment Process**

**All requests for support received by the City will be assessed and a recommendation will be made to the Chief Executive Officer.**

**The type or level of support provided, within the parameters of this policy, is at the discretion of the Chief Executive Officer.**

**The Chief Executive Officer reserves the right to refuse proposals or requests for support at their own discretion and is not obligated to provide any support should a proposal or request for support be received.**

**Approval records evidencing assessment against evaluation criteria must be retained.**

**The Chief Executive Officer reserves the right to refer the matter to council at their own discretion.**

### **Conditions of Support**

**In addition to the economic benefits, Council can expect to receive the following benefits from the film related activities that it supports:**

- **Appropriate recognition as a supporter of the activity such as the City of Fremantle logo and/or Fremantle destination brand on any associated marketing or communications material.**
- **Recognition in any official speeches associated with the activity.**
- **Reasonable complimentary entrance to any events related to the activity (i.e. a film release screening) for distribution to members of the Fremantle community or for promotional activities including competitions.**
- **Signage incorporating the City of Fremantle logo and/or Fremantle destination brand (as appropriate) at events or activations related to the activity and the logo in a prominent position in printed and digital material.**
- **Opportunities for the City of Fremantle and/or the Fremantle destination brand to be incorporated into any marketing or communications associated with the activity.**
- **The opportunity to utilise events related to the activity to build relationships between the City and other stakeholders.**
- **Other benefits and conditions as agreed upon.**

**Definitions and abbreviations**  
**Nil**

## **FPOL1908-12 BUDGET AMENDMENTS - JULY 2019**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Finance  
**Decision Making Authority:** Council  
**Agenda Attachments:** Nil

### **SUMMARY**

**To adopt various budget amendments to the 2019/2020 budget account numbers as detailed below in accordance with the Budget Management Policy. The budget amendments have nil effect to the overall budget.**

**This report recommends that Council approves the required budget amendments to the adopted budget for 2019/20 as outlined in the report.**

### **BACKGROUND**

In accordance with the Budget Management Policy this report provides details of proposed amendments to the 2019/2020 budget on a monthly basis to Council (via FPOL) to adopt budget amendments to:

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

### **FINANCIAL IMPLICATIONS**

The financial implications are detailed in this report.

### **LEGAL IMPLICATIONS**

#### ***Local Government Act 1995:***

#### **Section 6.2 (1)**

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31<sup>st</sup> August each year.

#### **Section 6.8 (1) and (2)**

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or
- (c) is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

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

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

**Regulation 33A**

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

**CONSULTATION**

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

**OFFICER COMMENT**

The following amendments to budget account numbers to the adopted budget for 2019/2020 are submitted to Council for approval as outlined below.

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

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

Item	Account #	Account Details	2019/20 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2019/20 Amended Budget
1.1	Establish a budget to consultancy as an initial contribution for the engagement of suitable consultants to progress the design of the golf course remediation, golf club and community facility, funded from Main Roads grants.					
	100383.6824	Lead Infrastructure and project directorate - Consultancy	(20,000)		(144,900)	(164,900)
	100383.4325	Lead Infrastructure and project directorate - Grant	-	144,900		144,900
1.2	Establish a budget for the estimated costs of settlement in relation to 142 High St, Fremantle. Other income is being sourced from monies held in the trust fund for greater than 10 years in accordance with s6.9 (4) of the Local Government Act.					
	100085.6816	Lead City Business – Contract Exp – Legal	(60,000)		(300,000)	(360,000)
	100525.4188	Monitor financial accounting	-	300,000		300,000

		processes – Other Income				
1.3	Establish a budget for a new project to resurface Thompson Road which is fully funded, 50% from Allied Pinnacle's contribution and 50% from Road to Recovery (R2R) grants.					
	3xxxxx.1606	Thompson Road project – Capital Exp	-		(64,000)	(64,000)
	3xxxxx.4214	Thompson Road project - Grant	-	32,000		32,000
	3xxxxx.4219	Thompson Road project – Grant	-	32,000		32,000
1.4	Transfer budget allocated for bike lanes to a new project P-11872 Design and construct-Ord Street Bike Lanes from P-10291 Program-Road and Bike Safety					
	300011.1606	P-10291 Program-Road and Bike Safety – Capital Exp	(123,327)		100,000	23,327
	300151.1606	P-11872 Design and construct-Ord Street Bike Lanes – Capital Exp	-		(100,000)	(100,000)
1.5	Transfer budget of P-10273 Purchase-FOGO bins from capital to operating due to reclassification of project.					
	300106.1606	P-10273 Purchase-FOGO bins – Capital Exp	(300,000)		300,000	-
	200457.6855	P-10273 Purchase-FOGO bins – Operating Exp	-		(300,000)	(300,000)

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

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

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

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

Item	Account #	Account Details	2019/20 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2019/20 Amended Budget
2.1	Transfer budget of P-11867 Design-Booyeembara Park Mountain Bike Trail from capital to operating due to reclassification of project.					
	300150.1606	P-11867 Design-Booyeembara Park Mountain Bike Trail – Capital Exp	(24,000)		24,000	-
	200782.6823	P-11867 Design-Booyeembara Park Mountain Bike Trail – Operating Exp	-		(24,000)	(24,000)

### 3. Carried forward projects estimate budget amendments

The budget amendments below are to adjust the carried forward project estimates and to amend the carried forward budget to reflect the final position at the end of financial year.

Item	Account #	Account Details	2019/20 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2019/20 Amended Budget	
3.1	<p><u>Unspent Municipal Fund Projects</u> Adjustments to the budget for the following projects due a variance in the amount of unspent municipal funds at 30 June 19 between the estimated carried forward budget and the final actual performance at the year end. Budget amendment for carry forward projects of \$65,096 which is made up as increase to the amount estimated Surplus Carried Forward from 30 June 2019 at time of adopting the budget. Carry forward projects with an adjustment to unspent municipal funds for 19-20 are:</p> <ul style="list-style-type: none"> <li>• P-10273 Purchase-FOGO bins</li> <li>• P-11748 Plan-Depot contamination investigation</li> <li>• P-11779 Plan- Port Beach Coastal Adaptation Assets Management</li> <li>• P-11666 Install-Leisure Centre disinfectant system</li> <li>• P-11006 Design and construct-McCabe St</li> <li>• P-10964 Restoration-Town Hall internal</li> <li>• P-10969 Install-Curtin College bus shelter</li> <li>• P-11677 Design and construct-Queen Victoria St/Adelaide Tce</li> <li>• P-10412 Design and construct-Booyeembara Park</li> <li>• P-11815 Design and construct-South Tce Node 2</li> <li>• P-11822 Construct-Paths Fencing and Signage Samson Memorial</li> <li>• P-11825 Waste - Fleet Management System</li> <li>• P-11800 Plan-Heart of Beaconsfield</li> <li>• P-10292 Plan – Station Forecourt</li> <li>• P-11818 Purchase-Document Management System</li> <li>• P-10994 Design-Corporate website</li> </ul>						
		200457.6823 200457.3915	P-10273 Purchase-FOGO bins \$427,965 unspent muni \$250,000 grant 19-20	(683,726)		5,761	(677,965)
		200467.6823 200467.3915	P-11748 Plan-Depot contamination investigation \$147,250 unspent muni	(145,324)		(1,926)	(147,250)
		200468.6823 200468.3915	P-11779 Plan- Port Beach Coastal Adaptation Assets Management \$19,371 unspent muni	(2,000)		(17,371)	(19,371)
		300002.1606 300002.3915	P-11666 Install-Leisure Centre disinfectant system \$66,000 unspent muni	(36,000)		(30,000)	(66,000)
		300008.1606 300008.3915	P-11006 Design and construct-McCabe St \$15,744 unspent muni	(12,841)		(2,903)	(15,744)
		300032.1606 300032.3915	P-10964 Restoration-Town Hall internal \$124,324 unspent muni	(120,000)		(4,324)	(124,324)
		300034.1606 300034.3915	P-10969 Install-Curtin College bus shelter \$4,140 unspent muni		-	(4,140)	(4,140)
		300036.1606 300036.3915	P-11677 Design and construct-Queen Victoria St/Adelaide Tce/	(47,960)		1,200	(46,760)

		\$46,760 unspent muni				
	300081.1606 300081.3915	P-10412 Design and construct- Booyeembara Park \$61,452 unspent muni	(65,000)		3,548	(61,452)
	300089.1606 300089.3915	P-11815 Design and construct-South Tce Node 2 \$18,698 unspent muni	-		(18,698)	(18,698)
	300096.1606 300096.3915	P-11822 Construct-Paths Fencing and Signage Samson Memorial \$7,870 unspent muni	(7,870)		7,870	-
	300098.1606 300098.3915	P-11825 Waste - Fleet Management System \$90,000 unspent muni	(81,000)		(9,000)	(90,000)
	200475.6823 200475.3915	P-11800 Plan-Heart of Beaconsfield \$46,024 unspent muni	(43,000)		(3,024)	(46,024)
	200239.6824 200239.3915	P-10292 Plan - Station Forecourt \$25,000 unspent muni	(16,000)		(9,000)	(25,000)
	300091.1606 300091.3915	P-11818 Purchase- Document Management System \$99,398 unspent muni	(117,000)		17,602	(99,398)
	200461.6823 200461.3915	P-10994 Design-Corporate website \$29,200 unspent muni \$200,000 Quarantined	(228,509)		(691)	(229,200)
3.2	<u>Grant Received in Advance</u> Grant income of \$555,697 received in advance (June 2019) for Financial Assistant Grants from WA Local Government Grants Commission 19-20. These funds are held in Surplus Carried Forward at 30 June 2019.					
	100239.4311 100239.3915	Receive general purpose grants and contributions	1,040,000	(555,697)		484,303
3.3	<u>Unspent Grant Fund Projects</u> Adjustments to the budget for the following projects due a variance in the amount of unspent grant funds at 30 June 19 between the estimated carried forward budget and the final actual performance at the year end. Budget amendment for carry forward projects of \$27,430 which is made up as increase to the amount estimated as Surplus Carried Forward from 30 June 2019 at time of adopting the budget. Carry forward projects with an adjustment to unspent grant funds for 19-20 are: <ul style="list-style-type: none"> <li>• P-11802 Program-Container deposit scheme</li> <li>• P-10848 Program-In Cahoots art exhibition</li> <li>• P-11728 Program-FAC Revealed 2020</li> <li>• Operate volunteering program</li> <li>• P-11796 Install-CCTV</li> </ul>					
	200476.6822 200476.4399	P-11802 Program-Container deposit scheme \$10,500 unspent grant	-		(10,500)	(10,500)
	200344.6823 200344.4399	P-10848 Program-In Cahoots art exhibition \$138,874 unspent grant	(139,765)		891	(138,874)
	200473.6823 200473.4399	P-11728 Program-FAC Revealed 2020 \$29,616 unspent grant	(56,445)		26,829	(29,616)
	100474.6823	Operate volunteering program Nil unspent grant	(21,200)		20,000	(1,200)

	300014.1606 300014.4299	P-11796 Install-CCTV \$570,122 unspent grant \$185,678 grant 19-20	(691,150)		(64,650)	(755,800)
3.4	<p><u>Unspent Muni &amp; Grant Fund Project</u> Adjustment to the budget for carried forward project P-11708 Plan-Coastal monitoring. Amended budget for 19-20 of \$52,039. Budget amendment for carry forward of \$3,847 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$8,500 from 18-19 year;</li> <li>• Reduce unspent grant of \$153 from 18-19 year;</li> <li>• Reduced grants income of \$4,500 to be received in 19-20 year.</li> </ul>					
	200466.4399	P-11708 Plan-Coastal monitoring – Unspent grant	18,192	(153)		18,039
	200466.4327	P-11708 Plan-Coastal monitoring – Grant 19-20	25,000	(4,500)		20,500
	200466.6823	P-11708 Plan-Coastal monitoring	(48,192)		(3,847)	(52,039)
	200466.3915	P-11708 Plan-Coastal monitoring – unspent muni	-	8,500		8,500
3.5	<p><u>Unspent Muni &amp; Grant Fund Project</u> Adjustment to the budget for carried forward project P-11806 Program-Solar panels. Amended budget for 19-20 of \$102,008. Budget amendment for carry forward of \$37,008 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$12,000 from 18-19 year;</li> <li>• Increase unspent grant of \$4,508 from 18-19 year;</li> <li>• Additional grant income of \$20,500 to be received in 19-20 year.</li> </ul>					
	300012.1606	P-11806 Program-Solar panels – Capital Exp	(65,000)		(37,008)	(102,008)
	300012.4229	P-11806 Program-Solar panels – Grant 19-20	-	20,500		20,500
	300012.4299	P-11806 Program-Solar panels- Unspent grant	-	4,508		4,508
	300012.3915	P-11806 Program-Solar panels – Unspent muni	-	12,000		12,000
3.6	<p><u>Unspent Muni &amp; Grant Fund Project</u> Adjustment to the budget for carried forward project for P-10212 Install-Gil Fraser Oval shed. Amended budget for 19-20 of \$36,918. Budget amendment for carry forward of \$30,918 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$20,000 from 18-19 year;</li> <li>• Increase unspent grant of \$10,918 from 18-19 year.</li> </ul>					
	300001.1606	P-10212 Install-Gil Fraser Oval shed – Capital Exp	(6,000)		(30,918)	(36,918)
	300001.4299	P-10212 Install-Gil Fraser Oval shed – Unspent grant	6,000	10,918		16,918
	300001.3915	P-10212 Install-Gil Fraser Oval shed – Unspent muni	0	20,000		20,000
3.7	<p><u>Multiyear Project – Fremantle Park Sport and Community Centre</u> Adjustment to the budget for carried forward project P-10350 Design and construct-Fremantle Park Sport and Community centre. Amended budget for 19-20 of \$3,548,852. Budget amendment for carry forward increase of \$335,020 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$633,839 from 18-19 year;</li> <li>• Decrease unspent grant funds \$534,365 from 18-19 year;</li> <li>• Increase grants income of \$235,546 from clubs for increase in scope of works in 19-20 year.</li> </ul>					
	300075.1606	P-10350 Design and construct-Fremantle Park Sport and Community centre- Capital exp	(3,213,832)		(335,020)	(3,548,852)
	300075.3915	P-10350 Design and construct-Fremantle Park Sport and Community centre – Unspent muni	479,993	633,839		1,113,832
	300075.4222	P-10350 Design and construct-Fremantle Park	581,339	(534,365)		46,974

		Sport and Community centre – Unspent grant				
	300075.4225	P-10350 Design and construct-Fremantle Park Sport and Community centre – Grant 19-20	1,502,500	235,546		1,738,046
3.8	<p><u>Unspent Reserve Fund Project</u> Adjustment to the budget for carried forward project for P-10325 Restoration-Naval Store Cantonment Hill. The project was completed in 2018-19 year therefore no budget is required to be carried forward to 2019-20 financial year.</p>					
	300076.1606	P-10325 Restoration-Naval Store Cantonment Hill – Capital Exp	(10,000)		10,000	-
	300076.3923	P-10325 Restoration-Naval Store Cantonment Hill – Reserve	10,000		(10,000)	-
3.9	<p><u>Multiyear Projects – Kings Square</u> Adjustment to the budgets for Kings Square carried forward projects due to the variance between the estimated carried forward budget and the final actual performance at the year end. Carry forward Kings Square projects with an adjustment made for 19-20 are:</p> <ul style="list-style-type: none"> <li>• P-10297 Construct Civic &amp; Library Building</li> <li>• P-11814 Consultants - Civic Building</li> <li>• P-11598 Project Management – Civic Building</li> <li>• P-10294 Design and construct-Public Realm</li> <li>• P-11680 Design - Kings Square play space</li> <li>• P-10295 Public Realm - Newman Court Construction</li> <li>• P-11736 Plan - Kings Square Communications</li> </ul> <p>Total budget for Kings Square related projects will reduce by \$995,506. The amount transferred from Reserve is reduced by \$1,007,592 and the amount of unspent muni funds increased by \$12,086. The \$995,506 budget amendment is made up of:</p> <ul style="list-style-type: none"> <li>• Increase budget of \$12,477 for P-11736 Plan-Kings Square Communications from unspent muni funds;</li> <li>• Reduce budget of \$460,395 for P-10297 Construct Civic &amp; Library Building from Investment reserve;</li> <li>• Increase budget of \$10,511 for P-10294 Design and construct-Public Realm from unspent muni funds;</li> <li>• Increase budget of \$14,052 for P-11680 Design-Kings Square play space from unspent muni funds;</li> <li>• Reduce budget of \$10,031 for P-10295 Public Realm - Newman Court Constructions from Investment reserve;</li> <li>• Reduce budget of \$433,747 for P-11814 Consultants - Civic Building from Investment reserve;</li> <li>• Reduce budget of \$103,419 for P-11598 Project Management 3% - Const. &amp; Consult from Investment reserve.</li> </ul>					
	300000.1606	P-10297 Construct Civic & Library Building – Capital Exp	(40,154,700)		460,395	(39,694,305)
	300000.3923	P-10297 Construct Civic & Library Building – Reserve	20,154,700	(460,395)		19,694,305
	300049.1606	P-10294 Design and construct-Public Realm – Capital exp	(30,751)		(10,511)	(41,262)
	300049.3915	P-10294 Design and construct-Public Realm – Unspent muni	30,751	10,511		41,262
	300051.1606	P-11680 Design-Kings Square play space – Capital exp	(109,255)		(14,052)	(123,307)
	300051.3915	P-11680 Design-Kings Square play space –	9,255	14,052		23,307

		Unspent muni				
	300085.1606	P-10295 Public Realm - Newman Court Construction – Capital Exp	(2,000,000)		10,031	(1,989,969)
	300085.3923	P-10295 Public Realm - Newman Court Construction – Reserve	2,000,000	(10,031)		1,989,969
	300086.1606	P-11814 Consultants - Civic Building – Capital exp	(1,295,960)		433,747	(862,213)
	300086.3923	P-11814 Consultants - Civic Building – Reserve	1,295,960	(433,747)		862,213
	300087.1606	P-11598 Project Management – Civic Building – Capital exp	(670,017)		103,419	(566,598)
	300087.3923	P-11598 Project Management – Civic Building – Reserve	670,017	(103,419)		566,598
	200447.6823 (was1606)	P-11736 Plan-Kings Square Communications – Operating exp	(53,545)		12,477	(41,068)
	200447.3915	P-11736 Plan-Kings Square Communications – Unspent muni	23,545	(12,477)		11,068

Overall effect on the end of year surplus for carried forward projects is summarised below:

<b>Item #</b>	<b>Details</b>	<b>Movement</b>	<b>Balance</b>
	Opening Surplus Carried Forward – unspent muni and grants		3,463,570
3.1	Unspent muni fund projects	65,096	3,528,666
3.2	Grant funds in advance	555,697	4,084,363
3.3	Unspent grant funds	27,430	4,111,793
3.4	Unspent muni and grant fund project	8,347	4,120,140
3.5	Unspent muni and grant fund project	16,508	4,136,648
3.6	Unspent muni and grant fund project	30,918	4,167,566

## VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

## OFFICER'S RECOMMENDATION

Council approves the required budget amendments to the adopted budget for 2019/2020 as outlined below:

Item	Account #	Account Details	2019/20 Adopted Budget	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	2019/20 Amended Budget
1.1	Establish a budget to consultancy as an initial contribution for the engagement of suitable consultants to progress the design of the golf course remediation, golf club and community facility, funded from Main Roads grants.					
	100383.6824	Lead Infrastructure and project directorate - Consultancy	(20,000)		(144,900)	(164,900)
	100383.4325	Lead Infrastructure and project directorate - Grant	-	144,900		144,900
1.2	Establish a budget for the estimated costs of settlement in relation to 142 High St, Fremantle. Other income is being sourced from monies held in the trust fund for greater than 10 years in accordance with s6.9 (4) of the Local Government Act.					
	100085.6816	Lead City Business – Contract Exp – Legal	(60,000)		(300,000)	(360,000)
	100525.4188	Monitor financial accounting processes – Other Income	-	300,000		300,000
1.3	Establish a budget for a new project to resurface Thompson Road which is fully funded, 50% from Allied Pinnacle's contribution and 50% from Road to Recovery (R2R) grants.					
	3xxxxx.1606	Thompson Road project – Capital Exp	-		(64,000)	(64,000)
	3xxxxx.4214	Thompson Road project - Grant	-	32,000		32,000
	3xxxxx.4219	Thompson Road project – Grant	-	32,000		32,000
1.4	Transfer budget allocated for bike lanes to a new project P-11872 Design and construct-Ord Street Bike Lanes from P-10291 Program-Road and Bike Safety					
	300011.1606	P-10291 Program-Road and Bike Safety – Capital Exp	(123,327)		100,000	23,327
	300151.1606	P-11872 Design and construct-Ord Street Bike Lanes – Capital Exp	-		(100,000)	(100,000)
1.5	Transfer budget of P-10273 Purchase-FOGO bins from capital to operating due to reclassification of project.					
	300106.1606	P-10273 Purchase-FOGO bins – Capital Exp	(300,000)		300,000	-
	200457.6855	P-10273 Purchase-FOGO bins – Operating Exp	-		(300,000)	(300,000)
2.1	Transfer budget of P-11867 Design-Booyeembara Park Mountain Bike Trail from capital to operating due to reclassification of project.					

	300150.1606	P-11867 Design-Booyeembara Park Mountain Bike Trail – Capital Exp	(24,000)		24,000	-
	200782.6823	P-11867 Design-Booyeembara Park Mountain Bike Trail – Operating Exp	-		(24,000)	(24,000)
3.1	<p><b>Unspent Municipal Fund Projects</b> Adjustments to the budget for the following projects due a variance in the amount of unspent municipal funds at 30 June 19 between the estimated carried forward budget and the final actual performance at the year end. Budget amendment for carry forward projects of \$65,096 which is made up as increase to the amount estimated Surplus Carried Forward from 30 June 2019 at time of adopting the budget. Carry forward projects with an adjustment to unspent municipal funds for 19-20 are:</p> <ul style="list-style-type: none"> <li>• P-10273 Purchase-FOGO bins</li> <li>• P-11748 Plan-Depot contamination investigation</li> <li>• P-11779 Plan- Port Beach Coastal Adaptation Assets Management</li> <li>• P-11666 Install-Leisure Centre disinfectant system</li> <li>• P-11006 Design and construct-McCabe St</li> <li>• P-10964 Restoration-Town Hall internal</li> <li>• P-10969 Install-Curtin College bus shelter</li> <li>• P-11677 Design and construct-Queen Victoria St/Adelaide Tce</li> <li>• P-10412 Design and construct-Booyeembara Park</li> <li>• P-11815 Design and construct-South Tce Node 2</li> <li>• P-11822 Construct-Paths Fencing and Signage Samson Memorial</li> <li>• P-11825 Waste - Fleet Management System</li> <li>• P-11800 Plan-Heart of Beaconsfield</li> <li>• P-10292 Plan – Station Forecourt</li> <li>• P-11818 Purchase-Document Management System</li> <li>• P-10994 Design-Corporate website</li> </ul>					
	200457.6823 200457.3915	P-10273 Purchase-FOGO bins \$427,965 unspent muni \$250,000 grant 19-20	(683,726)		5,761	(677,965)
	200467.6823 200467.3915	P-11748 Plan-Depot contamination investigation \$147,250 unspent muni	(145,324)		(1,926)	(147,250)
	200468.6823 200468.3915	P-11779 Plan- Port Beach Coastal Adaptation Assets Management \$19,371 unspent muni	(2,000)		(17,371)	(19,371)
	300002.1606 300002.3915	P-11666 Install-Leisure Centre disinfectant system \$66,000 unspent muni	(36,000)		(30,000)	(66,000)
	300008.1606 300008.3915	P-11006 Design and construct-McCabe St \$15,744 unspent muni	(12,841)		(2,903)	(15,744)
	300032.1606 300032.3915	P-10964 Restoration-Town Hall internal \$124,324 unspent muni	(120,000)		(4,324)	(124,324)
	300034.1606 300034.3915	P-10969 Install-Curtin College bus shelter \$4,140 unspent muni	-		(4,140)	(4,140)
	300036.1606 300036.3915	P-11677 Design and construct-Queen Victoria	(47,960)		1,200	(46,760)

		St/Adelaide Tce/ \$46,760 unspent muni				
	300081.1606 300081.3915	P-10412 Design and construct- Booyeembara Park \$61,452 unspent muni	(65,000)		3,548	(61,452)
	300089.1606 300089.3915	P-11815 Design and construct-South Tce Node 2 \$18,698 unspent muni	-		(18,698)	(18,698)
	300096.1606 300096.3915	P-11822 Construct-Paths Fencing and Signage Samson Memorial \$7,870 unspent muni	(7,870)		7,870	-
	300098.1606 300098.3915	P-11825 Waste - Fleet Management System \$90,000 unspent muni	(81,000)		(9,000)	(90,000)
	200475.6823 200475.3915	P-11800 Plan-Heart of Beaconsfield \$46,024 unspent muni	(43,000)		(3,024)	(46,024)
	200239.6824 200239.3915	P-10292 Plan - Station Forecourt \$25,000 unspent muni	(16,000)		(9,000)	(25,000)
	300091.1606 300091.3915	P-11818 Purchase- Document Management System \$99,398 unspent muni	(117,000)		17,602	(99,398)
	200461.6823 200461.3915	P-10994 Design-Corporate website \$29,200 unspent muni \$200,000 Quarantined	(228,509)		(691)	(229,200)
3.2	<b>Grant Received in Advance</b> Grant income of \$555,697 received in advance (June 2019) for Financial Assistant Grants from WA Local Government Grants Commission 19-20. These funds are held in Surplus Carried Forward at 30 June 2019.					
	100239.4311 100239.3915	Receive general purpose grants and contributions	1,040,000	(555,697)		484,303
3.3	<b>Unspent Grant Fund Projects</b> Adjustments to the budget for the following projects due a variance in the amount of unspent grant funds at 30 June 19 between the estimated carried forward budget and the final actual performance at the year end. Budget amendment for carry forward projects of \$27,430 which is made up as increase to the amount estimated as Surplus Carried Forward from 30 June 2019 at time of adopting the budget. Carry forward projects with an adjustment to unspent grant funds for 19-20 are: <ul style="list-style-type: none"> <li>• P-11802 Program-Container deposit scheme</li> <li>• P-10848 Program-In Cahoots art exhibition</li> <li>• P-11728 Program-FAC Revealed 2020</li> <li>• Operate volunteering program</li> <li>• P-11796 Install-CCTV</li> </ul>					
	200476.6822 200476.4399	P-11802 Program- Container deposit scheme \$10,500 unspent grant	-		(10,500)	(10,500)
	200344.6823 200344.4399	P-10848 Program-In Cahoots art exhibition \$138,874 unspent grant	(139,765)		891	(138,874)
	200473.6823 200473.4399	P-11728 Program-FAC Revealed 2020 \$29,616 unspent grant	(56,445)		26,829	(29,616)
	100474.6823	Operate volunteering	(21,200)		20,000	(1,200)

		program Nil unspent grant				
	300014.1606 300014.4299	P-11796 Install-CCTV \$570,122 unspent grant \$185,678 grant 19-20	(691,150)		(64,650)	(755,800)
3.4	<p><b>Unspent Muni &amp; Grant Fund Project</b> Adjustment to the budget for carried forward project P-11708 Plan-Coastal monitoring. Amended budget for 19-20 of \$52,039. Budget amendment for carry forward of \$3,847 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$8,500 from 18-19 year;</li> <li>• Reduce unspent grant of \$153 from 18-19 year;</li> <li>• Reduced grants income of \$4,500 to be received in 19-20 year.</li> </ul>					
	200466.4399	P-11708 Plan-Coastal monitoring – Unspent grant	18,192	(153)		18,039
	200466.4327	P-11708 Plan-Coastal monitoring – Grant 19-20	25,000	(4,500)		20,500
	200466.6823	P-11708 Plan-Coastal monitoring	(48,192)		(3,847)	(52,039)
	200466.3915	P-11708 Plan-Coastal monitoring – unspent muni	-	8,500		8,500
3.5	<p><b>Unspent Muni &amp; Grant Fund Project</b> Adjustment to the budget for carried forward project P-11806 Program-Solar panels. Amended budget for 19-20 of \$102,008. Budget amendment for carry forward of \$37,008 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$12,000 from 18-19 year;</li> <li>• Increase unspent grant of \$4,508 from 18-19 year;</li> <li>• Additional grant income of \$20,500 to be received in 19-20 year.</li> </ul>					
	300012.1606	P-11806 Program-Solar panels – Capital Exp	(65,000)		(37,008)	(102,008)
	300012.4229	P-11806 Program-Solar panels – Grant 19-20	-	20,500		20,500
	300012.4299	P-11806 Program-Solar panels- Unspent grant	-	4,508		4,508
	300012.3915	P-11806 Program-Solar panels – Unspent muni	-	12,000		12,000
3.6	<p><b>Unspent Muni &amp; Grant Fund Project</b> Adjustment to the budget for carried forward project for P-10212 Install-Gil Fraser Oval shed. Amended budget for 19-20 of \$36,918. Budget amendment for carry forward of \$30,918 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$20,000 from 18-19 year;</li> <li>• Increase unspent grant of \$10,918 from 18-19 year.</li> </ul>					
	300001.1606	P-10212 Install-Gil Fraser Oval shed – Capital Exp	(6,000)		(30,918)	(36,918)
	300001.4299	P-10212 Install-Gil Fraser Oval shed – Unspent grant	6,000	10,918		16,918
	300001.3915	P-10212 Install-Gil Fraser Oval shed – Unspent muni	0	20,000		20,000
3.7	<p><b>Multiyear Project – Fremantle Park Sport and Community Centre</b> Adjustment to the budget for carried forward project P-10350 Design and construct-Fremantle Park Sport and Community centre. Amended budget for 19-20 of \$3,548,852. Budget amendment for carry forward increase of \$335,020 made up of:</p> <ul style="list-style-type: none"> <li>• Increase unspent muni funds \$633,839 from 18-19 year;</li> <li>• Decrease unspent grant funds \$534,365 from 18-19 year;</li> <li>• Increase grants income of \$235,546 from clubs for increase in scope of works in 19-20 year.</li> </ul>					
	300075.1606	P-10350 Design and construct-Fremantle Park Sport and Community centre- Capital exp	(3,213,832)		(335,020)	(3,548,852)

	300075.3915	P-10350 Design and construct-Fremantle Park Sport and Community centre – Unspent muni	479,993	633,839		1,113,832
	300075.4222	P-10350 Design and construct-Fremantle Park Sport and Community centre – Unspent grant	581,339	(534,365)		46,974
	300075.4225	P-10350 Design and construct-Fremantle Park Sport and Community centre – Grant 19-20	1,502,500	235,546		1,738,046
3.8	<p><b>Unspent Reserve Fund Project</b> Adjustment to the budget for carried forward project for P-10325 Restoration-Naval Store Cantonment Hill. The project was completed in 2018-19 year therefore no budget is required to be carried forward to 2019-20 financial year.</p>					
	300076.1606	P-10325 Restoration-Naval Store Cantonment Hill – Capital Exp	(10,000)		10,000	-
	300076.3923	P-10325 Restoration-Naval Store Cantonment Hill – Reserve	10,000		(10,000)	-
3.9	<p><b>Multiyear Projects – Kings Square</b> Adjustment to the budgets for Kings Square carried forward projects due to the variance between the estimated carried forward budget and the final actual performance at the year end. Carry forward Kings Square projects with an adjustment made for 19-20 are:</p> <ul style="list-style-type: none"> <li>• P-10297 Construct Civic &amp; Library Building</li> <li>• P-11814 Consultants - Civic Building</li> <li>• P-11598 Project Management – Civic Building</li> <li>• P-10294 Design and construct-Public Realm</li> <li>• P-11680 Design - Kings Square play space</li> <li>• P-10295 Public Realm - Newman Court Construction</li> <li>• P-11736 Plan - Kings Square Communications</li> </ul> <p>Total budget for Kings Square related projects will reduce by \$995,506. The amount transferred from Reserve is reduced by \$1,007,592 and the amount of unspent muni funds increased by \$12,086. The \$995,506 budget amendment is made up of:</p> <ul style="list-style-type: none"> <li>• Increase budget of \$12,477 for P-11736 Plan-Kings Square Communications from unspent muni funds;</li> <li>• Reduce budget of \$460,395 for P-10297 Construct Civic &amp; Library Building from Investment reserve;</li> <li>• Increase budget of \$10,511 for P-10294 Design and construct-Public Realm from unspent muni funds;</li> <li>• Increase budget of \$14,052 for P-11680 Design-Kings Square play space from unspent muni funds;</li> <li>• Reduce budget of \$10,031 for P-10295 Public Realm - Newman Court Constructions from Investment reserve;</li> <li>• Reduce budget of \$433,747 for P-11814 Consultants - Civic Building from Investment reserve;</li> <li>• Reduce budget of \$103,419 for P-11598 Project Management 3% - Const. &amp; Consult from Investment reserve.</li> </ul>					
	300000.1606	P-10297 Construct Civic & Library Building – Capital Exp	(40,154,700)		460,395	(39,694,305)
	300000.3923	P-10297 Construct Civic & Library Building – Reserve	20,154,700	(460,395)		19,694,305
	300049.1606	P-10294 Design and construct-Public Realm – Capital exp	(30,751)		(10,511)	(41,262)
	300049.3915	P-10294 Design and	30,751	10,511		41,262

		construct-Public Realm – Unspent muni				
	300051.1606	P-11680 Design-Kings Square play space – Capital exp	(109,255)		(14,052)	(123,307)
	300051.3915	P-11680 Design-Kings Square play space – Unspent muni	9,255	14,052		23,307
	300085.1606	P-10295 Public Realm - Newman Court Construction – Capital Exp	(2,000,000)		10,031	(1,989,969)
	300085.3923	P-10295 Public Realm - Newman Court Construction – Reserve	2,000,000	(10,031)		1,989,969
	300086.1606	P-11814 Consultants - Civic Building – Capital exp	(1,295,960)		433,747	(862,213)
	300086.3923	P-11814 Consultants - Civic Building – Reserve	1,295,960	(433,747)		862,213
	300087.1606	P-11598 Project Management – Civic Building – Capital exp	(670,017)		103,419	(566,598)
	300087.3923	P-11598 Project Management – Civic Building – Reserve	670,017	(103,419)		566,598
	200447.6823 (was1606)	P-11736 Plan-Kings Square Communications – Operating exp	(53,545)		12,477	(41,068)
	200447.3915	P-11736 Plan-Kings Square Communications – Unspent muni	23,545	(12,477)		11,068

## 11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

### **FPOL1908-13 NOTICE OF MOTION, LOCAL GOVERNMENT GREENER PERTH GRANT PROGRAM - MAYOR BRAD PETTITT**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Chief Executive Officer  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Nil

#### **SUMMARY**

The Town of Victoria Park Mayor, Trevor Vaughan recently reached out to local governments within the Perth metropolitan area calling for support to request that the State Government establish a 'Local Government Greening Perth' grant program as follows:

*"At its Ordinary Council Meeting of 18 June 2019, the Town of Victoria Park (the Town) resolved to seek support for metropolitan local governments and the Western Australia Local Government Association (WALGA) for the introduction of 'Local Government Greener Perth' grant program, funded by the State Government.*

*The rate of urban deforestation across the Perth metropolitan area has been increasing, with a loss of tree canopy impacting on the quality of health and amenity enjoyed by the community.*

*In response, local governments have been developing and implementing urban forest strategies (and similar initiatives) aimed at reducing the loss of trees, as well as increasing tree canopy cover.*

*The Town endorsed its urban forest strategy in September 2018, which sets an ambitious tree canopy target to increase the Town's tree canopy cover from 10% to 20%, which will require the planting of up to 256,000 trees. This will require dedicated resources and significant financial investment to achieve. As a start, the Town has committed \$1 million from its 2019/2020 Annual Budget to implement its Urban Forest Strategy.*

*We seek to advocate to the State Government for financial assistance to help Perth metropolitan local governments deliver their urban forest strategies (and similar initiatives).*

*It is proposed that this is provided through a dedicated grants program similar to the 'Five Million Trees for Greater Sydney' grants program which exists in New South Wales. This program supports local governments in Greater Sydney to enhance*

*their urban tree canopy by co-funding tree planting projects in public spaces such as streets, parks and plazas.*

*The Town plans to request that the State Government establishes a 'Local Government Greening Perth' grant program allocating \$10 - \$20 million annually, for Perth metropolitan local governments to grow and maintain their urban forests.*

*We seek your Council's favourable support for this proposal."*

As outlined in the City of Fremantle's current 'Greening Fremantle Strategy', there is increasing research and evidence to show open and green spaces have a positive effect on community sociability, local economy and ecology. These spaces are particularly important in city urban environments, where people live, work and recreate.

The Strategy sets goals to improve the City as follows:

- aiming for every resident/worker to be within walking distance (400m) of a public green space
- applying nature play principles to new and existing Fremantle parks and their upgrades
- working towards a target of 20% canopy cover for tree planting
- developing strategy and policy to deliver a range of high quality landscaped environments capable of meeting the often competing needs placed on open spaces
- improving habitat that supports biodiversity
- ensuring water sensitive design
- being responsive and adapting to climate change

I support the establishment of any additional resources, being made available to Local Government in the Metropolitan Area that encourages and or assists with the creation, expansion or maintenance of open green spaces and call on Council to add its voice and support the establishment of a 'Local Government Greening Perth' grant program.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

## **NOTICE OF MOTION**

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

- 1. Acknowledge and thank the Town of Victoria Park for its instigation of this initiative.**
- 2. Call on the State Government to establish a 'Local Government Greening Perth' grant program allocating \$10 - \$20 million annually, for Perth metropolitan local governments to grow and maintain their urban forests.**
- 3. Request that the item be raised at the next Western Australia Local Government Association (WALGA) Zone meeting.**

## 12. URGENT BUSINESS

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

Nil

## 13. LATE ITEMS

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

Nil

## 14. CONFIDENTIAL BUSINESS

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

### **FPOL1908-14 SOUTHERN METROPOLITAN REGIONAL COUNCIL REGIONAL RESOURCE CENTRE DIVESTMENT BUSINESS PLAN AND FOGO PROCESSING OPPORTUNITY**

<b>Meeting Date:</b>	14 August 2019
<b>Responsible Officer:</b>	Director Infrastructure and Projects
<b>Decision Making Authority:</b>	Committee
<b>Agenda Attachments:</b>	Southern Metropolitan Regional Council (SMRC) Divestment Business Plan (May 2019) City of Canning Submission details (response to SMRC Divestment Business Plan)

### **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:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (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

## **FPOL1908-15 PROPOSED LEASE OF 7-9 SOUTH TERRACE, FREMANTLE**

**Meeting Date:** 14 August 2019  
**Responsible Officer:** Manager Economic Development and Marketing  
**Decision Making Authority:** Committee  
**Agenda Attachments:** Terms Sheet – 7-9 South Terrace, Fremantle

### **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

## **15. CLOSURE**