

MINUTES

Council Meeting Tuesday, 20 May 2025 at 6:30 PM

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MINUTES

MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY, 20 MAY 2025.

1 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm

2 ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging."

3 ANNOUNCEMENT TO GALLERY

"Members of the gallery are advised that:

- 1. this meeting will be audio-recorded*
- 2. no Council decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting, unless Council, by resolution carried at this meeting, requested the CEO to take immediate action to implement the decision."*

4 RECORD OF ATTENDANCE

4.1 ATTENDANCE

The following members were in attendance:

Cr A Natale	Acting Mayor/Presiding Member
Cr C Collinson	
Cr K Donovan	
Cr J Harrington	
Cr L Maywood	
Cr A Natale	
Cr M Wilson	

The following staff were in attendance:

Mr J Throssell	Chief Executive Officer (CEO)
Mr P Kocian	Executive Manager Corporate Services (EMCS)
Mr F Henderson	Executive Manager Regulatory Services (EMRS)
Ms J Scott	Executive Manager Technical Services (EMTS)
Ms J May	Minute Secretary

There were five members of the public in attendance.

4.2 APOLOGIES

Nil

4.3 APPROVED

Mayor J O'Neill
Cr A McPhail

5 DISCLOSURES OF INTEREST

5.1 FINANCIAL

Nil

5.2 PROXIMITY

Nil

5.3 IMPARTIALITY

Nil

6 PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

Nil

6.2 PUBLIC QUESTION TIME

Nil

7 PRESENTATIONS/DEPUTATIONS

7.1 PRESENTATIONS

Nil

7.2 DEPUTATIONS

7.2.1 13.4 2025-26 BUDGET PARAMETERS - REPORT

Maureen Flynn, representing the community members of the East Fremantle Climate Action Reference Group, (CARG) addressed the meeting expressing strong concerns regarding the Council's proposal to defer the allocation of funds to the Sustainability and Environment Reserve for the 2025/26 budget, with this allocation being reassessed in future years. The Group believed it was incumbent on Council to continue this annual funding to ensure the objectives of the Climate Emergency Action Plan were addressed.

7.2.2 13.2 RESOLUTIONS – ANNUAL ELECTORS MEETING 290125 – CYCLING MEASURES

Wendy Wisniewski addressed the meeting:

- expressing her disappointment that there had been no consultation with cyclists or other stakeholders in the preparation of the report or any reference to the objectives in the Climate Emergency Action Plan, particularly the promotion of active transport, specifically cycling and walking safety within the Town.

- requesting the information contained within the Integrated Traffic Management and Movement Strategy (ITMMS), mentioned in the officer's report, be made available to the CARG members
- advising that EOI are currently open to local governments for grants of up to \$25,000 under the Bicycle Network Grants program and suggested a grant application be submitted for an external consultant review of the Strategy mentioned in the officer's report.

Regarding the request for the ITMMS to be made available to CARG, the CEO advised that this was currently an operational document which would need to be presented to Council prior to a decision on whether it can be released to the public.

8 APPLICATIONS FOR LEAVE OF ABSENCE

8.1 CR COLLINSON

Cr Collinson sought leave of absence for the period 21 May to 19 June 2025.

Moved Cr Wilson, seconded Cr White

That leave of absence be granted to Cr Collinson for the period 21 May to 19 June 2025.

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MEETING OF COUNCIL (15 APRIL 2025)

OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Wilson

That the minutes of the Ordinary meeting of Council held on Tuesday, 15 April 2025 be confirmed as a true and correct record of proceedings.

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

10.1.1 ANZAC DAY CEREMONY – 25 APRIL 2025

Cr Natale advised that he had attended the dawn service at Leeuwin Barracks on ANZAC day and laid a wreath on behalf of the Town.

11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Nil

13 REPORTS OF OFFICERS

Reports start on the next page

13.1 RESOLUTIONS - ANNUAL ELECTORS' MEETING 290125 - INFRINGEMENT DISCRETION

Report Reference Number	OCR-3383
Prepared by	Jacqueline Scott, Executive Manager, Technical Services
Supervised by	Jonathan Throssell Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

1. Annual Ranger Statistic Reports for last three years

PURPOSE

To consider a decision made at the Annual Electors' Meeting held on 29 January 2025 regarding the review process for issuing cautions in lieu of infringement notices for parking offences.

EXECUTIVE SUMMARY

Council is requested to consider its response to a proposal moved and carried at the 2025 Annual Electors' Meeting:

"That where a parking offence is not dangerous or causing a lack of access (for example parking across a footpath so as to make it difficult for a person with a disability or someone pushing a pram) that a first offence be responded to with a written caution as opposed to an infringement."

BACKGROUND

The Town has adopted an internal Compliance and Enforcement Policy. This seeks to implement a cooperative and collaborative approach to enforcement action that will achieve the best outcomes for the community.

The regulatory approach adopts the following principles:

- **Risk based** – compliance and enforcement decisions are proportionate to the level of risk posed.
- **Evidence based** – compliance and enforcement decision-making is based on the best available information.
- **Transparent** – compliance obligations are clearly communicated to the community, with procedural fairness applied to monitoring and enforcement.
- **Collaborative** – working collaboratively with other regulators.
- **Consistent** – monitoring and enforcement action is applied consistently across all sectors of industry the community and government.
- **Responsive and Effective** – enforcement decisions are made in an effective and timely manner.

The Town's Rangers are trained to interpret and enforce the Town's Local Laws, including the Parking Local Law, to assess potential risk factors for each contravention of Local Laws based on a myriad of varying factors. These alter based on location, traffic density, pedestrian or cyclist activity, inclement weather, sight line reduction etc. Assessments of danger are necessarily subjective. This training ensures that the combined risk factors are considered consistently across the community and take due regard for all potential risks.

For the past twenty (20) years, the Town's Ranger Services have operated on an independent and Council-endorsed educational enforcement basis in relation to all Town of East Fremantle Local Laws.

This allows for:

- A caution for all offences, which have minimal impact on the community, a person, or the environment.
- Ranger's discretion where a breach of legislation may have minimal impact on the community, life, critical infrastructure, property, or the environment – but where, if allowed to continue, the impact may become more significant.
- Where a breach of legislation significantly affects the health and safety of the community, life critical infrastructure, property or the environment, or where the issue cannot be resolved in a relatively short time frame, or where the alleged offender is not cooperative.

The statistics from the Altus Infringement application also reflect that for the 2023/24 year the top 5 infringement types have been:

1. Failing to display a ticket in a metered zone - 398
2. Parking contrary to signs and limitations - 346
3. Failing to park on the left of a two-way carriage – 176
4. Parking contrary to a sign in a parking station - 163
5. Stopping on verge -151

And the top five infringement locations have been:

1. Leeuwin Car Park - 893
2. Riverside Road - 285
3. May Street - 44
4. John Tonkin Reserve Car Park - 44
5. Allen Street - 21

The most common infringements are those issued in Leeuwin carpark for parking without a valid ticket; these constitute 57% of infringements issued with multiple tickets issued daily due to valid tickets not being displayed. Other high-frequency infringement locations are areas where there is a high parking demand, such as within the broader riverside precinct, commercial centres or for WAFL match days.

Town Rangers issue Parking Cautionary Notices in an effort to educate the motoring public of not only the parking contravention committed but also the potential risks that such a contravention may impose on the local community and visitors. The only exception is enforcement of the Leeuwin Boat Ramp carpark where cautions are not generally issued due to it being a paid carpark, though a 15 minute grace period is generally provided.

A summary of Ranger statistics for the last three years is provided below, with the full statistics in Attachment 1.

Financial Year	PARKING INFRINGEMENTS	PARKING CAUTIONS	Ratio of Cautions to Infringements
2021-22	1266	3887	3.07
2022-23	1618	3883	2.40
2023-24	1566	4228	2.70
Total	4450	11998	2.70

The historical record shows that Council Rangers issue on average 2.7 Parking Cautionary Notices for each Parking Infringement Notice issued. It must be noted that 57% of infringements are issued at the Leeuwin Carpark with minimal corresponding cautions. Adjusting the ratio to exclude the Leeuwin infringements indicates that the ratio is closer to 6 cautions issued per infringement across the remainder of the Town.

The purpose of solid yellow edge lines is to provide an additional visual cue as to a parking restriction. These restrictions are regulated however, not via the edge line, but by either related signage e.g. parking signs, or the Road Traffic Code 2000 e.g. parking adjacent to an intersection. Accordingly, an obscured or faded yellow line is not considered to be a valid reason to support a caution where the parking continues to either obstruct access

or present a safety risk. The presence of faded or obscured yellow lines may further enforce a perception of unduly punitive use of infringements.

The combination of Rangers utilising their training and experience to assess all safety issues prior to choosing to caution or infringe vehicles, combined with both an educational parking enforcement ethos and community education has led to a very high level of compliance level by Town residents, which increases both the safety and amenity of the Towns streetscapes.

CONSULTATION

NIL

STATUTORY ENVIRONMENT

Road Traffic Act 1974

Road Traffic Code (2000)

Parking Local Law 2016

Local Government Act 1995

5.33. Decisions made at electors' meetings

- (1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*
 - (a) *at the first ordinary council meeting after that meeting; or*
 - (b) *at a special meeting called for that purpose,**whichever happens first.*
- (2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.*

It is relevant to note that Council is not bound by the decisions of the AEM. Council is required to 'consider' the AEM decision but is not obliged to make a decision in response to any of the AEM decisions. For example, Council might choose to note the AEM decision, but take no further action. However, should Council make a decision in response to an AEM decision, it must record the reasons for the Council decision in the minutes of the Council meeting.

POLICY IMPLICATIONS

AEM Decision 4 (Infringement Notices) – (administrative) Compliance and Enforcement Policy

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council's Community Strategic Plan 2020-2030 states:

Strategic Priority 5: Leadership and Governance

"A proactive, approachable Council which values community consultation, transparency and accountability"

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not support the proposition that cautions are only to be issued for 'first offences' in certain defined situations	Possible (3)	Minor (2)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	6
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Rangers issue both Parking Infringement Notices and Parking Cautionary Notices based on their training, experience and varying safety factors that change based on contravention location, geographical features, sight lines, weather factors etc. Cautions are issued where parking offences are not dangerous or causing significant lack of access. This does not consider whether these are a person's first offence, due to systems not providing the information to identify first offenders at the point of issuance. Therefore, cautions are issued whenever they are deemed appropriate.

The current infringement issuance technology does not have the capability to advise the issuing Ranger if the vehicle has previously been issued either a Parking Cautionary or Parking Infringement Notice for the current contravention at the time registration details are entered into the system. Further, the Town's enforcement

systems are related to vehicles, not drivers, and therefore do not provide the necessary information to provide cautions on the basis of first offences by individuals. Vehicles can be sold or driven by multiple drivers, and the Town cannot reliably determine a first offence by an individual person.

Subsequent issuance of an infringement for a similar offence that has previously received a caution is therefore reliant on Ranger knowledge of the recurring nature of an offence. The introduction of such a parking policy would require a change in systems and the likely requirement for increased administrative support to assist with increased workloads that will occur from adopting a policy.

It would be expected that there will be an increase in the number of secondary offences receiving infringements rather than an increase in the cautions received should the approach be to caution first offenders, as this implies an infringement should be issued for subsequent offences. This appears to run counter to the underlying intent of the motion as carried at the Annual Electors' meeting.

Officers advise that the Town already complies with the intent of the proposal within the Annual Electors' Meeting motion with two exceptions: enforcement of paid parking at the Leeuwin Boat Ramp; and cautions (where appropriate) are issued to all, not just first offenders.

Rangers issue cautions where offences are minor in nature and risk. An example is in high usage areas, such as around schools when activity is high. Drivers are generally found to be responsive to cautions, with minimal infringements subsequently being issued. This is one example of cooperative education and enforcement currently in action.

The primary way that offences are identified is via ranger patrols that identify contraventions and respond accordingly. However, a significant number of both Infringement and Cautionary Notices are issued by Rangers in response to complaints raised by residents in relation to parking contraventions that affect the complainant. In such cases the Rangers consider the standard risks in relation to the parking contravention but also the impact on the complainant, before issuing either a Parking Infringement or Cautionary notice. These complaints can identify offences that are not otherwise identifiable by ranger patrols alone.

The Town responds to complaints to support ongoing amenity across the Town. Rangers continue to apply the same decision making to determine whether cautions or infringements are appropriate. Rangers will often, in these instances, have additional information pertaining to the offence that is not available during regular patrol, and may also have information about the level of risk posed by an offence that a contravening individual is not aware of. Due to the need to protect a complainant's privacy some information may not be appropriate to be shared with the contravening individual. Accordingly, Council should be aware that those cautions and infringements issued in response to complaints may lead to a perception by the contravening individual that enforcement action was overly punitive.

The Ranger Services team has worked hard to achieve the extremely high levels of voluntary community Local Laws compliance through utilising an educational Local Laws ethos. This involves the use of both Parking Cautionary or Infringement notice, community interactions and Local Laws presentations. Rangers strive to maintain a high standard of on road patrol and inspection duties, prompt responses to residents' requests for assistance, event management parking controls, Bushfire Maintenance inspections and the administration and appeal duties.

CONCLUSION

The review of cautions issued indicates that Rangers already issue a high ratio of cautions to infringements. Officers consider that the current approach is in accordance with the intent of the proposal of the Annual Electors' Meeting.

The Town cannot apply "first offence" cautions by person, given limitations in the current technology in use. Even if this technological solution was obtained it would be expected there will be an increase in the number of infringements issued which would not be in accordance with the intent of the proposal.

There does appear to be a perception that Rangers are overly punitive in issuing infringements. The attached infringement ratios should reassure the community that cautions remain the most common outcome for minor parking contraventions where safety or access is not compromised.

It is recommended that in response to the motion adopted at the Annual Electors Meeting Council notes that no further action be taken, for the following reasons:

1. The Town's Rangers already employ an educational ethos regarding Local Laws enforcement. This sees Rangers issue an average of 2.7 Parking Cautionary Notices for each Parking Infringement Notice issued, calculated over the last three full financial years. This ratio increases to 6:1 when adjusted to exclude infringements in the Leeuwin Car Park where fees are payable. Officers advise is that cautions are already issued where it is considered appropriate.
2. The current systems and resources do not support the identification of first offenders by individual. The increase in financial requirements to institute and operate the suggested policy change is likely to be significant. It is more likely that the result would be an increase in the number of infringements issued, which would appear to be counter to the intent of the motion.

13.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 012005

OFFICER RECOMMENDATION:

Moved Cr Collinson, seconded Cr Wilson

That in response to the decision made at the Annual Electors Meeting held on 29 January 2025 (AEM 2025 DECISION 4):

That where a parking offence is not dangerous or causing a lack of access (for example parking across a footpath so as to make it difficult for a person with a disability or someone pushing a pram) that a first offence be responded to with a written caution as opposed to an infringement.

Council notes:

1. the educational approach Town of East Fremantle Rangers employ with respect to parking enforcement, which supports ongoing community safety and amenity;
2. the Town's current systems and resources do not support the identification of first offenders by individual, and the increase in financial requirements to institute and operate the suggested policy change is likely to be significant; and
3. no further action will be taken in regard to the AEM Decision.

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page

2021-2022

	INFRINGEMENTS				INFRINGEMENT APPEALS								CAUTIONS				
	Parking	Dogs	Litter	Local Laws	Total Parking Appeals	% Appeals	No. Upheld	Compassionate Grounds	Issued in Error	Withdrawn	Ticket provided	%	Parking	Dogs	Litter	Local Laws	Ratio of Cautions to Infringements
July	30	0	0	0	17	56.67%	10	6	0		1	59%	189	18	11	19	6.30
August	62	1	0	0	11	17.74%	6	0	1		4	55%	227	33	18	21	3.66
September	108	0	0	0	21	19.44%	11	1	2		5	52%	288	24	29	22	2.67
October	108	0	0	0	30	27.78%	20	2	5		3	67%	312	26	26	26	2.89
November	122	0	0	0	25	20.49%	17	1	2		5	68%	391	24	16	26	3.20
December	153	0	0	0	20	13.07%	10	3	0		7	50%	497	27	21	23	3.25
January	196	0	0	0	26	13.27%	15	1	0		10	58%	492	19	18	21	2.51
February	137	0	0	0	29	21.17%	17	2	0		10	59%	377	28	19	26	2.75
March	97	0	0	0	34	35.05%	23	0	0		11	0.676470588	301	44	20	26	3.10
April	100	1	0	0	21	0.21	16	1	0		4	0.761904762	346	47	26	38	3.46
May	87	0	0	0	20	22.99%	13	1	0		6	65%	249	44	19	22	2.86
June	66	0	0	0	16	24.24%	11	4	0		1	69%	218	22	14	17	3.30
TOTAL	1266	2	0	0	253	19.98%	169		10		67	67%	3887	356	237	287	3.07

	COURT OUTCOMES		VEHICLES					MAINTENANCE	COMMUNITY INTERACTIONS							
	Awarded	Lost	Cautions	Infringed	Impounded	Abandoned	Disposals	Reports	Resident		Visitor	Business	Trades	Sporting Clubs	Schools	Community Organisations
July	0	0	5	0	0	5	0	52	121		149	48	34	71	63	5
August	0	0	5	3	0	8	0	24	141		118	32	19	127	94	6
September	0	0	5	1	0	6	0	47	179		150	37	29	107	129	5
October	0	0	6	0	0	6	0	81	121		191	37	22	64	78	6
November	0	0	7	0	0	7	0	36	132		172	30	28	74	114	6
December	0	0	8	2	0	8	0	37	162		201	27	24	87	80	5
January	0	0	5	1	0	5	0	39	180		329	38	27	82	0	7
February	0	0	9	2	0	9	0	67	171		201	44	17	64	121	5
March	0	0	10	2	0	12	0	72	162		134	25	17	77	79	9
April	0	0	11	1	0	12	0	42	119		162	21	21	56	42	7
May	0	0	9	5	0	14	0	39	204		174	41	32	86	67	5
June	0	0	9	2	0	11	0	72	230		140	60	49	82	46	4
TOTAL	0	0	89	19	0	103	0	536	1922		2121	440	319	977	913	70

	CATS						DOGS					
	Complaint	Impounded	Returned to Owner	Rehomed	Registered in Remand	Euthanised	Barking Dog Complaint	Impounded & Returned to Owner	Impounded in ACF	New Registrations	Dog Attacks Human	Dog Attacks Animal
July	0	0	0	0	0	0	4	3	0	0	0	0
August	4	0	1	0	0	1	2	6	1	0	0	0
September	3	0	0	0	0	0	2	6	0	0	0	0
October	1	1	1	0	0	0	6	6	0	0	0	0
November	2	0	0	0	0	0	5	7	0	0	0	0
December	4	0	0	0	0	0	5	7	0	0	0	0
January	4	0	0	0	0	0	4	4	1	0	0	0
February	5	0	0	0	0	0	7	5	0	0	0	1
March	1	0	0	0	0	0	5	7	1	0	1	1
April	3	0	2	0	0	0	5	7	2	2	0	0
May	0	0	0	0	0	0	7	3	0	1	0	0
June	0	0	0	0	0	0	6	5	0	0	2	0
TOTAL	27	1	4	0	0	1	58	66	5	3	3	2

2022-2023

	INFRINGEMENTS				INFRINGEMENT APPEALS								CAUTIONS				
	Parking	Dogs	Litter	Local Laws	Total Parking Appeals	% Appeals	No. Upheld	Compassionate Grounds	Issued in Error	Withdrawn	Ticket provided	%	Parking	Dogs	Litter	Local Laws	Ratio of Cautions to Infringements
July	72	0	0	0	6	8.33%	4	0	0	2	2	67%	244	33	11	32	3.39
August	91	0	0	0	13	14.29%	10	1	1	3	1	77%	256	22	21	31	2.81
September	105	0	0	0	18	17.14%	12	1	0	6	5	67%	295	29	47	32	2.81
October	127	0	0	0	18	14.17%	14	0	1	3	3	78%	309	40	38	35	2.43
November	170	1	0	0	21	12.35%	15	3	0	6	3	71%	300	37	17	21	1.76
December	249	0	0	0	47	18.88%	29	4	1	18	13	62%	399	30	22	35	1.60
January	236	0	0	0	46	19%	25	4	1	21	16	54%	391	40	20	31	1.66
February	135	3	0	0	36	27%	22	1	0	13	9	61%	300	34	29	28	2.22
March	159	1	0	0	42	26%	31	1	0	10	11	74%	335	45	18	18	2.11
April	83	0	0	0	17	20%	12	1	0	5	4	71%	442	40	29	26	5.33
May	123	0	0	0	22	17.89%	16	3	0	3	3	73%	317	50	31	28	2.58
June	68	2	0	0	24	35.29%	18	6	0	6	0	75%	295	46	24	39	4.34
TOTAL	1618	7	0	0	310	13.92%	208	16	3	87	70	67%	3883	446	307	356	2.40

	COURT OUTCOMES		VEHICLES					MAINTENANCE	COMMUNITY INTERACTIONS							
	Awarded	Lost	Cautions	Infringed	Impounded	Abandoned	Disposals	Reports	Resident	Visitor	Business	Trades	Sporting Clubs	Schools	Community Organisations	
July	0	0	8	1	0	9	0	47	241		48	34	2	75	6	
August	0	0	12	1	1	7	0	73	267		67	32	5	97	5	
September	0	0	7	0	0	7	0	87	310		71	29	5	76	8	
October	0	0	6	2	0	8	0	77	241		41	31	7	69	7	
November	0	0	7	1	1	8	0	69	177		32	22	6	89	6	
December	0	0	8	2	0	8	0	38	201		32	23	73	57	6	
January	0	0	7	2	0	9	0	67	166		29	27	86	0	5	
February	0	0	8	1	0	9	1	44	132		24	25	58	76	8	
March	0	0	6	2	0	5	0	18	155		39	27	81	66	6	
April	0	0	12	2	1	12	0	33	172		35	31	101	38	7	
May	0	0	6	2	0	6	1	33	197		24	46	115	72	7	
June	0	0	9	1	0	9	0		118		19	29	72	53	9	
TOTAL	0	0	96	17	3	97	1	284	2377		461	356	611	768	80	

	CATS						DOGS					
	Complaint	Impounded	Returned to Owner	Rehomed	Registered in Remand	Euthanised	Barking Dog Complaint	Impounded & Returned to Owner	Impounded in ACF	New Registrations	Dog Attack Human	Dog Attacks Animal
July	0	0	0	0	0	0	2	7	0	0	0	1
August	0	0	0	0	0	0	9	6	0	0	2	0
September	1	2	0	1	0	0	7	7	0	0	0	1
October	0	0	0	0	0	0	5	3	0	0	0	2
November	0	0	0	0	0	0	5	3	0	0	0	0
December	1	0	1	0	0	0	3	5	0	0	1	0
January	2	0	2	0	0	0	5	6	0	0	0	2
February	0	0	0	0	0	0	9	5	1	0	0	0
March	0	0	0	0	0	0	2	1	1	0	0	0
April	0	0	0	0	0	0	6	4	0	0	0	0
May	2	0	2	0	0	0	3	5	1	0	0	0
June	3	0	0	0	2	0	4	6	0	0	0	1
TOTAL	9	2	5	1	2	0	60	58	2	0	3	5

2023-2024

	INFRINGEMENTS				INFRINGEMENT APPEALS								CAUTIONS				
	Parking	Dogs	Litter	Local Laws	Total Parking Appeals	% Appeals	No. Upheld	Compassionate Grounds	Issued in Error	Withdrawn	Ticket provided	%	Parking	Dogs	Litter	Local Laws	Ratio of Cautions to Infringements
July	116	2	0	0	18	15.52%	15	3	0	3	0	83%	376	63	26	40	3.24
August	120	2	0	0	27	22.50%	19	0	1	8	0	70%	305	25	19	31	2.54
September	116	0	0	0	28	24.14%	18	6	0	10	4	64%	372	53	33	49	3.21
October	61	0	0	0	18	29.51%	16	1	0	2	1	89%	278	31	21	38	4.56
November	87	0	0	0	5	5.75%	4	0	0	1	0	80%	269	48	21	41	3.09
December	92	0	0	0	10	10.87%	8	2	0	2	1	80%	341	28	18	37	3.71
January	149	0	0	0	31	20.81%	25	3	1	6	2	81%	398	41	26	31	2.67
February	102	1	0	0	13	12.75%	13	0	0	0	0	100%	346	31	24	40	3.39
March	183	0	0	0	25	13.66%	21	0	0	4	4	84%	372	21	37	29	2.03
April	186	0	0	0	28	15.05%	13	2	0	0	13	46%	391	33	34	36	2.10
May	175	0	0	0	34	19.43%	22	6	0	12	6	65%	388	45	27	41	2.22
June	179	0	0	0	11	6.15%	8	1	0	3	2	73%	392	0	0	0	2.19
TOTAL	1566	5	0	0	248	13.92%	182	12	0	26	33	73%	4228	419	286	413	2.70

	COURT OUTCOMES		VEHICLES					MAINTENANCE	COMMUNITY INTERACTIONS							
	Awarded	Lost	Cautions	Infringed	Impounded	Abandoned	Disposals	Reports	Resident	Visitor	Business	Trades	Sporting Clubs	Schools	Community Organisations	
July	0	0	12	1	0	12	0	0	172		188	37	45	83	58	11
August	0	0	4	4	0	7	0	10	132		123	20	39	69	69	13
September	0	0	7	2	0	9	0	33	169		141	32	47	84	62	9
October	0	0	10	1	0	11	0	21	232		188	35	30	82	69	9
November	0	0	10	2	0	10	0	36	165		172	29	22	118	70	8
December	0	0	13	2	0	13	0	44	187		153	31	34	64	56	11
January	0	0	11	1	0	12	0	57	221		254	45	29	22	14	13
February	0	0	14	2	0	14	0	39	190		171	38	30	31	73	7
March	0	0	15	2	0	15	0	55	226		253	39	47	33	81	12
April	0	0	12	3	0	12	0	67	201		178	36	37	72	64	9
May	0	0	10	1	0	10	0	89	176		154	27	34	82	79	9
June	0	0	12	2	1	14	0	55	162		91	20	27	77	75	11
TOTAL	0	0	130	23	1	139	0	505	2233		2066	389	421	817	770	122

	CATS						DOGS					
	Complaint	Impounded	Returned to Owner	Rehomed	Registered in Remand	Euthanised	Barking Dog Complaint	Impounded & Returned to Owner	Impounded in ACF	New Registrations	Dog Attack Human	Dog Attacks Animal
July	0	0	0	0	0	0	5	6	1	1	0	0
August	0	0	0	0	0	0	0	5	0	2	0	0
September	3	2	2	0	3	0	3	6	2	0	0	0
October	2	2	2	0	2	0	7	6	0	2	0	0
November	3	1	1	0	2	0	5	4	0	0	0	1
December	2	2	2	0	1	0	5	7	0	0	0	0
January	1	1	1	0	0	0	7	5	1	0	0	1
February	0	0	0	0	0	0	7	3	0	0	1	0
March	5	5	5	0	0	0	11	4	0	0	0	0
April	1	0	0	0	1	0	9	6	0	0	0	1
May	0	0	0	0	0	0	6	8	1	0	0	0
June	3	3	2	1	2	0	8	6	1	0	0	0
TOTAL	20	16	15	1	11	0	73	66	5	5	1	3

13.2 RESOLUTIONS - ANNUAL ELECTORS' MEETING 290125 - CYCLING MEASURES

Report Reference Number	OCR-3450
Prepared by	Jacqueline Scott, Executive Manager Technical Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	

1. Submission from W Wisniewski to Annual Electors' Meeting on 29 January 2025

PURPOSE

To consider a decision adopted at the Annual Electors' Meeting held on 29 January 2025 regarding measures to increase safety for cyclists.

EXECUTIVE SUMMARY

Council is requested to consider a proposal moved and carried at the Annual Electors' Meeting (AEM) (Attachment 1), referred to as AEM Decision 3:

"That the Town of East Fremantle urgently acts to implement measures to increase safety for cyclists. Actions to be considered (in order of priority):

1. *improve cycle access to the Stirling Bridge footpath, with installation of a barrier to protect cyclists adjacent to the Stirling Highway, and installation of an additional path to access the bridge. (See photos of location for barrier, and similar barrier in Mosman Park).*
2. *Cyclists' boxes – painted green and marked with bicycle symbol to heighten driver awareness and protect cyclists at major intersections in the Town. Notably:*
 - *Preston Point Rd/Canning Highway*
 - *Petra St/Canning Highway*
 - *East St/Canning Highway*
 - *Marmion St/Stirling Highway*
3. *prioritising cycle and pedestrian access along Fraser & George Streets to calm traffic and create safe, active streets that improve safety for students at Richmond Primary School & East Fremantle kindergarten cycling and walking to school. Also enabling pedestrians accessing Glyde In (Photo attached of traffic calming initiative in Elizabeth Street, Nedlands)*
4. *continuation of cycle lanes along Preston Point Rd, extending west from Petra St to Wauhop Road, to link to the dedicated Riverside Road cycle lanes."*

This report provides advice in response to the recommendation, following an internal review of the requested measures against the existing documentation that defines the relevant priorities to support Cycling, with consideration made within the constraints of both internal and external funding opportunities.

BACKGROUND

Bike planning is supported by a variety of federal, state and independent bodies and includes the Department of Transport (DoT), Main Roads WA (MRWA), Road Safety Commissions, WestCycle and RAC WA. The Town seeks to collaborate with these bodies as appropriate and ensure that measures defined by the town remain aligned to the

broader strategies of these relevant bodies, and particularly the Western Australian Bicycle Network Plan 2017. This also ensures the Town can leverage appropriate external funding opportunities.

The WABN Grants Program is one of the key actions of the WABN Plan which aims to provide a funding source to local governments to help create infrastructure and initiatives to encourage people of all ages and abilities to ride more often. Application rounds for the grants program generally run on an annual basis.

An integrated approach across all levels of government is essential for effective bike planning. The State Government has an Active Transport Planning and Design Guidance Suite, developed by DoT. The WA Bicycle Network Plan and Long-Term Cycle Network are defined by the state government, and it is essential that the Town's efforts continue to align with this strategic framework.

The Town's Integrated Traffic Management and Movement Strategy (ITMMS) was completed in 2020. As an operational document this plan was not publicly presented or endorsed by Council and is accordingly not a public document. It forms the operational reference document for officers and provides the technical detail that informs the development of the Corporate Business Plan and the Long-Term Financial Plan. A subsidiary plan of the ITMSS was the Active Transport Plan (ATP) that specifically dealt with cycling as an active transport mode. The study supports the Town in considering how expenditure is allocated across a variety of competing but important objectives.

The objectives of the ATP were:

- Assessing the existing active transport infrastructure to identify opportunities and constraints in the current walking and cycling network;
- Development of a coherent network and route plan with consideration for people who walk and cycle;
- Providing recommendations on infrastructure improvements to overcome active transport barriers as well as providing a safe and attractive network for pedestrians and cyclists; and
- Providing recommendations on policy measures to support active transport, access and mobility.

The development of the ITMMS and subsidiary plans was informed by a stakeholder engagement process. This found pedestrian and cycling safety within the Town of East Fremantle to be fairly divisive, with no consensus or majority among satisfied and dissatisfied respondents. The top three priorities for respondents were in order:

- improving the quality of existing footpaths and bike paths;
- new dedicated walking and cycling routes; and
- safety improvements for pedestrians and cyclists.

The ATP includes a recommendation to improve the connection between Preston Point Road on-road cycle lanes in the City of Melville that terminate at Petra Street and the Town's on-road cycle lanes on Riverside Drive.

The Long-Term Cycle Network was developed by the Department of Transport, following consultation with the Town, and the current network is detailed in Figure 1. The focus for the Town has been to upgrade the cycling infrastructure along these proposed routes to provide a seamless and interconnected network.

The Perth Bicycle Network (PBN) is the mechanism by which the town can gain support to plan, design and build cycling infrastructure. The Department of Transport administers the WABN Grants Program and matches local government expenditure dollar-for-dollar. The Program is structured to fund infrastructure projects (design and/or construction), Local Bike Planning projects, and Active Travel Officers.

Figure 1: Town of East Fremantle Long-Term Cycle Network (Extract: DoT Perth, Fremantle and Stirling)



Comprehensive Bike Map)

CONSULTATION

There was extensive consultation undertaken as part of the development of the Town's ITMMS in 2019 that has informed the recommendations for cyclist infrastructure improvements.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

It is relevant to note that Council is not bound by the decisions of the AEM. Council is required to 'consider' the AEM decision but is not obliged to make a decision in response to any of the AEM decisions. For example, Council might choose to note the AEM decision, but take no further action. However, should Council make a decision in response to an AEM decision, it must record the reasons for the Council decision in the minutes of the Council meeting.

POLICY IMPLICATIONS

There are no Policy implications.

FINANCIAL IMPLICATIONS

The initiatives proposed by the Annual Electors' Meeting motion are not currently funded within the Corporate Business Plan and Long-Term Financial Plan. In combination they represent a significant expenditure. The Petra Street On-Road cycle lanes were estimated to cost \$400,000 in 2019. Estimates for the other initiatives are not available due to not forming part of the current ATP recommendations.

Officers' current recommendations can be completed by existing resources and are primarily consultative in nature.

STRATEGIC IMPLICATIONS

The Town currently delivers actions via the Corporate Business Plan and Long-Term Financial Plan. This has been informed but operational documents including the Integrated Traffic Management and Movement Strategy (ITMSS) and the subsidiary Active Transport Plan (ATP).

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
AEM decision 3 is implemented as proposed	Possible (3)	Extreme (5)	High (10-16)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Accept Officer Recommendation
Council determines to take no further action (other than that recommended)	Possible (3)	Minor (2)	Moderate (5-9)	REPUTATIONAL Substantiated, low impact, low news item	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	15
Does this item need to be added to the Town's Risk Register	Yes
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Officers reviewed all sites proposed for initiatives.

COMMENT

It is acknowledged that there is a view within the community that bike safety measures are not given sufficient importance in capital and strategic planning. Progress on initiatives is dependent on available funding through the annual budgetary process and supporting strategic plans such as the Long-Term Financial Plan, with funds required to be allocated against a broad range of competing objectives. The Corporate Business Plan includes ongoing support for the WA Long Term Cycle Network, working with the Department of Transport to access external funding where able.

Item 1: Cyclist Barrier at Stirling Bridge

Item 1 proposes the installation of a barrier adjacent to the Stirling Highway, and installation of an additional path to access the bridge seeking to improve the safety of cyclists in access and egress to the Stirling Bridge footpath where there is an interconnecting path joining PBN routes SW5 and SW6, with a "T-intersection" with the Stirling Highway path, and noting the high freight traffic component of this major highway.

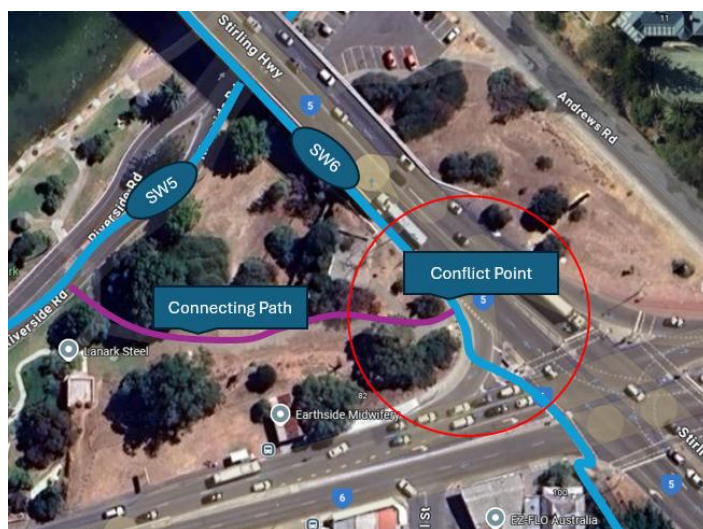


Figure 2: Proposed Location of Barrier to address conflict point (Source: GoogleMaps)

This area falls within the Stirling Highway Road Reserve and as such falls under the care and control of Main Roads WA (MRWA), not the Town. Notwithstanding this, the Town does currently undertake vegetation maintenance in this area on behalf of Main Roads. Accordingly works were prioritised to undertake pruning and improve visibility at this corner. This is the limit of works that can be undertaken with the Town's current area of responsibility.

The recommendation is that the concerns should be passed to MRWA and Department of Transport (DoT) for action. MRWA remain responsible for care and control of this section of road, and DoT have a leadership role in ensuring cyclist safety. It is recommended that communication not be prescriptive about the appropriate solution.

Item 2: Cyclist's Boxes

Item 2 seeks the installation of cyclists' boxes at the Preston Point Rd, Petra Street and East Steet Canning Highway intersection and the Marmion St intersection with Stirling Highway. Cyclist boxes are green surfacing treatments at the front of a signalised intersection marked with a bike symbol. This box spans the width of the road which allowing cyclists to stop ahead of cars to wait for a green signal. It allows cyclists to enter the intersection ahead of traffic and makes them more visible to motorists. They are primarily used where there is a safety issue with cyclists utilising an intersection.

A review of safety at these intersections has been undertaken with the crash data from the last 5 years able to identify the number of cyclists involved in any accidents at these intersections. The review found that the predominant crash nature did not involve cyclists, with no cyclist crashes at any of the above intersections. Only two of the intersections are on the LTCN. Accordingly, the risk as currently manifest within the data does not support it being an immediate priority to direct funds to cyclist boxes at these intersections, and it is not recommended that this initiative be prioritised.

Item 3: Safe Active Streets at Fraser and George Street

Bike boulevards, or Safe Active Streets, are cycle routes on quiet local streets, where speeds have been reduced to 30 km/h to allow people in cars and on bikes to share the street safely. With lower traffic speeds, streets are also much safer for pedestrians and children, and additional tree planting and landscaping makes them more attractive places to walk or ride

Item 3 seeks a Safe Active Street which results in the prioritisation of cycle and pedestrian access along Fraser & George Streets to calm traffic and improve safety for students at Richmond Primary School & East Fremantle kindergarten when cycling and walking to school. Safe Active Street grants are administered under the WA Bicycle Network Safe Active Street (SAS) Program.

For a project to be eligible for consideration relevant criteria and warrants must be met. The road must be a quiet local road with less than 1,500 vehicles per day, and a logical connection to the bike path network. The Town's most recent counts on Fraser Street and George Streets record traffic volumes between 1,700 – 1,900 vehicles per day. Neither road is therefore eligible at this stage for the Safe Active Street program. The Safe Active Street solution proposed is therefore not currently a feasible resolution to the concerns raised and alternative solutions will be required.

It is noted that the western portion of George Street is reduced to 40kmh with the narrow street, indented car bays, bicycle parking and pedestrian crossing facilities. The Town is intending, within the 2025/26 draft budget, to commence a placemaking exercise for George Street west of Stirling Highway that will deliver a place plan in collaboration with the community. There is also a streetscape master plan to be developed to include George St east of Stirling Highway, St Peters Road and Silas Street between the Town Centre and George Street and extending along George Street to East Fremantle Community Park. This provides the opportunity to identify alternative solutions to the cyclist concerns on George Street under an existing project with a scope to include consideration of active transport. It is therefore recommended that George Street be prioritised over Fraser Street, given the work can be undertaken within an existing project, and that safe provision for cyclists be explicitly included in the scope of this project.

Item 4: Cycle Lanes on Preston Point Road (Petra/Wauhop)

Item 4 requests the continuation of cycle lanes along Preston Point Rd, extending west from Petra St to Wauhop Road, to link to the on road Riverside Road cycle lanes. This proposal is included within the ATP as a Low Priority recommendation. Likely prioritised as such for two reasons. Firstly, the relatively high cost at \$400,000 and secondly as this section of Preston Point Road does not form part of the Long-Term Cycle Network.

The Town undertook significant works to this section of Preston Point Road utilising funding under a 2010 Black Spot project. Under this project and following numerous discussions and liaison with MRWA and safety auditors, medians were installed as Local Area Traffic Management (LATM) to address safety concerns. This design formalised the road and given the narrowness of the road reserve, geometry of the surrounding verges, the future provision of bike lanes was precluded by the installation of these measures. Provision of bike lanes would require a reversal of this project, that sought to address safety concerns for all users and reached the current layout as the preferred and implemented outcome. The recommendation is therefore to cater for cyclists via the current LTCN route and not on Preston Point Road, where this would involve the removal of existing safety improvements for other road users.

The Perth Bike Network major bike route (SW5) between Riverside Road and Petra Street runs along the adjacent Jerrat Drive (Figure 3). It is recommended that a solution be investigated to improved signage and road layouts that provide and prioritise Cyclists and active transport on the adjacent designated PBN route via Jerrat Drive. The road geometry and usage on this alternative route presents a reduced risk to cyclists on this route and is an approximate 500m reduction in travel distance. This provides a suitable and lower risk alternative route for cyclists and would allow the Town to retain the broader safety improvements made previously on Preston Point Road through the Black Spot Project of 2010. Though it is acknowledged that effective change of cyclist behaviour can be difficult to achieve with previous signage to this effect having been vandalised or removed without authorisation.

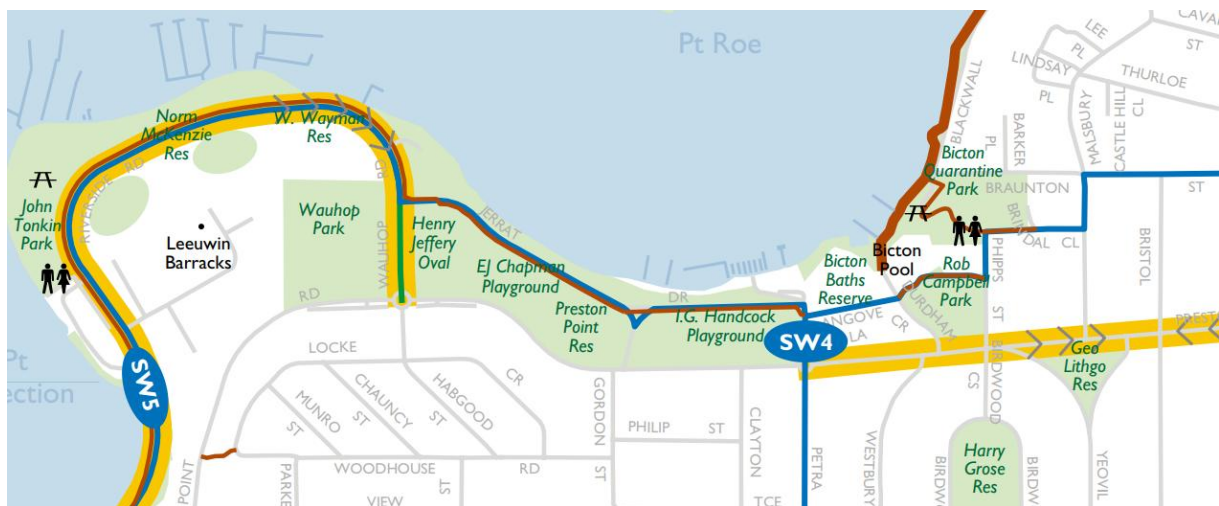


Figure 3: Perth Bike Network: Riverside Drive to Preston Point Road (Extract: DoT Perth, Fremantle Stirling Comprehensive Bike Map)

Reviewing the MRWA crash data on this section of Preston Point Road, indicates there have been 7 crashes over the last 5 years, 3 of which involved cyclists. Two of these cyclist crashes appear to be from impatient car drivers intentionally creating an issue with the cyclist, and the remaining one being a localised cyclist incident where they fell off their bike. This indicates an increased risk to cyclists utilising this section of road.

Works to Jerrat Drive are currently proposed for 2029/30 in the Long-Term Financial Plan with \$190,000 allocated for renewal works. This funding would need to be increased to support a broader upgrade. A scoping study would allow the Town to identify the best solution for this area to meet both renewal and upgrade measures for this section of road. Timing of the project would need to align to budgetary availability. It is proposed to utilise the \$40,000 budget allocation proposed against the Integrated Traffic Management Strategy in the draft 2025/26 budget to procure a scoping study from an external consultant.

CONCLUSION

The concerns of the community regarding the safety of cyclists are acknowledged. The Town has a program that seeks to manage the safety of cyclists and support active transport modes, including cycling. Actions are formally

progressed via the Town's integrated planning and annual budgetary processes and informed by operational documents including the ITMSS and ATP.

Item 1 is the responsibility of MRWA and it is recommended that the Town liaise with the MRWA and DoT. Item 2 is not supported as a current high priority. Item 3 can be appropriately progressed within the scope of another project. Item 4 is planned for funding in 2029/30. Where budget allows the Town can undertake scoping work to support future funding of a suitable project and review the current prioritisation with the Town's Long-Term Financial Plan.

13.2 OFFICER RECOMMENDATION

That in response to the decision made at the Annual Electors' Meeting held on 29 January 2025 (AEM 2025 DECISION 3):

That the Town of East Fremantle urgently acts to implement measures to increase safety for cyclists. Actions to be considered (in order of priority):

1. *improve cycle access to the Stirling Bridge footpath, with installation of a barrier to protect cyclists adjacent to the Stirling Highway, and installation of an additional path to access the bridge. (See photos of location for barrier, and similar barrier in Mosman Park)*
2. *cyclists' boxes – painted green and marked with bicycle symbol to heighten driver awareness and protect cyclists at major intersections in the Town. Notably:*
 - *Preston Point Rd/Canning Highway*
 - *Petra St/Canning Highway*
 - *East St/Canning Highway*
 - *Marmion St/Stirling Highway*
3. *prioritising cycle and pedestrian access along Fraser & George Streets to calm traffic and create safe, active streets that improve safety for students at Richmond Primary School & East Fremantle kindergarten cycling and walking to school. Also enabling pedestrians accessing Glyde In (Photo attached of traffic calming initiative in Elizabeth Street, Nedlands)*
4. *continuation of cycle lanes along Preston Point Rd, extending west from Petra St to Wauhop Road, to link to the dedicated Riverside Road cycle lanes.*

Council:

1. notes the concerns of the community over the safety of cyclists within the Town.
2. requests the CEO write to the Commissioner of Main Roads WA to request action to support the safety of cyclists on the southern side of Stirling Bridge.
3. requests the CEO write to the Department of Transport Executive Director, Urban Mobility to request action to support the safety of cyclists on the southern side of Stirling Bridge, and more broadly within the Town.
4. requests the CEO include safe provision for cyclists within the scope for the George Street Place Making Review, subject to the project being funded within the 2025/26 budget.
5. requests the CEO undertake within the 2025/26 financial year a scoping study for a cycle connection on Jerratt Drive linking the on-road cycle lanes on Preston Point Road to the east and Riverside Road to the west to inform a review of the funding in the Long-Term Financial Plan. [Noting that the scoping study will utilise the Integrated Traffic Management Strategy funding allocation proposed in the draft 2025/26 budget.]

Council Resolution 022005

Moved Cr Collinson, seconded Cr Donovan

That in response to the decision made at the Annual Electors Meeting held on 29 January 2025 (AEM 2025 DECISION 3):

That the Town of East Fremantle urgently acts to implement measures to increase safety for cyclists. Actions to be considered (in order of priority):

- 1. improve cycle access to the Stirling Bridge footpath, with installation of a barrier to protect cyclists adjacent to the Stirling Highway, and installation of an additional path to access the bridge. (See photos of location for barrier, and similar barrier in Mosman Park)***
- 2. cyclists' boxes – painted green and marked with bicycle symbol to heighten driver awareness and protect cyclists at major intersections in the Town. Notably:***
 - Preston Point Rd/Canning Highway***
 - Petra St/Canning Highway***
 - East St/Canning Highway***
 - Marmion St/Stirling Highway***
- 3. prioritising cycle and pedestrian access along Fraser & George Streets to calm traffic and create safe, active streets that improve safety for students at Richmond Primary School & East Fremantle kindergarten cycling and walking to school. Also enabling pedestrians accessing Glyde In (Photo attached of traffic calming initiative in Elizabeth Street, Nedlands)***
- 4. continuation of cycle lanes along Preston Point Rd, extending west from Petra St to Wauhop Road, to link to the dedicated Riverside Road cycle lanes.***

Council:

- 1. notes the concerns of the community over the safety of cyclists within the Town.**
- 2. requests the CEO write to the Commissioner of Main Roads WA to request action to support the safety of cyclists on the southern side of Stirling Bridge.**
- 3. requests the CEO write to the Department of Transport Executive Director, Urban Mobility to request action to support the safety of cyclists on the southern side of Stirling Bridge, and more broadly within the Town.**
- 4. requests the CEO include safe provision for cyclists within the scope for the George Street Place Making Review, subject to the project being funded within the 2025/26 budget.**
- 5. requests the CEO undertake within the 2025/26 financial year a scoping study for a cycle connection on Jerrat Drive linking the on-road cycle lanes on Preston Point Road to the east and Riverside Road to the west to inform a review of the funding in the Long-Term Financial Plan. [Noting that the scoping study will utilise the Integrated Traffic Management Strategy funding allocation proposed in the draft 2025/26 budget.]**
- 6. receives a further report on the cost implications of installing the cyclists' boxes – painted green and marked with bicycle symbol to heighten driver awareness and protect cyclists at major intersections in the Town. Notably:**
 - Preston Point Rd/Canning Highway***
 - Petra St/Canning Highway***
 - East St/Canning Highway***
 - Marmion St/Stirling Highway***

- 7. *investigates a complete review of cycling within the Town by an external contractor subject to external funding being obtained.***

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

Reason for Amending Officer's Recommendation

Council added points 6 and 7 to the resolution with a view to considering further options to improve cyclists' safety.

REPORT ATTACHMENTS

Attachments start on the next page

January 29th, 2025

Proposed Motion to Town of East Fremantle:

That the Town of East Fremantle urgently acts to implement measures to increase safety for cyclists. Actions to be considered (in order of priority):

1. Improve cycle access to the Stirling Bridge footpath, with installation of a barrier to protect cyclists adjacent to the Stirling Highway, and installation of an additional path to access the bridge. (See photos of location for barrier, and similar barrier in Mosman Park)



2. Cyclists' boxes – painted green and marked with bicycle symbol to heighten driver awareness and protect cyclists at major intersections in the Town. Notably:
Preston Point Rd/Canning Highway
Petra St/Canning Highway
East St/Canning Highway
Marmion St/Stirling Highway
3. Prioritising cycle and pedestrian access along Fraser & George Streets to calm traffic and create safe, active streets that improve safety for students of Richmond Primary School & East Fremantle kindergarten cycling and walking to school. Also enabling pedestrians accessing Glyde In (Photo attached of traffic calming initiative in Elizabeth Street, Nedlands)
4. Continuation of cycle lanes along Preston Point Rd, extending west from Petra St to Wauhop Road, to link to the dedicated Riverside Road cycle lanes.



With the impending closure of the Fremantle Traffic Bridge these safety measures are urgently needed to promote safe cycling and reduce vehicle use in our Town.

Note to accompany the proposed motion.

Improving cycling infrastructure and safety is listed as a strategic objective in the Town of East Fremantle's Climate Action Plan. With the impending closure of the old bridge while the new bridge is being constructed, enhancing safe access for pedestrians and cyclists is an imperative for all road users passing through the Town.

As a regular cyclist accessing the Stirling Bridge, it is of great concern that the cycle path leading up from Riverside Rd to access the pedestrian path north across the bridge, leads cyclists directly towards the busy Stirling Highway. Visibility is limited because of vegetation and the angle at which cyclists have to turn (Left) onto the footpath. The image of the barrier that has been installed in Mosman Park, conveys what is urgently needed to protect both pedestrians and cyclists from a potential collision. Another issue is the inability to see other cyclists approaching as they leave the bridge in a southerly direction. An additional access path angled north as illustrated, would immediately improve the situation- as can be seen in the attached photo, cyclists are informally riding across the grassed area to navigate the access more safely.

Melville City has engineered cycle lanes along Preston Point Road that cease at the Petra St roundabout, at which point cyclists are being forced to share the road with vehicles made more difficult because of the traffic islands and calming measures that cause cyclists to obstruct the flow of traffic, once in the East Fremantle LGA. The road is the same width with ample verge allocation to be able to create a cycle lane to assist safe passage to the roundabout at Wauhop Road. This would then connect regular cyclists with the cycle lanes already in situ on Riverside Road.

Thank you to members of Council for considering this motion, and giving the suggestions raised urgent attention. We would be happy to explain any of the matters raised, and also demonstrate the concerns if there is any clarification required.

Wendy & Jerome Wisniewski
79A View Terrace
East Fremantle

13.3 128 AND 128A GEORGE STREET – SAUNA AND ICE BATH FACILITY – CHANGE TO PATRON NUMBERS AND CAR PARKING

Report Reference Number	OCR-3438
Prepared by	Christine Catchpole, Senior Planner
Supervised by	Fraser Henderson, Executive Manager Regulatory Services
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	
	1. Location plan 2. Photographs 3. Plan dated 4 April 2025

PURPOSE

The purpose of this report is for Council to consider:

- an increase in the maximum number of patrons from 12 to 16; and
- a rearrangement of the rear parking area resulting in an increase from 7 to 9 bays.

EXECUTIVE SUMMARY

Under Local Planning Scheme No. 3 (LPS 3) a sauna and ice bath facility is classified as an 'unlisted use'. At the September 2024 Council meeting, the 'unlisted use' was considered following an advertising period and subsequently approved with conditions limiting the maximum number of patrons to 12 and requiring the provision of at least 7 vehicle bays. The sauna and ice baths and the existing office use have been operating without the Town's administration being aware of any issues regarding the land use or parking. Also, the site has been informally monitored on an intermittent basis by the Town's Officers since it became operational. From those observations it appears that parking bays are regularly available at the rear of the property.

This development application seeks to increase the patron numbers from 12 to 16 to accommodate patrons requesting private sauna use. Private sauna services will be provided in a free standing sauna to be installed within the premises at 128 George Street. In support of the request for additional patrons the applicant is proposing to rearrange the layout of the rear parking area, so 2 additional bays can be provided (one of these bays is allocated to people with a disability).

Given the 'unlisted use' has been approved by Council, it is considered appropriate that Council determine the application requesting changes to certain conditions of approval. Advertising of the proposal is not considered necessary because the Council has previously approved the sauna and ice bath facility and additional parking is proposed to cater for the increase in patron numbers.

Previously, the parking requirement for the sauna and ice bath facility and office uses was considered under both the provisions of LPS 3 and the now formalised WAPC endorsed *Non-Residential Car Parking Rates in Perth and Peel* (WA Policy Manual - Oct 2024). Under the latter document 8 bays are required for 16 patrons, and 1 bay for the existing office use.

The main planning consideration with the subject application is the provision of parking and whether an adequate number of bays which meet Australian Standard minimum dimensions can be provided. The applicant's proposed

parking layout indicates 9 bays. This is an increase of 2 bays which satisfies the requirement under the *Non-Residential Car Parking Rates in Perth and Peel* for an additional 4 patrons (i.e., 1 bay for every two persons accommodated), but results in a shortfall of 5 bays under the provisions of LPS 3 which requires 14 bays.

In Council's initial consideration of parking for this use it took into consideration the rates specified in the WA Planning Manual, on the basis that where Council has not adopted car parking rates based on this document it can consider variations to the minimum on-site car parking requirements under Clause 77D of the *Planning and Development Regulations, 2015* (P&D Regs). The WAPC endorsed this approach and preferred these parking rates be considered as an acceptable variation to the rates contained within a local planning scheme.

Therefore, the 8 bays provided for the proposed maximum of 16 patrons and the 1 bay provided for the office use are considered to satisfy the parking demand of the proposed increase in patron numbers. The 9 bays indicated on the plan meet the Australian Standard (minimum bay dimensions), therefore the change to the conditions of development approval to permit a maximum of 16 patrons at any one time and the installation of a freestanding sauna at 128 George Street to accommodate the additional patrons is considered supportable subject to, among other conditions, 9 bays being provided and 1 of these bays being available for the office use during office hours and sign posted accordingly.

The other recommended conditions of approval are intended to address safety and security for patrons and local residential amenity. Lighting, noise control, access to parking and other environmental health standards are required to be maintained therefore a similar set of conditions to the previous approval are recommended to be imposed with this development application.

BACKGROUND

Zoning	Mixed Use
Site Area	128 George Street - 448m ² 128A George Street - 225m ²
Heritage	Local Planning Policy 3.1.6 - George Street Designated Heritage Area
Fremantle Port Buffer	Area 2
Previous Decisions of Council and/or History of Issue Onsite	The Town of East Fremantle sold the lots in 2022 to the current owner.

CONSULTATION

A sauna and ice bath facility is considered a use 'not listed' in the Zoning Table (i.e., the use does not fall within any use class as defined in LPS 3) so the Council must consider the proposed use in accordance with Clause 4.4.2. This clause requires the Council to determine that the use is consistent with the objectives of the Mixed Use zone and is therefore permitted, or otherwise, and to follow the advertising procedures of the Scheme, if this is considered necessary.

In relation to the subject application to increase patron capacity, it is considered unnecessary to advertise the proposal. The uses have already been approved by Council and the applicant can demonstrate compliance with the WAPC endorsed parking rates (under the *Non-Residential Car Parking Rates in Perth and Peel* document). These parking rates were accepted by Council, in its assessment of the last application, as an appropriate standard by which to assess parking demand for this and another application for a similar use at the Royal George Hotel site.

Town's Technical Services Comments

The Town's Technical Services section has reviewed the plan in relation to the proposed rearranged parking layout at the rear of the premises. The bays and manoeuvring area are considered acceptable. Each bay meets the minimum dimensions under the Australian Standard for commercial parking bays. It is not anticipated patrons will use the rear

parking area in the same manner or at the same frequency as a shopping centre car park. Therefore, it is not considered necessary to require the slightly larger bay dimensions for the use classification of '*short – term high turnover parking at shopping centres*' (under the Australian Standards) because it is considered the approved use does not fall into this category.

Also, as far as the Town is aware, the rear parking area has been operating without any issues, since formal approval was granted in September 2024.

STATUTORY ENVIRONMENT

Planning and Development Act, 2005

Planning and Development (Local Planning Schemes) Regulations, 2015

Local Planning Scheme No. 3 (LPS 3)

POLICY IMPLICATIONS

WA Planning Manual - Non-Residential Car Parking Rates in Perth and Peel (WAPC adopted – October 2024) – Dept. Planning; Lands and Heritage

Local Planning Policy 3.1.6 – George Street Designated Heritage Area

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows:

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces.

3.1 Facilitates sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
	Unlikely (2)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Undertaken on 11 April 2025.

COMMENT

Previous Approvals

Subsequent to the Town of East Fremantle disposing of the subject site to the current owner in 2022, the approved use of the premises was for an office (at 128 George St) and a sales office for saunas (at 128A George St), with the rear parking area remaining unchanged since it operated as a Town of East Fremantle public car park.

In a development application determined in 2024, the owner sought approval for the sauna and ice bath facility to formalise the unapproved but operating public sauna use, along with approval for a sign and an already constructed patio. The applicant outlined the manner in which the business would operate as follows:

- Sauna and ice baths in two separate converted sea containers at the rear of the premises.
- Outdoor showers and other patron amenities.
- Operating hours: 5am to 9pm, 7 days a week.
- 12 patrons per session.
- 1 staff member.
- Office at 128 George Street to remain as an office of approximately 90m².

Land Use Permissibility

Clause 4.4.2. (unlisted uses) requires Council to determine the use is consistent with the objectives of the Mixed Use zone and if considered necessary advertise the proposal. The Council undertook the advertising procedure with the previous application and granted approval for the use subject to a number of conditions. The use is considered to complement and align with the mix of uses on George Street.

Office Use

Under the provisions of LPS 3 the ~90m² of office floor space requires 3 parking bays, all of which cannot be provided at the rear of the property, as the bays are mostly allocated to the sauna and ice bath facility. Under the previous application 1 bay was allocated and approved by Council as sufficient parking for the office use despite non-compliance under LPS 3 car parking standards, this met the parking requirement under the *Non-Residential Car Parking Rates in Perth and Peel* document.

Sauna and Ice Bay Facility Parking – LPS 3 Requirements

Under Schedule 10 of LPS 3 the parking requirement for a private recreation and personal services use (i.e., sauna and ice bath facility) is most closely categorised as ‘*Indoor Recreation – Health Studio*’ or ‘*gymnasium*’, which requires “1 space for every 10m² net floor area.” While specific car parking standards for a sauna and ice bath facility are not listed in LPS 3, the applicant was advised that in order to undertake a technical assessment under LPS 3, the administration would apply a car parking rate of 1 bay per 10m² of floor space.

Based on the above car parking rate, the provision of 11 bays is required for the ‘*indoor recreation – health studio*’ based on the net floor space of the facility, including the reception area and the proposed installation of an additional free standing sauna (current application). A further 3 bays are required for the existing office use, resulting in a total requirement of 14 bays. If rearranged the parking area at the rear can accommodate 9 bays that meet Australian Standard minimum dimensions. The Town’s Technical Services section has confirmed the proposed parking area layout and bay dimensions are acceptable.

The technical shortfall and variation in on-site parking bays the Council will be considering with this application is a 5 bay variation of the minimum parking requirement for the existing uses, proposed minor increase in floor space for additional free standing sauna of ~5m² and the existing office use as outlined in the table below.

Car Parking Assessment under LPS 3

Use	LPS 3 Provision	Floorspace	LPS 3 (parking)	Total proposed (parking)
Unlisted use 128 & 128A George Street sauna facility & ice baths 5am – 9pm	1 space for every 10m ² net floor area	2 x sea containers 12m ² = 24m ² + courtyard = 43m ² + reception = 30m ² + Free standing internal sauna = 4.9m ² Total = 101.9m ²	10.2 (11)	8
Office use 128 George St 8.00am – 5.00pm	1 space for every 30m ² of net lettable area – minimum of 3 spaces per tenancy	90m ²	3	1
Total			14	8 (sauna) + 1 (office) Office bay available before 8am & after 5pm) 9

WA Planning Manual - Non-Residential Car Parking Rates in Perth and Peel (endorsed October 2024)

Notwithstanding the above parking assessment, the parking requirement for the previous application and the subject application has been considered under the *Non-Residential Car Parking Rates in Perth and Peel* (WAPC endorsed October 2024).

This document forms part of the State government planning reform agenda in relation to the review of car parking requirements. It is the result of work progressed by the DPLH and was subject to consultation with local government and other stakeholders in 2023. The document has been formulated to develop a consistent approach and provide guidance relating to non-residential car parking standards within activity centres and industrial/service commercial zones across local governments.

The DPLH determined it was necessary to move away from the current system of assessing parking requirements (i.e., planning scheme provisions) due to the inconsistency of parking standards across local governments and the ad-hoc rates being applied in the absence of recent and accurate research into parking demands. The newly endorsed document has been developed to support local governments and, on its release, the DPLH suggested local governments undertake a review of car parking rates in their locality, as the new parking rates will eventually inform changes to the *P & D Regs* (mandatory provisions for all local government). The following table demonstrates compliance under the *Non-Residential Car Parking Rates in Perth and Peel*.

Non-Residential Car Parking Rates in Perth and Peel – Indicative rates for a ‘Lower Order Centre’

Use	Provision	Patrons / Staff	Required (bays)	Provided (bays)
Recreation – Private	Min: 1 space / 8 persons Max: 1 space / 2 persons	16 patrons max	8 (max)	8
	Sauna staff	1	Not required under WAPC preferred rates	0
Existing Office Use (128 George St)	Min: 1 space per 200m ² FA Max: 1 space per 50m ² FA	1	1	1
	Total	office and sauna	9	9

Note: The *Non-Residential Car Parking Rates in Perth and Peel* indicates rates a LGA may consider a maximum and minimum rate to be applied depending on specific land uses and site circumstances. In this case the maximum rate is considered appropriate for the sauna and ice bath business and the maximum and minimum rates result in the same requirement for the existing office use.

In support of the previous application, the applicant argued that a shared parking arrangement is possible because the office use will not require parking before 8.00am and after 5.00pm. A further 1 bay would therefore be available coinciding with the peak hours of the sauna business being early morning and late evening. It is accepted by the applicant that no more than 16 patrons will attend each session and 1 staff member will be on site between 10.00am and 9.00pm for the sauna business. The Town’s administration and Council accepted this argument with the previous application, along with the argument that publicly available bays on George Street, while not for the exclusive use of sauna and ice bath patrons, may be available to patrons, as well as bays in surrounding streets.

Parking Requirement under LPS 3

As with the previous application the Council is required to consider a relaxation of the parking requirement or not and consider approving a technical shortfall and variation of the minimum parking requirements. The car parking requirements of LPS 3 in relation to parking have, in part, been replaced by the clause 77 (D) of the P&D Regs. These changes to the parking provisions for planning schemes are part of the planning reform agenda and state as follows.

The Council may approve the application even if it does not meet Scheme requirements, however, it can only do so if the following criteria are met (summary of provisions).

1. *The local government may –*
 - (a) *vary a minimum on-site parking requirement that applies to development so that the minimum number of car parking spaces that must be provided... is a lower number; or*
 - (b) *waive a minimum on-site parking requirement.*
2. *The local government must not vary or waive a minimum on-site parking requirement under subclause (1) in relation to development unless the local government is satisfied –*
 - (a) *that reasonable efforts have been made to comply with the minimum on-site parking requirement without adversely affecting access arrangements, the safety of pedestrians or persons in vehicles, open space, street trees or service infrastructure; and*
 - (b) *that –*
 - (i) *in the case of a variation – the lower number of car parking spaces would be adequate..., having regard to the likely use of the car parking spaces, the availability of off-site parking facilities and the likely use of alternative means of transport; or*
 - (ii) *in the case of a waiver – it is not necessary for car parking spaces to be provided as part of the development, having regard to the availability of off-site parking facilities and the likely use of alternative means of transport.*

Given the use has now been operating for 7-8 months under the current set of development conditions, the administration considers the use has been 'trialled' and there appears to be no parking issues emerging. A site inspection indicates compliance with the remaining conditions of development approval and as far as the administration is concerned the sauna and ice bath facility is operating without issue and is compatible with other George Street uses.

As mentioned previously, the Council is required to determine whether it is prepared to support the parking shortfall for the proposed uses. Clause 77(2) of the provides Council with the ability to vary or waive the car parking requirement in relation to a development provided it is satisfied with the following:

- (a) *that reasonable efforts have been made to comply with the minimum on-site parking requirement without adversely affecting access arrangements, the safety of pedestrians or persons in vehicles, open space, street trees or service infrastructure; and*
- (b) *that in the case of a variation – the lower number of car parking spaces would be adequate for the demands of the development, having regard to the likely use of the car parking spaces, the availability of off-site parking facilities and the likely use of alternative means of transport.*

In light of the above discussion, it is considered that cl. 77 (2) (a) and (b) have been satisfied subject to the recommended conditions of development approval being imposed as per the previous application (where not already satisfied or ongoing). This recognises the parking limitations of the site and restricts the number of patrons and staff on site at any one time for the sauna and ice bath facility. It is therefore considered the overall technical shortfall of 5 bays can be supported for the reasons outlined above.

Local Planning Policy (LPP) 3.1.6 – George Street Designated Heritage Area

No provisions applicable to this application.

CONCLUSION

The main planning consideration from the administration's viewpoint is if there is to be an increase in the maximum number of patrons is the provision of parking. In the assessment of the previous application, it was considered that the worst case scenario (i.e., full attendance at each session and every patron requiring a bay) was unlikely to eventuate. If the business operates as stated and a cap is applied, then the parking demand will likely be

accommodated on site. It appears that the business is operating in accordance with the conditions of development approval and as stated in the application, as there have been no reports of issues as far as the Town's administration is aware.

It is therefore, recommended that a variation of the minimum parking requirement and a parking shortfall under LPS 3 of 5 bays be supported in respect to this application, provided there is a cap restricting staff at no more than 1 person at any one time and the use of the sauna and ice bath facility to no more than 16 patrons attending at any one time (subject to the specified hours as outlined in the recommended conditions).

The other recommended conditions of approval relate to minimising impacts on amenity for existing residents and businesses, primarily in relation to hours of operation and noise. Should the business operator not comply with the conditions imposed, the administration can take compliance action under the *Planning and Development Act, 2005*.

Given the above discussion and subject to support for all the recommended conditions of development approval, it is recommended the Council support the increase in the maximum number of patrons to 16 and the increase in the number of parking bays from 7 to 9.

13.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 032005

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Maywood

That in accordance with the provisions of Local Planning Scheme No. 3 Council exercises its discretion to:

- A. approve a change to patron numbers and vehicle parking bays for a use not listed in the Zoning Table of Local Planning Scheme No. 3 in accordance with Clause 4.4.2 (sauna and ice bath facility); and**
- B. vary Clause 77 (D) of Schedule 2 - Deemed Provisions of the Planning and Development (LPS) Regulations, 2015 (as amended) to vary a minimum on-site parking requirement and allow a parking shortfall of 5 bays,**

for an existing sauna and ice bath facility and office at No. 128 and 128A (Lot 5 and 10) George Street, East Fremantle as indicated on the plan and supporting information dated 4 April 2025 subject to the following conditions:

- 1. The hours of operation for the sauna facility are limited to 5.00am to 9.00pm Monday to Sunday.**
- 2. No more than 16 patrons in total can utilise the sauna and ice bath facility at any one time over the course of the hours of operation between 5.00am to 9.00pm. Additional sauna rooms/ice baths or any intention to increase patron capacity or equipment cannot be undertaken without the further approval of the Council.**
- 3. No more than 1 staff member for the sauna and ice bath facility can be on site at any one time over the course of the approved hours of operation.**
- 4. The sauna, ice baths and associated amenities are not to occupy any additional floor space of the premises at 128 and 128A George Street, other than the floor space areas indicated on the plans submitted on 4 April 2025.**
- 5. The provision of 9 vehicle parking bays (which meet Australian Standard minimum dimensions) being provided for the sole use of the staff and patrons of the sauna and ice bath facility for the time the use is in operation to the satisfaction of the Office of the CEO. Signage**

being installed and maintained to the satisfaction of the Office of the CEO to this effect to inform the public.

6. The provision of 1 vehicle parking bay (which meets Australian Standard minimum dimensions) being provided for the office use at 128 George Street during the hours of 8.00am to 5.00pm and outside of these hours being available for the sole use of the staff and patrons of the sauna and ice bath facility for the time the use is in operation to the satisfaction of the Office of the CEO. Signage being installed and maintained to the satisfaction of the Office of the CEO to this effect to inform staff and patrons.
7. Identification of a car parking bay for people with a disability as required by the National Construction Code of Australia and to be in compliance with Australian Standard 2890 Part 6 to the satisfaction of the Office of the Chief Executive Officer.
8. The provision of 3 bike racks to remain installed and available to patrons during the approved operating hours of the sauna and ice bath facility to the satisfaction of the Office of the CEO.
9. The side entry gate to the rear parking area is to remain open or the rear parking area to remain accessible to patrons and staff during the approved operating hours of the office (No. 128 George St) and sauna and ice bath facility (No. 128 and 128A George St) to the satisfaction of the Office of the CEO.
10. The continued operation and maintenance of lighting installations which illuminate the car park and relevant entrances to the building to the satisfaction of the Office of the CEO and in accordance with the relevant Australian Standard.
11. The commercial buildings to be kept clean and free of graffiti and vandalism at all times and any such graffiti or vandalism to be remedied within 24 hours to the satisfaction of the Office of the CEO.
12. Noise emissions from the premises shall comply with the provisions of the Environmental Protection (Noise) Regulations 1997. Given that sauna and ice baths are located externally, consideration needs to be given to patron and equipment noise. Any complaints received regarding noise will be investigated by the Town's Environmental Health Officer.
13. The proposed ice baths shall comply with the requirements of the Health (Aquatic Facilities) Regulations 2007 and the Code of Practice for the Design, construction, operation, management, and maintenance of aquatic facilities. The Department of Health Guidance Note 12 provides further advice in relation to ice baths for commercial and public use. The applicant is advised to contact the Town's Environmental Health Officer with regards to the aquatic facility as an approval or exemption will need to be sought from the WA Department of Health prior to use.
14. The works are to be constructed in conformity with the drawings and written information in relation to use accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.
15. This development approval is to remain valid for a period of 24 months from the date of this approval.

Advice Notes:

- i. The proposed ice baths shall comply with the requirements of the Health (Aquatic Facilities) Regulations 2007 and the Code of Practice for the Design, Construction, Operation, Management, and Maintenance of Aquatic Facilities. The attached Department of Health Guidance Note 12 provides further advice in relation to ice baths for commercial and public use.

- ii. The applicant/owner is advised that it is their responsibility to ensure that the proposed development complies with all other applicable legislation, local laws and / or licence / permit requirements that relate to the approved uses.
- iii. A copy of the approved plan as stamped by the Town is attached.

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

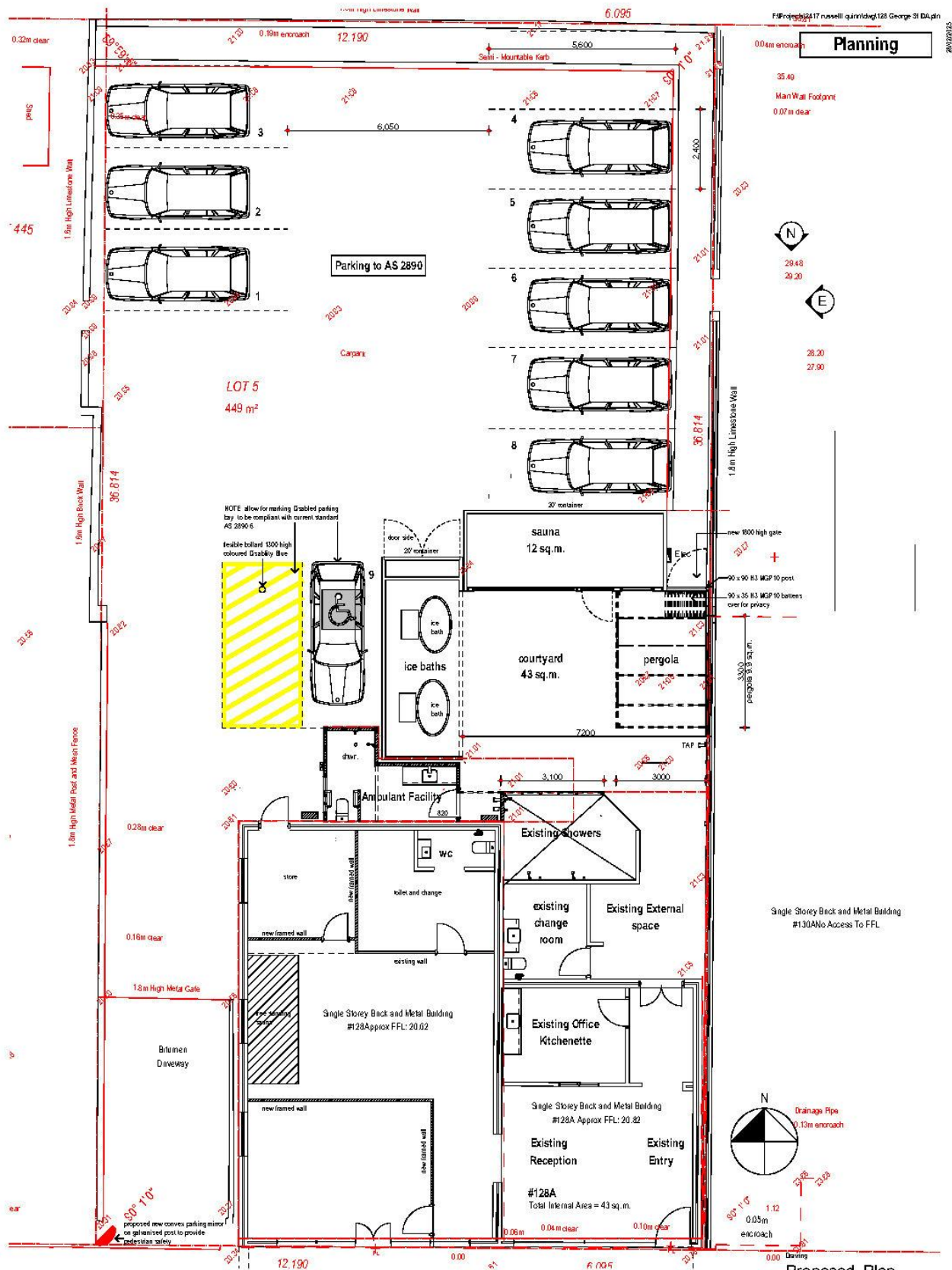
Attachments start on the next page.

Location Map – 128 and 128A George Street





Plans – 128 and 128A (Lot 5 & 10) George Street



john

Chisholm design

environmentalheritagecontemporary

SALES 033 339jc@chisholm.comchisholm.com

4

Design Matters

National

The award body for the building design profession

Member

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Project

Tribe Sauna + Ice

128A George St.

East Fremantle

4

planning

3/4/25

3

planning

28/3/25

2

planning

6/7/24

1

planning

REV.

AMENDMENT

DATE

REV.

AMENDMENT

DATE

Date

3/04/2025

Drawn

JC

Job No

2417

Draw No

A201

Rev

4

The builder must verify all dimensions on site before commencing any work or shop draws.

13.4 2025-26 BUDGET PARAMETERS - REPORT

Report Reference Number	OCR-3463
Prepared by	Pratigya Pandeya, Manager Finance Peter Kocian, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. WALGA Economic Briefing March 2025
2. Statement of Rating Objects and Reasons 2025-26
3. Notice of Intention to Impose Differential Rates and Minimum Payments

PURPOSE

This report recommends Council endorsement for advertising the proposed differential general rates and minimum payments for the 2025-26 financial year, for which public submissions are sought over a period of not less than 21 days (proposed to commence Saturday 24 May 2025, subject to Council resolution), prior to Council striking the rates in the Annual Budget.

EXECUTIVE SUMMARY

Under Section 6.36 of the *Local Government Act 1995*, before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c), a local government is to give local public notice of its intention to do so including an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days of the notice.

It is recommended that Council resolves to endorse the following differential general rates and minimum payments with a general increase of **4.95%** across all rating categories and calls for public submissions under Section 6.36 of the *Local Government Act 1995*.

4.95% MODEL - 2025-26					
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Total Revenue
Differential General Rate	\$		\$	\$	\$
Residential GRV	0.075417	2,968	105,561,080	7,961,100	7,961,100
Commercial GRV	0.127835	119	12,346,985	1,578,377	1,578,377
Sub-Totals		3,087	117,908,065	9,539,477	9,539,477
Minimum Payment	Minimum \$				
Residential GRV	1,360.00	336	4,977,190	456,960	456,960
Commercial GRV	2,034.00	7	79,940	14,238	14,238
Sub-Totals		343	5,057,130	471,198	471,198
		3,430	122,965,195	10,010,675	10,010,675
Amount from General Rates					10,010,675
Less Concessions					0
Totals				10,010,675	10,010,675

Council can choose to amend the rate in the dollar and minimum payments when striking the budget, as it has done in previous financial years (2023/24 advertised a 4.5% increase/adopted 5% increase; 2022/23 advertised a 3.5% increase/adopted 4% increase).

Council has previously adopted the Annual Budget in June. To meet this deadline, Council must consider the proposed differential general rates and minimum payments at the May Council Meeting as 21 days advertising is required prior to Council considering public submissions and striking the rates via Budget adoption.

There are numerous risks associated with delaying budget adoption including:

- Depleting all operating cash resulting in the Town drawing down on an overdraft facility.
- Delays with project commencement impact clearance rates for capital projects and key activities in the Corporate Business Plan. This risk is further impacted by the new Caretaker Provisions and the inability for local governments to invite tenders or award contracts during the Caretaker Period, which commences at 4pm on Thursday 4 September 2025.
- Care and maintenance budget only until such time as the Annual Budget is adopted.

BACKGROUND

Council has adopted a Revenue Strategy which articulates a stable rates pricing pathway for our community:

Council Resolution 041806**OFFICER RECOMMENDATION:****Moved Mayor O'Neill, seconded Cr Natale****That Council:**

- 1. endorses the draft Strategic Resource Plan 2024-25 – 2033-24 as presented, including the underlying assumptions contained therein, noting that the draft 2024-25 Annual Budget is effectively year 1 of this Plan.**
- 2. endorses the draft Revenue Strategy as presented, with specific reference to the conclusion which recommends:**
 - A minimum stable pricing pathway of a 3.5% rate increase per annum.
 - Rate increases of 4.25% in 2024-25 (incorporated into the draft 2024-25 Budget), **3.75% in 2025-26 and 3.5% per annum**, thereafter, noting that the Revenue Strategy will be reviewed annually as part of the Town's Integrated Planning and Reporting Framework, and may be adjusted accordingly.

(CARRIED UNANIMOUSLY 8:0)**For: Mayor O'Neill, Crs Collinson, Donovan, Harrington, White, Natale, Maywood & McPhail.****Against: Nil**

The adopted Revenue Strategy incorporated a 3.75% increase in rate yield for 2025/26. It is recommended that Council departs from this pricing pathway for the reasons explained in this report.

CONSULTATION

Elected Members received a presentation on the Town's Corporate Business Plan and Long-Term Financial Plan (LTFP) on Wednesday 29 April 2025. A Discussion Paper on rate-setting and budget parameters was further presented to the Council Forum on 6 May 2025.

The following key points were highlighted:

- The Town's Revenue Strategy (adopted in June 2024) proposed a 3.75% increase in the rate yield for the 25-26 FY.
- The Local Government Cost Index forecast for 2025-26 is 3.3% and the forecast Wage Price Index is 3.5%. The rate increase as a minimum should cover the forecast increase in the Town's operating expenses.
- The most significant variable impacting rates pricing is the trading result of East Fremantle Community Park. The unfavourable operating result for 2024-25 has required the Town to reassess assumptions in its Long-term Financial Plan and adjust the rates pricing pathway for the 2025-26 FY.
- The LTFP assumes a \$300,000 operating deficit for EFCP for the 2025-26 FY. This is funded within the proposed rate increase of 4.95%, noting that total operating costs are forecast to increase by 3.3%.
- Given the requirement to fund an operating deficit for EFCP, several financial adjustments have been required including deferring transfers to Reserves including the allocation to the Sustainability and Environment Reserve. Council will be able to reassess Reserve funding levels in future years.

STATUTORY ENVIRONMENT

Section 6.33 and 6.36 of the *Local Government Act 1995* reads:

6.33. Differential general rates

- (1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics —*
 - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005;*
 - (b) *a purpose for which the land is held or used as determined by the local government;*
 - (c) *whether or not the land is vacant land; or*
 - (d) *any other characteristic or combination of characteristics prescribed.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*

6.36. Local government to give notice of certain rates

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
 - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
 - (b) *is to contain —*
 - (i) *details of each rate or minimum payment the local government intends to impose;*
 - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
 - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
 - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*

Section 5.63 (1) of the *Local Government Act 1995* specifically excludes the need to declare a financial interest where matters; have an interest in common to a significant number of ratepayers/electors; relate to the imposition of any rate, charge or fee; relate to a fee, reimbursement of an expense or an allowance payable to elected members.

POLICY IMPLICATIONS

There are no Council Policies relevant to this item.

FINANCIAL IMPLICATIONS

Excluding interim rates, a 4.95% increase in the rate in the dollar and minimum payments for 25-26 will derive \$10,010,675 in revenue. This is adequate to fund a balanced budget inclusive of a \$300,000 operating deficit forecast for EFCP. A Forecast Statement of Financial Activity is presented in this report.

STRATEGIC IMPLICATIONS

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.3 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Pricing decisions around rates can often be a political consideration, opposing Councils fundamental role to ensure the financial sustainability of the local government. Thus, annual rate increases may be below what is required to achieve this objective.	Likely (4)	Major (4)	Extreme (17-25)	FINANCIAL IMPACT More than \$1,000,000	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	16+
Does this item need to be added to the Town's Risk Register	Yes
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Not Applicable

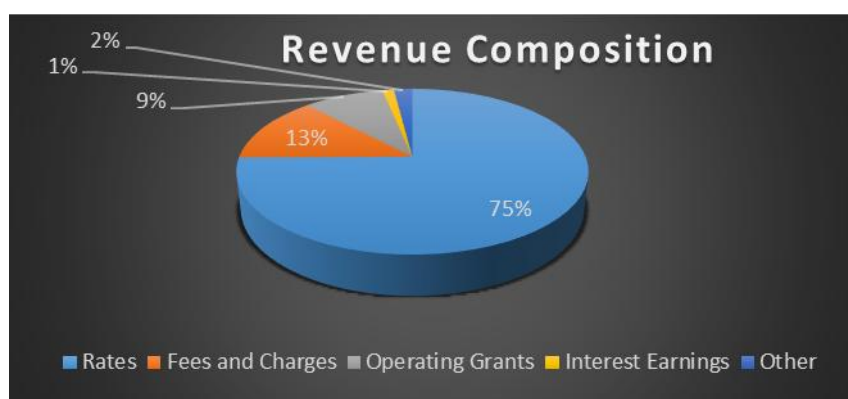
COMMENT

Strategic Role of Council

Council has a statutory role under section 2.7 (2) of the *Local Government Act 1995* to oversee the allocation of the local government's finances and resources. To assist Council in fulfilling this function, the following high-level assessment of the Town's financial health is provided.

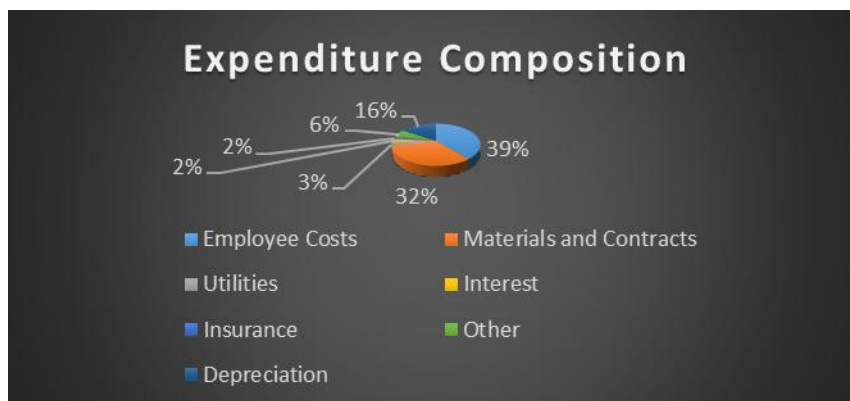
The following illustrations provide an overview of key financial information for the Town. The information is extracted from historical financial information as well from the parameters in the LTFP.

Operating Revenue (Projected 2025-26)



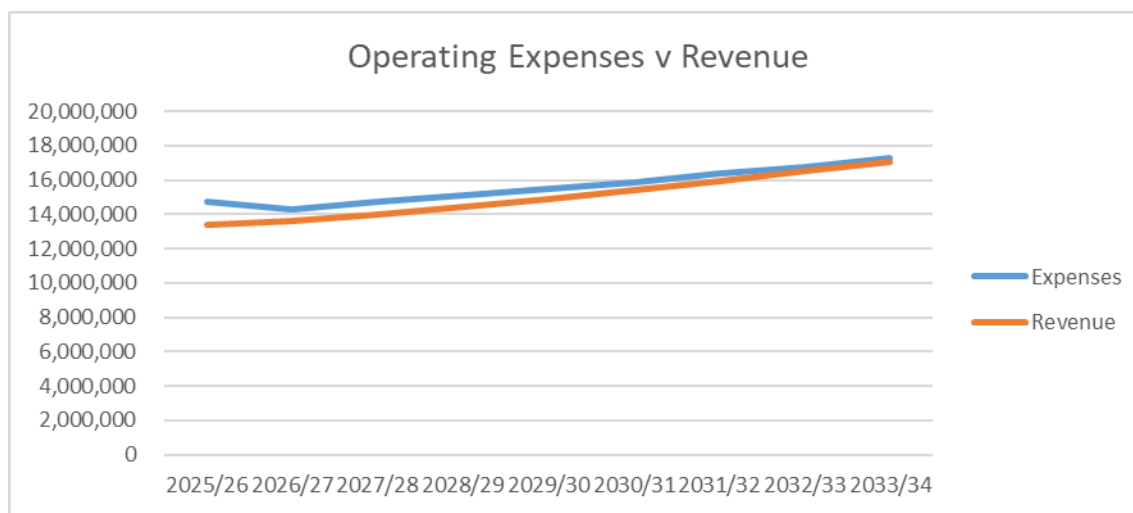
Conclusion: The Town derives 88% of operating revenue from rates and fees and charges (own source revenue). Thus, pricing decisions provides Council with considerable control over the Town's financial health and sustainability.

Operating Expenditure (Projected 2025-26)



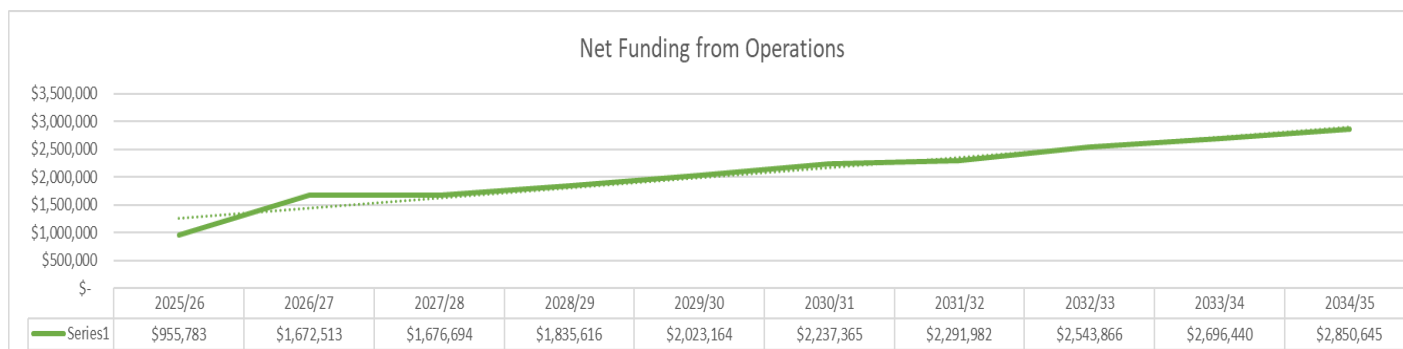
Conclusion: Employee Costs represent 39% of the Town's Operating Expenditure. This is consistent with the industry average (as illustrated on the My Council website last updated up to FY20-21). Local Governments are a service organisation, and thus there is a direct correlation between the level of service and employee costs. The profile of the Town's operating expenditure is fixed in nature unless Council wishes to amend the level of service.

Operating Expenses (Cash) versus Operating Revenue (10-year outlook)



Conclusion: Council should ensure that operating revenue grows at a faster pace than operating expenditure to release more funding for investing activities. This is achieved through a combination of cost restraint and efficiencies as well as a stable rates pricing pathway (and ensuring that the proposed rate increase is sufficient to cover forecast increase in costs i.e. Local Government Cost Index of 3.3% for 25-26).

Net Funding from Operations



Conclusion: in 2025/26 the Town has very low base of just \$955K in net funding after operations, indicating limited ability to service public assets and invest in new projects. Net funding from operations is forecast to increase significantly over the next ten years. There is a direct relationship between rates pricing decisions and the Town's ability to service public assets.

Operating Surplus Ratio



Conclusion: The Town is forecast to have a negative Operating Surplus Ratio for the next 5 years, below the benchmark set by the Department of Local Government. The negative ratio illustrates the indicative rate increase that is required over and above the assumed annual rate increase to fully cash back depreciation on assets from own source revenue.

The negative ratio is attributable to relatively high depreciation expense as a proportion of total operating expenditure (circa 16%). The relevance of this ratio is somewhat diminished by the application of accounting standards relating to depreciation expense. But the ratio does highlight an asset funding renewal gap.

It should also be noted that another flaw with this ratio is it excludes any external funding sources in the calculation but still accounts for the matching expenditure that relates to that funding i.e. CHSP services.

Financial Planning Framework

Long term financial and asset management planning is a key element of the Integrated Planning and Reporting Framework. It provides the planning tool which enables local governments to determine their capacity to sustainably deliver the assets and services required by the community.

Council has adopted a rolling long-term financial plan in the last two years as part of the Corporate Business Planning and Budgeting Process.

The Forecast Statement of Financial Activity demonstrates the Town's capacity to meet short-term community and infrastructure needs as well as providing a level of asset renewal predictability in the longer term. It is revised and updated annually. The annual update will review the assumptions, take into consideration economic conditions and inflation, and use current available financial information and forecasts. For these reasons, it is not a static document. Its purpose is to provide broad financial projections to assist in making key decisions.

The Statement below has been updated by applying previously endorsed assumptions against the 2024-25 mid-year budget forecasts. The forecast statement also illustrates a balanced budget position for 2025-26, confirming that the proposed 4.95% pricing pathway for rates is required to meet the net funding requirements of the Town.

Town of East Fremantle											
Forecast Statement of Financial Activity 2025/26 - 2034/35											
	Forecast										
	24/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
Surplus 1 July	843,305	-400,761	-0	0	-0	0	-0	0	-0	0	0
Revenue											
Rates	75%	9,541,836	10,031,425	10,382,525	10,745,913	11,122,020	11,511,291	11,914,245	12,331,244	12,762,838	13,209,537
Fees and Charges	13%	1,631,354	1,732,681	1,768,602	1,826,390	1,882,962	1,943,576	2,003,594	2,061,050	2,133,934	2,200,993
Operating Grants	9%	917,623	1,202,713	1,021,374	950,585	950,585	950,585	950,585	950,585	950,585	950,585
Interest Earnings	1%	293,906	167,494	173,494	170,496	194,851	215,333	246,791	279,036	318,881	362,353
Other	2%	392,000	268,480	276,879	285,557	292,524	299,789	309,362	319,254	327,475	338,037
		12,776,718	13,402,792	13,622,874	13,978,941	14,442,942	14,920,573	15,424,577	15,941,168	16,493,713	17,061,505
Expenditure											
Employee Costs	39%	-5,346,737	-5,687,040	-5,858,601	-6,035,347	-6,217,434	-6,405,026	-6,598,287	-6,797,391	-7,002,515	-7,213,840
Materials and Contracts	33%	-5,093,253	-4,877,025	-4,198,109	-4,352,330	-4,438,237	-4,502,823	-4,560,381	-4,783,240	-4,837,658	-4,999,492
Utilities	3%	-504,213	-452,443	-466,017	-479,997	-494,397	-509,229	-524,506	-540,241	-556,448	-573,142
Interest	2%	-302,405	-300,133	-291,325	-282,090	-272,479	-262,239	-251,583	-240,411	-228,756	-216,395
Insurance	2%	-299,636	-317,614	-330,319	-343,562	-357,338	-371,666	-386,570	-402,072	-418,196	-434,968
Other	6%	-776,530	-812,754	-805,992	-808,921	-827,441	-846,426	-865,885	-885,830	-906,274	-927,228
Depreciation	16%	-2,231,542	-2,298,486	-2,367,440	-2,438,463	-2,511,617	-2,586,966	-2,664,575	-2,744,512	-2,826,847	-2,911,653
		-14,554,316	-14,745,495	-14,317,802	-14,740,710	-15,118,944	-15,484,375	-15,851,787	-16,393,698	-16,776,694	-17,276,718
		-17,771,556									
Depreciation		2,231,542	2,298,486	2,367,440	2,438,463	2,511,617	2,586,966	2,664,575	2,744,512	2,826,847	2,911,653
Net Funding from Operational Activities (exc Depn)		453,944	955,783	1,672,513	1,676,694	1,835,616	2,023,164	2,237,365	2,291,982	2,543,866	2,696,440
** This is the critical number as it identifies how much own source funding is available to service capital expenditure, debt repayments and reserve transfers											
Capital Expenditure											
Buildings		-1,470,909	-1,077,925	-80,800	-80,000	-76,000	-80,000	-90,500	-83,000	-78,500	-86,000
Plant and Equipment		-331,853	-254,768	-514,380	-178,760	-10,000	-351,900	0	-186,760	-128,170	-216,900
Furniture and Equipment		-61,000	-10,000	-10,000	-965,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000
Roads		-483,733	-360,000	-370,000	-234,000	-397,800	-198,000	-175,000	-160,000	-230,000	-144,900
Drainage		-20,000	-77,148	-117,148	-67,148	-57,148	-57,148	-57,148	-52,148	-42,148	-42,148
Parks and Ovals		-304,000	-306,000	-345,000	-300,000	-270,000	-300,000	-300,000	-300,000	-300,000	-300,000
Carparks		-10,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000
Footpaths		-330,480	-210,000	-297,000	-185,000	-180,000	-180,000	-205,000	-160,000	-205,000	-165,000
Non-Operating Grants - RRG/R2R (Roads)		483,733	360,000	370,000	156,000	265,200	0	0	0	153,333	96,600
Non-Operating Grants - Other		796,564	398,213	0	0	0	0	0	0	0	0
Net Capital Program		-1,731,678	-1,557,628	-1,384,328	-1,873,908	-755,748	-1,197,048	-857,648	-971,908	-860,485	-888,348
		-1,809,152									
Proceeds from new Loan Borrowings		0	0	0	0	0	0	0	0	0	0
Loan Repayments		-150,564	-157,911	-165,617	-173,698	-182,174	-191,064	-200,387	-210,165	-220,421	-231,177
Net Borrowings		-150,564	-157,911	-165,617	-173,698	-182,174	-191,064	-200,387	-210,165	-220,421	-231,177
Net Reserve Transfers From/(to)		93,280	1,139,778	-115,000	249,883	-839,215	-678,962	-1,112,515	-1,138,255	-1,436,345	-1,575,215
		-785,117									
Proceeds from Sale of Assets		143,000	75,000	49,000	180,000	3,000	108,000	0	98,000	46,000	74,000
Lease Payments		-52,049	-54,261	-56,568	-58,972	-61,478	-64,091	-66,815	-69,654	-72,615	-75,701
Surplus 30 June		-400,761	-0	0	-0	0	-0	0	-0	0	0

The key assumptions in the Forecast Financial Statements are detailed below. These assumptions are reviewed and adjusted annually as required.

Operating revenue

- 4.95% increase in rate yield in 25/26, and 3.5% year on year thereafter inclusive of base interim rates \$21kpa.
- No population growth/increase in rateable assessments has been modelled – difficult to estimate (creates risk/uncertainty in the model).
- Fees and charges increase uniform with rate increases.
- Waste fees haven't been separately modelled. If waste fees are introduced, it assumed that fees will be offset by a reduction in rates (i.e., cost neutral for ratepayers).
- No specific purpose operating grants have been identified in outward years.
- No advance payment of the Financial Assistance Grants budgeted.
- CHSP Block Funding continues until 30 June 2027 and thereafter 90% target outputs achieved.
- Interest on Investments 2.5% pa.

Operating expenses

- 3.5% wage price index in 25-26; 3% pa in outward years.
- A provision for two full time administration staff, (contract administration officer and WHS officer) has been made. This resourcing requirement has been identified in Corporate Business Plan/Workforce Plan/Risk Register.
- 3% (LGCI/CPI) annual increase in materials and contracts budget (i.e., service contracts).
- The Town has withdrawn from the Regional Council and there are no overhead contributions.
- LGCI increase in utilities 3%.
- LGCI increase in insurance 6% pa in 25-26; 4%pa in outward years.

Capex

- Any future capex on East Fremantle Community Park will be funded from Reserve (sinking fund contributions).
- A 10-year capital works program has been developed as well as a review of the 10-year plant replacement program.

Capital Income

- Funding from Main Roads (Regional Road Group) and Roads to Recovery has been applied.
- No further capital grants budgeted in outward years.

Reserve Transfers

- Reserves transfers are in keeping with the Revenue Strategy and the Cash Back Reserves Policy.

Loan Borrowings

- As per the Loan 185 Schedule.
- No further borrowings assumed.

East Fremantle Community Park (EFCP) Trading Undertaking

It is apparent that the nature of the trading undertaking at East Fremantle Community Park has evolved from what was envisaged in the Business Plan considered by Council in 2020. This report will not analyse the scenarios, demand analysis and assumptions used in the 2020 Business Plan (as this is a 219-page document), but the following provides an illustration of the various operating financial models for EFCP over time.

Description	2020 Business Plan Estimate	Belgravia Leisure Tender Estimate	24-25 Forecast Result (as at 27 March 2025)
Food and Beverage Revenue	\$377,767	\$2,074,200	\$3,001,205
Health Club Revenue	\$153,799	\$1,675,720	\$1,612,592
Other Revenue	\$129,250		
Operating Expenses	-\$400,217	-\$2,655,863	-\$4,357,072
Precinct Expenses	-\$270,000	-\$796,126	-\$853,052
Management Fees	-\$100,000	-\$180,000	\$0
Food and Beverage Distribution	-\$14,747	-\$184,604	-\$36,000
Net Profit/Loss	-\$124,148	-\$66,673	-\$632,327

Note – the Business Plan does assume a significant ramp up of trading activities in year 2.

Whilst the table illustrates forecast deficit results for the first full year of operation, the Business Plan and Belgravia Leisure's initial tender forecast for outward years modelled an operating profit. That is, it was never envisaged that an ongoing subsidy from general funds would be required to fund precinct expenses. The Town's Long Term Financial Plan thus did not budget for ongoing operating deficits and therefore the recommended rates pricing pathway was dependent on revenues from the operations at East Fremantle Community Park fully covering operational and precinct expenses at this facility.

Despite the overall net loss position, it is however important to recognise that the operations of Carnaby's and B-Active are producing a net profit which is partially funding the non-commercial facilities as a Community Park. There are significant operating expenses to maintain the sporting surfaces and landscaped areas, and provide amenities to the community:

- Sporting Surface and Grounds Maintenance
- Insurances
- Electricity costs (without solar offset)
- Depreciation expense

The precinct expenses are largely fixed costs that the Town will incur irrespective of the use of the building spaces, and therefore any recovery of these expenses from commercial net revenue is of benefit to the Town. The objective though is to ensure that the Town, via the Operator, is optimising the commercial business units to minimise the level of community subsidy.

As per the above synopsis, the Town's budget is exposed to the operating result for East Fremantle Community Park which may impact rates pricing. The budget proposal contained within this report is premised on a 4.95% rate increase, which is sufficient to cover a \$300,000 annual net subsidy for EFCP for the 2025-26 financial year. Should an improved operating result be forecast, there may be an opportunity to reassess the rate increase for 2025-26 when Council strikes the rates as part of budget adoption.

The Town is therefore presented with an imperative to ensure that the operations of EFCP is not placing an unreasonable burden on ratepayers, as the rates pricing pathway in the Long-Term Financial Plan did not contemplate the requirement for an ongoing subsidy.

The Operating Budget for EFCP for 2025-26 has yet to be finalised, but the Town has communicated the above to Belgravia Leisure and every endeavour will be made to deliver an operating budget which optimises revenue to

cover a greater proportion of precinct operating expenses compared to the forecast actual result for 2024-25. It is anticipated the forecast net loss for EFCP for 2025-26 will be a significant improvement.

Rates Modelling

The following alternative rates models are presented for comparison purposes. The proposed rate increase of 4.95% will result in a rate increase of \$127 for a standard residential property or \$2.44 per week.

% Increase in Rate Yield	Gross Rate Revenue	Residential Rate in \$/Minimum Payment	Commercial Rate in \$/Minimum Payment	Average \$ increase in rates for a non-minimum residential property (average GRV of \$35,566)
3.75%	\$9,901,567	0.074555/\$1360	0.126374/\$2010	\$96
4.00%	\$9,924,158	0.074734/\$1360	0.126678/\$2015	\$102
4.50%	\$9,969,750	0.075094/\$1360	0.127287/\$2025	\$115
4.95%	\$10,010,675	0.075417/\$1360	0.127835/\$2034	\$127

General rate yield increases in prior years were:

2016/17 – 4.15%

2017/18 – 2.0%

2018/19 – 2.5%

2019/20 – 2.4%

2020/21 – 0%

2021/22 – 2.9%

2022/23 – 4.0%

2023/24 – 5.0%

2024-25 – 4.25%

2025-26 – 4.95% Proposed

(A review of the Council Meeting Agendas for the Cities of Melville and Fremantle indicate that they are proposing a 4.5% and 5% increase in the rate in the dollar/minimum payments for all categories for the 25-26 FY).

It is evident that the level of rate increases in recent years has been in response to prevailing economic conditions as well as compensating for below average increases from 2017/18 to 2021/22. The above variability further supports the philosophy of a stable rates pricing pathway to provide certainty for ratepayers and smooth out any potential rate spikes.

WALGA Economic Briefing March 2025

This document is presented as attachment 1 to this report. The following information is considered pertinent when determining budget parameters for 2025/26:

- The Local Government Cost Index is forecast at 3.2% for 24-25.
- Wages are continuing to grow quickly, up 3.3% in WA in the last 12 months after an increase of 5.2% in the year prior. This is attributable to public sector wages playing catch up to the rate of inflation to maintain real wages.
- The 23/24 WALGA Salary and Workforce Survey identified that employee costs represented 40.3% of total revenue for Band 3 Local Governments. The Town is below this benchmark.
- The Local Government Cost Index is forecast at 3.3% for 25-26 and the Wage Price Index at 3.5%.
- It is concluded that whilst price rises have moderated on average across the board, a tight labour market and strong domestic economy may see some price pressures resurface.

It is important to note that the above statistics reflect the current economic climate, and that a longer-term planning horizon is recommended as per the long-term financial plan and revenue strategy.

CONCLUSION

Under Section 6.36 of the *Local Government Act 1995*, before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c), a local government is to give local public notice of its intention to do so including an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days of the notice.

It is proposed that the Annual Budget for the Year Ended 30 June 2026 be presented to Council for adoption in late June. Council will have opportunity to amend the advertised rates when striking the Budget should there be justification to do so. The reasons for amending the rate in the dollar from that which was advertised need to be disclosed in the Statutory Budget.

13.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 042005**OFFICER RECOMMENDATION:****Moved Cr Wilson, seconded Cr White**

That Council, with respect to its role under 2.7 (2) of the *Local Government Act 1995* to oversee the allocation of the local government's finances and resources, resolves to endorse the following:

1. the Statement of Rating Objects and Reasons for the 2025/26 financial year as per attachment 2.
2. the following differential general rates in the dollar and minimum payments, with a proposed 4.95% increase in the rate in the dollar for residential and commercial properties and minimum payments, and calls for public submissions pursuant to section 6.36 of the *Local Government Act 1995*:

4.95% MODEL - 2025-26					
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Total Revenue
Differential General Rate	\$		\$	\$	\$
Residential GRV	0.075417	2,968	105,561,080	7,961,100	7,961,100
Commercial GRV	0.127835	119	12,346,985	1,578,377	1,578,377
Sub-Totals		3,087	117,908,065	9,539,477	9,539,477
Minimum Payment	Minimum \$				
Residential GRV	1,360.00	336	4,977,190	456,960	456,960
Commercial GRV	2,034.00	7	79,940	14,238	14,238
Sub-Totals		343	5,057,130	471,198	471,198
		3,430	122,965,195	10,010,675	10,010,675
Amount from General Rates					10,010,675
Less Concessions					0
Totals				10,010,675	10,010,675

(CARRIED UNANIMOUSLY 7:0)**For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.****Against: Nil**

REPORT ATTACHMENTS

Attachments start on the next page



Economic Briefing March 2025



Overview

The March Federal Budget presented an Australian economy that is achieving a soft landing – where inflation returns to the target band without stalling the economy. Inflation has fallen faster than previously forecast, leading to the Reserve Bank of Australia's recent interest rate cut. However, the Budget has fallen back into deficit with no prospect of a surplus in the coming years.

The WA economy continues to outperform the nation, with a strong labour market, high population growth and a buoyant construction sector. However, global trade tensions and the threat of increased tariffs are a risk to exports and to the domestic economy.



The **Western Australian economy** is strong, the challenge in coming years is to transition from a public sector led recovery to private sector led economic growth. Global trade tensions and rising tariffs are a major risk to global economic growth and therefore the Australian economy.



The RBA reduced interest rates as **inflation** is judged to be moving sustainably towards its target range.



WA's **labour market** is the strongest in the nation with low unemployment, solid jobs growth and high labour force participation. Wages growth is slightly above the national average, with the private sector growing faster than the public sector over the last year.



The rate of growth in **construction costs** has slowed as prices settle at a new, higher level after a period of rapid rises. The global factors and capacity constraints driving this growth have eased however a strong construction pipeline will keep demand high for materials and labour.



Local Government costs increased 3.2% over the last 12 months. Price rises have moderated on average across the board; however a tight labour market and strong domestic economy may see some price pressures resurface.

Note

The significant challenges of forecasting in the current economic environment, mean **the LGCI should be used with caution**. The LGCI will be subject to revisions in coming months, as the impact of major economic shocks such as COVID-19, wars in Ukraine and the Middle East, and the impact of recent rate rises become clearer. An increase in wage pressures may also see the index revised higher.

It is important that Local Governments take into account their own local issues and experiences when considering cost pressures. It would also be prudent for Local Governments to prepare for multiple scenarios for cost increases in coming years.



Domestic Economy and Federal Budget

Key points

- **The Federal Budget is back in deficit for the foreseeable future although economic conditions continue to improve**
- **The WA domestic economy is strong, the challenge in coming years is to transition from a public sector led recovery to private sector led economic growth**
- **Global trade tensions and rising tariffs are a major risk to global economic growth and therefore the Australian economy**

With a Federal Election due by May, the Australian Government took a cautious approach to the 2025-26 Budget. The Labor Government's fourth budget was framed to demonstrate its fiscal management credentials and responsiveness to voter priorities - cost of living, healthcare, education and housing (see WALGA's Federal Budget analysis [here](#)).

The Treasurer reported a \$27.6 billion deficit for the 2024-25 financial year equating to about 1% of GDP. This is a notable reversal from the \$15.8 billion surplus in the previous year, as the revenue generated by high commodity prices of recent years reduces. The deficit is forecast to increase to \$42.1 billion by 2025-26, with ongoing deficits throughout the forward estimates. Gross debt is projected to surpass \$1 trillion during 2025-26, adding pressure on subsequent Budgets to manage rising interest payments.

Although the Government was unable to sustain the surpluses achieved in the previous two years, the overall financial position is stronger than projected in the Pre-Election Financial Outlook. This improvement is due to \$94.1 billion in savings and reallocated spending, including reforms to the National Disability Insurance Scheme (NDIS), adjustments to the infrastructure investment program, and improved tax enforcement measures.

The Budget paints a picture of an Australian economy that is achieving the Government and the Reserve Bank's soft landing – where inflation returns to the target band without stalling the economy. Economic growth is forecast to increase from 1.5% in 2024-25, to 2.25% in 2025-26 and 2.5% in 2026-27. The relative contribution of public sector expenditure and investment to economic growth is forecast to fall over this period as the private sector recovers off the back of increased household consumption, dwelling investment, and business investment.

Inflation has fallen faster than previously forecast, reflected by the Reserve Bank of Australia's recent interest rate cut. Headline inflation, which sits at 2.4% for the 12 months to December 2024, is forecast to remain within the RBA's target band of 2-3% throughout the forward estimates even after a spike as the electricity credits are unwound (see Inflation and Interest Rates section).

The labour market is expected to remain strong with the unemployment rate peaking at 4.25% through the forward estimates. Employment growth is expected to ease from its recent high levels as wages growth tracks above inflation leading to an improvement in living standards and an easing of cost-of-living pressures (See Labour Market and Wages section).



Western Australian Economic Update

The WA domestic economy, measured by State Final Demand, remains strong despite economic headwinds, forecast to end 2024-25 up 3.75%. This is driven by continued elevated levels of Government Consumption (+5.5%) and Government Investment (+13.5%). Household Consumption in WA continues to grow faster than the national average, driven by growth in population, employment, and wages, and is forecast to end the year up 2.5%. Dwelling Investment has rapidly increased in recent quarters as commencements and completions rise, projected to increase 11.25% in 2024-25 and continue that momentum in the coming years. Business Investment has moderated after an increase of 12.7% in 2023-24 and is projected to end the year up 1.0%. Net exports are forecast to fall 0.25% in 2024-25, due to downward revisions for iron ore volumes and grain Exports.

Like the national economy, it is forecast that, as growth in Government Consumption and Investment eases, the private sector will become the growth engine for the economy, with Business Investment rising, a buoyant housing construction sector and continued strength in household spending.

Significant downside risks to this forecast persist. Global trade tensions, protectionism and increasing tariffs are creating uncertainty for businesses and households, potentially impacting global growth. As an open economy, Australia, particularly Western Australia's export sector, may be significantly

affected by a slowing global economy. There is considerable uncertainty caused by the United States' approach to tariffs, targeting particular sectors and commodities, and this acts as a disincentive for business to invest. The impact of ongoing trade tensions on global economic growth could result in commodity prices falling faster than forecast, impacting State and Federal budget bottom-lines.

Despite increased export market diversification during the China trade ban period, the Western Australian economy remains closely linked to China which accounted for 57% of WA's goods exports last financial year. More than half of WA's exports in the year to November 2024 by value was iron ore and of this, 84% was exported to China. China is also WA's largest import market, accounting for 20% of goods imports. China's prime minister, Li Qiang, has announced an economic growth target of about 5% for 2025 and has declared a focus on stimulating domestic spending to drive economic growth and mitigate the potential impact of external economic pressures such as a decline in trade with the United States. A slowdown in China's economy or reduced demand for key commodities could negatively affect Australia's trade balance and economic growth.

Real Household Disposable Income, Australia, Annual v Quarterly % Change

SOURCE RBA, WALGA



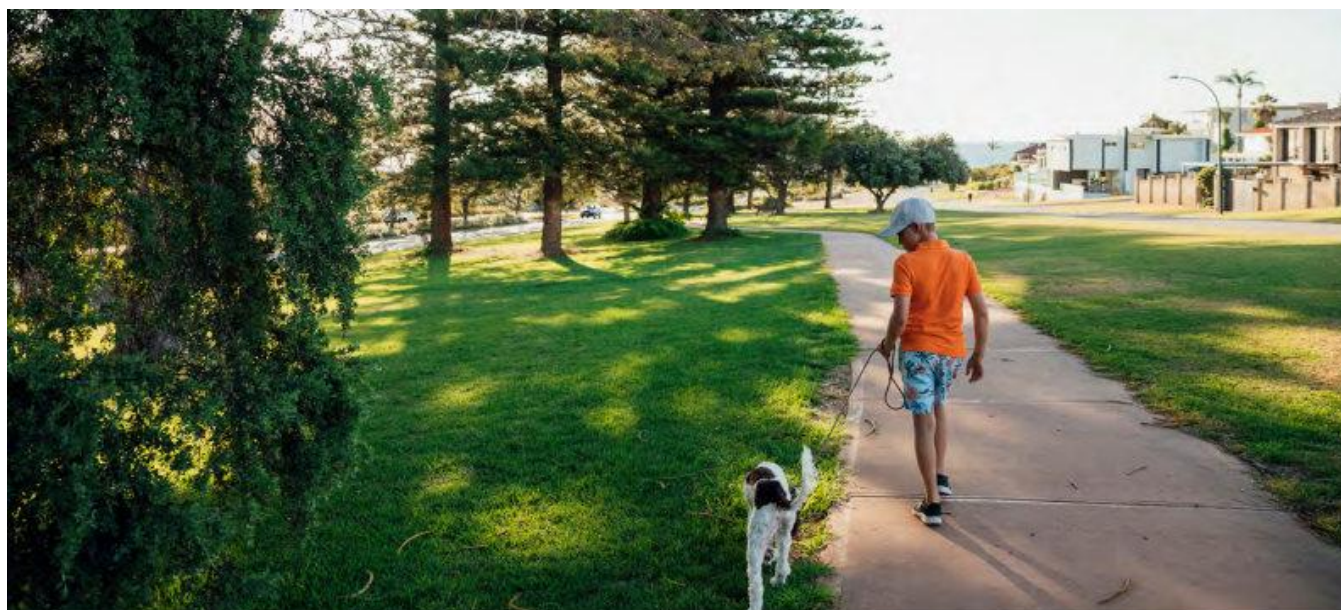
State Final Demand, WA, Annual % Change

SOURCE ABS, WALGA



WA Treasury Economic Forecasts

Pre-election Financial Projections Statement 2024-25	2022/23 % Actual	2023/24 % Actual	2024/25 % Forecast	2025/26 % Forecast	2026/27 % Forecast	2027/28 % Forecast
Gross State Product	3.5	0.5	2.25	2.5	2.5	2.0
Household Consumption	3.5	3.1	2.5	3.0	3.0	2.75
Business Investment	4.5	12.7	1.0	3.25	5.5	3.5
Dwelling Investment	-2.7	4.1	11.25	9.75	5.5	1.5
Goods Exports	4.7	-3.7	0.5	1.5	0.5	0.75
Goods Imports	7.8	9.1	0.75	1.75	2.75	2.0
Employment Growth	3.1	3.8	2.5	1.75	1.5	1.5
Unemployment Rate	3.6	3.7	4.0	4.25	4.5	4.25
Wage Price Index	4.2	4.2	3.75	3.5	3.0	3.0
Population	3.2	2.8	1.9	1.8	1.8	1.7



Inflation and Interest Rates

Key points

- **The RBA reduced interest rates to 4.1%, the first change since November 2023**
- **Underlying inflation has fallen to 3.2% and is considered to be sustainably moving towards the RBA's target band of 2-3%**
- **The rising cost of new housing and rents continues to be a driver of inflation in WA**

The Reserve Bank of Australia lowered the cash rate target 25 basis points to 4.10% in February, the first movement since November 2023. The cut was justified by the RBA by the substantial fall in underlying inflation from its 2022 peak to 3.2% in the December quarter. This fall was faster than forecast by the RBA, suggesting that inflation was meeting their objective of moving sustainably towards their inflation target of 2-3%.

The RBA maintains that, even after this cut, the cash rate remains restrictive and continues to act as brake on the economy. This leaves the RBA room for future cuts to return the cash rate target to a neutral setting where it does not function as a brake or an accelerator for the Australian economy. However, the RBA cautions that easing the cash rate too quickly could lead to entrenched inflation above the midpoint of the target range.

The next monetary policy decision will be announced after the RBA Board meeting on April 1. However, the next release of quarterly inflation data, a major input in the RBA's decision making is

not due until April 30, leading Westpac, NAB and ANZ to predict that the next interest rate cut will occur in May, assuming the current trajectory of inflation continues.

Factors mitigating against another rate cut in the near term include a continued tight labour market, particularly in WA, and solid household spending which is forecast to pick up as incomes rise.

However, unemployment rising higher than forecast could see this recovery in household consumption stall. The geopolitical risks from increasing tariffs fuelling a trade war and increasing economic uncertainty could see a fall in business activity, particularly if the Chinese economy slows.

"The forecasts published today suggest that, if monetary policy is eased too much too soon, disinflation could stall, and inflation would settle above the midpoint of the target range. In removing a little of the policy restrictiveness in its decision today, the Board acknowledges that progress has been made but is cautious about the outlook."

Statement by the Reserve Bank Board:
Monetary Policy Decision, February 2025

The Australian Trimmed Mean fell to 3.2% in the December quarter, the lowest level in three years. The Trimmed Mean is the RBA's preferred measure

of inflation as it reduces the impact of temporary price measures, such as the electricity credits, as well as avoiding distortions from large price rises and falls in some components of the Consumer Price Index (CPI).

The Headline CPI fell to 2.4%, the lowest level since March 2021. The difference between the Headline and Trimmed Mean CPI is due largely to the impact of State and Federal electricity credits. Although these credits reduce the CPI in the short term, when the credits are removed, the CPI will rise accordingly. The Australian Government has announced that these credits will continue into 2025-26 and the Opposition has confirmed that they will match this expenditure.

There continues to be a divergence in price rises between Goods and Services. Goods inflation was just 0.8% over the 12 months to December off the back of large falls in electricity prices due to the electricity credits and in fuel prices due to lower global oil prices. Annual Services inflation was

much higher at 4.3%, moderating slightly from 4.6% in the September quarter, with key drivers including rents, medical and hospital services, and insurance.

The Perth CPI increased to 2.9% in the 12 months to December 2024, the highest of the capital cities, largely due to the increase in electricity prices after the WA State government rebate was exhausted in the previous quarter. The ABS produces a measure of the Perth CPI excluding Food and Energy which looks through the impact of the electricity credits. In December, this measure saw prices increasing 4.2% over the last 12 months, down from the peak of 8.2% in December 2022, but considerably above the headline figure. Rising housing costs in WA continue to be a major driver of inflation, with rents up 10.1% in the last year and the cost of new dwellings up 13.6%. Over the last four years, rents have increased 40% and the cost of new dwellings is up 65%. The cost of housing is an ongoing issue for WA and the rest of the country with a significant impact on the cost of living.

Perth CPI vs Perth CPI (ex Food and Energy), Annual % Change

SOURCE ABS, WALGA





Labour Market and Wages

Key points

- **WA's labour market is the strongest in the nation with low unemployment, solid jobs growth and high labour force participation**
- **Wages growth is slightly above the national average, with the private sector growing faster than the public sector over the last year**
- **WA's population growth is still the fastest in the country, however it is easing as the growth in Net Overseas Migration slows**

More than 64,000 jobs were created in WA in 2024, with employment up 4.1% in the year to December. The unemployment rate remains low at 3.4% in February. Unemployment has bounced around between 3.1 and 4.2% for the last three years with job creation keeping pace with the high levels of population growth. Low unemployment continues to defy predictions, with Treasury's February Pre-election Financial Projections Statement forecasting the unemployment rate for 2024-25 to be 3.5%, a downwards revision of 0.5% since its December Mid-Year Review. Looking ahead, the unemployment rate is projected to increase 0.25% each year, reaching 4.25% in 2027-28.

With a participation rate of 69.1% in February, the highest among the states, WA's labour market has very little extra capacity. Although job vacancies are on the decline, they remain significantly higher than pre-pandemic levels and there is no evidence of an excess of job seekers over vacant positions. The ongoing shortage of housing and essential services, such as education and childcare, continues to impede growth, particularly in regional areas.

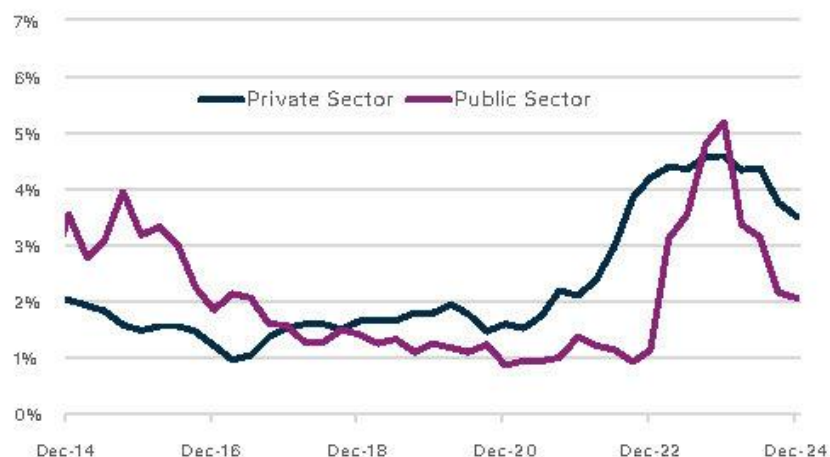
Despite WA's labour market being the strongest of the States, wages remain contained, growing 3.3% in the year to December, only slightly above the national average of 3.2%. The easing of wages growth in the public sector is notable, increasing 2.1% in 2024 (2.9% in Australia), compared to 5.2% in 2023 (4.3% in Australia). Private sector wages growth in WA has been more resilient, up 3.5% in 2024, although it too is declining after an increase of 4.6% in 2023. Looking forward, wages growth is forecast by Treasury to remain strong, averaging 3.5% in 2025-26 before falling to 3.0% in the following two years.

WA has the fastest growing population in the country, increasing 2.5% in the year to September, 0.7% above the national figure. However, population growth is slowing across the country with annual population growth in WA peaking at 3.4% and nationally at 2.5% both in September 2023. The driver of this population growth easing has been the fall in annual Net Overseas Migration from a high of 555,798 in the year to September 2023 to 379,829 in the year to September 2024. Pre-COVID, the average annual increase in Net Overseas Migration was 248,000 so overseas arrivals are still tracking ahead of the longer-term average. The spike in Net Overseas Migration has now offset the COVID-era slump due to the closed borders. Looking ahead it is expected that overseas arrivals will continue their return to their long-term average. Treasury forecasts WA population growth to slow to 1.8% in 2025-26 and 2026-27.

On average, employee expenses account for one-third of Local Government costs in the State. The Economic Briefing will keep tracking labour market trends and their effects on wages.

Wage Price Index Private vs Public, WA, Annual % Change

SOURCE ABS, WALGA



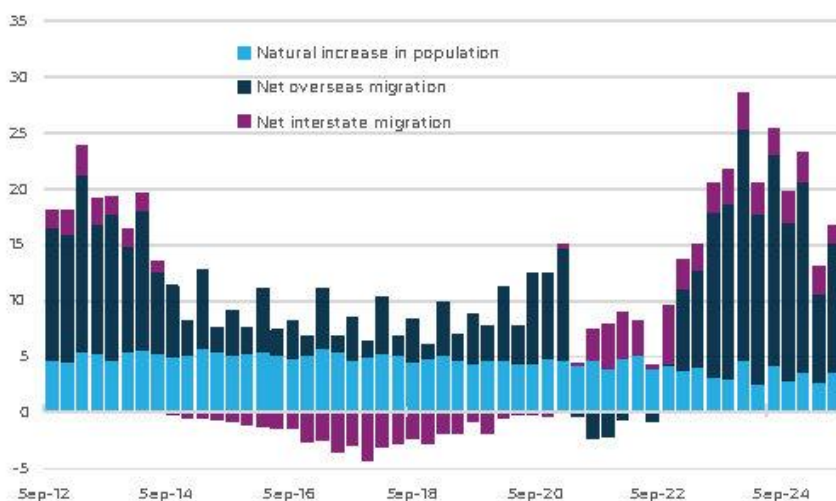
Job Vacancies vs Unemployed Persons, WA, '000s

SOURCE ABS, WALGA



Components of Population Change, WA, '000s

SOURCE ABS, WALGA



Construction

Key points

- The rate of growth in construction costs has slowed as prices settle at a new, higher level after a period of rapid rises
- The global factors and capacity constraints driving this growth have eased however a strong construction pipeline will keep demand high for materials and labour
- Different components of construction costs are growing at different rates depending on local demand and supply factors

Construction cost inflation in WA peaked at double-digit rates during 2022, driven by rapid growth in building and construction activity, capacity constraints in the Australian building, construction, and materials industries, high commodity prices, materials supply shortages, high shipping costs, and labour shortages resulting from employment growth and low immigration. After a period of rapid increases in construction costs post-COVID, the rate of growth has eased, returning to more normal levels across different cost components.

There are multiple contributing factors to the deceleration of construction cost inflation. A continued decline in commodity prices since 2022, particularly steel and oil, has led to price declines for many construction inputs. There has been an improvement in supply chains and logistics, a relative improvement in capacity constraints, including stronger labour supply growth as migration flows return to Australia.

These downward influences are being offset by ongoing constraints in the domestic construction materials sector and the broader building industry, due to a lack of new capital investment, construction-specific labour shortages, and an abundance of building business insolvencies. Additionally, a rebound in residential building work and strong construction activity in WA over the last three years, a weakening Australian Dollar, and potential impacts of proposed tariff policies in USA and elsewhere could drive up import prices for Australia. A recent Productivity Commission report highlighted that half as many homes are being completed per hour of work as in 1995, and that labour productivity in housing construction has fallen by 12% in the same period.

Steel product costs have dropped significantly but have not fully reversed the sharp increases of 2021 and 2022. Reinforcing steel prices declined by 4.7% in the 12 months to December 2024, following a 6.4% decrease in 2023. Similarly, falls in global crude oil prices have translated into reduced prices for diesel fuel and bitumen, and a deceleration in cost growth for asphalt and road freight. However, a return to more standard rates of cost growth is expected from 2025.

Bitumen prices in WA dropped by around 14% between December 2022 and September 2023. Although there was a brief uptick in late 2023, the downward trend resumed in the first half of 2024, with prices falling by 10% between December 2023 and April 2024. Recently, the market has reaccelerated, with prices increasing by 8% over the last six months.

While some construction costs have gone down, others are still seeing above-average year-on-year inflation. For instance, concrete costs are rising significantly. Prices for concrete, cement, and sand went up by 10% in 2023 and another 5% in 2024. High demand for concrete, combined with limited capacity in the concrete manufacturing sector, means prices are likely to keep rising. Macromonitor reports that the uncertain market outlook is making new investments less attractive for concrete manufacturers, which supports further price increases.

Equipment costs also surged during 2022 and 2023 due to strong demand and a weaker Australian dollar, as much of the equipment is imported. Although this rapid growth slowed down in 2023-24, it has picked up again recently. By December 2024, the cost of mining construction equipment rose by 10%. Forecasts suggest a 4.5% rise by June 2025, followed by a gradual return to more normal levels from 2025-26 onwards.

Bricks and tiles have also seen sharp price increases since the March quarter of 2022. Prices grew rapidly by 32% in 2021-22 and 29% in 2022-23, followed by an 8% rise in 2023-24. Continued robust growth is expected, with a 20.5% rise forecasted by June 2025, followed by an easing of this growth in future years.

Labour costs are another area where prices continue to rise at above-average rates nationwide.



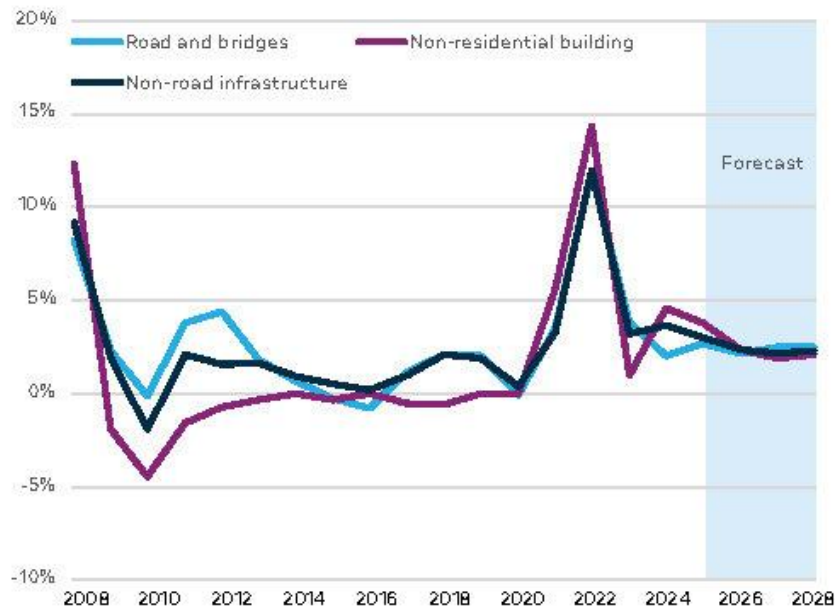
Although the pace of increases has slowed compared to previous quarters, ongoing shortages of skilled tradespeople are still driving up prices, especially in concrete and electrical trades. In WA, wage inflation in the construction sector has slowed, with an annual growth rate of 3.1% by December 2024, down from a 5% rise in 2022-23. Wages growth in the construction sector is expected to stay around this level over the next 12 months to December 2025. As the nation enters an upturn

in residential and utilities construction without an adequate supply of workers, construction wages are likely to remain above average for some time.

Despite declines in some cost items, a full reversal of previous increases is not expected. Instead, costs are likely to increase at a more moderate rate, but from the current, elevated level. According to forecasts, we can expect cost inflation rates to return to around 2-3% from 2025-26 onwards.

Construction Cost Indexes, WA, Annual % Change

SOURCE ABS, MACROMONITOR, WALGA





Local Government Cost Index

Key points

- Local Government costs increased 3.2% over the last 12 months
- Growth in construction costs has moderated, however the strong construction pipeline may see price rises in some regions
- Employee costs continue to grow solidly, with private sector wages increasing fast than those in the public sector

WALGA's Local Government Cost Index (LGCI) increased by 0.7% in the December quarter, down from 0.8% in the previous quarter. In annual terms the LGCI increased by 3.2%, falling from 3.3% in the September quarter.

After a period of high increases in construction costs, followed by elevated wages growth, Local Government costs are starting to return to a more moderate level of growth across the board.

Wages, which account for a third of Local Government costs in WA, are now growing at their slowest rate since September 2022, increasing 3.3% in the year to December 2024. Notably, growth in public sector wages have been increasing at a slower rate of just 2.1% in 2024 after recording an increase of 5.2% in the year prior. Wages are expected to continue to grow as the WA labour market is the tightest in the nation and economic activity is forecast to support ongoing employment growth (see Labour Market and Wages section).

Growth in construction costs have normalised in recent years as global supply chain constraints have eased following the pandemic economic shock. The Road and Bridge Cost Index hit a peak of 12% growth in the year to June 2022. This slowed significantly to 3.8% by June 2023 and further to 2.1% by June 2024. There has been a recent slight

increase, with a 2.7% rise forecast for the year to June 2025. Looking ahead, forecasts suggest a 2.2% rise in 2025-26 and 2.5% in 2026-27 as prices settle at this new, higher level.

Similarly, the Non-Residential Building costs saw a big drop from 14.4% in 2021-22 to just 1% in 2022-23. Costs re-accelerated to 4.6% in 2023-24, but are forecast to ease to 3.8% in 2024-25, 2.4% in 2025-26 and 1.9% in 2026-27.

Non-road infrastructure has followed a similar trajectory with a 12.0% jump in 2021-22 followed by more moderate increases of 3.2% in 2022-23, and 3.7% in 2023-24. This easing is expected to continue falling to 3.0% growth in 2024-25 and below in the coming years.

The risk profile of the forecasts for construction costs is currently on the upside. Tight industry capacity and likely cost pressures in some components of construction raise the possibility of additional upward price pressures beyond current forecasts. Elevated levels of housing construction, encouraged by the State and Federal Governments, will increase demand for a limited supply of materials and labour.

Local Governments should prepare for multiple scenarios through their budgeting process and be ready to respond to changing economic conditions by incorporating flexibility into their projects and procurement processes. The LGCI is based on statewide data, and regional variances will impact each Local Government. Engaging with suppliers to understand local economic conditions and constraints will enable Local Governments to effectively plan the timing of their projects.

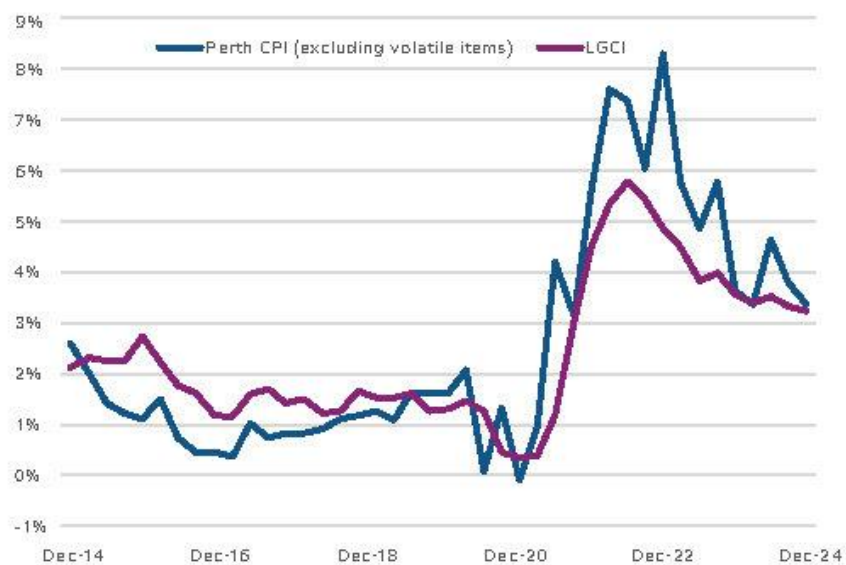


LGCI Table

Component	Weighting	2023-24 (actual)	2024-25 (forecast)	2025-26 (forecast)	2026-27 (forecast)	2027-28 (forecast)
Employee costs	35%	4.2	3.8	3.5	3.0	3.0
Materials and contracts	28%	3.2	4.0	3.8	3.5	3.3
Furniture	1%	4.7	3.7	3.5	3.2	2.0
Non-residential building	5%	4.6	3.5	3.0	2.3	2.1
Machinery and Equipment	5%	2.0	4.0	2.5	1.4	2.2
Non-road infrastructure	9%	3.2	2.8	2.7	2.6	2.3
Road and bridge construction	10%	2.1	2.8	2.7	2.8	2.5
Utilities	3%	2.5	3.0	3.0	3.0	3.0
Insurance	1%	13.1	8.6	6.0	4.0	6.0
Other	3%	4.6	3.5	3.0	2.8	2.5
LGCI	100%	3.6	3.6	3.3	3.0	2.9

Perth CPI (ex
volatile items) vs
LGCI, Annual %
Change

SOURCE: ABS, WALGA



Questions

If you have any questions on the contents of this report, please direct them to the WALGA Economics Team:



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DIFFERENTIAL GENERAL RATES AND MINIMUM PAYMENTS – OBJECTS & REASONS FOR THE 2025/26 RATING YEAR

In accordance with section 6.36 of the *Local Government Act 1995* and Council's 'Notice of Intention to Levy Differential General Rates and Minimum Payments', the following information details the objectives and reasons for those proposals.

EXECUTIVE SUMMARY

The following rating principles are proposed in this Statement of Rating Objects and Reasons for the 2025/26 rating year:

- Gross Rental Values apply to the following differential general rate categories; Residential and Commercial.
- Properties are rated according to Town Planning zoning and predominant land use with each having a separate calculated rate in the dollar to achieve greater equity across all sectors.
- The Town of East Fremantle charges rates to five sporting clubs that are categorized as 'Sporting Clubs – Commercial' and rated under the Commercial GRV category. They are the East Fremantle Lawn Tennis Club, Fremantle Rowing Club, East Fremantle Yacht Club, Swan Yacht Club and the East Side Angling Club.
- The current Gross Rental Values have a date of valuation of 1 August 2021 – that is, the Town received a general valuation with valuations coming into force on 1 July 2023.
- It is very important for both ratepayers and Council to recognize that changes in land values do not automatically drive changes to individual rate bills. Council amends the rate in the dollar to offset any significant movement in aggregate valuations to maintain the rate yield, and the relative rates burden placed on each category.
- The rate in the dollar for Residential GRVs has been amended from 7.186 cents to 7.5417 cents. The minimum payment has been amended from \$1,296 to \$1,360. Both have been increased by 4.95%.
- The rate in the dollar for Commercial GRVs has been amended from 12.1806 cents to 12.7835 cents. The minimum payment has been amended from \$1,938 to \$2,034. Both have been increased by 4.95%.
- The proposed rates model will yield \$10,010,675 in gross rate revenue.
- The Town has considered the Department of Local Governments Rating Policy and the rating principles of objectivity, fairness and equity, consistency, transparency and administrative efficiency when setting the rate in the dollar.

WHAT ARE RATES?

Rates are a tax levied on all rateable properties within the boundaries of the Town of East Fremantle in accordance with the *Local Government Act 1995*.

The overall objective of the proposed rates in the 2025/26 Budget is to provide for the net funding requirements of the Town's services, activities, financing costs and the current and future capital requirements of the Town, after considering all other forms of revenue.

The formulation of a rating system is about achieving a means by which Council can raise sufficient revenue to pay for the services it provides. Throughout Australia, the basis of using property valuations has been found to be the most appropriate means of achieving rating equity; however, the achievement of a wholly equitable rating system for all properties, in all areas, is a difficult task if it is based on the property valuations alone. For this reason, there are refinement options made available, such as differential rating, the Town of East Fremantle has elected to use.

In Western Australia, land is valued by Landgate Valuation Services and those values are forwarded to each local government for rating purposes. Two types of values are calculated – Gross Rental Value (GRV) which generally applies for urban areas; and Unimproved Value (UV) which generally applies for rural land. GRV means the gross annual rental that the land might reasonably be expected to realise if let on a tenancy from year to year upon condition that the landlord was liable for all rates, taxes and other charges thereon and the insurance and outgoings necessary to maintain the value of the land.

LOCAL GOVERNMENT ACT 1995 – RATING PROVISIONS

The *Local Government Act 1995* sets out the basis on which differential general rates may be based as follows:

Section 6.32 (1) of the *Local Government Act 1995* states:

- (1) When adopting the annual budget, a local government –
- a. In order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either –
 - i. Uniformly; or
 - ii. Differentially

DIFFERENTIAL GENERAL RATES

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics –
- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*; or
 - (b) a purpose for which the land is held or used as determined by the local government; or

- (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

MINIMUM PAYMENTS

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6),on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6),unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister,

impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.

- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
- to land rated on gross rental value; and
 - to land rated on unimproved value; and
 - to each differential rating category where a differential general rate is imposed.

2025/26 BUDGET PROPOSAL

The following are the proposed Differential General Rates and Minimum Payments for the Town of East Fremantle for the 2025/26 financial year, to be effective from 1 July 2025:

RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue
Differential General Rate	\$		\$	\$
Residential GRV	0.075417	2,968	105,561,080	7,961,100
Commercial GRV	0.127835	119	12,346,985	1,578,377
Sub-Totals		3,087	117,908,065	9,539,477
Minimum Payment	\$			
Residential GRV	1,360.00	336	4,977,190	456,960
Commercial GRV	2,034.00	7	79,940	14,238
Sub-Totals		343	5,057,130	471,198
		3,430	122,965,195	10,010,675
Amount from General Rates				
Less Concessions				
Totals				10,010,675

Residential Improved and Not Improved

Characteristics: This differential general rate category imposes a general rate on land valued on a gross rental value basis, which is zoned, held or used for residential purposes and having improvements erected on it.

Reasons and Objects: The object of this proposed rate is to apply a base differential general rate to land zoned and used for residential purposes and to act as the Town's benchmark differential rate by which all other GRV rated properties are assessed. The reason for this rate is to ensure that all ratepayers make a reasonable or minimum contribution towards the ongoing maintenance and provision of works, services and facilities throughout the Town. The proposed rate in the dollar of GRV value for this category is 0.075417 with a minimum payment amount of \$1,360. 10%

of residential properties will receive the minimum payment.

Commercial Improved and Not Improved

Characteristics: This differential rate category imposes a rate on land valued on a gross rental value basis, which is zoned, held or used for commercial purposes and having improvements erected on it. This category also includes 'Sporting Clubs – Commercial'. They are the East Fremantle Lawn Tennis Club, Fremantle Rowing Club, East Fremantle Yacht Club, Swan Yacht Club and the East Side Angling Club. These clubs may generate income through food and beverage or from the hire or leasing of facilities.

Reasons and Objects: The object of this differential rate category is to apply a rate to Commercial properties to raise additional revenue to offset the costs associated higher levels of services to properties in this category, such as parking infrastructure, road construction, drainage, streetscape maintenance, and parking compliance and other regulatory services. The proposed rate in the dollar of GRV value for this category is 0.127835 with a minimum payment amount of \$2,034. 5.75% of commercial properties will receive the minimum payment.

SUBMISSIONS:

Submissions are invited from any elector or ratepayer with respect to the proposed rates and any related matter within 21 days of the date of this notice. Submissions should be addressed to the Chief Executive Officer, Town of East Fremantle, PO Box 1097, FREMANTLE WA 6959.

Submissions should be clearly marked 'Submission – 2025/26 Differential Rates'.

Further reading on the rates proposal will be included in the published copy of May Ordinary Council Meeting Agenda and Minutes which is available on the Town's website: <https://www.eastfremantle.wa.gov.au/council-meetings/>

Jonathan Throssell
Chief Executive Officer



NOTICE OF INTENTION TO IMPOSE DIFFERENTIAL GENERAL RATES AND MINIMUM PAYMENTS

The Town of East Fremantle is in the process of preparing the 2025/26 annual budget. In accordance with Section 6.36 of the *Local Government Act 1995*, the Town invites public submissions in respect of the intention to Levy Differential General Rates and Minimum Payments.

The overall objective of the proposed rates and minimum payments in the 2025/26 Budget is to provide for the net funding requirements of the Town's services, activities, financing costs, and the current and future capital requirements of the Town, after considering all other forms of revenue.

The following are the proposed Differential General Rates and Minimum Payments for the 2025/26 financial year.

4.95% MODEL - 2025-26				
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue
Differential General Rate	\$		\$	\$
Residential GRV	0.075417	2,968	105,561,080	7,961,100
Commercial GRV	0.127835	119	12,346,985	1,578,377
Sub-Totals		3,087	117,908,065	9,539,477
Minimum Payment	\$			
Residential GRV	1,360.00	336	4,977,190	456,960
Commercial GRV	2,034.00	7	79,940	14,238
Sub-Totals		343	5,057,130	471,198
		3,430	122,965,195	10,010,675
Amount from General Rates				
Less Concessions				
Totals				10,010,675

A statement of the Rating Objects and Reasons has been prepared and is available to view on the Town's website www.eastfremantle.wa.gov.au and a hard copy is available from the Town Administration Centre located at 135 Canning Highway, East Fremantle.

Submissions are invited from any elector or ratepayer with respect to the proposed rates, and any related matter, within 21 days of the date of this notice. They should be clearly marked 'Submission – 2025/26 Differential Rates' and emailed to admin@eastfremantle.wa.gov.au or received by the CEO, Town of East Fremantle, PO Box 1097, FREMANTLE WA 6959, by 4.00pm Monday 16 June 2025.

Jonathan Throssell
Chief Executive Officer

13.5 ENDORSEMENT OF 25-26 CAPITAL WORKS PROGRAM

Report Reference Number	OCR-3500
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	

1. 25-26 Capital Works Program

PURPOSE

The purpose of this report is to seek Council approval of the indicative capital works program for 2025-26, to enable project planning and development to occur, allowing for the seamless commencement or continuation of projects into the new financial year.

EXECUTIVE SUMMARY

A capital works schedule has been developed within the financial parameters of the Town's Long Term Financial Plan. A challenge for all local governments is to achieve a high clearance rate of capital projects in the given financial year and many local governments have established key targets for clearance rates.

Local governments will be impacted by Caretaker Provisions due to the October Elections. Procurement activities are restricted during the Caretaker Period which commences at 4pm on Thursday 4 September 2025, and local governments will be unable to publicly invite tenders or award contracts during this period. The following key projects will be impacted by the Caretaker Provisions and it is advisable that efforts be made to finalise tenders/award of contract before the commencement of the Caretaker Period:

- Award of contract for Solar and Battery Installations
- Award of contract for Riverside Road Reconstruction

BACKGROUND

Since 2018-19, Council has been presented with the indicative Capital Works Program for the forthcoming year for endorsement to its May Ordinary Council Meeting.

CONSULTATION

Executive Manager Technical Services
Council Forum 29 April 2025

STATUTORY ENVIRONMENT

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

There are no Policies relevant to this item.

FINANCIAL IMPLICATIONS

The 25-26 Draft Budget provides for a total capital works program of \$2,315,841 comprised of the following funding allocations:

- Transfer from Reserves \$565,499
- Capital Grants \$758,213
- Proceeds from Sale of Assets \$75,000
- Municipal Funding \$917,129

With forecast rate revenue of just over \$10m in 25-26, approximately 9% of rates revenue is allocated to capital funding.

STRATEGIC IMPLICATIONS

The matter being put to the Council is likely to have a direct impact on the strategies of the Council.

4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not endorse the indicative capital works program leading to difficulties in clearing the budgeted program	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$250,001 - \$1,000,000	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	Yes

SITE INSPECTION

Not Applicable.

COMMENT

Council approval of the 2025-26 Capital Works program is being sought prior to formal budget adoption, which is envisaged for late June.

The capital works program has been developed in line with the Town's rolling 10-year Long Term Financial Plan.

- Net funding from operations of \$917k as a contribution towards capital works.
- Asset renewal funding is based on the Predictive Asset Renewal Model.

Approval of the 2025-26 capital works program prior to the Budget adoption will effectively provide staff with 6-8 weeks additional lead time to finalise project plans/procurement plans and invite market quotes with a view of commencing projects as soon as practicable following the adoption of the 25-26 Statutory Budget. This will facilitate the timely completion of projects and ensure that the Town has a high clearance rate of capital projects at year end.

Notable flagship projects for 25-26 are listed as follows:

- The 10-year Plant Replacement Program has been refreshed with recommended replacement of works vehicles.
- Solar and Battery Installation project \$796,425 which is effectively fully funded from grant funds (50%) and a transfer from the Sustainability and Environmental Reserve.
- Riverside Road Reconstruction \$360,000 which is 100% grant funded.
- Staging of Ulrich Playground Equipment including design \$120,000.
- Public art installation East Fremantle Community Park \$91,000. Concepts to be developed via Public Art Panel with recommendations to Council. Additional funding can be drawn from the Public Arts Reserve should Council approve during the year.
- Footpath replacements \$210,000.

An indicative capital allocation of \$200,000 has also be included for East Fremantle Community Park, which includes \$90,000 of municipal funding. There are several capital projects that have been identified and it is envisaged that these competing priorities will be determined by the Chief Executive Officer (with advice from Belgravia Leisure, the Contract Consultant and Executive Managers). It is recommended that Council approve a blanket allocation to provide agility for works to be authorised as determined including any carryover works from the 24-25 financial year. The project list includes the following:

- Possible remedial works for sports surfaces (existence of limestone rock)
- Change front of bar area from carpet to tiles (reduce cleaning costs)
- Install accessibility ramps at end of Carnaby Close (DAIP requirements)
- Stadium handrails (safety/compliance)
- Kerbing
- Bollards
- Hardstand areas (overflow parking demands)

Note, an allocation of \$435,000 has also been included in the draft 25-26 Budget for the Norm McKenzie Riverwall and Plaza Works. This is treated as operating expenditure as the riverwall is a natural asset, and it is not capitalised.

CONCLUSION

Council is requested to endorse the 25-26 Capex Program for the reasons outlined in this report.

13.5 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 052005

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Wilson

That Council:

- 1. approves the indicative 2025-26 Capital Works Program as per the attached Schedule (to be inserted into the Statutory Budget document).**
- 2. pursuant to section 6.8 of the *Local Government Act 1995*, approves capital expenditure of \$2,315,841 comprised of the following funding allocations:**
 - Transfer from Reserves \$565,499**
 - Capital Grants \$758,213**
 - Proceeds from Sale of Assets \$75,000**
 - Municipal Funding \$917,129**
- 3. approves the pre-commencement of the 2025-26 Capital Works Program, prior to formal Budget adoption, noting that expenditure cannot be incurred until the 1 July 2025.**

(CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page

Town of East Fremantle - Capital Works Schedule - 2025/26			Funding					
Asset Class	Description	25/26 Budget	Reserves	Description of Reserve	Grants	Funding Program	Proceeds from Sale of Assets	Municipal
Plant & Equipment	Ford Ranger Super CC XL TDCI Diesel Space Cab	33,006					15,000	18,006
Plant & Equipment	Toyota Hilux Dual Cab Ute	33,006					10,000	23,006
Plant & Equipment	Ford Ranger Double CC XL Dual Cab Ute TDC1	37,700					15,000	22,700
Plant & Equipment	Ford Ranger Single Cab Auto Diesel 4x2	33,006					10,000	23,006
Plant & Equipment	Isuzu Truck	98,050					21,000	77,050
Plant & Equipment	Variable Message Board (disposal only - do not replace)	0					4,000	-4,000
Plant & Equipment	Upgrade of power to EV Charger - Dovenby House	20,000					0	20,000
	Total Plant & Equipment	254,768	0		0		75,000	179,768
Furniture & Equipment	General Allocation (Photocopier Corporate Services)	10,000						10,000
	Total Furniture & Equipment	10,000	0		0		0	10,000
Buildings	Solar and Battery Installation East Fremantle Community Park. Solar installation Town Hall, Depot and Dovenby House	796,425	364,499	Sustainability Reserve	398,213	Community Energy Fund		33,713
Buildings	East Fremantle Community Park - Miscellaneous Works	200,000	110,000	EFCP Redevelopment Reserve				90,000
Buildings	Tricolore Windows Ballustrades	20,000						20,000
Buildings	Buildings - General	61,500						61,500
	Total Buildings	1,077,925	474,499		398,213		0	205,213
Infrastructure - Roads	Riverside Road (Swan Yacht club to Wayman reserve)	360,000				\$240,000 Regional Road Group		0
	Total Infrastructure - Roads	360,000	0		360,000	\$120,000- Roads to Recovery	0	0
Infrastructure - Drainage	Drainage - Various River Outlet Reduction and GPTS	27,148						27,148
Infrastructure - Drainage	Preston Point Road - Pipe from PPR to river above carpark - Pipe upgrade running down bank to river - Investigation and options	10,000						10,000
Infrastructure - Drainage	Camp Waller - Drainage upgrade from accessway	20,000						20,000
Infrastructure - Drainage	Boat Ramp - Upgrade existing pits and clean out sumps with weeds	20,000						20,000
	Total Infrastructure - Drainage	77,148	0	0	0	0	0	77,148
Infrastructure - Parks & Ovals	General Allocation	75,000						75,000
Infrastructure - Parks & Ovals	Drink Fountains	10,000						10,000
Infrastructure - Parks & Ovals	Bore pump test - Glasson Park	10,000						10,000
Infrastructure - Parks & Ovals	Ulrich Playground Replacement	120,000						120,000
Infrastructure - Parks & Ovals	Public Art Installation - East Fremantle Community Park	91,000	91,000	Public Arts Reserve				0
	Total Infrastructure - Parks & Ovals	306,000	91,000		0		0	215,000
Infrastructure - Car Parks	Carparks - General Allocation	20,000						20,000
	Total Infrastructure - Car Parks	20,000	0	0	0	0	0	20,000
Infrastructure - Footpaths	Riverside Road (North side), adjacent to Wayman Reserve (do at same time as road upgrade)	45,000						45,000
Infrastructure - Footpaths	Preston Point Road - Between Pier St & Woodhouse St	70,000						70,000
Infrastructure - Footpaths	Preston Point Road (West side) - Between Bolton Street and Pier Street	95,000						95,000
	Total Infrastructure - Footpaths	210,000	0		0		0	210,000
	Total Capex	2,315,841	565,499	0	758,213	0	75,000	917,129

13.6 SCHEDULE OF FEES AND CHARGES 2025-26

Report Reference Number	OCR-3465
Prepared by	Richard Olson, Revenue Officer
Supervised by	Pratigya Pandeya, Manager Finance
Meeting date	Tuesday, 20 May 2025
Voting requirements	Absolute Majority
Documents tabled	Nil
Attachments	

1. Schedule of Fees and Charges – 25/26 Budget

PURPOSE

Council is requested to consider adopting the Schedule of Fees and Charges for the 2025/26 financial year.

EXECUTIVE SUMMARY

To comply with the provisions of the *Local Government Act 1995*, all fees and charges to be levied by Council for the financial year are to be submitted for adoption by Council.

BACKGROUND

During recent financial planning workshops, Elected Members have provided direction on pricing decisions to be applied in the Town's 2025/26 Budget including an annual increase of 4.95% in discretionary fees and charges.

Western Australian local governments have the right to impose different types of charges in relation to services beyond the raising of a general rate or specified area rate, namely;

- A fee or charge under the *Local Government Act 1995*;
- A waste collection rate under the *Waste Avoidance and Resource Recovery Act 2007*; or
- A receptacle charge under the *Waste Avoidance and Resource Recovery Act 2007*.

Legislation requires the setting of fees and charges to consider the cost of the service provided, which includes the value of the assets utilised or consumed in providing the service. The costs of providing a service should include:

- The direct operational costs of providing the services;
- An appropriate proportion of indirect costs associated with the service;
- The costs of the assets consumed in providing the service;
- A defined and appropriate rate of return or subsidy for the service; and
- Consideration of non-financial advantages and disadvantages to the community of providing the service.

Providing for the long-term renewal of revenue generating assets should also be an essential element of setting property-based fees and charges.

In general, the Town has considered the following guiding principles when setting the level of fees and charges:

- Private Benefit – the service benefits particular users without any broader benefits to the community. Full cost recovery is expected.
- Public Benefit – the service provides broad community benefit. Nil to partial cost recovery.
- Shared Benefit – the service provides both community benefits and a private benefit. Partial cost recovery is expected.

- Regulatory – fee or charge is fixed by legislation.

The application of these principles to specific service areas is summarised as follows:

Service	Principle	Cost Recovery
Administration	Private	100%
Ranger Services	Private/Regulatory	100%
Fire and Emergency Services	Private/Regulatory	100%
Health Services	Private/Regulatory	100%
Planning Services	Private/Regulatory	100%
Waste Services	Private	100%
Library Services	Public	Nil
Sports Ovals and Facilities	Shared	Partial
Building Services	Private/Regulatory	100%

CONSULTATION

All service owners were internally consulted in relation to fees and charges pertaining to their areas. The Finance Manager and Revenue Officer have conducted a joint review of parking tariffs.

This matter was also included in the Council Workshop held on 29 April 2025 and Council Concept Forum held on 06 May 2025.

STATUTORY ENVIRONMENT

Section 6.17 of the *Local Government Act 1995* refers to setting the level of Fees and Charges and states in part:

In determining the amount of a fee and charge for a service or for goods a local government is required to take into consideration the following factors-

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider*

Section 6.16 – 6.19 of the *Local Government Act 1995* is also relevant to the setting of fees and charges.

6.16 Imposition of fees and charges

6.17 Setting level of fees and charges

6.18 Effect of other written laws

6.19 Local government to give notice of fees and charges

POLICY IMPLICATIONS

Revenue Strategy – (provides the framework for the setting of fees and charges).

FINANCIAL IMPLICATIONS

The Schedule of Fees and Charges will be incorporated into the 2025/26 Annual Budget, and the adopted fees will be used as a basis for income projections.

Fees and charges account for approximately 13% of operating revenue (excluding the cost of standard residential waste services that are included in general rates). The draft 2025/26 Budget includes an estimate of \$1.7m in fees and charges revenue.

Main sources of fees and charges revenue is:

- Neighbourhood Link client contributions \$251,000
- Mooring pen license fees \$197,000
- Parking fees \$223,000
- Infringement revenue \$136,000
- Property rental income \$308,000

STRATEGIC IMPLICATIONS

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.3 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Fees and charges are not set at the appropriate level, requiring cross-subsidisation from rates revenue.	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood						
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Not Applicable.

COMMENT

The following is a summary of proposed changes to the Schedule of Fees and Charges:

Rates & General Administration

- All fees and charges have increased up to 4.95% (rounded down).
- Instalment and Penalty (late payment) interest will remain as per 2024/2025.
- Hire fees for use of Tricolore Community Centre have been added in the schedule of fees (the Fremantle City Football Club has agreed to administer community bookings)
- Refundable room hire bond increased to \$400 (from \$326.80)
- Hire of Sumpton Green is being managed by Belgravia

Law, Order & Public Safety

- Animal Care Facility charges applied as per the contract with City of South Perth.
- All other fees & charges (not Statutory) are up to 4.95% (rounded down).

Health

- Food business notification & annual inspection have increased to \$100 (from \$52.10)
- Aquatic sampling fee reduced to \$250 (from \$337.50)
- Three community event fees have been added as advised by Environmental Health Services
- All other fees and charges have increased up to 4.95% (rounded down).

CHSP

- All CHSP fees and charges have increased up to 4.95% (rounded down).

Sanitation

- Three new fees for additional Commercial services, per bin.
- All the fees and charges have been increased up to 4.95% (rounded down).
- Residential waste charges remain incorporated into general rates.

Town Planning Admin

- All fees and charges have increased up to 4.95% (rounded down): most, however, are statutory, meaning Council cannot vary the fee or charge.
- Slight amendment to terminology referencing Scheme Amendments and Structure plans and Payment in lieu of parking.
- Charges for external services, beyond the usual services provided by the Town's employees, have been increased to cover the minimum costs.
- Home occupation related fees are removed due to recent change in registration requirements
- Non-refundable fee of \$170.50 has been added for archival search application

Swimming Areas/Beaches

- A review of the Mooring pen fees has resulted in increases of at least 8.5% to ensure full cost recovery. All other fees have increased up to 4.95% (rounded down). In a meeting with the Department of Transport during the 24-25 FY, advice received indicated that the Town's existing charges were on the lower side.
- Casual mooring pen fees have increased by 59% to cover the cost including administration of temporary Licences.

Mooring Pen Size	Total No	2024/25 Fee	2024/25 Income	2025/26 Fee	2025-26 Income	Change
8m	15	\$4,609	\$69,135	\$5,000	\$75,000	8.48%
10m	16	\$5,764	\$92,224	\$6,250	\$100,000	8.43%
12m	3	\$6,919	\$20,757	\$7,500	\$22,500	8.40%
			\$182,116		\$197,500	

The Town has consistently failed to recover holding costs for the mooring pens from the licence fees charged, and thus the above increases are required to ensure that ratepayers are not subsidising this private service.

Mooring Pen - Profit & Loss					
	Total	2023	2022	2021	2020
Revenue					
Fees & Charges - Mooring Pens	425,174	112,050	114,777	107,613	90,734
Other Revenue - Rent Relief Seabed	3,721				3,721
	428,895	112,050	114,777	107,613	94,455
Expenses					
Materials & Contracts - Lease Fee	(164,216)	(45,630)	(38,950)	(38,988)	(40,649)
Materials & Contracts - Mooring Pen Maintenance	(114,185)	(41,970)	(39,138)	(30,010)	(3,067)
Utility Charges - Mooring Pens	(32,565)	(10,647)	(10,303)	(9,406)	(2,209)
Depreciation - Infrastructure	(296)				(296)
Depreciation - ROU asset	(176,852)	(57,930)	(39,621)	(39,876)	(39,425)
Employee Costs - Salaries & On Costs	(16,510)	(4,600)	(4,466)	(3,722)	(3,722)
Interest Expense	(30,714)	(6,804)	(7,074)	(7,978)	(8,858)
	(535,338)	(167,581)	(139,551)	(129,979)	(98,227)
Net Operating Result	- 106,443	(55,531)	(24,775)	(22,366)	(3,771)
Capital Expenditure	(29,556)				(29,556)
Net Result	(135,999)	(55,531)	(24,775)	(22,366)	(33,327)

Other Recreation & Culture

- All fees and charges have increased up to 4.95% (rounded down).
- Sumpton Green and the Croquet Club remain removed as these continue to be managed by Belgravia Leisure. (Bowling Club and East Fremantle Football Club previously paid lease fees not associated with the schedule of fees and charges).
- Reference to East Fremantle Community Park is mentioned as a disclaimer to advise of Belgravia Leisure's role.

Other Culture

- George St Festival stallholder fees are listed although no event will be held in 2025. This is to retain history of fees and charges for future periods.
- A review of the Special Event fee applied to the Left Bank has seen an increase of 2.9%.

Parking

- An alternative parking structure is proposed with a fee reduction in short stay parking and a fee increase increment for longer stays.
- Parking fee one hour has reduced to \$3 per hour (from \$4.9)

Following parking fee structure is proposed:

Duration	Per hour rate (inc GST)
1hr	\$3
2hr	\$10
3hr	\$15
4hr	\$20
5hr and above	\$25

The change in parking fee structure is proposed in line with following objectives:

- (i) Increase total parking revenue in support of revenue diversification.
- (ii) Encourage short-stay parking to support visitation of local businesses and foreshore amenities.
- (iii) Increase parking tariffs for long-stay parking (2 hours or more) as these will be boat users who have a more intensive use of car park facilities including the jetties and boat ramps. (Council has also adopted a Launching Ramp Permit Scheme to provide free parking for eligible East Fremantle ratepayers).

Building

- Infrastructure bonds- no increases since 2023/2024.
- Annual swimming pool inspection fee has increased by 23.60% (\$36.40 to \$45) to cover the inspection and administrative cost.
- All other fees and charges have increased up to 4.95% (rounded down).

CONCLUSION

The 2025/26 Schedule of Fees and Charges is recommended to Council for adoption to enable advertising prior to the effective implementation date of 1 July 2025.

13.6 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 062005**OFFICER RECOMMENDATION:**

Moved Cr Wilson, seconded Cr White

That Council:

1. pursuant to section 6.16 of the *Local Government Act 1995*, adopts the 2025/26 Schedule of Fees and Charges as per Attachment 1.
2. pursuant to section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960* and regulation 53 of the *Building Regulations 2012*, imposes a private swimming pool four yearly inspection fee of \$180.00 (GST exempt) for each property where a private swimming pool is located, charged at \$45 per annum.
3. pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, imposes the following charges for the removal and deposit of commercial waste and additional receptacle services:

Description	Fee
3 Bin FOGO Service – Residential Properties	Incorporated into Residential General Rate
Refuse and Recycling Service – 2 MGBs – Commercial Properties	\$703.10 per annum
3 Bin FOGO Service – Commercial Properties	\$703.10 per annum
Commercial General Waste - 240L additional – weekly	\$351.50 per annum
Commercial Recycling - 240L additional – weekly	\$351.50 per annum
Commercial FOGO - 240L additional – weekly	\$351.50 per annum
140L General Waste Bin – Additional Service – fortnightly	\$285.60 per annum
240L General Waste – Upgrade (swap)(fortnightly)	Free
240L Recycling Bin (Yellow Lid) – Additional Service - fortnightly	\$285.60 per annum
240L FOGO Bin (Green lid) – Additional Service - weekly	\$285.60 per annum
360L Recycling Bin (yellow lid) Upgrade (swap)(fortnightly)	Free
Bulk Bin Services	Cost + 15%
Event Bins (240ltr FOGO) (per bin set)	\$87.30
Event Bins (240ltr MGB) – Additional	\$29.10
Event Bins (missing or damaged following event)	Cost + 15%

4. requests the Chief Executive Officer give local public notice of the Schedule of Fees and Charges, pursuant to section 6.19 of the *Local Government Act 1995*, with an implementation date of 1 July 2025.

(CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page

	2025/26 Schedule of Fees and Charges		Statutory (S) or Discretionary (D)	2025/2026		
Schedule	Description of Fee or Charge	Details		GST (excl) \$	GST \$	GST (incl) \$
GENERAL PURPOSE FUNDING						
Rates						
	Rate Enquiry Fee	Per Written Enquiry	D	\$ 62.70	Exempt	\$ 62.70
	Orders & Requisitions	Per Application	D	\$ 79.30	Exempt	\$ 79.30
	Combined Enquiry	Per Application	D	\$ 127.90	Exempt	\$ 127.90
	Ownership enquiry	Per property	D	\$ 16.00	\$ 1.60	\$ 17.60
	Rates Instalment Fees (not including the first instalment)	Per instalment	D	\$ 18.70	Exempt	\$ 18.70
	Instalment Interest		S			5.50%
	Penalty Interest		S			11%
	Rates - Special Arrangements to Pay (Direct Debit setup)	Per Application	D	\$ 15.40	\$ 1.54	\$ 16.90
	Rates - Special Arrangements to Pay	Per Application	D	\$ 53.50	Exempt	\$ 53.50
	Rates - Special Arrangements to Pay (Financial Hardship)		D	\$ -	\$ -	\$ -
	- Administration Fee		D	\$ -	\$ -	\$ -
	- Penalty Interest		D	\$ -	\$ -	0%
GOVERNANCE						
General Administration						
	Sale of Electoral Rolls	Per Copy	D	\$ 81.70	Exempt	\$ 81.70
	Sale of Street listings	Per Copy	D	\$ 227.90	\$ 22.79	\$ 250.60
	Sale of History Books - Small but Strong	Each	D	\$ 31.40	\$ 3.14	\$ 34.50
	Sale of History Books - This is East Fremantle	Each	D	\$ 12.40	\$ 1.24	\$ 13.60
	Sale of Tea Towels	Each	D	\$ 12.40	\$ 1.24	\$ 13.60
	Photocopying					
	- General Public - A4 Sheets (Colour)	Per Copy	D	\$ 0.91	\$ 0.09	\$ 1.00
	- General Public - A4 Sheets (Black & White)	Per Copy	D	\$ 0.46	\$ 0.05	\$ 0.50
	- General Public - A3 Sheets (Colour)	Per Copy	D	\$ 1.91	\$ 0.19	\$ 2.10
	- General Public - A3 Sheets (Black & White)	Per Copy	D	\$ 0.91	\$ 0.09	\$ 1.00
	- Community & Organisations - A4 Sheets (Colour and B &W)	Per Copy	D	Per Above	Yes	50% Discount
	- Community & Organisations - A3 Sheets (Colour and B &W)	Per Copy	D	Per Above	Yes	50% Discount
	Eligible community groups receive \$200 of in-kind photocopying per annum, calculated on the above rates.					
	Freedom Of Information					
	- Application	Per Application	S	\$ 30.00	Exempt	\$ 30.00
	- FOI photocopying	Per Copy	S	\$ 0.20	Exempt	\$ 0.20
	- Staff Time (search & discovery of documents)	Per Hour	S	\$ 30.00	Exempt	\$ 30.00
	Hire of Facilities					
	Hire of Meeting Rooms - Town Hall - Commercial	per hour	D	\$ 48.10	\$ 4.81	\$ 52.90
	Hire of Meeting Rooms - Town Hall - Not for Profit	per hour	D	\$ 24.10	\$ 2.41	\$ 26.50
Added FY25-26	Hire of Tricolore Rooms - Commercial	per hour		\$ 47.60	\$ 4.76	\$ 52.36
Added FY25-26	Hire of Tricolore Rooms - Not for Profit	per hour		\$ 23.80		
Added FY25-26	Hire of Tricolore Rooms - Neighbourhood-link and Probus group	Per Hour		Free of charge		
	Room Hire (Casual) - All Council Buildings (otherwise not listed)	Per Hour	D	\$ 48.10	\$ 4.81	\$ 52.90
	Room Bond (Casual) - Private & Community Groups		D	\$ 400.00	Exempt	\$ 400.00
Added FY25-26	Room Hire (Sumpton Green) - Contact Belgravia Leisure					
LAW, ORDER & PUBLIC SAFETY						
	Animal Care Facility - City of South Perth					
	Dog Impounding fees - Poundage - per day	Full recovery + 15%	D	\$ 38.00	Exempt	\$ 38.00
	Cat Impounding fees - Poundage - per day	Full recovery + 15%	D	\$ 27.00	Exempt	\$ 27.00
	Release of impounded dog	Full recovery + 15%	D	Cost + 15%		Cost + 15%
	Release of impounded cat	Full recovery + 15%	D	Cost + 15%		Cost + 15%
	Animal Disposal		D	\$ 55.00	Exempt	\$ 55.00
	Cat Haven					
	Surrender Fee		D	\$ 65.00	Exempt	\$ 65.00
	Dog Registration Fees					
	Unsterilised - 1 year		S	\$ 50.00	Exempt	\$ 50.00
	Unsterilised - 3 year		S	\$ 12.00	Exempt	\$ 12.00
	Unsterilised - Lifetime Registration		S	\$ 250.00	Exempt	\$ 250.00
	Sterilised - 1 year		S	\$ 20.00	Exempt	\$ 20.00
	Sterilised - 3 year		S	\$ 42.50	Exempt	\$ 42.50
	Sterilised - Lifetime Registration		S	\$ 100.00	Exempt	\$ 100.00
	* Dog owned by pensioner - 50% of fee otherwise payable					
	** Effective 31 May each year - 50% of normal fee on 1 year licence					
	Application to keep a third dog		D	\$ 160.40	\$ 16.04	\$ 176.40
	Dogs kept in an approved kennel establishment licensed under Sect 27, where not otherwise registered		S	\$ 208.50	Exempt	\$ 208.50
	Euthanasia for a dog	Full recovery +15%	D	Cost + 15%	\$ -	Cost + 15%
	Cat Registration Fees					
	Registration - 1 Year		S	\$ 20.00	Exempt	\$ 20.00
	Registration - 3 Years		S	\$ 42.50	Exempt	\$ 42.50
	Registration - Lifetime		S	\$ 100.00	Exempt	\$ 100.00
	Surrender fee per cat/kitten			\$ 65.00	\$ 6.50	\$ 71.50
	* Cat owned by pensioner - 50% of fee otherwise payable					
	** Effective 31 May each year - 50% of normal fee on 1 year licence					
	Annual application for approval or renewal of approval to breed cats (per cat)		S	\$ 100.00	Exempt	\$ 100.00
	Fire Break Clearing	Actual Cost + 25%	D	Cost + 25%		Cost + 25%
	Recovery of Impounded Vehicles/Goods					
	Vehicle Impounding Fee	Initial cost	D	\$ 280.40	\$ 28.04	\$ 308.40
	Vehicle disposal Fee	Full recovery +15%	D	cost + 15%	\$ -	cost + 15%
	Towage Fees	Full recovery +15%	D	cost + 15%	\$ -	cost + 15%
	Storage Fee - Motor Vehicle	per part or full day	D	\$ 44.80	\$ 4.48	\$ 49.20
	Storage Fee - Other Goods	per part or full day	D	\$ 44.80	\$ 4.48	\$ 49.20

COMMUNITY AMENITIES						
Sanitation						
	Commercial Properties - General Waste & Recycling Service - 2 MGB's Weekly	Per MGB per Annum	D	\$ 703.10	Exempt	\$ 703.10
	Commercial Properties - 3 Bin FOGO system	Per MGB per Annum	D	\$ 703.10	Exempt	\$ 703.10
Added FY25-26	Commercial General Waste - 240L additional - weekly	Per MGB per Annum	D	\$ 351.50	Exempt	\$ 347.55
Added FY25-26	Commercial Recycling - 240L additional - weekly	Per MGB per Annum	D	\$ 351.50	Exempt	\$ 347.55
Added FY25-26	Commercial FOGO - 240L additional - weekly	Per MGB per Annum	D	\$ 351.50	Exempt	\$ 347.55
All community and sporting organisations are entitled to a full concession on a 3-bin system, but additional bins will be charged at a unit rate of \$261.20 per annum, which will be pro-rated based on seasonal usage						
	Residential General Waste - 240L upgrade (swap) - Fortnightly	Per MGB per Annum	D	\$ -	Exempt	\$ -
	Residential General Waste - 140L - additional - Fortnightly	Per MGB per Annum	D	\$ 285.60	Exempt	\$ 285.60
	Residential FOGO - 240L - additional - Weekly	Per MGB per Annum	D	\$ 285.60	Exempt	\$ 285.60
	Residential Recycling - 360L upgrade (swap) - Fortnightly	Per MGB per Annum	D	\$ -	Exempt	\$ -
	Residential Recycling - 240L - additional - Fortnightly	Per MGB per Annum	D	\$ 285.60	Exempt	\$ 285.60
	Bulk - per cubic metre	Actual Cost + 15%	D	Cost + 15%		Cost + 15%
	Sale / Replacement of 240 Litre MGB's	Actual Cost + 15%	D	Cost + 15%		Cost + 15%
	Event Bins - 240L (must have minimum 3x MGB's (1 complete set general waste, recycling, FOGO) onsite). Includes Delivery removal & disposal	Per MGB bin set per event	D	\$ 87.30	Exempt	\$ 87.30
	Event Bins - Additional 240L MGB. Includes Delivery removal & disposal	Per MGB per event	D	\$ 29.10	Exempt	\$ 29.10
	Event bins - 240L Missing or damaged MGB following event	Per MGB per event	D	Cost + 15%		Cost + 15%
Council has resolved to incorporate charges associated with the FOGO waste collection and disposal system into the general rates for all residential properties. Where bulk bin services are provided to multi-unit dwellings, an assessment will be made of the cost of this service against the value of the FOGO service per standard residential property, and a charge may be levied if the cost of the bulk bin service exceeds the contribution amount included in the general rates.						
Other Sanitation						
	Compostable Liners		D	Cost + 15%		Cost + 15%
Town Planning Administration fees						
Application Fees - Dev. value between						
	(a) Less than \$50,000		S	\$ 147.00	Exempt	\$ 147.00
	(b) More than \$50,000 but not more than \$500,000	0.32% of estimated cost of Development	S	Variable	Exempt	Variable
	(c) More than \$500,000 but not more than \$2,500,000	\$1,700.00 + 0.257% for each \$1 in excess of \$500,000	S	Variable	Exempt	Variable
	(d) More than \$2,500,000 but not more than \$5,000,000	\$7,161.00 + 0.206% for each \$1 in excess of \$2,500,000	S	Variable	Exempt	Variable
	(e) More than \$5,000,000 but not more than \$21,500,000	\$12,633.00 + 0.123% for each \$1 in excess of \$5,000,000	S	Variable	Exempt	Variable
	(f) More than \$21,500,000		S	\$ 34,196.00	Exempt	\$ 34,196.00
	Penalty if development commenced or carried out prior to Approval	Twice the fee payable		Twice Fee	Exempt	Twice Fee
	Extension of Planning Approval prior to expiry	50% of Applicable Fee	S			Variable
	Minor modifications of approved applications	Minimum fee of \$147 up to a maximum of 50% of the original fee as determined by the Executive Manager of Regulatory Services				Variable
	DAP Fees	The maximum fee in accordance with the Planning and Development (Development Assessment Panels) Regulations 2011				Variable
	Deemed-to-Comply Check		S	\$ 295.00	Exempt	\$ 295.00
Refund of Planning Application Fee						
	Prior to assessment	50% of fee				50% of Fee
	Following assessment	Nil				Nil
General Planning and Development Fees						
	Advertising/Public Comment: in association with D/A's	Per D/A	D	\$ 209.90	\$ 20.99	\$ 230.80
	Newspaper Notice	Actual cost (inc GST) + Administration Fee	D	Cost + 15%	Yes	Cost + 15%
	Sign & Notice to Neighbours	Minimum	D	\$ 143.70	\$ 14.37	\$ 158.00
	Installation of Sign by Council		D	\$ 119.80	\$ 11.98	\$ 131.70
	Reimbursement for sign purchase and procurement	Full recovery + 15%	D	cost + 15%		Cost + 15%
Subdivision/ Amalgamation						
	Subdivision clearance (not more than 5 lots)		S	\$ 73.00	Exempt	\$ 73.00
	Subdivision clearance (5<195 lots) \$73.00 per lot for first 5 lots plus \$35.00 per lot thereafter		S	Variable	Exempt	Variable
	Subdivision clearance (>195 lots)		S	\$ 7,393.00	Exempt	\$ 7,393.00
	Soil Stabilisation Bond	Refundable	D	\$ 3,290.10	Exempt	\$ 3,290.10

HEALTH						
Health	Building Hire					
	EH Gray Centre Mid Wifery - Annual Building Hire		D	\$ -	\$ -	\$ -
	EH Gray Centre - Casual Hire Fee	Per Hour	D	\$ 48.10	\$ 4.81	\$ 52.90
	Application and Permits					
	Stall Holders permit application fee / renewal	Per Application	D	\$ 203.10	\$ 19.35	\$ 222.40
	Trading in Public Places - Application fee	Per Application	D	\$ 101.90	\$ 10.19	\$ 112.00
	Trading in Public Places - Per Day fee	Per day	D	\$ 61.60	\$ 6.16	\$ 67.70
	Outdoor Eating Area permit - Application fee	Per Application	D	\$ -	\$ -	\$ -
	Outdoor Eating Area permit - Annual fee	Per sq mtr	D	\$ 34.10	\$ 3.25	\$ 37.30
	Registration of new Lodging Houses	Per Application	D	\$ 330.00	\$ 33.00	\$ 363.00
	Renewal of registration of existing Lodging Houses	Per Application	D	\$ 364.80	\$ 36.48	\$ 401.20
	Skin Penetration Premises Application fee	Per Application	D	\$ 101.60	\$ 10.16	\$ 111.70
	Noise Management Plan Lodgement fee	Per Application	D	\$ 97.30	\$ 9.73	\$ 107.00
	Non-complying event application fee	Per Application	S	\$ 909.09	\$ 90.91	\$ 1,000.00
	Section 39 Certificate/inspection for licenced premises		D	\$ 146.10	\$ 14.61	\$ 160.70
	Septic Tank installation - Application	Per Application	S	\$ 118.00	Exempt	\$ 118.00
	Permit to use apparatus		S	\$ 118.00	Exempt	\$ 118.00
	Greywater system installation - Application	Per Application		Fee Waiver	Exempt	Fee Waiver
	Permit to use apparatus - Greywater system			Fee Waiver	Exempt	Fee Waiver
	Reissue of certificate, registration, licence or approval (not otherwise listed)		D	\$ 31.90	\$ 3.19	\$ 35.00
	Food Business					
	Notification Fee		D	\$ 90.91	\$ 9.09	\$ 100.00
	Annual Assessment:					
	High		D	\$ 382.80	\$ 38.28	\$ 421.00
	Medium		D	\$ 253.60	\$ 25.36	\$ 278.90
	Low		D	\$ 114.30	\$ 11.43	\$ 125.70
	Inspection Fee e.g. settlement inspection		D	\$ 90.91	\$ 9.09	\$ 100.00
	Reinspection fee for non-compliant premises		D	\$ 160.40	\$ 16.04	\$ 176.40
	Temporary Food Business - Event Based (eg festivals, miscellaneous)	Daily fee	D	\$ 53.40	\$ 5.34	\$ 58.70
	Annual Temporary Food Permit		D	\$ 136.36	\$ 13.64	\$ 149.90
	Aquatic Facilities					
	Annual Sampling Fee		D	\$ 227.27	\$ 22.73	\$ 250.00
	Re-sampling for non-compliant results		D	\$ 53.50	\$ 5.35	\$ 58.80
	Public Buildings					
	Application to construct a new public building		S	\$ 791.82	\$ 79.18	\$ 871.00
	Annual Assessment:					
	High		D	\$ 63.09	\$ 6.31	\$ 69.30
	Medium		D	\$ 31.90	\$ 3.19	\$ 35.00
	Low		D			Exempt
	Events					
	Low Risk Community events		D	\$ 104.55	\$ 10.45	\$ 115.00
	Medium Risk Community events		D	\$ 181.82	\$ 18.18	\$ 200.00
	High Risk Community events		D	\$ 323.64	\$ 32.36	\$ 356.00
	Requested food and water sampling			Cost + 15% administration fee		
	Requested asbestos sampling					
EDUCATION & WELFARE						
Commonwealth Home Support Programme						
	CHSP Client Contributions					
	Social Support - Individual - Accompanied Activity / In-home Visit	Per Hour	D	\$ 10.09	\$ 1.01	\$ 11.00
	Social Support - Individual (Mileage - Additional kilometre after 40 kms)	Per Kilometre	D	\$ 0.91	\$ 0.09	\$ 1.00
	Centre Based Respite	Per Occasion	D	\$ 15.45	\$ 1.55	\$ 17.00
	Social Support - Group (including Transport)	Per Occasion	D	\$ 15.45	\$ 1.55	\$ 17.00
	Centre Based Respite - In-home visit / Community access	Per Hour	D	\$ 10.30	\$ 1.03	\$ 11.30
	CBDC Transport	Per One-way trip	D	\$ 2.55	\$ 0.25	\$ 2.80
	CBDC Meal	Per Meal	D	\$ 11.30	\$ 1.13	\$ 12.40
	Direct Transport	Per One-way trip	D	\$ 10.30	\$ 1.03	\$ 11.30
	Cancellation Fee - Up to 100% contribution fee		D	100% of contribution fee		
	Non CHSP Clients / Home Care Package Clients / Private Clients (Full Cost Recovery)					
	Social Support - Group - Non East Fremantle Resident (including Transport)	Per Occasion	D	\$ 175.70	\$ 17.57	\$ 193.20
	Social Support - Group - East Fremantle Resident (including Transport)	Per Occasion	D	\$ 124.10	\$ 12.41	\$ 136.50
	Centre Based Respite	Per Occasion	D	\$ 122.70	\$ 12.27	\$ 134.90
	Centre Based Social Support Group	Per Occasion	D	\$ 124.10	\$ 12.41	\$ 136.50
	Centre Based Transport (to and from Centre Based Respite) - Non East Fremantle Resident	Per One-way trip	D	\$ 25.70	\$ 2.57	\$ 28.20
	Centre Based Transport (to and from Centre Based Respite) - East Fremantle Resident	Per One-way trip	D			FEE WAIVER
	Social Support Individual - Accompanied Activity / In-home Visit	Per Hour	D	\$ 51.80	\$ 5.18	\$ 56.90
	Social Support Individual - (Mileage - each kilometre)	Per Kilometre	D	\$ 0.91	\$ 0.09	\$ 1.00
	Flexible Respite	Per Hour	D	\$ 51.80	\$ 5.18	\$ 56.90
	Cancellation Fee - Up to 100% contribution fee		D	100% of contribution fee		
	Direct Transport	Per Trip	D	\$ 25.64	\$ 2.56	\$ 28.20

	Signage Application					
	Application for Planning Approval	Per application	S	\$ 147.00	Exempt	\$ 147.00
	Miscellaneous Planning Fees					
	Application for change of street number		D	\$ 125.20	\$ 12.52	\$ 137.70
	Heritage assessment		D	Actual cost (inc GST)		
	Written Planning Advice/Zoning Certificate		D	\$ 78.00	\$ 7.80	\$ 85.80
	L P Scheme No. 3 Text and Map		D	\$ 78.00	\$ 7.80	\$ 85.80
	L P Scheme No. 3 Map Only		D	\$ 19.50	\$ 1.95	\$ 21.40
	Archival Search - Application fee (Non-refundable)		D	\$ 155.00	\$ 15.50	\$ 170.50
	Archival Search Fee - Plans- (Retrieval and Scans/Copying)		D	Cost + 15%	Yes	Cost + 15%
	Crossover Variation Application fee		D	\$ 161.60	\$ 16.16	\$ 177.70
	Payment in Lieu of Parking	Per Parking Plan	D	Actual cost (inc GST)		
	In accordance with Local Planning Policy 3.1.4 - Payment in Lieu of Parking Plan					
	Application for change of Use		S	\$ 295.00	Exempt	\$ 295.00
	Penalty if commenced prior to Approval (in addition to the application fee)		D	\$ 694.60	Exempt	\$ 694.60
	Section 40 Certificate		D	\$ 173.00	Exempt	\$ 173.00
	Scheme Amendments / Structure Plans / Local Development Plans & Rezoning Applications (including advertising and gazettal)	Price on Application				
	Application Fee - Basic/ Standard/ Complex					
	** The Town will provide a cost estimate in accordance with the Planning and Development Act, 2005 Regulation 48(1)(a) of the Planning & Development Regulations 2009. This amount will be based on the estimated number of staff hours charged at the rates below. This amount is required to be paid up-front. The actual cost will then be reconciled and the applicant either provided with an adjustment refund or invoice at the end of the project.**					
	Executive Manager	Hourly rate	D	\$ 100.00	\$ 10.00	\$ 110.00
	Manager/ Senior Planner	Hourly rate	D	\$ 80.00	\$ 8.00	\$ 88.00
	Planning Officer	Hourly rate	D	\$ 60.00	\$ 6.00	\$ 66.00
	Other Staff eg EHO	Hourly rate	D	\$ 60.00	\$ 6.00	\$ 66.00
	Administration	Hourly rate	D	\$ 45.00	\$ 4.50	\$ 49.50
	RECREATION & CULTURE					
	Swimming Areas/beaches					
	Mooring Pen Fees					
	- 8 Metre Pens (deposit of \$2,500)	Per annum	D	\$ 4,545.45	\$ 454.55	\$ 5,000.00
	- 10 Metre Pens (deposit of \$3,000)	Per annum	D	\$ 5,681.82	\$ 568.18	\$ 6,250.00
	- 12 Metre Pens (deposit of \$3,750)	Per annum	D	\$ 6,818.18	\$ 681.82	\$ 7,500.00
	- Casual Fees (minimum period 3 months)	Per month	D	\$ 909.09	\$ 90.91	\$ 1,000.00
	Vessel Impound Fee	Per Vessel	D	Cost + 15%		Cost + 15%
	Replacement pens keys		D	\$ 81.20	\$ 8.12	\$ 89.30
	Dinghy storage - application	Per annum	D	\$ 103.90	\$ 10.39	\$ 114.20
	Dinghy storage - renewal	Per annum	D	\$ 103.90	\$ 10.39	\$ 114.20
	Other Recreation & Culture					
	General Reserve Hire Fees					
	- Full Day Fee (8.00am - 8.00pm)		D	\$ 532.00	\$ 53.20	\$ 585.20
	- Per Half Day Fee (AM or PM) (6 hours)		D	\$ 269.30	\$ 26.93	\$ 296.20
	- Per hour Fee		D	\$ 48.10	\$ 4.81	\$ 52.90
	- Changeroom Bond (refundable)		D	\$ 331.40	Exempt	\$ 331.40
	- Liquor Permit Fee		D	\$ 78.40	\$ 7.84	\$ 86.20
	- Key Deposit (refundable)	Per key	D	\$ 79.90	Exempt	\$ 79.90
	Personal Trainers					
	- Application fee		D	\$ 66.10	\$ 6.61	\$ 72.70
	- Annual licence fee (permits up to 10 hours maximum per week)		D	\$ 1,559.00	\$ 148.55	\$ 1,707.50
	- Weekly hire fee (maximum 10 hours per week; annual licence fee is not applicable)	per hour	D	\$ 35.30	\$ 3.53	\$ 38.80
	Henry Jeffery Oval Junior Football Teams					
	- Per Player Fee - Juniors	Per player (for season)	D	\$ 18.70	\$ 1.87	\$ 20.50
	- Training two (2) nights/week	Per season	D	\$ 659.90	\$ 65.99	\$ 725.80
	East Fremantle Junior Cricket Teams					
	- Per Player Fee - Juniors	Per player (for season)	D	\$ 18.70	\$ 1.87	\$ 20.50
	- Training two (2) nights/week	Per season	D	\$ 659.90	\$ 65.99	\$ 725.80
	Other Culture					
	East Fremantle George Street Festival					
	Site Only - stallholders (per 3x3 area)		D	\$ 135.10	\$ 13.51	\$ 148.60
	Site Only - food vendors (stall or van)		D	\$ 281.40	\$ 28.14	\$ 309.50
	Power (where available, additional cost)		D	\$ 56.60	\$ 5.66	\$ 62.20
	** Note: site fees can be waived for local community groups & not for profits upon written request					
	East Fremantle Art Award - per entry		D	\$ 32.40	\$ 3.24	\$ 35.60
	Special Events Fees					
	Use of Car Parking areas- Unlicensed- per m2		D	\$ 28.50	\$ 2.85	\$ 31.30
	Use of Car Parking areas- Licensed- per m2		D	\$ -	\$ -	\$ -
	Left Bank Special Event Fee - licence agreement		D	\$ 4,470.88	\$ 447.09	\$ 4,917.90
	On-call Ranger Fee - per 8 hours	Per event	D	\$ 709.90	\$ 70.99	\$ 780.80
	TRANSPORT					
	Transport					
	Road, Verge, Footpath & Crossover Reinstatements and Crossover Construction					
	Reinstatement Inspection fees	Per hour	D	\$ 82.30	\$ 8.23	\$ 90.50
	Reinstatement Works		D	Cost + 15%		Cost + 15%
	Red Asphalt per m ¹		D	Cost + 15%		Cost + 15%
	Black Asphalt per m ²		D	Cost + 15%		Cost + 15%
	Concrete per m ²		D	Cost + 15%		Cost + 15%
	Recoverable Works - Cost plus 15% administration fee		D	Cost + 15%		Cost + 15%
	Recoverable Graffiti Removal - Cost plus 15% administration fee		D	Cost + 15%		Cost + 15%
	Parking Facilities					
	Parking Fees					
	Parking Fees - Launching Ramp No1 Carpark					
	1 hr	Per hour	D	\$ 2.73	\$ 0.27	\$ 3.00
	2 hrs		D	\$ 9.09	\$ 0.91	\$ 10.00
	3 hrs		D	\$ 13.64	\$ 1.36	\$ 15.00
	4 hrs		D	\$ 18.18	\$ 1.82	\$ 20.00
	5hrs and above		D	\$ 22.73	\$ 2.27	\$ 25.00
	Part of the hours rounded up. After 3 hr, day fee applies					
	Day fee - \$25 per day for maximum 6 days	Maximum per 24 hours	D	\$ 22.73	\$ 2.27	\$ 25.00
	Parking Fees - Various locations per hour other than Launching Ramp No1.	Per hour	D	\$ 4.60	\$ 0.46	\$ 5.00
	Fee for Construction Sites for use of parking bay for storage and other use	Per day, per bay	D	\$ 114.20	\$ 11.42	\$ 125.60
	Miscellaneous					
	Final Notice Fee (28 Days)		S	\$ 26.90	Exempt	\$ 26.90
	Resident Boat owners Annual Parking Permit No1 Car Park (renewals August)	Each	D	\$ 53.40	\$ 5.34	\$ 58.70
	Skip Bin Permits	Each	D	\$ 45.45	\$ 4.55	\$ 50.00
	Skip Bin Permits - Extension	Each	D	\$ 13.10	\$ 1.25	\$ 14.30
	Jetty A mooring permits	Each	D	\$ 52.20	\$ 5.22	\$ 57.40
	Sea container placement permits	Each	D	\$ 52.20	\$ 5.22	\$ 57.40
	Sea container placement permits - extension	Each	D	\$ 13.10	\$ 1.25	\$ 14.30
	REFERENCE IS MADE TO FINES AND PENALTIES AS ADOPTED IN THE TOWN'S LOCAL LAWS					

ECONOMIC SERVICES						
Building Fees						
	Building Fees - Based on valuation of new building or improvements (including GST) - Minimum \$171.65					
	Application fee - Class 1 & 10 - Uncertified (minimum \$110)		S	Variable	Exempt	Variable
	Application fee - Class 1 & 10 - Certified (minimum \$110)		S	Variable	Exempt	Variable
	Application fee - Class 2 to 9 - Uncertified (minimum \$110)		S	Variable	Exempt	Variable
	BCITF levy (where contract value over \$20k)		S	Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		S	Variable	Exempt	Variable
	Demolition fees - based on cost of construction (inc. GST) - Minimum \$171.65					
	Application fee - Class 1 & 10 (\$110)		S	Variable	Exempt	Variable
	Application fee - Class 2 to 9 (\$110)		S	Variable	Exempt	Variable
	Building Services Levy (minimum \$61.65)		S	Variable	Exempt	Variable
	CTF Levy (where contract value over \$20k)		S	Variable	Exempt	Variable
	Infrastructure Bond - Demolition	Refundable	S	\$ 5,000.00	Exempt	\$ 5,000.00
	Infrastructure Bonds					
	If value of works under \$20,000	Refundable	D	\$ 1,500.00	Exempt	\$ 1,500.00
	\$20,000 - \$100,000	Refundable	D	\$ 3,000.00	Exempt	\$ 3,000.00
	Corner lot or \$100,001 - \$2 million	Refundable	D	\$ 5,000.00	Exempt	\$ 5,000.00
	Over \$2 million	Refundable	D	Price based on replacement costs of		
	Non-refundable Inspection Fee for Infrastructure Bond		D	\$ 74.50	\$ 7.45	\$ 81.90
	Materials on Verge licence		D	Variable	Exempt	Variable
	Building Approval Certificate for unauthorised works - based on cost of construction (inc. GST) - Minimum \$233.30					
	Building Services Levy (minimum \$123.30)		S	Variable	Exempt	Variable
	CTF Levy (where contract value over \$20k)		S	Variable	Exempt	Variable
	Application fee (minimum \$110)		S	\$ 114.90	Exempt	\$ 114.90
	Refund of Building Permit fee					
	Prior to assessment	50% of fee	S	50% of fee	Exempt	50% of fee
	Following assessment	Nil	S	Nil	\$ -	Nil
	Miscellaneous					
	Strata Titles (Form 7) per Strata Titles Gen Regs 1996 - Min \$105.80 + GST		S	Variable	Exempt	Variable
	R-Code Compliance Assessment Fee (From 30 Nov 2015)		D	\$ 300.00	\$ 14.55	\$ 314.50
	Swimming Pool Fees					
	Pool inspection annual fee		S	\$ 45.00	Exempt	\$ 45.00
	Pool inspection fee - request for inspection upon completion		D	\$ 155.70	\$ 15.57	\$ 171.20
	Pool inspection request outside of pool inspection cycle		D	\$ 155.70	\$ 15.57	\$ 171.20
EAST FREMANTLE COMMUNITY PAR	DISCLAIMER : Fees & Charges are agreed annually between the Town of East Fremantle and Belgravia Leisure - please refer to Belgravia Leisure for all advertised fees and charges under their management.					
	DISCLAIMER : ALL STATUTORY FEES AMENDED THROUGHOUT THE YEAR WILL BE CHARGED AT THE RATE AS GAZETTED .					

13.7 EXTENSION TO FREMANTLE LIBRARY SERVICE AGREEMENT

Report Reference Number	OCR-3484
Prepared by	Janine May EA/Governance Coordinator
Supervised by	Jonathan Throssell Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simply majority
Documents tabled	Nil
Attachments	

1. Service Agreement/Extension – Public Library Services

PURPOSE

To consider and authorise the execution of an extension to the Service Agreement for Public Library Services with the City of Fremantle's for a 12-month period.

EXECUTIVE SUMMARY

On 18 August 2020 the Town resolved to enter into a five year funding Agreement with the City of Fremantle for the provision of Public Library Services. The Agreement nominally expires on 30 June 2025.

The proposed extension for a period of 12 months is recommended while a review is undertaken of the Agreement to assess its ongoing value to the Town.

BACKGROUND

The recent Bi-Annual Library Report, provided by City of Fremantle and circulated to elected members, details current services provided by the Library and indicates 734 active East Fremantle memberships out of a total 9,635 library memberships during the period Oct 2024 to March 2025.

CONSULTATION

City of Fremantle

STATUTORY ENVIRONMENT

The Town of East Fremantle is a 'participating body' under the *Library Board of Western Australia Act 1951*. As a 'participating body' the Town of East Fremantle is required to deliver library services as per the Act and the [State and Local Government Agreement](#) for the Provision of Public Library Services in Western Australia.

As a signatory to the Agreement with the Library Board of WA the Town participates in the delivery of a library service in conjunction with the City of Fremantle. However any Western Australian resident can use any library in Western Australia, regardless of where they live as all Local Governments, including the Town of East Fremantle, are 'participating bodies' under the Act.

Should the Town of East Fremantle no longer deliver library services per the current agreement with the City of Fremantle, the Town would be required to establish an agreement with another Local Government and contribute in support of this agreement, or resolve to no longer deliver a library service. A 'participating body' can only cease to delivery library services "[if the ratepayers by a majority vote at a poll held in manner prescribed, elect that the local government no longer remains a participating body.](#)" (4.4.c of the Library Board of Western Australia Act 1951).

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

In accordance with the terms of the Service Agreement the Town of East Fremantle makes an annual contribution to the City of Fremantle based on the proportion of active library members from the Town of East Fremantle multiplied by total library operating costs. The estimated cost for 24/25 is \$148,889 ex GST. This amount has already been paid.

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020 – 2030 states as follows:

Strategic Priority 1: Social – A socially connected, inclusive and safe community

- 1.1 *Facilitate appropriate local services for the health and wellbeing of the community*
 - 1.1.1 Facilitate or partner to ensure a range of quality services are provided at a local level
 - 1.1.2 Strengthen the sense of place and belonging through inclusive community interaction and participation.
- 1.2 *Inviting open spaces, meeting places and recreational facilities*
 - 1.2.1 Provision of adequate facilities to support healthy and active lifestyles
 - 1.2.2 Activate inviting open spaces that encourage social connection across all age groups

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not agree to extend the Service Agreement with City of Fremantle, leaving insufficient time to negotiate with another local government for a similar service or to conduct a poll to determine whether the Town should no longer be a 'participating body' and therefore no longer be required to offer a library service.	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	9
Does this item need to be added to the Town's Risk Register	Yes
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Although the City of Fremantle has sought a 5 year Service Agreement renewal, a 12 month extension is sought to allow sufficient time for officers to carefully review the current Agreement in conjunction with costings and current East Fremantle membership. Upon completion of the review a report will be presented to Council by 30 June 2026.

Currently the Town is a "Participating Body" under the Library Board of WA Act 1951 and as such there is a requirement for the Town to support delivery of library services to its community. It is, however, open to the Town to determine what it considers to be the most appropriate service model.

13.7 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 072005

OFFICER RECOMMENDATION:

Moved Cr Wilson, seconded Cr Collinson

That Council:

- 1. endorses a 12 month extension of the existing Service Agreement for Public Library Services between the Town and the City of Fremantle, expiring on 22 August 2026, to allow Town staff to conduct a comprehensive review of the Agreement; and**
- 2. authorises the Mayor and Chief Executive Officer to sign and affix the Common Seal to the Library Service Agreement, as presented.**

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page

**SERVICE AGREEMENT
FOR PUBLIC LIBRARY SERVICES**

Between
CITY OF FREMANTLE
And
TOWN OF EAST FREMANTLE

Details

PARTICIPANTS

City of Fremantle
of PO Box 807, Fremantle, Western Australia 6959
Contact: Chief Executive Officer
Phone: 9432 9766
Email: info@fremantle.wa.gov.au
Facsimile: 9430 4634
(City)

Town of East Fremantle
of PO Box 1097, Fremantle, Western Australia 6959
Contact: Chief Executive Officer
Phone: 9339 9339
Email: admin@eastfremantle.wa.gov.au
Facsimile: 9339 3399
(Town)

BACKGROUND

- A Since the 1950s, the Library Board of Western Australia (**Library Board**) has delivered public library services through the State Library of Western Australia (**SLWA**) in partnership with local governments. The *Library Board of Western Australia Act 1951* provides the governing legislation in which local governments operate public libraries in partnership with the State Government.
- B Until 2015, the provision of public library services in Western Australia was governed by a Framework Agreement between State and local governments. In 2017 the Minister for Culture and the Arts released the WA Public Libraries Strategy to establish strategic priorities for public library service development in Western Australia.
- C The City and Town have partnered to deliver library services to their communities as participating bodies under the *Library Board of Western Australia Act* since 1955. Agreements for this purpose between the City, the Town and the Library Board remained in place until 2012, when the agreement lapsed pending local government amalgamations, which then never eventuate. In 2019 a Letter of Intent was signed by the City and the Town, indicating their intent to continue to partner for the provision of library services by the City to the Town, in consideration of an annual contribution being paid to the City by the Town.
- D The Parties enter into this Agreement to record the terms and conditions of their agreement for the City to provide the residents of the Town with access to the City's library services.

Agreed terms

1. DEFINITIONS

1.1 Definitions

In this Agreement unless the context otherwise requires:

Act means the *Library Board of Western Australia Act 1951*.

Active Member means any Member that has used the library in the preceding 12 months.

Agreement means this document, including each Annexure, as varied, novated or replaced from time to time.

Business Day means any day except a Saturday, Sunday or a public holiday in Perth, Western Australia.

City means the City of Fremantle.

City of Fremantle Obligations means the City's obligations as specified in **Annexure A**.

Commencement Date means the date that the last of the Parties executes this Agreement.

Contribution means the financial contribution to be paid by the Town to the City under this Agreement, for the provision of the Library Services to the Town's residents, as calculated in accordance with **Annexure B** of this Agreement.

Framework Agreement means the framework agreement for the provision of public library services in Western Australia between the State and Local Government and dated 20 December 2004.

Further Term means the further term specified in **clause 8** of this Agreement;

Initial Term means the term specified in **clause 7** of this Agreement.

Letter of Intent means the letter of intent sent by the City to the Town dated 24 June 2019 and executed by the Parties.

Library means the Fremantle Library.

Library Board means the Library Board of Western Australia constituted under the Act.

Library Materials means library resources regardless of format and includes books, ebooks and DVDs.

Library Operating Costs means all costs associated with the delivery of Library Services and operations, being employment of person such as salaries, wages, allowances, benefits such as vehicle and superannuation, employment expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, supply of goods and materials, book stock, renewal expenses (e.g. book shelves, digital media), purchase and/or licensing of digital stock (e.g. e-books) legal expenses, consultancy, maintenance agreements,

building maintenance, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, and rental leases, utility costs, statutory fees and taxes, but excludes non-cash and capital cost. .

Library Services means the products and services to be provided by the City as described in **Annexure A** of this Agreement.

Loss means any loss, damage, liability, lawsuit, action, proceeding, cost or expense.

Member means any person who is currently a member of the Library.

Party means each of the City of Fremantle and the Town of East Fremantle as the context requires and Parties means both of them.

Prescribed Rate means a rate of interest equal to the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of section 6.13 of the *Local Government Act 1995*.

State Library of Western Australia (SLWA) means the State Government agency that administers the functions of the Library Board as provided for in the Act.

Term means the Initial Term and any Further Term granted under this Agreement.

Town means the Town of East Fremantle.

Town of East Fremantle Obligations means the Town's obligations as specified in **Annexure B**.

WALGA means the Western Australian Local Government Association established under the *Local Government Act 1995*.

Written Law has the same meaning given to that term in the *Interpretation Act 1984*.

1.2 Interpretation

In this Agreement unless the contrary intention appears:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) \$ or dollars is a reference to the lawful currency of Australia;
- (d) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Agreement;
- (e) no rule of construction shall apply to the disadvantage of a Party on the basis that that Party was responsible for the preparation of this Agreement or any part of it;
- (f) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;
- (g) a reference to a Party includes their personal representatives, successors and lawful assigns; and

- (h) the Schedule and Annexures (if any) form part of this Agreement.

2. PROVISION OF LIBRARY SERVICES

- (1) The City agrees to provide the residents of the Town access to the Library Services for the Term, in return for the annual Contribution.
- (2) Subject to the terms of this Agreement, the City agrees to use its best endeavours to operate and develop the Library Service for the continued benefit of the diverse communities of both the City and the Town.
- (3) The Town agrees to pay the annual Contribution to the City for the duration of this Agreement.

3. CITY'S OBLIGATIONS

The City agrees to comply with the City of Fremantle Obligations as specified in **Annexure A** to this Agreement.

4. TOWN'S OBLIGATIONS

The Town agrees to comply with the Town of East Fremantle Obligations as specified in **Annexure B** to this Agreement.

5. TEMPORARY CLOSURE OF LIBRARY

- (1) The Parties acknowledge and agree that the City may temporarily close or restrict access to the Library and the Library Services to –
- (a) remove or address any unsafe situations;
 - (b) manage emergency, critical or hostile incidents;
 - (c) respond to changes in weather, fire, or security conditions;
 - (d) respond to health or safety concerns;
 - (e) undertake urgent maintenance or repairs; or
 - (f) relocate the Library to new or other premises.
- (2) In the event of a temporary closure or restricted access to the library, subject to paragraph 5(1);
- (a) The Town will not be entitled to any form of compensation or any refund of its Contribution, or any part thereof; unless
 - (i) The closure is due to a foreseeable negligent act by the City which cannot be mitigated; and
 - (ii) Is temporarily closed or access restricted for a period greater than 30 days.

6. WA PUBLIC LIBRARIES GOVERNING LIBRARY AGREEMENT

The Parties acknowledge and agree that –

- (a) a high level agreement for the State-wide provision of public library services by State and local governments in Western Australia is currently being drafted by the SLWA and is proposed to be signed by the Minister for Culture and the Arts, President of WA Local Government Association, the Chairman of the Library Board and the President of Local Government Professionals Australia (WA) (**Governing Public Library Services Agreement**);
- (b) this Agreement will sit under the Governing Public Library Services Agreement;
- (c) any negotiations with other parties in relation to the Governing Public Library Services Agreement and any requirements under that agreement will be conducted by the City in consultation with the Town;
- (d) within a reasonable time of the Governing Public Library Services Agreement being executed –
 - (i) the City will give notice to the Town of any consequential variations to the terms and conditions of this Agreement required to comply with the Governing Public Library Services Agreement (**Notice of Variation**);
 - (ii) the Town must within 14 days of request by the City enter into a deed of variation of this Agreement prepared by the City, which will vary this Agreement to incorporate the consequential variations to the terms and conditions of the Agreement as detailed in the City's Notice of Variation; and
 - (iii) if the Governing Public Library Services Agreement or any amendment to a Written Law during the Term requires the Library Board to be a party to this Agreement, the Parties agree to amend and/or vary this Agreement to add the Library Board as a party to this Agreement.

7. TERM

The term of this Agreement is 5 years from the Commencement Date to 30 June 2025.

8. FURTHER TERM

By written agreement of the Parties, this Agreement may be extended for a further 5 year term.

9. REVIEW AND MODIFICATION PROCESS

- (1) A review of this Agreement will be initiated by the City 3 years after the Commencement Date and the City will provide a report with its recommendations to the Council of the City and the Council of the Town.
- (2) If either Party requires a further review of the Agreement prior to agreeing to extend the Agreement for the Further Term, notification must be provided in writing to the other Party by 30 June 2024, to allow for negotiations to commence at least 6 months before the expiry of the Initial Term.

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- (3) This Agreement may not be modified, amended or varied except by a document in writing signed by or on behalf of each of the Parties.

10. AUTHORITY

Each Party enters into this Agreement under the authority of its Council.

11. INDEMNITY

- (1) The Town must indemnify and keep indemnified the City against any Loss incurred by the City arising out of or in connection with any default by the Town in the due and punctual performance, observance or compliance its covenant and obligation to pay the Contribution under this Agreement.
- (2) Each Party must indemnify and keep indemnified the other Party (including its Council members, employees, agents, contractors, licensees, invitees or representatives) from and against all Loss incurred or suffered by or brought against any of those indemnified, to the extent that the Loss was caused or contributed to by any tortious or wrongful act or omission by the first mentioned Party or any of its Council members, employees, agents, contractors, licensees, invitees or representatives.

12. DISPUTE RESOLUTION PROCESS

In relation to any matter that may be in dispute between the Parties in relation to this Agreement:

- (a) if a dispute or difference arises between the Parties out of or in connection with this Agreement, the affected Party must give written notice of the dispute to the other Party identifying the dispute or difference and providing details of it;
- (b) the Parties must attempt to resolve a dispute by working in good faith with a view to achieve mutually agreeable outcomes;
- (c) if the dispute is not resolved between the Parties within 14 days of a notice under clause 12(a) being given, the Parties must endeavour to settle the dispute by mediation to be conducted by a mediator independent of the Parties, appointed by agreement of the Parties within 35 days of a notice in clause 12(a) being given or, failing agreement, by a person appointed by the President of the Law Society of Western Australia or her or his nominee; and
- (d) it is a condition precedent to the right of any Party to arbitrate or litigate a dispute under this Agreement that it first has complied with the negotiation and mediation process in accordance with this clause.

13. TERMINATION

- (1) This Agreement may be terminated at any time by the written agreement of the Parties.
- (2) Prior to terminating this Agreement it is intended that, where possible and appropriate, the Parties use mechanisms provided within this Agreement including but not limited to clause 12 (Dispute Resolution clause) and clause 9 (Review and Modification Process) to address and resolve any issues that may exist between the Parties.

14. NOTICES

- (1) Any notice, direction or other communication which must or may be given in connection with this Agreement –
- (a) must be in writing in order to be valid;
 - (b) is sufficient if executed by the Party giving the notice or on its behalf by any, duly authorised employee or solicitor of that Party;
 - (c) in order to be valid must be given to a Party as follows -
 - (i) delivered or sent by prepaid post to, or left at, the 'notice details' address of that Party as set out in this Agreement;
 - (ii) sent to the facsimile number of that Party as set out in this Agreement;
 - (iii) sent to the email address of that Party; or
 - (iv) delivered or sent to another address or facsimile number as is notified in writing by that Party to the other Parties from time to time; and
 - (d) if given in accordance with clause 14(1)(c), will be deemed to take effect -
 - (i) in the case of prepaid post, on the second business day after the date of posting;
 - (ii) in the case by email, on receipt of return email from the recipient acknowledging receipt of the email;
 - (iii) in the case of facsimile, on receipt of a transmission report from the sending machine confirming successful transmission; and
 - (iv) in the case of delivery by hand, on delivery.

15. COSTS OF THIS AGREEMENT

Each Party is to pay its own legal costs in relation to the preparation, negotiation and execution of this Agreement.

16. FURTHER ASSURANCE

The Parties must promptly do everything reasonably necessary, including signing further documents, to give full effect to this Agreement.

17. WAIVER

- (1) Any waiver or relinquishment of the performance of any term or condition of this Agreement, will be effective only if made in writing and executed by or on behalf on the Party granting the waiver.
- (2) No waiver of any one breach of any term or condition of this Agreement is to operate as a waiver of any other breach of the same or other term or condition of this Agreement.

18. DISCRETION NOT FETTERED

Nothing in this Agreement is to fetter or is to be construed as an attempt to fetter the discretion or the powers of the City or the Town under any Written Law.

19. RELATIONSHIP OF PARTIES

The Parties acknowledge and agree that no relationship of partnership, agency or employment is expressly intended or to be implied into this Agreement.

20. ENTIRE AGREEMENT

The Parties agree that this Agreement constitutes the whole and entire agreement between them with respect to the provision of Library Services by the City to the Town's residents and supersedes all previous negotiations and agreements written or oral.

21. SEVERABILITY

In the event of part of this Agreement being or becoming void or unenforceable then that part is to be severed from this Agreement with the intention that the balance of this Agreement is to remain in full force and effect, unaffected by the severance.

22. LAWS OF WESTERN AUSTRALIA APPLY

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the Parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from them.

Signing page

Executed by the Parties as an agreement.

Signed:

THE COMMON SEAL of THE TOWN OF
EAST FREMANTLE was affixed in the
presence of:



Mayor

JAMES O'NEILL
(Print full name)

Chief Executive Officer

GARY TUFFIN
(Print full name)

The COMMON SEAL of the CITY OF
FREMANTLE was affixed by authority
of a resolution of the Council in the
presence of:



MAYOR

Bradley Pettitt
(Print Full Name)

CHIEF EXECUTIVE OFFICER

PHILIP STJOHN
(Print Full Name)

Signing page

**Executed by the Parties as an extension to the agreement
from 21 August 2025 to 22 August 2030.**

2026

Signed:

THE COMMON SEAL of THE TOWN OF
EAST FREMANTLE was affixed in the presence of:

Mayor

(Print full name)

Chief Executive Officer

(Print full name)

Signed:

THE COMMON SEAL of THE CITY OF
FREMANTLE was affixed in the presence of:

Mayor

(Print full name)

Chief Executive Officer

(Print full name)

ANNEXURE A

CITY OF FREMANTLE OBLIGATIONS

1. Library Services

- 1.1 The City will provide to the Western Australian public, free of charge, the following core library products and services -
 - 1.1.1 entrance to the Library building – including occupation of general public spaces within the building during general opening hours;
 - 1.1.2 free membership of the statewide library system for all Western Australians;
 - 1.1.3 loans and renewals of items from the general lending collections of the Library;
 - 1.1.4 access to the information and other resources of the Library for use on the Library premises – includes public access to the internet for research and accessing information content but may exclude personal transactions, use of email and other communication modes that may be considered value added;
 - 1.1.5 access to local public library catalogues, to the statewide catalogue, to online databases, ebooks and access to the SLWA website – includes provision of the necessary means of access (hardware and infrastructure) and basic assistance by staff as well as introductory training for library clients in the use of local and statewide catalogues and electronic resources;
 - 1.1.6 assistance in the use of the Library and provision of basic reference/information services – includes assistance to identify and locate Library materials (by any appropriate means) within the library or from other sources and assistance to identify, retrieve and make available, relevant information (by any appropriate means) in response to requests for information by Library Members; and
 - 1.1.7 provision of an interlibrary loans service to the community through participation in a statewide service. Loans must as a minimum include items purchased with state government funds;
- 1.2 In addition, where the following are currently provided or introduced in response to community needs and expectations, the City will use its best endeavours to continue to provide the following services to the Western Australian public, free of charge -
 - 1.2.1 access to any assistive technology or devices designed to provide equity of access to library collections by people with disabilities, for example, magnifiers, text scanners, large print screen displays and voice output;
 - 1.2.2 provision of basic library programs that -
 - 1.2.2.1 educate the general community or sections of the community about the availability and nature of public library services;
 - 1.2.2.2 train clients to develop skills and increase the knowledge necessary to access Core Library Products and Services;

- 1.2.2.3 directly support or foster literacy by facilitating the development of language acquisition and the acquisition of reading skills, e.g. story times, family literacy programs;
 - 1.2.2.4 facilitate equity of access to library resources and Core Library Products and Services by particular segments of the community who may experience barriers to using a library, such as seniors, Aboriginal and Torres Strait Islander peoples, people with disabilities or those from non-English speaking backgrounds; and
 - 1.2.3 outreach services that enable access to the library's collections, core services and programs, such as home delivery services, bulk loans to aged care facilities, schools, pre-schools and other community facilities within the local government area.
- 1.3 In addition, the City will -
 - 1.3.1 deliver the better Beginnings Early Literacy Program on behalf of the State Library of WA to residents of the Town;
 - 1.3.2 continue to provide membership of the Fremantle Toy Library for residents of the Town at the same membership rate as for City residents; and
 - 1.3.3 continue to maintain and provide access to, the Town's local history resources.
- 2. Payments by the City -**
- 2.1 The City will pay –
 - 2.1.1 the cost of return carriage to the State Library, or other library, on library resources returned or exchanged; and
 - 2.1.2 the cost of outward postage on library resources sent to other libraries to meet readers' requests.
- 3. Laws and Standards**
- 3.1 In delivering the Library Services, the City must comply with -
 - 3.1.1 all Written Laws, including but not limited to the *Library Board of Western Australia Act 1951* and the *Library Board (Registered Public Libraries) Regulations 1985*;
 - 3.1.2 current standards and operating guidelines in -
 - 3.1.2.1 *Guidelines, Standards and Outcome Measures for Australian Public Libraries*. Australian Library and Information Association, 2016; and
 - 3.1.2.2 *People places: a guide for public library buildings in New South Wales*. 3rd edition. Library Council of NSW, 2012;
- 4. Reporting**
- 4.1 The City is to provide to the Town a half yearly report of Library activities (members usage statistics & general information) and in March provide advice of the forthcoming year's Contribution amount, to be confirmed pending budget adoption.

5. Board Requirement

- 5.1 Under the *Library Board of Western Australia Act 1951* (section 15), the Library Board has a number of functions and powers in relation to participating bodies and libraries. In keeping with these functions and powers, the Library Board's approval must be sought for any agreement with a third party service provider and for the establishment, relocation, collaboration or closure of a library.

ANNEXURE B
TOWN OF EAST FREMANTLE OBLIGATIONS

The Town agrees to Pay the annual Contribution to the City for the provision of Library Services to their residents.

Contribution

1. The Town's Contribution is to be calculated in accordance with the provisions outlined below -
 - 1.1. The contribution shall be calculated using the contribution formula below, based on the budgeted operating costs at the start of the Financial Year At end of financial year an adjustment is to be made to account for the actual operating costs incurred. If the actual end of financial year operating costs are higher than budgeted, an additional contribution will be required from the Town, and if the operating costs are under budget, a credit will be provided against next year's annual Contribution.

A 10% ceiling will apply to any annual contribution increases from the prior year. Any proposed claim above this would require the written agreement of the Town, which may or may not be accepted. In addition, any proposed substantial increase must be supported with relevant information so a determination can be made by the Town to accept or reject any increase above 10%.

Annual Contribution formula -

$$\frac{\text{Active Members* (Town of East Fremantle)}}{\text{Active Members* (Total)}} \times \text{Library Operating Costs (Budgeted)}$$

*The Active Members will be calculated as at 1 July each financial year.

- 1.2. The Town must pay its Contribution for each financial year in advance to the City by 30 September of the financial year in respect of which the contribution is calculated.

13.8 MEETING SCHEDULE JUNE-DECEMBER 2025

Report Reference Number	OCR-3452
Prepared by	Janine May, EA/Governance Coordinator
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Extract from Audit Committee Minutes of 12 December 2024 relating to name change and amended Terms of Reference

PURPOSE

To consider:

- the Council and Committee meeting schedule from July to December 2025.
- Audit Committee recommendations relating to meeting dates and revised Terms of Reference dated 12 December 2024.

EXECUTIVE SUMMARY

1. Council is required, under Section 12 of the *Local Government (Administration) Regulations 1996*, to advertise, at least once a year, its meeting schedule for the next twelve months. The previously advertised schedule was to 30 June 2025.

It is recommended that the meeting schedule as contained within this report be adopted for the remainder of 2025.

2. Due to an oversight, recommendations from the Audit Committee meeting of 12 December 2024 regarding meeting dates, change of name and revised Terms of Reference were not submitted for Council consideration.

It is recommended that the Audit Committee's recommendation dated 12 December 2024 be adopted.

BACKGROUND

At the Council meeting held on 21 May 2024 the following motion was passed:

That Council:

1. *resolves the following meeting schedule for the period July 2024 to June 2025:*
 - a. *an ordinary Council meeting to be scheduled for the third Tuesday of the month (except during December 2024 when the meeting is to be held on the second Tuesday);*
 - b. *a Planning Committee meeting to be scheduled for the second Tuesday of the month (except during December 2024 when the meeting is to be held on the first Tuesday);*
 - c. *a Works Committee meeting to be scheduled bi-monthly on the fourth Tuesday of the month;*
 - d. *meetings of the Audit Committee to be held on Wednesday 28 August, Wednesday 11 December 2024 and Wednesday 26 February 2025; and*
 - e. *the above arrangements do not apply during January 2025, when no meetings are scheduled.*
2. *approves the closure of the Administration Centre and operations areas:*

- a. from midday Friday, 13 December 2024 to allow all staff members to attend a Christmas function; and
- b. from midday Friday, 20 December 2024, until reopening on Monday, 6 January 2025.

At the Audit Committee meeting held on 11 December 2024, the Committee recommended to Council:

That:

1. The amended Terms of Reference as attached, revising the Audit Committee to the Audit, Risk and Improvement Committee.
2. The following meeting schedule and work plan for the 2025 Calendar Year:

Month – 4 th Wednesday @ 6.00pm	Activity
February	• Compliance Audit Return • Mid-Year Budget Review • Risk Register Update • Consolidated Status Report • Predictive Asset Renewal Model
August	• Significant Accounting Policies/Position Papers • Audit of Purchase Requisitions over \$5k • Consolidated Status Report • Insurance Renewal Report and Insurance Claims Performance • Specification and RFQ for Fair Value Assessment • East Fremantle Community Park Financial Review
November	• Annual Financial Statements • External Audit Management Letters • Consolidated Status Report • FMR/Audit Reg 17 Review • Meeting Schedule and Work Plan for 2026

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Section 12 of the *Local Government (Administration) Regulations 1996* reads:

12. Meetings, public notice of (Act s. 5.25(1)(g)) (1)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

- (a) *the ordinary council meetings; and*
- (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months*

In part Section 5.23 of the *Local Government Act 1995* states:

Meetings generally open to public

(1) Subject to subsection (2), the following are to be open to members of the public —

(a) all council meetings; and

(b) all meetings of any committee to which a local government power or duty has been delegated.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020 – 2030 states as follows:

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency

5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not adopt the meeting schedule resulting in non compliance with LG Act	Rare (1)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	2
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Ordinary Council Meetings - December and January Meetings

Council meetings would continue to be held on the third Tuesday of the month; noting that, as in past years, it is proposed to bring forward the December Council Meeting to the second Tuesday ie 9 December 2025.

As per normal practice, no meetings have been scheduled for January 2026, however, should any urgent business arise which needs to be considered during this recess, a special Council Meeting can be convened.

Previously, Council's 12 month meeting schedule has been adopted over a financial year, however, it is proposed to amend this practice to advertise meetings for the calendar year, similarly to most other local governments, to improve clarity for members of the public. To this end, this report proposes meeting dates to the end of 2025, with a further report to be submitted to Council in December recommending dates for the following year (Jan-Dec 2026).

It is also timely to look at the function and operations of the following committees:

Planning Committee**

In line with changes to the Town Planning and Development Act legislation, development applications pertaining to single residences are now predominantly determined by the CEO (subdelegated to Executive Manager Regulatory Services), resulting in no Planning Committee meetings being convened since June 2024. Any planning applications outside of this delegation have been referred to ordinary Council meetings. As a consequence, it is no longer proposed to schedule meetings of the Planning Committee.

Works Committee**

The present function of this Committee is to provide information on the operations of the technical services team and give elected members an opportunity to ask questions about capital works and other technical services issues. As there are no recommended actions for endorsement by Council, it is proposed to also cease convening meetings of this committee (following the scheduled meeting on Tuesday 27 May).

It is proposed that information relating to:

- Building maintenance and improvement program
- Capital works progress report
- Engineering maintenance items
- Parks and Gardens
- Risk & Hazards
- Strategic Projects

be presented bi-monthly to the Concept Forum, with elected members given the opportunity to raise any matter for discussion at that time.

*** Although it is recommended no meetings of the Planning and Works Committees be scheduled, it does not preclude a special meeting of either committee being convened in the future, if required.*

Audit Committee

During the preparation of this report, it was discovered that the Audit Committee's recommendation relating to meeting dates, a name change and proposed amended Terms of Reference was not listed for endorsement at the February Council meeting. The proposed dates plus the revised Terms of Reference, including change of name, are included in the officer's recommendation below.

13.8 OFFICER RECOMMENDATION

That Council:

1. resolves the following meeting schedule for the period July to December 2025:
 - a. an ordinary Council meeting to be scheduled for the third Tuesday of the month (except during December 2025 when the meeting is to be held on the second Tuesday);
 - b. meetings of the Audit Committee to be held on Wednesday 27 August and Wednesday 26 November; and
2. approves the attached Terms of Reference for the Audit Committee including its renaming to the Audit, Risk and Improvement Committee.

Council Resolution 082005

Moved Cr White, seconded Cr Natale

That Council:

1. resolves the following meeting schedule for the period July to December 2025:
 - a. an ordinary Council meeting to be scheduled for the third Tuesday of the month (except during December 2025 when the meeting is to be held on the second Tuesday);
 - b. meetings of the Audit Committee to be held on Wednesday 27 August and Wednesday 26 November;
 - c. *meetings of the Works Committee be held bi-monthly on the 4th Tuesday of the month ie 22 July, 23 September and 25 November 2025; and*
2. approves the attached Terms of Reference for the Audit Committee including its renaming to the Audit, Risk and Improvement Committee.

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

Reason for Amending Officer's Recommendation

The Works Committee is seen as a valuable opportunity for elected members and staff to discuss capital works planning and progress.

REPORT ATTACHMENTS

Attachments start on the next page

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



10.2 2412 2025 MEETING SCHEDULE AND WORK PLAN

Report Reference Number	ACR-652
Prepared by	Peter Kodan, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Wednesday, 11 December 2024
Voting requirements	Simple
Documents tabled	
Attachments	1. Risk Based Audit Work Plan 2. Updated Terms of Reference

PURPOSE

The Audit Committee is requested to endorse the proposed work plan and meeting schedule for the 2025 calendar year.

The Audit Committee is also requested to approve a change in name/terms of reference to reflect the revised 'Audit, Risk and Improvement Committee' as proposed in tranche 2 of the Local Government Act reforms, noting that other foreshadowed requirements such as an Independent Chair will be determined once the new legislation commences.

EXECUTIVE SUMMARY

The Audit Committee previously endorsed the Risk Based Audit Work Plan at its November 2021 Meeting. This Work Plan has been updated with 2025 being the first year of the rolling four-year plan.

It is recommended that the Audit Committee meet 3 times in the 2025 calendar year (4th Wednesday of the month), with the suggested work plan as follows:

Month	Activity
February	• Compliance Audit Return • Mid-Year Budget Review • Risk Register Update • Consolidated Status Report • Predictive Asset Renewal Model
July	• Significant Accounting Policies/Position Papers • Audit of Purchase Requisitions over \$5k • Consolidated Status Report • Insurance Renewal Report and Insurance Claims Performance • Specification and RFQ for Fair Value Assessment
November	• Annual Financial Statements • External Audit Management Letters • Consolidated Status Report • FMR/Audit Reg 17 Review

- Meeting Schedule and Work Plan for 2026

BACKGROUND

The Department of Local Government has prepared operational guidelines on audit in local government. The guidelines outline audit requirements including the establishment of an audit committee and key functions.

The Guidelines define the role of the Audit committee "to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability".

The Guidelines also state that the Audit committee needs to form an opinion of the local governments internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent.

Legislative Audit Framework:

The *Local Government Act 1995*, *Local Government (Audit) Regulations 1996* and *Local Government (Financial Management) Regulations 1996* detail the statutory requirements with respect to audit of local government. The following reporting requirements to the audit committee are mandatory:

Item	Requirements	Legislation
External Audit Report	The Auditor is to provide a report (annually) giving an opinion on the financial position of the local government and the results of the operations of the local government. Where it is considered by the auditor appropriate to do so, the audit is to prepare a management report to accompany the auditor's report.	Regulation 10 of the <i>Local Government (Audit) Regulations 1996</i>
Compliance Audit Return	Local Governments are required to complete a statutory compliance return (Compliance Audit Return) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered 'high risk'. The audit committee is to review the Compliance Audit Return and report to the Council the results of that review.	Regulation 14 of the <i>Local Government (Audit) Regulations 1996</i>
Risk Management/Internal Controls/Legislative Framework	The CEO is to review the appropriateness and effectiveness of a local governments and procedures in relation to risk management, internal control and legislative compliance at least once every three	Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



	years and report to the audit committee the results of that review.	
Financial Management Review	The CEO is review the appropriateness and effectiveness of the financial management systems and procedures of the local government at least once every years and reports the results of that review.	Regulation 5 of the <i>Local Government (Financial Management) Regulations 1996</i>

External Audit Framework:

Pursuant to section 7.2 of the *Local Government Act 1995*, the accounts and annual financial report of a local government for each financial year are required to be audited. The Act and Regulations prescribe the scope of the external audit of the annual financial statements of the local government. The operational guidelines also include a minimum standard audit specification.

The critical matters for audit are:

- Revenue – rates revenue, government grants, fees and charges
- Expenditure – salaries and wages, depreciation, materials and contract expense, insurance
- Current Assets – bank and short-term assets, receivables, inventory
- Non-Current Assets – property, plant, furniture and equipment, infrastructure and depreciation
- Liabilities – creditors and accruals, loan borrowings, provision for annual and long service leave entitlements
- Reserve Funds
- Contingent Liabilities
- Capital Commitments
- Accounting Policies
- Cash Flow Statement
- Financial Ratios

Internal Audit Framework:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the effectiveness of risk management, control, and governance processes. Establishing a formal internal audit function is not a legislative requirement but the development of appropriate internal controls will enhance risk management processes. The internal audit function can either be resourced internally or contracted out.

All internal audit reports must be referred to the Audit Committee for consideration. Internal auditor's activities should typically include the following:

- Examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- A risk assessment with the intention of minimizing exposure to all forms of risk on the local government;
- A review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- A review of compliance with management policies and directives and any other internal requirements;
- Review of the annual Compliance Audit Return;
- Assist in the CEOs biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance.

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



The internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of local government activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility.

CONSULTATION

Chief Executive Officer
Office of the Auditor General
Manager Finance
Manager Corporate Services
EA/Governance Coordinator

STATUTORY ENVIRONMENT

The local government audit framework is governed by the *Local Government Act 1995* and Regulations including the *Local Government (Administration) Regulations 1996*, *Local Government (Audit) Regulations 1996*, *Local Government (Financial Management) Regulations 1996* and *Local Government (Functions and General) Regulations 1996*.

Regulation 12 of the *Local Government (Administration) Regulations 1996* requires a local government to give local public notice of the dates on which and the time and place at which Council and Committee Meetings are to be held in the next 12 months.

The following information is provided on the Department of Local Government's website with respect to the revised Audit, Risk and Improvement Committee:

Audit, risk and improvement committees

Audit committees will be revised as audit, risk and improvement committees (ARICs). ARICs must have an independent presiding member to ensure a level of neutrality and impartial oversight in chairing these meetings. An independent presiding member must be a person who is not a council member of a local government or an employee of the local government. If a deputy presiding member is appointed, they must also be independent.

The introduction of an independent presiding member provides an opportunity for increased community confidence in a local government's financial and risk management. Local government operations may also benefit through appointing an independent chair with risk and financial management expertise that may otherwise be unavailable.

This reform reflects modern governance practices in State Government authorities and agencies as well as private corporations.

In relation to the current Act, an audit committee is required to be established comprising 3 or more persons appointed by absolute majority by a local government. Most of the members must be council members. The CEO or a local government employee cannot be a member.

Audit, risk and improvement committee model

The new audit, risk and improvement committee comprises the following roles, with a total of 3 or more members.

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



Under the proposed amendments in the Bill, an ARIC now requires an independent presiding member. A local government can choose to appoint an independent deputy presiding member to chair the meeting if the independent presiding member is unable to do so.

If a local government chooses not to nominate a deputy presiding member, the council will need to appoint an independent proxy to chair the meeting should the need arise.

Smaller local governments may also now choose to share an ARIC to reduce the burden on their resources.

POLICY IMPLICATIONS

Council has adopted an Internal Audit Charter, which outlines various objectives with respect to internal audit activities.

FINANCIAL IMPLICATIONS

Each year, Council approves an annual budget ranging between \$10,000 - \$15,000 for internal audit activities.

STRATEGIC IMPLICATIONS

Strategic Priority 5 – Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.3 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Lack of resourcing to support an Internal Audit function	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Manage by ensuring adequate budget allocation

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	9
Does this item need to be added to the Town's Risk Register	Yes
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Not applicable.

COMMENT

The Audit Committee Terms of Reference requires the Audit Committee to meet at least three times per year, with the dates to be set each year by Council, with authority to convene additional meetings, as circumstances require.

Clause 6.7 of the Terms of Reference also requires the Audit Committee to develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined. These responsibilities include:

- Risk Management
- Business Continuity
- Internal Control
- Review of Annual Financial Statements
- Internal/external performance audits

Regulation 6 of the *Local Government (Financial Management) Regulations 1996* states that:

"A local government is to ensure that an employee to whom is delegated responsibility for the day-to-day accounting or financial management operations of a local government is not also delegated the responsibility for –

MINUTES OF AUDIT COMMITTEE MEETING WEDNESDAY, 11 DECEMBER 2024



- (a) conducting an internal audit; or
- (b) reviewing the discharge of duties by that employee,

or for managing, directing or supervising a person who carries out a function referred to in paragraph (a) or (b).

So, functionally the performance of the internal audit function should be independent to the finance team. This is however problematic given the Town's size and structure, which is highlighted by the fact that the majority of audit work plan in the last 5 years has been performed by the finance team. Of relevance, the Select Committee into Local Government recommended, as part of the recent review of the Local Government Act, that the Government give active consideration to facilitating, through the Department of Local Government, Sport and Cultural Industries, a shared internal audit service for the Local Government sector, particularly to assist small and medium councils.

The following are key activities proposed for the 2025 calendar year:

Compliance Audit Return

In 2023 and 2024 the Town engaged an independent party to review the Compliance Audit Return and provide an assurance as to the accuracy of the return. Quotes are being sought for this independent review, and subject to price and availability, this work may be scheduled in January, with the Compliance Audit Return to be presented to the February 2025 Audit Committee Meeting.

- Mid-Year Budget Review
- Predictive Asset Renewal Model
- Significant Accounting Policies/Position Papers
- Audit of Purchase Requisitions over \$5k
- Insurance Renewal Report and Insurance Claims Performance
- Specification and RFQ for Fair Value Assessment
- Annual Financial Statements
- External Audit Management Letters
- FMR/Audit Reg 17 Review

CONCLUSION

Given the above constraints, a moderate work plan has been recommended for the 2025 calendar year, which is reflective of resourcing capacity.

10.2 OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

Committee Resolution 021112**OFFICER RECOMMENDATION****Moved Cr Natale, seconded Cr White****That the Audit Committee recommend Council approves:**

- 1. The amended Terms of Reference as attached, revising the Audit Committee to the Audit, Risk and Improvement Committee.**
- 2. The following meeting schedule and work plan for the 2025 Calendar Year:**

Month – 4th Wednesday @ 6.00pm	Activity
February	• Compliance Audit Return • Mid-Year Budget Review • Risk Register Update • Consolidated Status Report • Predictive Asset Renewal Model
August	• Significant Accounting Policies/Position Papers • Audit of Purchase Requisitions over \$5k • Consolidated Status Report • Insurance Renewal Report and Insurance Claims Performance • Specification and RFQ for Fair Value Assessment • East Fremantle Community Park Financial Review
November	• Annual Financial Statements • External Audit Management Letters • Consolidated Status Report • FMR/Audit Reg 17 Review • Meeting Schedule and Work Plan for 2026

(CARRIED UNANIMOUSLY 5:0)**For: Mayor O'Neill, Mr Chauvel, Crs Wilson, Natale & White****Against: Nil****REPORT ATTACHMENTS**

Attachments start on the next page

Town of East Fremantle - 4 year Internal Audit Work Plan

							2024			2025			2026			2027			2028		
Activity	Frequency	Risk Identified	Person Performing the Task	Consequence Rating	Likelihood rating	Risk Category	February	July	November	February	July	November	February	July	November	February	July	November	February	July	November
Compliance Audit Return	Annually (Due 31 March)	Breach of Legislation	EA/Governance Coordinator. Legal firms do provide a niche service to review the CAR and verify the responses, and this might be a service that the Audit Committee may wish to consider?	2	2	Low															
Procurement Process Review (Contract Management Processes - East Fremantle Oval Redevelopment Project)	As required	Inadequate Probity of Tender Processes	The WALGA Procurement Team completed an independent review of the Town's Tender processes in 2018. \$10k	4	2	Moderate															
Review of Credit Card Policy	Every 2 - 3 years	Misappropriation of funds/breakdown in controls	Manager Finance	4	1	Low															
Receive 5 Year Statutory Review of Record Keeping Plan and assessment against OAG Better Practice Guide.	Every 5 years	Inadequate record keeping practices	Manager Corporate Services	3	3	Moderate															
Review of Investment Policy (Divestments)	Every 2 - 3 years	Not optimising return on investment	Executive Manager Corporate Services	2	2	Low															
Receival of Annual Financial Report	Annually	The Auditors Report is not received by the Statutory deadline of 31 December (\$7.9 IGA) due to inadequate audit preparation	Manager Finance	4	3	High															
Information Systems Audit (Performance Audit OAG), Receival of Management Letter.	Annually	The Towns General Computer Controls are inadequate impacting business continuity and security of information	The GCC Audit has been performed in 2018, 2022 and 2023. It is expected that the Audit will be undertaken concurrently with the financial audit.	5	3	High															
Review of Financial Management and Risk and Internal Control Systems	Every 3 years	That key findings from the FMR/Reg.17 Review are not actioned resulting in control weaknesses	Moore Stephens last performed this independent review in December 2022. Next review due November 2025. Estimated cost \$25k	3	3	Moderate															
Mid Year Budget Review	Annually	Inadequate oversight of financial management resulting in material variances	Manager Finance/Executive Manager Corporate Services	3	3	Moderate															
Review of Significant Accounting Policies/Preparation of Position Papers	Annually	Annual Budget and Annual Financial Report is not consistent with Significant Accounting Policies	Manager Finance	3	3	Moderate															
Audit of all purchase requisitions over \$5k for compliance with Purchasing Policy	Annually	Non-compliance with Purchasing Policy	Senior Finance Officer/Manager Finance	3	3	Moderate															
Rates Collection Report	Biannually	Non-recovery of rates	Revenue Officer	4	2	Moderate															
Review Insurance Renewal Report and Insurance Claims Performance	Every 3 years	Inadequate insurance cover	Executive Manager Corporate Services	4	2	Moderate															
Receival Risk Register Update including assessment of implementation of risk treatments and controls	Annually	Failure to implement risk treatments resulting in greater likelihood	Manager Corporate services	4	3	High															
Receival Consolidated Status Report of all Audit Findings	Standing Item	Key findings are not actioned resulting in control weaknesses	Manager Finance	3	3	Moderate															
Update the Predictive Asset Renewal Model and revise the 10 year Capital Works Program	Annually	Inadequate asset management framework	Executive Manager Technical Services	4	3	High															
Undertake a condition assessment of assets and obtain a fair value assessment	Every 5 years (L+B due 27/28; Infra due 25/26)	Non-compliance with Reg 17A of the FMR 1995	Executive Manager Technical Services/Manager Finance	5	3	High															
Review of Controls pertaining to Payroll and the new Payroll Module	One-off	Payroll fraud	Senior Finance Officer/Manager Finance	3	1	Moderate															
Review of HR On-Boarding/Off-Boarding Process	Every 2 - 3 years	Inadequate controls regarding access to IT systems and custody of portable items	Coordinator Corporate Services/HR	4	2	Moderate															
Self Audit against Auditor General's Report 'Timely Payment of Suppliers'	Every 2 years	Late payment to suppliers	Senior Finance Officer	2	2	Low															
Establishment of Supplier Payments Policy and General Conditions of Contract for the Supply of Goods and Services under a Purchase Order	One-off	Late payment to suppliers	Executive Manager Corporate Services	2	2	Low															
Independent Review of Structure of Risk Register and evaluation of implementation of Risk Treatments	Every 4 years	Failure to implement risk treatments resulting in greater likelihood	Recommended that this be outsourced to an external risk consultant. Estimated cost \$8k	4	3	High															

Town of East Fremantle
Audit Risk and Improvement Committee
Terms of Reference

Audit, Risk and Improvement Committee Terms of Reference

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit, Risk and Improvement Committee.

2. Introduction

The Audit, Risk and Improvement Committee is an advisory committee formally appointed by the Council and is responsible to the Council. The Audit, Risk and Improvement Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Audit, Risk and Improvement Committee does not have any management functions and is therefore independent of management.

The Audit, Risk and Improvement Committee objective is to assist the Town of East Fremantle Council in liaising with the auditor and overseeing the external audit function and promoting the transparency and accountability of the Town's financial management systems and reporting. The role of the Committee is to report to the Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

3. Objectives

The objectives of the Audit, Risk and Improvement Committee are to oversee council's obligations under the *Local Government Act 1995*, and *Local Government (Audit) Regulations 1996*, more specifically;

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external and internal audit charter.
- 3.3 Ensure the Town has established effective controls and systems to safeguard the Town's financial and physical resources.
- 3.4 The systems or procedures that are designed to ensure that the Town and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Town's operations and strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.

The Audit, Risk and Improvement Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Audit, Risk and Improvement Committee has the authority to:

- 4.1 Review the internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Formally meet with the Town's appointed external auditors as necessary.
- 4.3 Seek resolution on any disagreements between management and the external auditors on financial reporting.

Audit, Risk and Improvement Committee Terms of Reference

4.4 Advise Council on any or all of the above as deemed necessary.

5. Composition

5.1 The Audit, Risk and Improvement Committee will comprise six (6) elected members and a maximum of 8 members in total inclusive of the external independent members..

5.2 The Audit, Risk and Improvement Committee will comprise of up to two (2) external independent members. An external member will be a person independent to the local government and will not have provided paid services to the Town either directly or indirectly.

5.3 External independent members will be selected based on the following criteria:

- a) A demonstrated high level of expertise and knowledge in financial management, reporting, governance and audit; and
- b) Relevant skills and experience in providing independent expert advice.

5.4 Appointments of external independent members will be made following a public advertisement. The Chief Executive Officer will evaluate potential members and make a recommendation to Council.

5.5 External members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Elections, unless Council resolves otherwise

5.6 In accordance with 7.1A (3) of the Local Government Act, "A CEO is not to be a member of an Audit, Risk and Improvement Committee and may not nominate a person to be a member of an Audit, Risk and Improvement Committee or have a person to represent the CEO as a member of an Audit, Risk and Improvement Committee."

5.7 The Council will appoint Audit, Risk and Improvement Committee members. Voting requirement of Council is an *Absolute Majority*.

5.8 The Presiding Member and Deputy Presiding Member will be appointed by the Audit, Risk and Improvement Committee, biennially by election by all committee members after the Ordinary Local Government Election.

5.9 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Town. At least one member of the committee will have accounting or related financial management experience with an understanding of accounting and auditing standards in a public sector environment.

5.10 A quorum will be a minimum of 50% of the membership.

5.11 Audit, Risk and Improvement Committee members are required by the *Local Government Act 1995* and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.

5.12 New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

6. Meetings

6.1 The Audit, Risk and Improvement Committee will meet at least three (3) times per year, with the dates to be set each year by Council, with authority to convene additional meetings, as circumstances require.

Audit, Risk and Improvement Committee Terms of Reference

- 6.2 Meetings may be called by the Presiding Member of the Audit, Risk and Improvement Committee, or at the request of the Mayor or Chief Executive Officer.
- 6.3 The Audit, Risk and Improvement Committee meetings are generally open to the public unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the Local Government Act 1995.
- 6.4 All Elected Members are invited to attend each Audit, Risk and Improvement Committee meeting.
- 6.5 All Audit, Risk and Improvement Committee members are expected to attend each meeting in person.
- 6.6 The Chief Executive Officer will facilitate the meetings of the Audit, Risk and Improvement Committee and invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.
- 6.7 The Audit, Risk and Improvement Committee will develop a forward meeting schedule that includes the dates, location, and proposed work plan for each meeting for the forthcoming year, that cover all the responsibilities outlined in this terms of reference.
- 6.8 Meeting agendas will be prepared and provided at least one week in advance to members, along with appropriate briefing materials.
- 6.9 A decision of the Audit, Risk and Improvement Committee is to be made by a simple majority.
- 6.10 Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation.

7. Responsibilities

The Audit, Risk and Improvement Committee will carry out the following responsibilities:

- 7.1 Risk management
 - 7.1.1 Review whether management has in place a current and comprehensive enterprise risk management framework and associated procedures for effective identification and management of the Town's business and financial risks, including fraud.
 - 7.1.2 Determine whether a sound and effective approach has been followed in managing the Town's major risks including those associated with individual projects, program implementation, and activities.
 - 7.1.3 Review the process of developing and implementing the Town's fraud control arrangements and satisfy itself the Town has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.
- 7.2 Business continuity
 - 7.2.1 Determine whether a sound and effective approach has been followed in establishing the Town's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.
- 7.3 Internal Control

Audit, Risk and Improvement Committee Terms of Reference

- 7.3.1 Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- 7.3.2 Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- 7.4 Financial Report
 - 7.4.1 Review with management and the external auditors the results of the audit, including any difficulties encountered.
 - 7.4.2 Review the annual financial report and performance report of the Town of East Fremantle and its subsidiaries, and consider whether it is complete, consistent with information known to Audit, Risk and Improvement Committee members, and reflects appropriate accounting principles.
 - 7.4.3 Review the process for the consolidation of financial information of the Town related entities into the financial reports of the Town.
 - 7.4.4 Review with management and the external auditors all matters required to be communicated to the Audit, Risk and Improvement Committee under the Australian Auditing Standards.
 - 7.4.5 Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council.
- 7.5 Compliance
 - 7.5.1 Keep informed of the findings of any examinations by regulatory agencies and any auditor (external) observations and monitor management's response to these findings.
 - 7.5.2 Obtain regular updates from management about compliance matters.
- 7.6 Internal Audit Charter
 - 7.6.1 Review and recommend the annual internal audit plan for approval by the Council and all major changes to the plan.
 - 7.6.2 Monitor that the internal annual plan is linked with and covers the material business risks.
 - 7.6.3 Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
 - 7.6.4 Monitor management's implementation of audit recommendations.
- 7.7 External Audit
 - 7.7.1 Note the external auditor's proposed audit scope and approach for financial performance audits, including any reliance on internal auditor activity.
 - 7.7.2 Consider the findings and recommendations of relevant Performance Audits undertaken by the external auditor and ensure the Town implements relevant recommendations.

Audit, Risk and Improvement Committee Terms of Reference

- 7.7.3 Provide an opportunity for the Audit, Risk and Improvement Committee to meet with the external auditors to discuss any matters that the Audit, Risk and Improvement Committee or the external auditors believe should be discussed privately.
- 7.7.4 Annually review the performance of external audit including the level of satisfaction with external audit function.
- 7.7.5 Monitor management's implementation of external audit recommendations.
- 7.8 Reporting Responsibilities
 - 7.8.1 Report regularly to the Council about Audit, Risk and Improvement Committee activities, issues, and related recommendations through circulation of minutes.
 - 7.8.2 Monitor that open communication between the external auditors, and the Town's management occurs.
 - 7.8.3 To review a report given to it by the CEO under regulation 17(3) of the Local Government (Audit) Regulations and is to —
 - (i) report to the council the results of that review;
and
 - (ii) give a copy of the CEO's report to the council.
- 7.9 Other Responsibilities
 - 7.9.1 Perform other activities related to this terms of reference as requested by the Council or as required by *Local Government Act 1995* or *Local Government (Audit) Regulations 1996*.
 - 7.9.2 Annually review and assess the adequacy of the Audit, Risk and Improvement Committee terms of reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation.

13.9 ELECTION OF PRESIDING MEMBERS TO STANDING COMMITTEES

Report Reference Number	OCR-3467
Prepared by	Janine May EA/Governance Coordinator
Supervised by	Jonathan Throssell CEO
Meeting date	Tuesday, 20 May 2025
Voting requirements	Absolute majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

To appoint presiding members to Council committees established under 5.8 of the *Local Government Act 1995*.

EXECUTIVE SUMMARY

Due to reforms proclaimed to sections 5.12 and 5.13 of the *Local Government Act 1995* late in 2024, local governments are now required to appoint committee presiding members and deputy presiding members by 1 July 2025, rather than the committees electing their own presiding members and deputy presiding members.

This affects the following committee of Council:

- Audit, Risk & Improvement Committee
- Works Committee
- Planning Committee
- Behaviour Complaints Committee
- CEO Performance Review Committee

Accordingly, it is recommended that Council appoint Presiding Members to these committees:

BACKGROUND

Reforms proclaimed to the *Local Government Act 1995* sections 5.12 and 5.13 late last year now require local governments (rather than committee members) to appoint a committee Presiding Member, and optionally a Deputy Presiding Member, by no later than 1 July 2025 to the Audit, Risk and Improvement Committee and other committees established under section 5.8 of the Act.

This change was introduced to assist the local government sector in removing the need for the conduct of a secret preferential ballot at a committee meeting, and to give councils the role of deciding the leadership of Council committees.

Previously the relevant committee was able to elect its own Presiding Member and Deputy Presiding Member. Most recently this occurred following the local government elections held in October 2023, which appointed the council members and independent members to the following committees:

Audit, Risk and Improvement Committee

- Mayor Jim O'Neill
- Cr Andrew McPhail
- Cr Tony Natale
- Cr Andrew White
- Cr Mark Wilson (*Presiding Member*)
- Mr John Chauvel (Independent Member)

[Once section 87 of the *Local Government Act 2024* commences, (following the October 2025 elections) local governments will be required to appoint an independent person to the role of Presiding Member of the Audit, Risk and Improvement Committee (ARIC). A local government will also need to appoint another independent person to serve as a deputy committee member where the independent Presiding Member is absent. There is no requirement for an independent Presiding Member to be appointed to an existing ARIC by 1 July 2025 therefore this requirement will be introduced when the Committee is re-established following the 2025 local government elections.]

Works Committee

- Cr Cliff Collinson
- Cr Andrew McPhail
- Cr Tony Natale
- Cr Andrew White
- Cr Mark Wilson (*Presiding Member*)

Planning Committee

- Mayor Jim O'Neill
- Cr Cliff Collinson (*Presiding Member*)
- Cr Kerry Donovan
- Cr Jenny Harrington
- Cr Lucinda Maywood
- Cr Andrew White

Behaviour Complaints Committee

- Cr Andrew McPhail
- Cr Kerry Donovan
- Cr Jenny Harrington
- Mayor Jim O'Neill (Deputy Member)
- Cr Tony Natale (Deputy Member)

As no meetings of this Committee have been convened, there is no current Presiding Member.

CEO Performance Review Committee

- Mayor Jim O'Neill
- Cr Cliff Collinson
- Cr Andrew McPhail
- Cr Tony Natale
- Cr Mark Wilson

No formal appointment of Presiding Member has been made to this committee.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 s5.12 and 5.13.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

Strategic Community Plan 2020 -2030

Strategic Priority 5: Leadership and Governance*5.1 Strengthen organisational accountability and transparency**5.1.2 Ensure effective engagement with community and stakeholders**5.2 Proactively collaborate with the community and other stakeholders**5.2.1 Foster and promote strategic collaborative relationships with neighbouring LGAs, NGOs, State and Federal government representatives and agencies*

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council fails to appoint Presiding Members to relevant committees by 1 July 2025	Rare (1)	Insignificant (1)	Low (1-4)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	1
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Legislation requires the appointment of Presiding Members to the committees listed, notwithstanding the requirement for most of these committees to be re-established following the 2025 local government elections whereupon Council will again be required to appoint, by an absolute majority, each committee's Presiding Member (and Deputy Presiding Member if desired).

For convenience it is recommended that where a committee which has already elected a presiding person, Council formally appoints the same council member to that position for the period of time remaining until the 2025 local government elections.

The following two committees have not elected a presiding person; therefore Council will need to appoint a council member from the list of appointed committee members, ie:

Behaviour Complaints Committee

- Cr Andrew McPhail
- Cr Kerry Donovan
- Cr Jenny Harrington

CEO Performance Review Committee

- Mayor Jim O'Neill
- Cr Cliff Collinson
- Cr Andrew McPhail
- Cr Tony Natale
- Cr Mark Wilson

13.9 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 092005

OFFICER RECOMMENDATION:

Moved Cr White, seconded Cr Harrington

That Council, by an absolute majority, appoints:

- **Cr Mark Wilson** as Presiding Member of the Audit, Risk & Improvement Committee;
- **Cr Mark Wilson** as Presiding Member of the Works Committee;
- **Cr Cliff Collinson** as Presiding Member of the Planning Committee;
- **Cr Donovan** as Presiding Member of the Behaviour Complaints Committee; and
- **Mayor O'Neill** as Presiding Member of the CEO Performance Review Committee

until 17 October 2025.

(CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

13.10 MONTHLY FINANCIAL REPORT 30 APRIL 2025

Report Reference Number	OCR-3455
Prepared by	Pratigya Pandeya, Manager Finance
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

1. Monthly Financial Report for the month ended 30 April 2025

PURPOSE

The purpose of this report is to present to the Council the Monthly Financial Report for the month ended 30 April 2025. A Capital Works report has been incorporated into the workbook.

EXECUTIVE SUMMARY

A Monthly Financial Report workbook has been prepared to provide an overview of key financial activity.

The WA Government recently amended regulation 34 of the *Local Government (Financial Management) Regulations 1996* to require the Statement of Financial Activity be presented according to nature classification.

Regulation 35 also requires local governments to prepare a monthly Statement of Financial Position. This has now been inserted into the Monthly Financial Report.

A Statement of Comprehensive Income is also included to show the movement in equity for the year to date.

A Capital Works Report is presented detailing committed expenditure against budgets. This report is used to assess the clearance rate of capital projects.

BACKGROUND

Presentation of a monthly financial report to Council is both a statutory obligation and good financial management practice that:

- a. demonstrates the Town's commitment to managing its operations in a financially responsible and sustainable manner.
- b. provides timely identification of variances from budget expectations for revenues and expenditures and identification of emerging opportunities or changes in economic conditions.
- c. ensures proper accountability to the ratepayers for the use of financial resources.

Financial information that is required to be reported to Council monthly includes:

- a. operational financial performance against budget expectations.
- b. explanations for identified variances from expectations.
- c. financial position of the Town at the end of each month.

Understanding the Financials

When reading the financial information/statements, variances (deviations from budget expectations) are classified as either:

- a. Favourable variance
- b. Unfavourable variance
- c. Timing variance

A timing variance relates to a budgeted revenue or expense that has not occurred at the time it was expected, but which is still expected to occur with the budget year. That is, the financial transaction will still occur, but just in a different month. This timing difference may require for the year-to-date budget to be amended for future periods.

A realised favourable or unfavourable variance is different to a timing variance. It represents a genuine difference between the actual and budgeted revenue or expenditure item.

A realised favourable variance on a revenue item is a positive outcome as it increases the projected budget surplus. An unfavourable variance on a revenue item has the opposite effect, resulting in a decrease to the projected budget result.

A realised favourable variance on an expenditure item may have either of two causes – one being a saving because the outcome was achieved for lesser cost, which has the effect of increasing the projected budget result. The other cause may be that the proposed expenditure may not have been undertaken and is not expected to be incurred in that financial year. Whilst this may seem positive from the financial position perspective, it may not be a positive outcome for the community if the service or project is not delivered.

If a realised favourable or unfavourable variance is material in value, a recommendation will be provided to Council to amend the budget.

CONSULTATION

Budget Managers are provided with a monthly Responsible Officer Report for review and reporting of budget variances.

STATUTORY ENVIRONMENT

The *Local Government (Financial Management) Regulations 1996* detail the form and way a local government is to prepare its Statement of Financial Activity.

Regulation 35 of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Position to be prepared.

Expenditure from the municipal fund not included in the annual budget must be authorised in advance by an absolute majority decision of Council pursuant to section 6.8 of the *Local Government Act 1995*.

Fees and charges are imposed in accordance with section 6.16 of the *Local Government Act 1995*. Fees and charges imposed outside of the Annual Budget require an absolute majority decision of Council and must give local public notice of the new fees pursuant to section 6.19 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

Significant Accounting Policies are adopted by Council on an annual basis. These policies are used in the preparation of the statutory reports submitted to Council.

FINANCIAL IMPLICATIONS

As part of the adopted 2024/25 Budget, Council adopted the following thresholds as levels of material variances for financial reporting:

That in accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2024/25 for reporting material variances shall be:

- a) 10% of the amended budget; or*
- b) \$10,000 of the amended budget;*

whichever is greater.

In addition, that the material variance limit be applied to total revenue and expenditure for each Nature classification and capital income and expenditure in the Statement of Financial Activity.

STRATEGIC IMPLICATIONS

The monthly financial report is the key financial reporting mechanism to Council, to provide oversight of the financial management of the local government. This ties into the Strategic Community Plan as follows:

4.9 A financially sustainable Town – Provide financial management services to enable the Town to sustainably provide services to the community.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate oversight of the financial position of the Town may result in adverse financial trends	Rare (1)	Moderate (3)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	Manage by monthly review of financial statements and key financial information
Inadequate monitoring of grant funding and expenditure resulting in incorrect income transfers	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Manage by updating the internal grants register and contract liabilities register each month

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk

matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	9
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Not applicable

COMMENT

This report presents the Statement of Financial Activity by Nature for the month ending 30 April 2025.

The following is a summary of headline numbers from the attached financial report, and explanations for variances are provided in Note 1 of the workbook:

	Original Budget	Current Budget	YTD Budget	April 2025 Actuals
Opening Surplus	191,387	843,305	843,305	843,305
Operating Revenue	12,434,476	12,992,409	12,440,015	12,535,931
Operating Expenditure	(13,246,239)	(14,831,813)	(11,618,528)	(11,500,263)
Capital Expenditure	(3,788,113)	(4,118,400)	(2,664,359)	(2,227,569)
Capital Income	1,657,483	1,821,510	1,183,883	910,942
Financing Activities	588,806	709,764	(25,094)	(25,094)
Non-Cash Items	2,162,200	2,149,200	1,832,056	1,886,782
Closing Surplus/(Deficit)	0	(434,024)	1,991,278	2,424,034

The YTD surplus of \$2,424,034 is favourable against the YTD budget of \$1,991,278 because of timing issues, with variances being as follows:

- Operating Income \$95,916 favourable with the material variances being:
 - Interest revenue \$90,635 favourable
 - Other revenue (\$73,025) unfavourable
 - Grant revenue (\$89,598), unfavourable
 - Fees and charges \$172,241 favourable
- Operating Expenditure \$118,265 favourable with material variances being:
 - Employee costs \$57,929 unfavourable
 - Utility charges \$89,573 favourable
 - Finance costs \$35,000 favourable
 - Material and contracts \$93,732 favourable

The Executive Summary in the workbook provides an overview of key indicators for the month. Further comments are provided below:

- Rate Notices were issued on the 19 July. The Town received \$11.13 million in rates and charges revenue (including rates, ESL, service charges) by the end of April, equating to 97% of total rates and charges paid.
- Capital works is progressing in 24/25, with 54% financial completion of projects. Some large projects will be carried over into the 25/26 and 26/27 FY including:
 - Street light upgrades (26/27) \$310,000
 - Solar and Battery installation (25/26) \$796,425

CONCLUSION

Council is requested to receive the Monthly Financial Report for the month ended April 2025.

13.10 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution 102005

Moved Cr White, seconded Cr Wilson

That Council:

- 1. receives the Monthly Financial Report for the month ended 30 April, as presented as attachment 1 to this report, inclusive of:**
 - (i) Statement of Financial Activity by Nature**
 - (ii) Statement of Comprehensive Income**
 - (iii) Statement of Financial Position**
 - (iv) Capital Expenditure Report**
- 2. notes the unrestricted municipal surplus of \$2,424,034 for the month ended 30 April 2025.**

(CARRIED UNANIMOUSLY 7:0)

For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.

Against: Nil

REPORT ATTACHMENTS

Attachments start on the next page

TOWN OF EAST FREMANTLE
MONTHLY FINANCIAL REPORT
(Containing the Statements of Financial Activity and Financial Position)
For the period ended 30 April 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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TOWN OF EAST FREMANTLE
FOR THE PERIOD ENDED 30 APRIL 2025

KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.84 M	\$0.84 M	\$0.84 M	\$0.00 M
Closing	(\$0.43 M)	\$1.99 M	\$2.42 M	\$0.43 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables		Receivables	
	\$6.26 M	% of total		\$1.07 M	% Outstanding	
Unrestricted Cash	\$3.65 M	58.2%	Trade Payables:	\$0.01 M		\$0.35 M
Restricted Cash	\$2.62 M	41.8%	0 to 30 Days		100.0%	Rates Receivable
			Over 30 Days		0.0%	Trade Receivable
			Over 90 Days		0.0%	Over 30 Days
						Over 90 Days
Refer to 3 - Cash and Cash Investments			Refer to 7 - Receivables			

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.31 M	\$2.65 M	\$2.92 M	\$0.27 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$9.53 M	% Variance	YTD Actual	\$0.77 M	% Variance	YTD Actual	\$1.60 M	% Variance
YTD Budget	\$9.54 M	(0.0%)	YTD Budget	\$0.96 M	(10.4%)	YTD Budget	\$1.42 M	12.1%
Refer to 8 - Rate Revenue			Refer to 10 - Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.30 M)	(\$1.48 M)	(\$1.32 M)	\$0.16 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.12 M	%	YTD Actual	\$0.87 M	% Spent	YTD Actual	\$0.37 M	% Received
Amended Budget	\$0.14 M	(16.9%)	Amended Budget	\$1.15 M	(24.0%)	Amended Budget	\$1.68 M	(77.7%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 10 - Grants and Contributions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.71 M	(\$0.03 M)	(\$0.03 M)	\$0.00 M
Refer to Statement of Financial Activity			

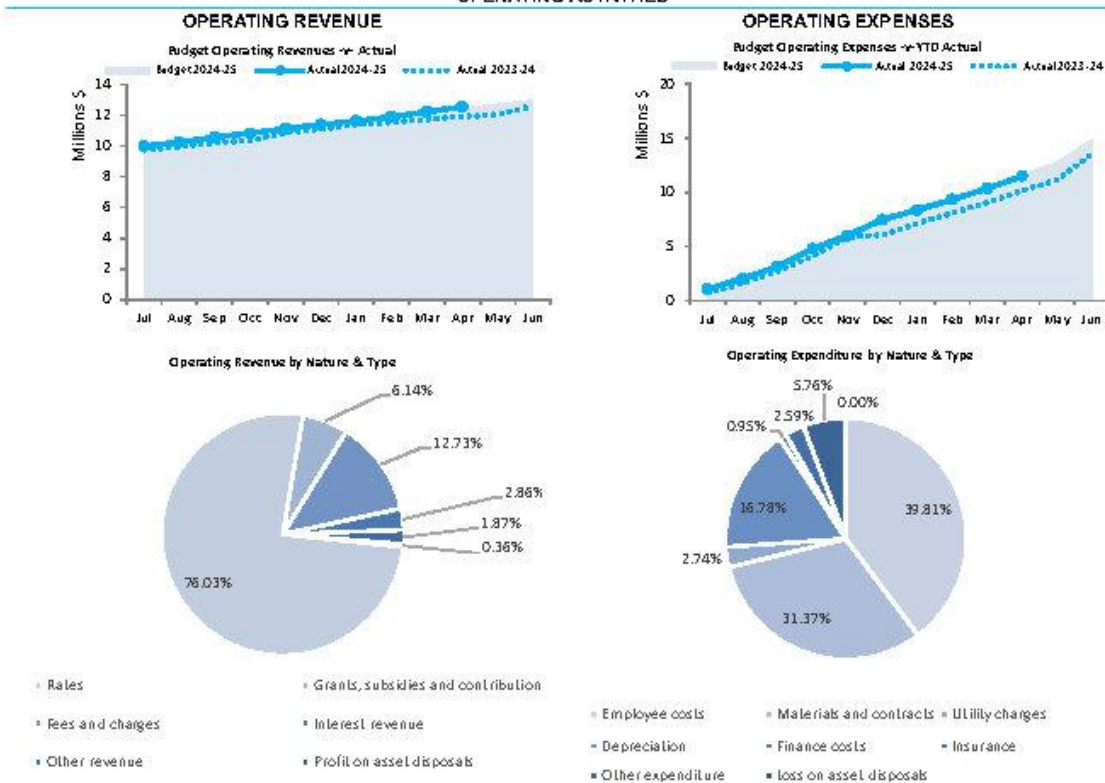
Borrowings		Reserves		Report Preparation	
Principal repayments	(\$0.07 M)	Reserves balance	\$2.62 M	Prepared by:	Manager Finance
Interest expense	\$0.11 M	Interest earned	\$0.00 M	Reviewed by:	Executive Manager Corporate Services
Principal due	\$4.65 M			Date Prepared:	30/02/2025
Refer to 9 - Borrowings		Refer to 4 - Cash Reserves			

This information is to be read in conjunction with the accompanying Financial Statements and notes.

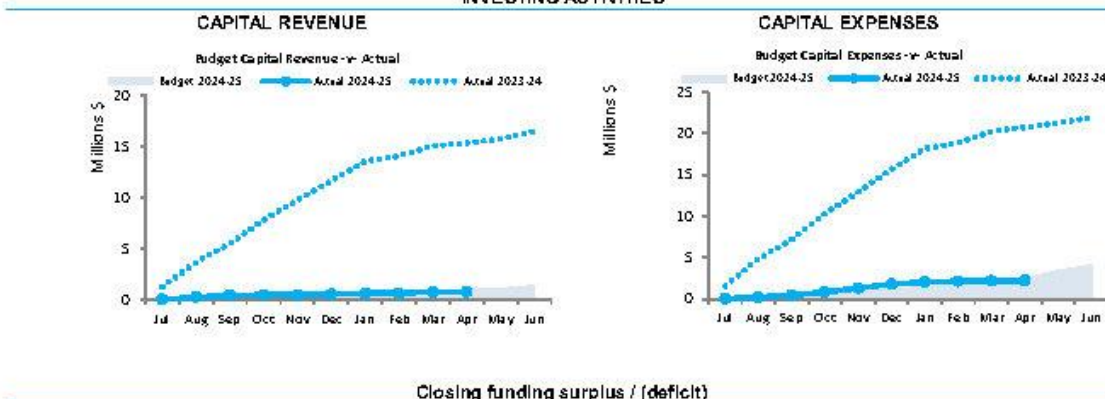
TOWN OF EAST FREMANTLE FOR THE PERIOD ENDED 30 APRIL 2025

KEY INFORMATION - GRAPHICAL

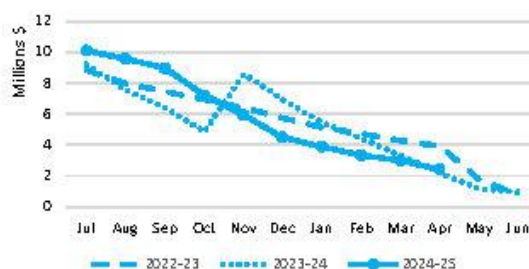
OPERATING ACTIVITIES



INVESTING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

	Note	Original Budget (a) \$	Current Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	8	9,537,944	9,541,836	9,535,168	9,531,648	(3,520)	(0.04%)	
Grants, subsidies and contributions	10	1,025,458	1,050,971	858,773	769,175	(89,598)	(10.43%)	▼
Fees and charges		1,535,567	1,631,354	1,423,981	1,596,222	172,241	12.10%	▲
Interest revenue		173,265	293,906	268,127	358,762	90,635	33.80%	▲
Other revenue		92,900	392,000	307,738	234,713	(73,025)	(23.73%)	▼
Profit on asset disposals	6	69,342	82,342	46,228	45,411	(817)	(1.77%)	
		12,434,476	12,992,409	12,440,015	12,535,931	95,916	0.77%	
Expenditure from operating activities								
Employee costs		(5,352,443)	(5,346,737)	(4,520,195)	(4,578,124)	(57,929)	(1.28%)	▲
Materials and contracts		(4,071,168)	(5,370,750)	(3,701,041)	(3,607,310)	93,731	2.53%	▼
Utility charges		(304,213)	(504,213)	(404,887)	(315,314)	89,573	22.12%	▼
Depreciation		(2,231,542)	(2,231,542)	(1,878,284)	(1,930,166)	(51,882)	(2.76%)	▲
Finance costs		(267,405)	(302,405)	(144,448)	(109,448)	35,000	24.23%	▼
Insurance		(267,536)	(299,636)	(290,827)	(297,393)	(6,566)	(2.26%)	
Other expenditure		(751,932)	(776,530)	(678,846)	(662,508)	16,338	2.41%	▼
Loss on asset disposals	6	0	0	0	0	0	0.00%	
		(13,246,239)	(14,831,813)	(11,618,528)	(11,500,263)	118,265	1.02%	
Non-cash amounts excluded from operating activities	2(b)	2,162,200	2,149,200	1,832,056	1,886,782	54,726	2.99%	▲
Amount attributable to operating activities		1,350,437	309,796	2,653,543	2,922,450	268,907	10.13%	
INVESTING ACTIVITIES								
Proceeds from capital grants, subsidies and contributions	10	1,549,483	1,678,510	1,085,883	792,122	(293,761)	(27.05%)	▼
Proceeds from disposal of assets	6	108,000	143,000	98,000	118,821	20,821	21.25%	▲
Payments for property, plant and equipment	5	(2,413,980)	(2,970,187)	(1,660,898)	(1,354,802)	306,097	18.43%	▼
Payments for construction of infrastructure	5	(1,374,133)	(1,148,213)	(1,003,461)	(872,768)	130,693	13.02%	▼
Amount attributable to investing activities		(2,130,630)	(2,296,890)	(1,480,476)	(1,316,627)	163,849	11.07%	
FINANCING ACTIVITIES								
Transfer from reserves	4	1,166,309	1,280,224	461,127	461,127	0	0.00%	
Repayment of borrowings	9	(150,564)	(150,564)	(74,385)	(74,385)	0	0.00%	
Payments for principal portion of lease liabilities		(52,049)	(52,049)	(43,988)	(43,988)	0	0.00%	
Transfer to reserves	4	(374,890)	(367,847)	(367,848)	(367,848)	0	0.00%	
Amount attributable to financing activities		588,806	709,764	(25,094)	(25,094)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		191,387	843,305	843,305	843,305	0	0.00%	
Amount attributable to operating activities		1,350,437	309,796	2,653,543	2,922,450	268,907	10.13%	▲
Amount attributable to investing activities		(2,130,630)	(2,296,890)	(1,480,476)	(1,316,627)	163,849	11.07%	▲
Amount attributable to financing activities		588,806	709,764	(25,094)	(25,094)	0	0.00%	
Surplus or deficit after imposition of general rates		0	(434,024)	1,991,278	2,424,034	432,756	21.73%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

TOWN OF EAST FREMANTLE
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDED 30 APRIL 2025

	NOTE	Original Budget	Current Budget	YTD Budget	YTD Actual
		\$	\$	\$	\$
Revenue					
Rates	8	9,537,944	9,541,836	9,535,168	9,531,648
Grants, subsidies and contributions	10	1,025,458	1,050,971	858,773	769,175
Fees and charges		1,535,567	1,631,354	1,423,981	1,596,222
Interest revenue		173,265	293,906	268,127	358,762
Other revenue		92,900	392,000	307,738	234,713
		12,365,134	12,910,066	12,393,787	12,490,520
Expenses					
Employee costs		(5,352,443)	(5,346,737)	(4,520,195)	(4,578,124)
Materials and contracts		(4,071,168)	(5,370,750)	(3,701,041)	(3,607,310)
Utility charges		(304,213)	(504,213)	(404,887)	(315,314)
Depreciation		(2,231,542)	(2,231,542)	(1,878,284)	(1,930,166)
Finance costs		(267,405)	(302,405)	(144,448)	(109,448)
Insurance		(267,536)	(299,636)	(290,827)	(297,393)
Other expenditure		(751,932)	(776,530)	(678,846)	(662,508)
		(13,246,239)	(14,831,812)	(11,618,528)	(11,500,263)
		(881,105)	(1,921,746)	775,259	990,257
Capital grants, subsidies and contributions	10	1,549,483	1,678,510	1,085,883	792,122
Profit on asset disposals	6	69,342	82,342	46,228	45,411
		1,618,825	1,760,852	1,132,111	837,533
Total comprehensive income for the period					
		737,720	(160,894)	1,907,371	1,827,790

This statement is to be read in conjunction with the accompanying notes.

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Note	30 June 2024	30 April 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,568,218	2,646,150
Trade and other receivables		948,112	623,898
Other financial assets		2,710,048	3,616,769
Other assets		231,260	57,665
TOTAL CURRENT ASSETS		6,457,638	6,944,482
NON-CURRENT ASSETS			
Trade and other receivables		98,356	96,329
Other financial assets		83,171	83,171
Property, plant and equipment		56,664,409	56,788,410
Infrastructure		51,243,518	51,395,085
Right-of-use assets		142,490	90,917
TOTAL NON-CURRENT ASSETS		108,231,944	108,453,912
TOTAL ASSETS		114,689,582	115,398,394
CURRENT LIABILITIES			
Trade and other payables		1,677,237	1,074,630
Other liabilities		340,342	0
Lease liabilities		45,114	1,126
Borrowings	9	150,564	150,564
Employee related provisions		806,705	829,049
Other provisions		80,000	0
TOTAL CURRENT LIABILITIES		3,099,962	2,055,369
NON-CURRENT LIABILITIES			
Lease liabilities		152,623	152,623
Borrowings	9	4,576,802	4,502,417
Employee related provisions		193,595	193,595
TOTAL NON-CURRENT LIABILITIES		4,923,020	4,848,635
TOTAL LIABILITIES		8,022,982	6,904,004
NET ASSETS		106,666,600	108,494,390
EQUITY			
Retained surplus		54,124,260	56,045,330
Reserve accounts	4	2,710,049	2,616,769
Revaluation surplus		49,832,291	49,832,291
TOTAL EQUITY		106,666,600	108,494,390

This statement is to be read in conjunction with the accompanying notes.

Movement in Equity as per Statement of Comprehensive Income **1,827,790**

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

1 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially. The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	Var.	Timing / Permanent	Explanation
	\$	%			
Revenue from operating activities					
Rates	(3,520)	(0.04%)		Permanent	No material variance
Grants, subsidies and contributions	(89,598)	(10.43%)	▼	Timing	No material variance
Fees and charges	172,241	12.10%	▲	Timing	Favourable, riverside mooring pens sub licence fee (The Left Bank)
Interest revenue	90,635	33.80%	▲	Permanent	Interest income higher than budgeted
Other revenue	(73,025)	(23.73%)	▼	Timing	Recoup of power cost from Belgravia for the East Fremantle Community Park less than budget
Profit on asset disposals	(817)	0.00%		Timing	No material variance, see note 6
Expenditure from operating activities					
Employee costs	(57,929)	(1.28%)	▲	Permanent	No material variance
Materials and contracts	93,731	2.53%	▼	Timing	No material variance
Utility charges	89,573	22.12%	▼	Timing	Favourable
Depreciation	(51,882)	(2.76%)	▲	Timing	No material variance
Finance costs	35,000	24.23%	▼	Timing	Interest costs for finance lease of laptops
Insurance	(8,586)	(2.26%)		Timing	No material variance
Other expenditure	16,338	2.41%	▼	Timing	No material variance
Loss on asset disposals	0	0.00%		No variance	
Non-cash amounts excluded from operating activities	54,726	2.99%	▲	Timing	No material variance
Investing Activities					
Proceeds from capital grants, subsidies and contributions	(293,761)	(27.05%)	▼	Timing	Revenue recognition of grant. See Note 10 Grants & Contributions
Proceeds from disposal of assets	20,821	21.25%	▲	Timing	See Note 6 Disposal of Assets
Payments for property, plant and equipment	306,097	18.43%	▼	Timing	See Note 5 Capital Acquisitions for more detailed information
Payments for construction of infrastructure	130,693	13.02%	▼	Timing	See Note 5 Capital Acquisitions for more detailed information
Financing Activities					
Proceeds from new debentures	0	0.00%		No variance	
Transfer from reserves	0	0.00%		No variance	
Repayment of borrowings	0	0.00%		No variance	
Payments for principal portion of lease liabilities	0	0.00%		No variance	
Transfer to reserves	0	0.00%		No variance	
Surplus or deficit after imposition of general rates	432,756	21.73%	▲	Timing	Due to variances described above

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity

		Current Budget Closing 30 June 2025	Last Year Closing 30 June 2024	Year to Date 30 April 2025
	Note	\$	\$	\$
Current assets				
Cash and cash equivalents	3	3,825,534	2,568,218	2,646,150
Trade and other receivables		252,401	948,112	623,898
Other financial assets		0	2,710,048	3,616,769
Other assets		52,099	231,260	57,665
		4,130,034	6,457,638	6,944,482
Less: current liabilities				
Trade and other payables		(1,854,815)	(1,677,237)	(1,074,630)
Other liabilities		(71,910)	(340,342)	0
Lease liabilities		(52,049)	(45,114)	(1,126)
Borrowings	9	(157,911)	(150,564)	(150,564)
Employee related provisions		(675,173)	(806,705)	(829,049)
Other provisions		(43,530)	(80,000)	0
		(2,855,388)	(3,099,962)	(2,055,369)
Net current assets		1,274,646	3,357,676	4,889,113
Less: Total adjustments to net current assets	2(c)	(1,708,670)	(2,514,371)	(2,465,079)
Closing funding surplus / (deficit)		(434,024)	843,305	2,424,034

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

		Current Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(82,342)	(46,228)	(45,411)
Add: Depreciation		2,231,542	1,878,284	1,930,166
Non-cash movements in non-current assets and liabilities:				
- Pensioner deferred rates		0	0	2,027
Total non-cash amounts excluded from operating activities		2,149,200	1,832,056	1,886,782

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Current Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 April 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,918,630)	(2,710,049)	(2,616,769)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	157,911	150,564	150,564
- Current portion of lease liabilities		52,049	45,114	1,126
Total adjustments to net current assets	2(a)	(1,708,670)	(2,514,371)	(2,465,079)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

3 CASH AND CASH INVESTMENTS

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
Cash Deposits							
Municipal Bank Account	2,645,930	0	2,645,930	CBA	AA-	4.00%	At Call
Municipal Bonds & Deposits Account	0	0	0	CBA	AA-	0.00%	At Call
Cash On Hand	600	0	600	Petty Cash/Till Float		0.00%	On Hand
Term Deposits							
Fixed (Muni, Reserves, Bonds and Grants)	0	2,616,769	2,616,769	SUNCORP	A-	4.89%	Apr 25
Fixed (Muni, Reserves, Bonds and Grants)	1,000,000	0	1,000,000	NAB	AA-	4.90%	May 25
Total	3,646,150	2,616,769	6,262,919				
Comprising							
Cash and cash equivalents	3,646,150	2,616,769	6,262,919				
	3,646,150	2,616,769	6,262,919				

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

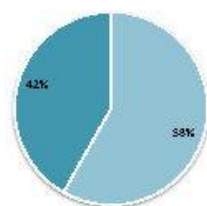
Comments/Notes - Investments and Cash Deposits

INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$2,645,930	AA-	42.25%
CBA (GREEN/ESTGB TD)	\$0	AA-	0.00%
NATIONAL AUST. BANK	\$1,000,000	AA-	15.97%
SUNCORP	\$2,616,769	AA-	41.79%
WESTPAC	\$0	AA-	0.00%
	\$6,262,319		100.00%

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0%
AA-	MAX 100%	\$3,645,930	58%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$0	0%
A- (INVESTMENT)	MAX 100%	\$2,616,769	42%
BBB+ (INVESTMENT)	MAX 80%	\$0	0%
		\$6,262,319	100%

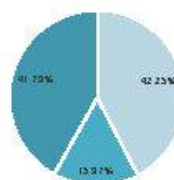
The Town obtains quotes from three (3) financial institutions prior to placing investments. This ensures the Town is receiving the best return on investment possible. The amount the Town invests is dependent on cash flow requirements for business operations and capital works for upcoming months. As the financial year progresses, the Town's cash holdings decrease which means less investment of Municipal funds. The current monetary policy imposed by the Reserve Bank of Australia (RBA) is driving the interest rates environment. The Town's investment policy precludes investment in term deposits for more than 12 months.

Values held by Risk Rating



AA- AA

Values held by institution

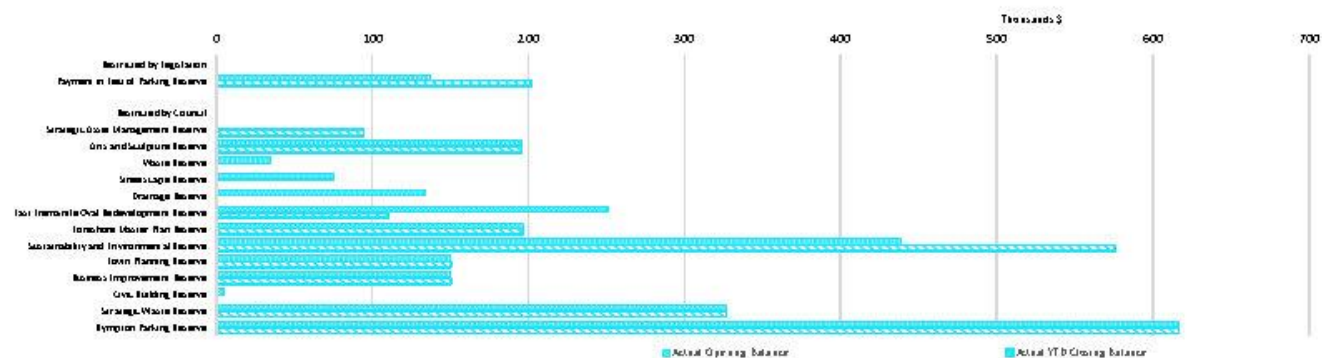


COMMONWEALTH BANK - CBA (GREEN/ESTGB TD) - NATIONAL AUST. BANK
SUNCORP - WESTPAC

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve name	Original Budget				Current Budget				Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	Budget Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation													
Payment in Lieu of Parking Reserve	137,010	0	0	137,010	137,010	64,375	0	201,385	137,010	0	64,375	0	201,385
Restricted by Council													
Strategic Asset Management Reserve	0	166,275	0	166,275	0	166,275	(72,000)	94,275	0	0	166,275	(72,000)	94,275
Arts and Sculpture Reserve	195,664	0	(45,000)	150,664	195,664	0	0	195,664	195,664	0	0	0	195,664
Waste Reserve	35,000	0	0	35,000	35,000	0	(35,000)	0	35,000	0	0	(35,000)	0.00
Streetscape Reserve	75,000	0	(75,000)	0	75,000	0	(75,000)	0	75,000	0	0	(75,000)	0.00
Drainage Reserve	133,293	0	(133,293)	0	133,293	(0)	(133,293)	(0)	133,293	0	0	(133,293)	0.00
East Fremantle Oval Redevelopment Reserve	250,529	0	(250,529)	0	250,529	0	(250,529)	0	250,529	0	0	(140,529)	110,000
Foreshore Master Plan Reserve	196,344	0	0	196,344	196,344	0	(133,347)	62,997	196,344	0	0	0	196,344
Sustainability and Environmental Reserve	438,553	137,197	(575,750)	0	438,553	137,197	(575,750)	0	438,553	0	137,197	0	575,750
Town Planning Reserve	150,000	40,000	0	190,000	150,000	0	0	150,000	150,000	0	0	0	150,000
Business Improvement Reserve	150,000	0	(70,000)	80,000	150,000	0	0	150,000	150,000	0	0	0	150,000
Civic Building Reserve	5,305	31,418	(16,737)	19,986	5,305	0	(5,305)	0	5,305	0	0	(5,305)	0.00
Strategic Waste Reserve	326,684	0	0	326,684	326,684	0	0	326,684	326,684	0	0	0	326,684
Rymington Parking Reserve	616,666	0	0	616,666	616,666	0	0	616,666	616,667	0	0	0	616,667
	2,710,048	374,880	(1,166,308)	1,918,620	2,710,048	367,847	(1,280,224)	1,797,671	2,710,049	0	367,848	(461,127)	2,616,769



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

5 CAPITAL ACQUISITIONS

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance (Under)/Over	Completion	Comments
	\$	\$				\$	\$		
Plant & Equipment	599,000	641,853	286,711	176,749	4,091	180,899	461,013	28%	
E04625 Upgrade of EV charger power connection adjacent to Town hall car park	20,000	20,000	13,485	395	4,091	4,486		2%	Works planned to commence Dec 2024
E10648 VW Golf Alltrack Wagon (LMRS)	40,000	0	0	0	0	0		0%	
E11716 Upgrade canopy of Range rs vehicle	0	8,640	8,640	8,640	0	8,640		100%	Completed
E11720 Kubota F3680	55,000	59,393	59,393	59,429	0	59,429		100%	Completed
E11723 Two EV Chargers for East Fremantle Community Park	44,000	44,000	29,333	0	0	0		0%	Subject to grant funding
E12642 Isuzu MKR150 truck	90,000	90,000	90,000	0	0	0		0%	Truck prices being sought
E12802 Kubota SK175R-S	40,000	40,000	40,000	38,170	0	38,170		95%	Completed
E12810 Upgrade street lights to LED, including smart lighting for major roads	310,000	310,000	0	0	0	0		0%	likely carry forward
E12812 Isuzu 4.5T Tipper	0	71,820	47,880	72,115	0	72,115		100%	Completed
Furniture & Equipment	182,951	61,000	60,781	50,998	0	50,998	10,002	84%	
E04633 ERP Replacement - New Electronic Document Records Management System	70,000	0	0	0	0	0	0	0%	
E04634 Laptop Replacement Program (Investigate green finance lease)	35,000	0	0	0	0	0		0%	
E04606 General Allocation	17,951	10,000	10,000	0	0	0		0%	
E04610 AV Council Chambers (Recording Equipment + Replace end of life equipment)	60,000	51,000	50,781	50,998	0	50,998		100%	Completed
Buildings	1,632,029	2,267,334	1,313,405	1,127,055	40,451	1,167,506	1,099,829	50%	
E04604 Roarboard Sealing - enhancing thermal comfort	13,000	0	0	0	0	0		0%	
LB237R EH Gray various upgrades	22,500	22,500	22,715	23,148	0	23,148		103%	Completed
LB221R Building upgrade - Hurricanes - lighting	9,000	9,000	8,822	8,485	0	8,485		94%	Completed
E11737 Building upgrade - Camp Waller - Eaves lining	4,500	4,500	3,000	0	0	0		0%	Works planned to commence Feb 2025
E11738 East Fremantle Community Park - Miscellaneous Works	140,529	390,277	458,655	333,486	40,451	373,937		98%	Works ongoing
E11746 East Fremantle Community Park - Dog Park	0	0	200	0	0	0		0%	
E11748 Solar and Battery Installation East Fremantle Community Park, Solar Installation Town Hall	707,500	798,425	0	0	0	0		0%	Grant agreement to be executed. Project scope being developed. EFC to manage procurement. Funding will be provided once Licence Agreement is executed.
E11672 East Fremantle Community Park - Scoreboard	0	50,000	33,333	0	0	0		0%	
E11739 Freozone Soccer Club Upgrades	690,000	749,632	749,632	723,096	0	723,096		96%	Works completed Nov 2024
E14601 Buildings upgrade RCD's switchboards - Various	10,000	10,000	8,667	0	0	0			Works planned to commence Feb 2025
E14605 Buildings upgrade door locks - Various	35,000	35,000	32,381	38,962	0	38,962		111%	
Infrastructure - roads	483,733	483,733	478,711	494,453	2,950	497,403	(13,670)	102%	
E12849 Riverside Road (adjacent to Lezuwin Boat Ramp)	483,733	483,733	478,711	494,453	2,950	497,403		102%	Completed
Infrastructure - drainage	55,000	20,000	20,274	20,824	0	20,824	(324)	104%	
E12672 Preston Point Road - Abovecarpark near Tennis Club - Investigate and upgrade storage prior to water entering pipe to river	20,000	20,000	20,274	20,824	0	20,824		104%	Completed
E12707 George Street - Drainage investigation and upgrades to allow underground piped water flow	20,000	0	0	0	0	0		0%	
E12761 Upgrade old pits to SFPs	15,000	0	0	0	0	0		0%	

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

5 CAPITAL ACQUISITIONS

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance Under/Over	Completion	Comments
	\$	\$				\$	\$		
Infrastructure - parks & ovals	310,000	304,000	270,764	148,887	22,790	171,677	132,323	49%	
E11673 Limestone wall replacement - Glasson Park	40,000	40,000	40,000	0	18,182	18,182		0%	Works planned to commence Jan 2025
E11679 Extend cricket practice net/standby by approx 6m - Henry Jeff & Preston Park	30,000	30,000	29,829	30,397	0	30,397		101%	Completed
E11696 Rotunda replacement - Merv Cowan Park	55,000	55,000	52,825	56,127	0	56,127		102%	Completed
E11743 Bin upgrades	10,000	10,000	12,204	8,613	4,609	11,222		86%	
E11726 Bare test/replacement - Foreshore Parks	30,000	30,000	48,667	0	0	0		0%	Works planned to commence March 2025
E11726 Bare pump test - Stratford Street Park	10,000	10,000	10,000	0	0	0		0%	Works planned to commence March 2025
E11726 Irrigation upgrade - Marjorie Green Park	10,000	10,000	0	0	0	0		0%	Works planned to commence March 2025
E11726 Irrigation upgrade tie in to existing system - Locke Park	35,000	35,000	0	0	0	0		0%	Works planned to commence March 2025
E11741 Upgrade of Retc - Preston Point	20,000	20,000	14,739	4,368	0	4,368		22%	Works planned to commence March 2025
E11745 Drink Fountains	10,000	10,000	10,448	11,345	0	11,345		113%	Completed
E11749 Rotunda replacement - Wayman Park	40,000	40,000	40,001	40,037	0	40,037		100%	Completed
E11750 Wayman softfall upgrade for exercise equipment	20,000	14,000	14,000	0	0	0		0%	Prices being sought
Infrastructure - car parks	200,000	10,000	9,127	7,380	0	7,380	2,620	74%	
E10604 Paid Parking and Streetscape Design Work and Preliminaries - Silas Street and Leeuwin Carpark	180,000	0	0	0	0	0		0%	
E12609 Carparks - General Allocation	20,000	10,000	9,127	7,380	0	7,380		74%	Ongoing
Infrastructure - footpaths	325,400	330,480	224,585	201,223	120,888	322,111	8,369	61%	
E12836 Pram ramp upgrades to DDA standards (to do 20 pram ramps)	20,000	10,000	10,000	0	9,091	9,091		0%	Ongoing
E12845 Moss St, (west side), between Canning Hwy & George St (Remove Concrete and replace with Red asphalt, as per style guide)	86,400	86,400	81,600	72,000	0	72,000		83%	Works completed Nov 2024
E12846 George Street (north side), between Hubble St & Duke St (Remove brick paving and replace with red asphalt, as per style guide)	75,000	75,000	50,000	82,448	12,556	95,004		110%	Completed
E12847 Riveride Road (West side), adjacent to Leeuwin Boat Ramp (do at same time as road upgrade)	49,500	49,500	46,458	46,775	0	46,775		94%	Completed
E12848 Preston Point Rd (west side), between Barton St & Pier St (Grey concrete) (420m length)	94,500	109,580	36,527	0	99,241	99,241		0%	Works planned to commence March 2025
	3,788,113	4,118,400	2,664,359	2,227,569	191,170	2,418,740	1,699,660	54%	

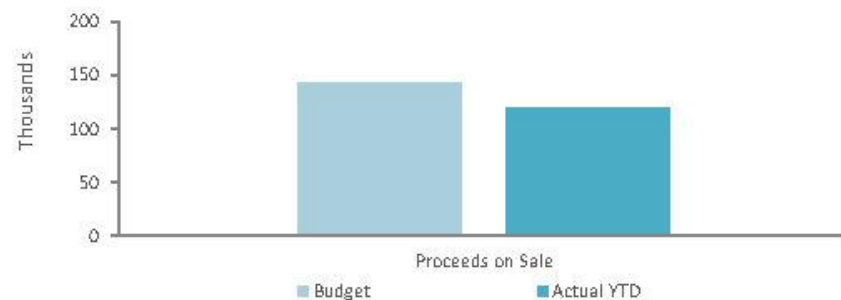
 Total Actual < Current Budget
 No Current Budget
 No YTD Actual
 Total Actual > Current Budget

**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
PEMV267	Isuzu MKR190 truck	20,000	45,000	25,000	0	0	0	0	0
PEMV272	EMRS Vehicle	8,658	25,000	16,342	0	8,658	16,405	7,747	0
PE284	Kobota F3690	5,000	22,000	17,000	0	5,000	8,897	3,897	0
PE275	TORO Z Mower	0	0	0	0	6,824	7,310	486	0
PE274	Kobelco SK17SR-5	10,000	16,000	6,000	0	10,730	16,531	5,801	0
PEMV265	Isuzu 4.5T Tipper	17,000	35,000	18,000	0	16,566	36,364	19,798	0
PEM277	TOYOTA RAV 4	0	0	0	0	25,632	33,314	7,682	0
		60,658	143,000	82,342	0	73,409	116,821	45,411	0

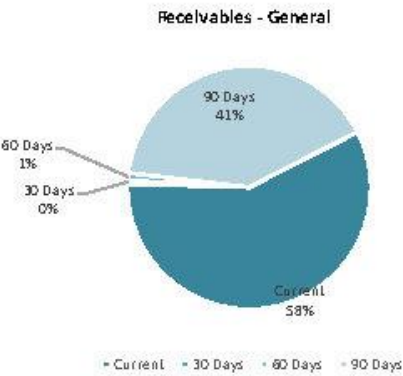
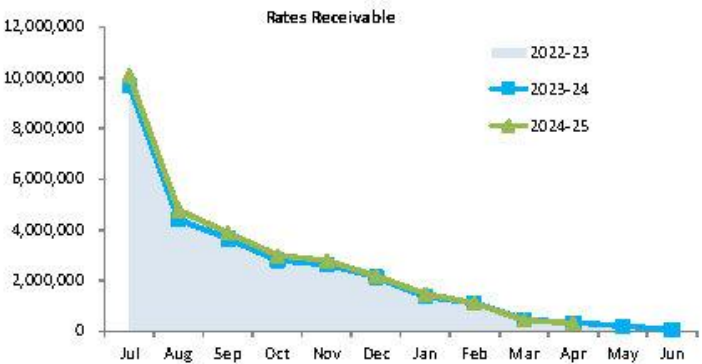
*As at



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

7 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025	Other Receivables	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening arrears previous years	77,232	78,272	Receivables - general	147,974	1,144	2,529	103,634	255,281
Levied this year	10,964,573	11,447,605	Receivables - infringements					77,973
Less - collections to date	(10,963,533)	(11,197,295)	East Fremantle Lawn & Tennis Club					12,000
Net rates collectable	78,272	328,582	Total receivables general outstanding					345,254
% Collected	99.3%	97.1%	Amounts shown above include GST (where applicable)					

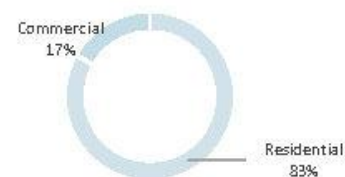
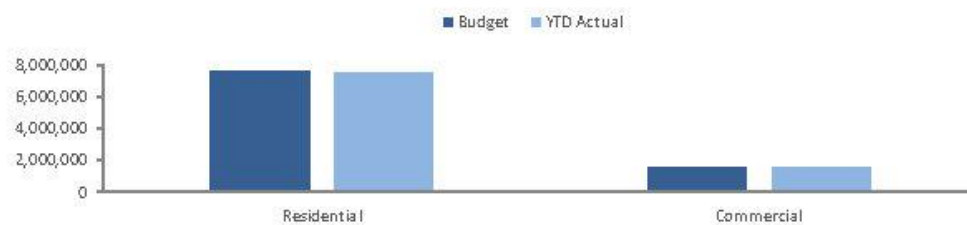


**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

8 RATE REVENUE

General rate revenue

General rate revenue				Current Budget			YTD Actual		
RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$	Rate Revenue \$	Reassessed Rate Revenue \$	Total Revenue \$
Gross rental value									
Residential	0.071860	2,966	105,118,920	7,534,084	20,000	7,554,084	7,534,084	9,812	7,543,896
Commercial	0.121806	120	12,621,985	1,537,434	0	1,537,434	1,537,434	0	1,537,434
Sub-Total		3,086	117,740,905	9,071,518	20,000	9,091,518	9,071,518	9,812	9,081,330
Minimum payment	Minimum Payment \$								
Gross rental value									
Residential	1,296.00	337	5,342,090	436,752	0	436,752	436,752	0	436,752
Commercial	1,938.00	7	79,940	13,566	0	13,566	13,566	0	13,566
Sub-total		344	5,422,030	450,318	0	450,318	450,318	0	450,318
Total						9,541,836			9,531,648



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

9 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Finance costs	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
EF Oval Precinct Redevelopment	185	4,727,366	0	0	(74,385)	(150,564)	4,652,981	4,576,802	76,185	226,141
EF Oval Precinct Redevelopment - Loan guarantee	185	0	0	0	0	0	0	0	33,264	33,264
Total		4,727,366	0	0	(74,385)	(150,564)	4,652,981	4,576,802	109,448	259,405
Current borrowings		150,564					150,564			
Non-current borrowings		4,576,802					4,502,417			
		4,727,366					4,652,981			

All debenture repayments were financed by general purpose revenue.

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

10 GRANTS, SUBSIDIES AND CONTRIBUTIONS

OPERATING CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
			\$	\$	\$	\$
General Purpose Funding						
Grants Commission - General	WALGCC	Unlied - General Purpose	191,670	31,538	22,547	23,599
Grants Commission - Roads	WALGCC	Unlied - Road	85,665	15,215	10,877	6,538
Education and Welfare						
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	691,978	691,978	995,917	576,718
Recreation and Culture						
East Fremantle Festival	Port Authority/LotteryWest	East Fremantle Festival Funding	20,000	39,538	39,538	39,538
Urban Canopy Grant Program	WALGA	Implementation of urban canopy program	0	30,609	30,609	30,609
Riverbank Grant Funding	Foreshore Management Reserve	Norm McKenzie Wall Upgrade & Plaza Project	0	133,348	89,899	0
Community Amenities						
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	4,100	4,100	0	0
Better Bins GO : FOGO	State Government		0	0	0	328
Transport						
Direct Grant	Main Roads	Direct Grant	19,245	27,470	27,470	27,470
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	4,800	4,800	0	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	8,000	8,000	0	0
Developer contributions		Contribution in lieu of parking	0	64,375	42,917	64,375
			1,025,458	1,050,971	858,773	789,175

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
				\$	\$	\$
Recreation and Culture						
East Fremantle Community Park		EV chargers for the Community Precinct	22,000	22,000	14,667	0
East Fremantle Community Park	Australian Government - Community Energy Upgrade Fund	Towards a solar system and battery storage	353,750	398,213	0	0
East Fremantle Community Park	AFL Facilities Fund		0	250,000	166,667	0
Fremantle City Womens Football Club	State Government	Election Commitment	653,636	488,200	454,027	338,200
Fremantle City Womens Football Club	Soccer Club Contribution		36,364	36,364	20,538	36,364
Transport						
Regional Road Group	Main Roads WA	Riverside Road Upgrade	322,489	322,489	322,489	256,314
Roads to Recovery	Department of Infrastructure	Riverside Road Upgrade	161,244	161,244	107,496	161,244
			1,549,489	1,678,510	1,085,883	782,122

**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

11 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Date	Increase / (Decrease) to Net Surplus \$	Current Budget Surplus/(Deficit) Running Balance \$
Annual Budget Adoption			0
Adjustment to budgeted surplus			
Adjusted in respect to current position of 30 June 2024	20 Aug 24	651,918	651,918
Financial Assistance Grants			
General Purpose Grants - Grants Commission	20 Aug 24	-160,132	491,786
General Purpose Grants (Roads) - Grants Commission	20 Aug 24	-70,450	421,336
EF Community Park			
Capex - EF Oval Redevelopment	20 Aug 24	-269,748	151,588
AFL facilities grant	20 Aug 24	250,000	401,588
Scoreboard	20 Aug 24	-50,000	351,588
Public art	20 Aug 24	-46,000	305,588
Fremantle Womens Soccer Club Project			
Capex - Fremantle Womens Soccer Club Project	20 Aug 24	-26,322	279,266
Non-Operating Grants and Contributions	20 Aug 24	-165,436	113,830
Transfer from Strategic Asset Management Reserve	20 Aug 24	50,000	163,830
General			
Capital expenditure - Laptops	20 Aug 24	35,000	198,830
Operating expense - lease laptops	20 Aug 24	-35,000	163,830
Public art	20 Aug 24	-45,000	118,830
EF Community Park			
Estimated operational loss	17 Sep 24	-133,637	-14,807
General			
Operating expenses - IT audit	15 Oct 24	-17,625	-32,432
General			
Urban canopy grant	19 Nov 24	30,609	-1,823
Urban canopy program	19 Nov 24	-30,609	-32,432
Navy League donation	19 Nov 24	-10,000	-42,432
Tindalore Community Building	19 Nov 24	-22,000	-64,432
Strategic Asset Management	19 Nov 24	22,000	-42,432
Silas St and Leeuwin car park	19 Nov 24	180,000	137,568
EF Community Park			
Capex - EF Oval Redevelopment	19 Nov 24	-180,000	-42,432
Mid Year Budget Review			
Rates	18 Feb 25	3,892	-38,540
Grants, subsidies and contributions	18 Feb 25	225,486	186,946
Fees and charges	18 Feb 25	95,787	282,733
Interest revenue	18 Feb 25	120,641	403,374
Other revenue	18 Feb 25	299,100	702,474
Profit on asset disposals	18 Feb 25	13,000	715,474
Employee costs	18 Feb 25	5,706	721,180
Materials and contracts	18 Feb 25	-1,117,710	396,530
Utility charges	18 Feb 25	-200,000	596,530
Insurance	18 Feb 25	-32,100	628,630
Other expenditure	18 Feb 25	-9,598	638,228
Non cash amounts excluded from operating activities	18 Feb 25	-13,000	651,228
Proceeds from disposal of assets	18 Feb 25	35,000	616,228
Payments for property, plant and equipment	18 Feb 25	148,098	468,130
Payments for construction of infrastructure	18 Feb 25	61,000	407,130
Transfer from reserves	18 Feb 25	41,915	365,215
Transfer to reserves	18 Feb 25	7,043	-358,172
Sculptures at Bathers Event 2025			
Donations	18 Feb 25	-5,000	-363,172
March 2025 Budget adjustments			
Preston Point Footpath Construction	18 Mar 25	-15,080	-378,252
Capex - Fremantle Women's Football Club	18 Mar 25	-11,310	-389,562
Non-Operating Grant - Solar and Community Battery	18 Mar 25	44,463	-345,099
Capex - Solar and Community Battery Project	18 Mar 25	-89,925	-434,024
2025 Budget Opening Surplus / (Deficit)	191,387		
2025 Actual B/F Surplus / (Deficit)	843,565	-434,024	-434,024

13.11 ACCOUNTS FOR PAYMENT APRIL 25

Report Reference Number	OCR-3460
Prepared by	Natalie McGill Senior Finance Officer
Supervised by	Pratigya Pandeya Manager Finance
Meeting date	Tuesday, 20 May 2025
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. List of Accounts April 25
2. Caltex invoice March 25

PURPOSE

That Council, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996, receives the list of payments made under delegated authority for the month ending 30 April 2025.

EXECUTIVE SUMMARY

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that Council receives the List of Accounts paid for the period 1 April to 30 April 2025, as per the summary table.

BACKGROUND

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque, or credit card. Attached are itemised lists of all payments made under delegated authority during the said period.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of occasional reimbursements and refunds.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Regulation 13: Local Government (Financial Management) Regulations 1996 (as amended) requires local governments to prepare a list of payments made under delegated authority to be prepared and presented to Council monthly.

A new regulation has been added to the Local Government (Financial Management) Regulations 1996 to increase transparency and accountability in local government, through greater oversight of incidental spending.

Regulation 13A covers purchasing cards issued by local governments to their employees. Purchasing cards use a local government approved line of credit that allows for the timely payment of goods and services acquired in the ordinary course of business.

Purchasing cards include the following:

- business or corporate credit cards
- debit cards
- store cards
- fuel cards
- taxi cards

Other than debit cards, purchasing cards all require a separate payment to the card provider.

Purchasing cards do not include:

- non-reloadable gift cards – these cards are not connected to a local government account or intended to be used as a means of making ordinary business transactions
- pre-loaded purchase or credit card advances – these are cash advances and should be recorded and acquitted accordingly
- SmartRider cards that are centrally controlled for general use – if these cards are managed under the cash advance provisions.

POLICY IMPLICATIONS

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's Purchasing Policy.

FINANCIAL IMPLICATIONS

All expenditure is incurred by authorised officers and made in accordance with the adopted Annual Budget. All amounts quoted in this report are inclusive of GST.

STRATEGIC IMPLICATIONS

A proactive, approachable Council which values community consultation, transparency and accountability

5.1 Strengthen organisational accountability and transparency

5.2 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Payments for the period include the following significant items.

Payee	Particulars	Amount (GST inc)
AUSTRALIAN TAXATION OFFICE	GST PAYABLE MARCH 25	\$ 48,683.00
SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	\$ 36,841.13
JACKSON MCDONALD BARRISTERS & SOLICITORS	LEGAL ADVICE - 28/02/25 - 28/03/25 LICENCE	\$ 35,333.15
VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	WASTE & RECYCLING – MARCH 25	\$ 33,478.10
STEANN PTY LTD	GREENWASTE VERGE COLLECTION - APRIL 2025 & GREEN WASTE REMOVAL FROM BUND	\$ 30,426.55
FULL FAT CONSULTING - NICOLA PARKER	PROFESSIONAL SERVICES - ENGAGEMENT PROPOSAL - 15/01/25 - 28/03/25	\$ 29,837.50
VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	WASTE & RECYCLING – MARCH 25	\$ 24,200.93
CARABINER ARCHITECTS PTY LTD	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT CERTIFICATE 23 TO 28 FEB 25 & TO 31 MARCH 25	\$ 18,359.00
FOCUS NETWORKS	REMEDIATION ACTIONS FOR PEN TEST REPORT, SERVER 2012R2 UPGRADES TO SERVER 2022 &	\$ 15,066.70

	MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES) - MARCH 25	
KWINANA ENERGY RECOVERY	WASTE DISPOSAL GENERAL WASTE - MARCH 25	\$ 11,242.17

CONCLUSION

Nil

13.11 OFFICER RECOMMENDATION / COUNCIL RESOLUTION**Council Resolution 112005****OFFICER RECOMMENDATION:****Moved Cr Wilson, seconded Cr White**

That Council in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments made under delegated authority for the month ended 30 April 2025.

April 2025		
Voucher No.	Account	Amount
Cheque 5418	Municipal (Cheques)	\$58.00
EFT 39137—39271	Municipal (EFT)	\$496,944.52
Payroll	Municipal (EFT)	\$559,456.27
	Municipal (Direct Debit)	\$97,465.97
	Credit Card	\$3,059.85
	Total Payments	\$1,156,984.61

(CARRIED UNANIMOUSLY 7:0)**For: Crs Wilson, Collinson, Donovan, Harrington, Maywood, White and Natale.****Against: Nil****REPORT ATTACHMENTS**

Attachments start on the next page

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive for April 2025 submitted for the information of the Council Meeting to be held on Tuesday 20 May 2025

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
5418	10/04/2025	TOEF	ADMIN PETTY CASH RECOUP 31/03/25	58.00	58.00
			CHEQUE TOTAL	58.00	58.00
EFTS		Supplier	Description	Inv Amount	EFT
EFT39137	10/04/2025	AUSTRALIA POST	MONTHLY CHARGES 24/25 - MARCH 25	654.42	654.42
EFT39138	10/04/2025	AUSTRALIAN TAXATION OFFICE	GST PAYABLE MARCH 25	48,683.00	48,683.00
EFT39139	10/04/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS APRIL	183.37	183.37
EFT39140	10/04/2025	BUNNINGS BLDG SUPPLIES LTD	MATERIALS FOR DEPOT MAINTENANCE	30.01	
			MATERIALS FOR SIGN REPAIRS	286.55	316.56
EFT39141	10/04/2025	BOC LIMITED	CONTAINER SERVICE - MARCH 2025	23.30	23.30
EFT39142	10/04/2025	CITY OF COCKBURN	TIP FEES - MARCH 2025	1,290.00	1,290.00
EFT39143	10/04/2025	CITY OF MELVILLE	40 BOXES OF FOGO BIN LINERS	5,448.00	5,448.00
EFT39144	10/04/2025	FREMANTLE HERALD	SIX EDITIONS OF ACROSS THE TOWN ADVERT - 05/04/25	605.00	605.00
EFT39145	10/04/2025	IMPRINT PLASTIC	TOWN OF EAST FREMANTLE EMPLOYEE NAME BADGES	118.80	118.80
EFT39146	10/04/2025	MCLEODS	PROFESSIONAL FEES - PREPARE & SERVE A PROSECUTION NOTICE AND ATTEND FIRST COURT HEARING FOR PARKING INFRINGEMENT	779.24	
			PROFESSIONAL FEES - COMMUNITY LEASE	310.20	1,089.44
EFT39147	10/04/2025	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/02/25 - 21/03/25	159.98	159.98
EFT39148	10/04/2025	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	8,672.10	8,672.10
EFT39149	10/04/2025	WORK CLOBBER	OPERATIONS STAFF UNIFORM - SHORTS	53.10	53.10
EFT39150	10/04/2025	SYNERGY	POWER SUPPLY 25/02/25 - 24/03/25 - STREET LIGHTS	10,057.92	
			POWER SUPPLY 01/03/25 - 31/03/25 - EFCP ONCHARGED	26,783.21	36,841.13
EFT39151	10/04/2025	YOUNGS PLUMBING SERVICE P/L	PRESTON POINT RESERVE - CRICKET / LACROSSE CLUBHOUSE - HWS INSPECTION / REPAIR	410.50	410.50
EFT39152	10/04/2025	FASTA COURIERS	COURIER SERVICES 24/25 - 15/03/25 - 31/03/25	32.43	32.43
EFT39153	10/04/2025	TREE PLANTING & WATERING	STREET TREE WATERING 25/03/25 - 28/03/25 & 01/04/25 - 04/04/25	3,968.26	3,968.26
EFT39154	10/04/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - LGPRO - INTRODUCTION TO LOCAL GOVERNMENT - 07/04/25	545.00	
			STAFF TRAINING- CRITICAL THINKING IMPROVES DECISION MAKING WORKSHOP 9/4/2025	880.00	1,425.00
EFT39155	10/04/2025	JTAGZ PTY LTD	500 x ORANGE 95mm WRAP STRAP LIFETIME DOG REGISTRATION TAGS	285.45	285.45
EFT39156	10/04/2025	LIME FLOWERS	ANZAC WREATH - RICHMOND PRIMARY SCHOOL ANZAC SERVICE 11/4/25 (MAYOR)	120.00	120.00
EFT39157	10/04/2025	NUMERO UNO CATERING	COUNCIL MEETING CATERING - 18/02/25 & 18/03/25	952.00	952.00
EFT39158	10/04/2025	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - CHSP - 25/03/25	200.16	
			WOOLWORTHS PURCHASES - DEPOT - 27/03/25	32.50	
			WOOLWORTHS PURCHASES - ADMIN - 28/03/25	110.75	
			WOOLWORTHS PURCHASES - ADMIN - 29/03/25	35.00	
			WOOLWORTHS PURCHASES - ADMIN - 31/03/25	3.20	
			WOOLWORTHS PURCHASES - CHSP -01/04/25	109.50	
			WOOLWORTHS PURCHASES - ADMIN - 01/04/25	25.00	
			WOOLWORTHS PURCHASES - DEPOT - 02/04/25	20.45	
			PURCHASE OF 3 X GIFT CARDS FOR YOUTH EVENTS	150.00	
			WOOLWORTHS PURCHASES - DEPOT - 04/04/25	219.73	
			WOOLWORTHS PURCHASES - CHSP - 08/04/25	54.65	960.94
EFT39159	10/04/2025	EAST FREMANTLE LAWN TENNIS CLUB	CHSP NEIGHBOURHOOD LINK - HALL HIRE 2024/2025 - 05/03, 12/03, 19/03 & 26/03	800.00	800.00
EFT39160	10/04/2025	CITY OF SOUTH PERTH	IMPOUND FEES 2024/25 - CATS MARCH 25	80.08	80.08
EFT39161	10/04/2025	HYDRO JET	GRAFFITI REMOVAL - CANNING HIGHWAY VARIOUS & UNDERPASSES	748.00	
			GRAFFITI REMOVAL - PRESTON POINT ROAD (OFFENSIVE) & UNDERPASSES X2	759.00	1,507.00
EFT39162	10/04/2025	LANDSCAPE YARD O'CONNOR	2 X CUBIC METERS OF LAWN SAND	210.90	
			MATERIAL FOR FILLING IN SINKHOLES - SAND ETC	131.10	
			TRICOLORE - SOIL CONDITIONER	42.00	384.00
EFT39163	10/04/2025	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP REGISTRATION REQUESTS - FINAL NOTICES - INFRINGEMENTS - MARCH 25	509.60	509.60
EFT39164	10/04/2025	FOCUS NETWORKS	REMEDIATION ACTIONS FOR PEN TEST REPORT - QU8230G	1,017.50	
			QU6437G - SERVER 2012R2 UPGRADES TO SERVER 2022 - FINAL PAYMENT ON COMPLETION	4,944.50	
			2024/25 RFT04 2021/22 MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES) - MARCH 25	9,104.70	15,066.70
EFT39165	10/04/2025	ENVIRO SWEEP	STREET SWEEPING - MARCH 2025 (INC FUEL SURCHARGE)	4,794.86	4,794.86
EFT39166	10/04/2025	LANDGATE	GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 15/02/25 - 28/02/25	37.40	37.40
EFT39167	10/04/2025	SNAP PRINTING	BUSINESS CARDS FOR STAFF	143.00	143.00
EFT39168	10/04/2025	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	STANDING ORDER FOR ONGOING MONTHLY CHARGES - HOST CMS INCLUDING LICENSE & COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE & PARTS PER MONTH - MARCH 25	182.91	
			PAYABLE CREDIT CARD TRANSACTIONS VIA TILL PER MONTH - MARCH 25	410.45	593.36

EFT39169	10/04/2025	STATE WIDE TURF SERVICES	SUPPLY AND LAY 210M2 OF JUMBO ROLL KIKUYU OVER WCKET AT HENRY JEFFERY OVAL	9,059.46	9,059.46
EFT39170	10/04/2025	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	GENERAL WASTE DISPOSAL 46 EAST STREET - 28/02/25 - 28/03/25	811.67	811.67
EFT39171	10/04/2025	WINC	ERGONOMIC STATIONERIES - MOUSE, MOUSE PAD, ANTI-FATIGUE MAT, KEYBOARD GEL WRIST REST - NEW STAFF MEMBER	475.82	
			OFFICE STATIONERIES ORDERED ON 02/04/2025	328.25	804.07
EFT39172	10/04/2025	HDICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 21/03/25	13.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 26/03/25	20.00	
			CHSP VOLUNTEERMEAL REIMBURSEMENT 28/03/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 02/04/25	18.30	
			CHSP VOLUNTEER MEAL REIBURSEMENT 04/04/25	19.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 09/04/25	15.00	105.80
EFT39173	10/04/2025	SHRED-X PTY LTD	240L SECURITY BIN EXCHANGE - TOWN HALL 28/01/25	23.41	
			240L SECURITY BIN EXCHANGE - DEPOT 28/01/25	11.70	35.11
EFT39174	10/04/2025	EASY ACCESS LIFTS	TOWN HALL - LIFT LED LIGHT REPLACEMENTS X3	1,638.45	
			TOWN HALL - LIFT SERVICE 2024/25 - 1ST VISIT 27/03/25 FOR FEB 25	717.20	2,355.65
EFT39175	10/04/2025	CONTRA-FLOW PTY LTD	GEORGE STREET FOOTPATH UPGRADE - TRAFFIC CONTROL 23/01/25	1,294.78	1,294.78
EFT39176	10/04/2025	ANDREA ONAMADE	NATIONAL ANTHEM - CITIZENSHIP CEREMONY 17/3/25	350.00	350.00
EFT39177	10/04/2025	PTC IRRIGATION	IRRIGATION VALVE REPAIR AT CHAPMAN PARK	627.00	627.00
EFT39178	10/04/2025	THE FRUIT BOX GROUP	FRUITBOX DELIVERY - TOWN HALL AND DEPOT - 24/02/25 - 24/03/25	327.00	327.00
EFT39179	10/04/2025	GRACE RECORDS MANAGEMENT (AUSTRALIA)	STANDING ORDER FOR DOCUMENT SCANNING, DATA STORAGE, USER LICENCES AND HOSTING - MARCH 25	996.71	
			STANDING ORDER FOR STORAGE FEES 01/04/25 - 30/04/25 AND FILE RETRIEVAL MARCH 25	360.80	1,357.51
EFT39180	10/04/2025	WA FENCEWORKS PTY LTD	INSTALATION OF DOG PARK EXTRA FENCE AND GATE (AS PER QUOTE #8139)	5,045.92	5,045.92
EFT39181	10/04/2025	PLANNING INSTITUTE OF AUSTRALIA	2 X STAFF TICKETS TO NATIONAL PIA CONGRESS, DARWIN	4,145.00	4,145.00
EFT39182	10/04/2025	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - APRIL 25	19.25	19.25
EFT39183	10/04/2025	TPG NETWORK PTY LTD	INTERNET CHARGES 01/03/25 - 31/03/25	1,920.60	1,920.60
EFT39184	10/04/2025	PROTEC ASPHALT	REPAIRS TO VARIOUS ASPHALT ROAD PATCHES, REPAIRS TO VARIOUS ASPHALT FOOTPATH PATCHES - DALGETY, MARMION & WALTER	1,990.00	
			FOOTPATH REPAIRS - DALGETY, MARMION & WALTER	7,607.50	9,597.50
EFT39185	10/04/2025	ATF MAXIMUS TRUST T/AS ASSET INFRASTRUCTURE MANAGEMENT PTY LTD	MRRG FUNDING ASSESSMENT FOR RIVERSIDE ROAD - 25-26	2,530.00	2,530.00
EFT39186	10/04/2025	SERVICEFM PTY LTD	ANNUAL ELECTRICAL TEST & TAG - DOVENBY HOUSE 2025	612.81	
			ANNUAL ELECTRICAL TEST & TAG - TOWN HALL 2025	976.25	
			ANNUAL ELECTRICAL TEST & TAG - DEPOT & RANGERS 2025	736.12	
			ANNUAL ELECTRICAL TEST & TAG - SUMPTON GREEN 2025	203.94	2,529.12
EFT39187	10/04/2025	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 27/03/25	19.35	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 03/04/25	15.00	34.35
EFT39188	10/04/2025	T BERNARDO ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 24/03/25		
			CHSP VOLUNTEER MEAL REIMBURSEMENT 24/03/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 31/03/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 07/04/25	20.00	60.00
EFT39189	10/04/2025	JACKSON MCDONALD BARRISTERS & SOLICITORS	LEGAL ADVICE - 28/02/25 - 28/03/25 LICENCE	35,333.15	35,333.15
EFT39190	10/04/2025	A CONNELL	CHSP CLIENT ACTIVITY - 12TH & 26TH MARCH	120.00	120.00
EFT39191	10/04/2025	PEACEFUL EARTH WELLBEING	CHSP CLIENT ACTIVITY - 02/04/25	50.00	50.00
EFT39192	10/04/2025	PREMIUM BRAKE AND CLUTCH SERVICE	SERVICE - MITSUBISHI ROSA	1,136.41	1,136.41
EFT39193	10/04/2025	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 27/03/25	17.70	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 03/04/25	15.20	32.90
EFT39194	10/04/2025	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL - 18/03/25 - 31/03/25	113.87	113.87
EFT39195	10/04/2025	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS APRIL	3,176.05	3,176.05
EFT39196	10/04/2025	MICHAEL RICHARD WARD	BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 17/03/25 - 4 HOURS AND 26/03/25 - 6 HOURS	1,000.00	1,000.00
EFT39197	10/04/2025	COASTLINE MOWERS	2 X CHAINSAW CHAINS FOR HT133, 2 X CHAINS FOR HT 135, 3 X ROLLS OF BRUSHCUTTER CORD.	293.60	293.60
EFT39198	10/04/2025	SOURCE BUSINESS PARTNERS	WALGA PREFERRED SUPPLIER CONTRACT PSP004-12 MANAGED ACCOUNTING SERVICES TRAINING/INDUCTION FOR NEW MANAGER FINANCE 27/03/25	2,732.07	2,732.07
EFT39199	10/04/2025	MORIN AND SON TREE SERVICES	STREET TREE PRUNING & MAINTENANCE AS DIRECTED - 27/03/25 - WINDSOR, OAKOVER, PETRA, GILL, PRESTON POINT AND EF YACHT CLUB	5,335.00	
			STREET TREE PRUNING & MAINTENANCE AS DIRECTED - 03/04/25 - PETRA, LOCKE, MOSS, CLAYTON, FORTESCUE, OAKOVER, GILL, FRASER, PIER VIEW AND PHILLIP	5,335.00	10,670.00
EFT39200	10/04/2025	B ACTIVE EAST FREMANTLE	TOWN CONTRIBUTION TO STAFF GYM MEMBERSHIPS - 03/02/25 - 02/03/25	656.00	656.00
EFT39201	10/04/2025	CARABINER ARCHITECTS PTY LTD	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT CERTIFICATE 23 TO 28 FEB 25	10,395.00	
			RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT CERTIFICATE 23 TO 31 MARCH 25	7,964.00	18,359.00
EFT39202	10/04/2025	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	WASTE DISPOSAL GENERAL WASTE 03/03/25 - 21/03/25	3,430.15	
			WASTE DISPOSAL (FOGO)03/03/25 - 31/03/25, LESS CREDIT NOTE 60713539, LESS CREDIT NOTE 60530231	16,023.28	

			WASTE DISPOSAL RECYCLING 03/03/25 - 31/03/25	4,747.50	24,200.93
EFT39203	10/04/2025	BELGRAVIA HEALTH & LEISURE GROUP PTY LTD - CARNABY'S	STANDING ORDER FOR 24/25 ROOM RESTRUCTURE FEE FOR EAST FREMANTLE PROBUS CLUB - 19/03/25	227.00	227.00
EFT39204	10/04/2025	THE GOOD GROCER EAST FREMANTLE	CATERING - 24/03/25	94.95	
			CATERING - 27/03/25	70.00	
			CATERING - 27/03/25	30.97	195.92
EFT39205	10/04/2025	J CLARKE	CHSP VOLUNTEER MEAL REIMBURSEMENT 24/03/25	20.00	20.00
EFT39206	10/04/2025	C KIRKPATRICK	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 28/03/25	14.70	14.70
EFT39207	10/04/2025	AMPOL AUSTRALIA	FUEL USE 01/03/25 - 31/03/25	5,666.82	5,666.82
EFT39208	23/04/2025	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 14/04/25	20.00	20.00
EFT39209	23/04/2025	MELVILLE TOYOTA	MINOR SERVICE ON TOYOTA CAMRY	254.54	
			SERVICE OF P4063 - TOYOTA HILUX	1,264.46	1,519.00
EFT39210	23/04/2025	MAYOR O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE - APRIL 25	5,909.42	5,909.42
EFT39211	23/04/2025	TELSTRA LIMITED	DEPOT MOBILE BACKUP 04/04/25 - 03/05/25	19.00	19.00
EFT39212	23/04/2025	PERTH AUTO ALLIANCE TRADING AS TITAN FORD	15000KM SERVICE FORD RANGER	405.00	
			SERVICE AND REPAIR OF FAULTY INTAKE HOSE	1,621.20	
			P5009 - REPAIR OF DOOR HANDLE AND TYRE	739.10	2,765.30
EFT39213	23/04/2025	STEANN PTY LTD	GREEN WASTE REMOVAL FROM BUND - APRIL 2025	3,476.55	
			GREENWASTE VERGE COLLECTION - APRIL 2025 - UP TO 100 TONNES - COLLECTION & TRANSPORT TO RICHGRO	26,950.00	30,426.55
EFT39214	23/04/2025	JONATHAN EPPS	ANNUAL ARBORIST REPORTS & RISK ASSESSMENTS - PARKS & RESERVE TREES AS DIRECTED - LOCK, RACEWAY & GLASSON PARKS & MEMORIAL ROSE GARDENS	4,290.00	4,290.00
EFT39215	23/04/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATION - PEOPLE AND CULTURE ADVISORY BOARD MASTERCLASS	200.00	200.00
EFT39216	23/04/2025	STRATA GREEN	4 X ROLLS OF BARRIER MESH 1M X 50M SP5MO	313.30	313.30
EFT39217	23/04/2025	CR. HARRINGTON	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39218	23/04/2025	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - DEPOT 10/04/25	55.14	
			WOOLWORTHS PURCHASES - CHSP 15/04/25	172.30	
			WOOLWORTHS PURCHASES - ADMIN - 16/04/25	19.70	247.14
EFT39219	23/04/2025	CR COLLINSON	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39220	23/04/2025	ASSA ABLOY ENTRANCE SYSTEMS AUSTRALIA PTY LTD	TOWN HALL - AUTOMATIC DOOR QUARTERLY MAINTENANCE - 2024/25 - APRIL 2025	179.22	179.22
EFT39221	23/04/2025	FOCUS NETWORKS	2024/25 PROJECT WORK RATE FOR OUT OF SCOPE WORKS - MARCH 25	690.80	
			DNS HOSTING RENEWAL QU-8331G	66.00	756.80
EFT39222	23/04/2025	CR MACPHAIL	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39223	23/04/2025	CR WHITE	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39224	23/04/2025	CR. NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE - APRIL 25	2,600.66	2,600.66
EFT39225	23/04/2025	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO GREEN BINS - RESIDENTIAL & PRIORITY, GENERAL WASTE RED BINS - RESIDENTIAL & PRIORITY, PARKS & RESERVES, STREET LITTER BINS, RECYCLING YELLOW BINS - RESIDENTIAL & PRIORITY, STREET LITTER BINS, GENERAL WASTE RED BINS & RECYCLING YELLOW BINS - COMMERCIAL, RECYCLING YELLOW BINS & GENERAL WASTE RED BINS - 48 -50 ALEXANDRA ROAD MARCH 25	33,478.10	33,478.10
EFT39226	23/04/2025	AMBIUS (RENTOKIL INITIAL PTY LTD)	TOWN HALL PLANT HIRE - 27/05/25 - 26/06/25	354.86	354.86
EFT39227	23/04/2025	HDICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 11/04/25	20.00	20.00
EFT39228	23/04/2025	LIVING TURF	SUPPLY PRIMO, TERREPLEX AND IRONMAN FERTILISER FOR HENRY JEFFERY & PRESTON POINT RESERVE	2,783.00	
			SUPPLY BIAGRA WATER RETAINER HENRY JEFFERY & PRESTON POINT RESERVE	1,760.00	4,543.00
EFT39229	23/04/2025	COLLEAGUES NAGELS	ZEBRA ZQ510 INFRINGEMENT ROLLS	2,436.13	2,436.13
EFT39230	23/04/2025	JAKO INDUSTRIES PTY LTD	TOWN HALL - AIRCONDITIONING MAINTENANCE SERVICE AGREEMENT 2024/25 - VISIT 4	915.75	
			TOWN HALL - STRIP & CLEAN SERVER ROOM AIR CONDITIONER	349.97	1,265.72
EFT39231	23/04/2025	COCKBURN PARTY HIRE	EQUIPMENT HIRE - PORTABLE DISABLED TOILET FOR SAMSON TREE FESTIVAL	435.00	435.00
EFT39232	23/04/2025	FRESH PROVISIONS BICTON	CHSP - CHSP CLIENT CATERING- 05/02/25	96.85	
			CHSP - CHSP CLIENT CATERING-12/02/25	168.35	
			CHSP - CHSP CLIENT CATERING-19/02/25	127.53	
			CHSP - CHSP CLIENT CATERING -26/02/25	118.25	
			CHSP - CHSP CLIENT CATERING- 12/03/25	137.82	
			CHSP - CHSP CLIENT CATERING-19/03/25	64.90	713.70
EFT39233	23/04/2025	CR DONOVAN	SITTING FEES & ICT ALLOWANCE- APRIL 25	1,767.58	1,767.58
EFT39234	23/04/2025	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 14/04/25	19.00	19.00
EFT39235	23/04/2025	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 10/04/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 17/04/25	20.00	40.00
EFT39236	23/04/2025	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 10/04/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 17/04/25	20.00	40.00
EFT39237	23/04/2025	DONALD CANT WATTS CORKE (WA) PTY LTD	RFQ01-2021/22 CONTRACT VARIATION - PROJECT MANAGEMENT FEES - VARIATION FOR PROJECT PROLONGATION FEBRUARY 25	1,650.00	
			RFQ01-2021/22 CONTRACT VARIATION - PROJECT MANAGEMENT FEES - VARIATION FOR PROJECT PROLONGATION MARCH 25	1,650.00	3,300.00
EFT39238	23/04/2025	T ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 14/04/25	20.00	20.00
EFT39239	23/04/2025	CR. WILSON	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39240	23/04/2025	CALL ASSOCIATES PTY LTD	STANDING ORDER FOR AFTER HOURS CALL CENTRE SERVICES - MARCH 25	414.54	414.54

EFT39241	23/04/2025	NDY MANAGEMENT PTY LIMITED T/A NORMAN DISNEY & YOUNG	RFQ13-2021/22 EF OVAL REDEVELOPMENT MECHANICAL ENGINEERING SERVICES - 24/02/25 - 21/03/25	1,067.00	
			RFQ14-2021/22 EF OVAL REDEVELOPMENT ELECTRICAL ENGINEERING SERVICES - 24/02/25 - 21/03/25	3,969.24	
			RFQ15-2021/22 EF OVAL REDEVELOPMENT HYDRAULIC ENGINEERING SERVICES - 24/02/25 - 21/03/25	2,560.80	7,597.04
EFT39242	23/04/2025	AUSLAN STAGE LEFT	AUSLAN INTERPRETER FOR SAMSON TREE FESTIVAL - 13/04/25	539.00	539.00
EFT39243	23/04/2025	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 10/04/25	20.00	20.00
EFT39244	23/04/2025	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 03/04/25	17.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 17/04/25	11.50	29.00
EFT39245	23/04/2025	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL - 02/04/25 - 14/04/25	221.85	221.85
EFT39246	23/04/2025	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS APRIL 25	3,723.57	3,723.57
EFT39247	23/04/2025	CR. MAYWOOD	SITTING FEES & ICT ALLOWANCE - APRIL 25	1,767.58	1,767.58
EFT39248	23/04/2025	COASTLINE MOWERS	120 HOUR SERVICE KUBOTA F3690	1,204.20	1,204.20
EFT39249	23/04/2025	SOURCE BUSINESS PARTNERS	MANAGED ACCOUNTING SERVICES - TRAINING/INDUCTION FOR NEW MANAGER FINANCE - 03/04 - 04/04,	5,307.39	
			PROFESSIONAL SERVICES - 10 YEAR PLANT REPLACEMENT PROGRAM AND PARM UPDATE, QUOTE NUMBER QU-0001	3,135.00	8,442.39
EFT39250	23/04/2025	FULL FAT CONSULTING - NICOLA PARKER	PROFESSIONAL SERVICES - ENGAGEMENT PROPOSAL TO CEO DATED 20 JANUARY 2025, 15 HOURS PER WEEK X 22 WEEKS - 15/01/25 - 28/03/25	29,837.50	29,837.50
EFT39251	23/04/2025	KWINANA ENERGY RECOVERY	WASTE DISPOSAL GENERAL WASTE - MARCH 25	11,242.17	11,242.17
EFT39252	23/04/2025	JIM'S CAR DETAILING FREMANTLE	MONTHLY DETAIL OF TOWN EV CAR - 15/04/25	130.00	130.00
EFT39253	23/04/2025	M HOUSHAM	REIMBURSEMENT OF COST OF UBER FROM MELVILLE TOYOTA - FLEET VEHICLE SERVICE - 14/04/25	12.59	12.59
EFT39254	23/04/2025	THE LAWN CARE MAN	APPLY BIAGRA WATER RETAINER TO PRESTON POINT & HENRY JEFFERY OVAL	1,045.00	1,045.00
EFT39255	23/04/2025	PJ WRIGHT & ASSOCIATES PTY LTD ATF THE PHILLIP WRIGHT FAMILY TRUST	EAST FREMANTLE COMMUNITY PARK - BORE DEFECT HYDRAULIC SERVICES CONSULTANCY	5,060.00	5,060.00
EFT39256	23/04/2025	J CLARKE	CHSP VOLUNTEER MEAL REIMBURSEMENT 07/04/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 14/04/25	20.00	40.00
EFT39257	23/04/2025	S FAGAN & J MULLIGAN	REFUND OF INFRASTRUCTURE BOND	1,500.00	1,500.00
EFT39258	23/04/2025	M SARGANT	REIMBURSEMENT OF COST OF PURCHASE OF CATERING FOR LOCAL EMERGENCY MANAGEMENT SCENARIO	89.13	
			REIMBURSEMENT OF COST OF MATERIALS FOR SAMSON TREE FESTIVAL	107.02	196.15
EFT39259	23/04/2025	M WRENN	REFUND OF OVERPAYMENT OF PARKING FEES 26/03/25 - LEEUWIN LAUNCHING RAMP	58.80	58.80
EFT39260	23/04/2025	G FLOWERS	REFUND OF OVERPAYMENT OF PARKING FEES- 15/04/25 - LEEUWIN LAUNCHING RAMP	58.80	58.80
EFT39261	23/04/2025	JAPANUI	REFUND OF OVERPAYMENT OF PARKING FEES- 19/04/25 - LEEUWIN LAUNCHING RAMP	39.20	39.20
EFT39262	23/04/2025	C CHEN	REIMBURSEMENT OF COST OF TRANSPORT TO PICK UP HIRE VEHICLE FOR CHSP OUTING 14/03/25	30.77	30.77
EFT39263	30/04/2025	TOOLTIME CONSTRUCTION PTY LTD	INFRASTRUCTURE BOND REFUND	5,000.00	
			INFRASTRUCTURE BOND REFUND	5,000.00	10,000.00
EFT39264	30/04/2025	SIDI CONSTRUCTION PTY LTD	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT39265	30/04/2025	PERTH PATIO MAGIC	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT39266	30/04/2025	P HOBSON	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT39267	30/04/2025	J EKIN	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT39268	30/04/2025	ADVANCED PATIOS	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT39269	30/04/2025	VM BUILDING	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT39270	30/04/2025	M & D MAKIN	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
EFT39271	30/04/2025	PERTH INTERNATIONAL ARTS FESTIVAL	INFRASTRUCTURE BOND REFUND - EVENT	1,500.00	1,500.00
			EFT TOTAL	496,944.52	496,944.52
	Direct Debit - April 2025	Supplier	Description	Inv Amount	EFT
		CBA	INTEREST ADJUSTMENT	0.06	0.06
		CBA	TRANSACTION FEES	7.00	7.00
		CBA	REJECT RETURN FEE	15.00	15.00
		CBA	STOP PAYMENT FEE X 2	151.20	151.20
		CBA	MERCHANT FEE	716.31	716.31
		CBA	MERCHANT FEE	247.45	247.45
		AMEX	AMEX FEE	175.96	175.96
		TILL	TILL SIMPLEPAY FEE	751.58	751.58
		SHERRIFS OFFICE	FER FEES	2,838.00	2,838.00
		SUPERCHOICE	EMPLOYEE SUPERANNUATION	90,857.57	90,857.57
		SUPERCHOICE	CONTRACTOR SUPERANNUATION	1,293.75	1,293.75
		CBA	ACCOUNT SERVICE TRANSACTION FEES	36.38	36.38
		CBA	BPOINT TRANSACTION FEES	73.26	73.26
		CBA	BPAY TRANSACTION FEES	302.45	302.45
				97,465.97	97,465.97
	Credit Cards - April 2025	Supplier	Description	Inv Amount	EFT
		CREDIT CARD - PETER KOCHAN	MONDAY.COM - SOFTWARE LICENCES	1,122.00	1,122.00
			LOCAL GOVERNMENT MANAGERS AUSTRALIA - SUBSCRIPTION	280.01	280.01
			DOMINOS - CATERING	171.00	171.00

			INUIT MAILCHIMP - SUBSCRIPTION	94.93	94.93
			OFFICEWORKS - OFFICE EQUIPMENT	41.45	41.45
			ST JOHN AMBULANCE - DEFIB PADS	405.00	405.00
			OFFICEWORKS - OFFICE EQUIPMENT	226.00	226.00
		CREDIT CARD - GINA TETI	RTS TRAINING GROUP - FIRST AID TRAINING	135.00	135.00
			AMPOL - FUEL	40.58	40.58
		CREDIT CARD - FRASER HENDERSON	NESPRESSO - CATERING	197.90	197.90
		CREDIT CARD - JANINE MAY	LEEMING IGA - CATERING	225.92	225.92
			COLES CANNING VALE - CATERING	34.90	34.90
			LEEMING IGA- CATERING	75.00	75.00
			UNDER THE SUN KARDINYA - STATIONERY	10.16	10.16
				3,059.85	3,059.85
			CREDIT CARD TOTAL		
			<i>Description</i>	<i>GROSS PAY</i>	<i>EFT</i>
			PAYROLL FORTNIGHT ENDING 01/04/25	200,790.99	200,790.99
			PAYROLL FORTNIGHT ENDING 15/04/25	187,067.37	187,067.37
			PAYROLL FORTNIGHT ENDING 29/04/25	171,597.91	171,597.91
			PAYROLL TOTALS	559,456.27	559,456.27
			AMPOL FUEL CARDS-MARCH 25	5,085.17	5,085.17
			GRAND TOTAL	1,156,984.61	1,156,984.61



Tax Invoice

Need help?

Self Service:
<https://cards.ampol.com.au>

Email:
ampolcard@ampol.com.au

Call:
 1300 365 096
 Ampol Customer Service:
 8:30am - 6:00pm EST, Mon to Fri

1- 000258 000
 TOWN OF EAST FREMANTLE
 PO BOX1087
 FREMANTLE WA 6959

Invoice date: 31/03/2025

Your account details

Invoice ref no: 0000892087
 Account no: [REDACTED]

Due date

21/04/2025

Total due inc GST

\$5,666.82

Your AmpolCard invoice summary

01/03/2025 - 31/03/2025

Description	Product	Quantity	Amount \$ excl GST	GST amount	Total inc GST \$
FLEET	Unleaded	860.75	1,329.14	132.93	1,462.07
	Premium 95 A	137.96	227.75	22.78	250.53
	Premium 98 A	34.95	61.97	6.20	68.17
	Oils/Lubricants		110.00	11.00	121.00
	Premium Diesel A	2,074.55	3,422.77	342.28	3,765.05
	Total for Fleet		5,151.63	515.19	5,666.82
Total			5,151.63	515.19	5,666.82

Payment options



Biller Code: [REDACTED]
 Ref: [REDACTED]



Direct Payment

BSB [REDACTED]
 Account [REDACTED]



Credit Card

Visit pay.ampol.com.au or
 Phone: 1300 138 449. Surcharges apply.

Breakdown of account summary

Invoice date: 31/03/2025

Account no: [REDACTED]

Invoice ref no: 0000892087

Details of fleet transactions processed from 01/03/2025 - 31/03/2025

Transaction Effective Date	Transaction Number	Customer Total	Customer Total GST
//		0.00	0.00
Total		0.00	0.00

Breakdown of fleet summary

Details of fleet transactions processed from 01/03/2025 - 31/03/2025

Invoice ref no: 0000892087

Account no: [REDACTED]

Invoice date: 31/03/2025

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ Inc GST	Amount \$ Inc GST	Trn fee Inc GST	Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 4063												
[REDACTED] 2506 Rego 1DTJ953 Crd Holder HACC												
Ampol Foodary Fremantle East	20/03	07:19	E6918	103907	Unleaded	60.64	174.62	105.89	0.00	105.89	9.63	0.00
Ampol Foodary Fremantle East	28/03	11:38	E7268	102214	Unleaded	56.80	173.40	98.49	0.00	98.49	8.95	0.00
Card total						117.44		204.38	0.00	204.38	18.58	0.00
Domestic 4085												
[REDACTED] 0483 Rego 1GBT981 Crd Holder HACC												
Ampol Foodary Fremantle East	04/03	17:07	E6244	143507	Unleaded	27.66	158.40	43.81	0.00	43.81	3.98	0.00
Ampol Foodary Fremantle East	11/03	11:45	E6513	143841	Unleaded	40.03	155.40	62.21	0.00	62.21	5.66	0.00
Ampol Foodary Fremantle East	12/03	17:09	E2580	144069	Unleaded	24.51	173.47	42.52	0.00	42.52	3.87	0.00
Ampol Foodary Fremantle East	19/03	12:40	E6899	144459	Unleaded	47.28	174.07	82.30	0.00	82.30	7.48	0.00
Ampol Foodary Fremantle East	26/03	16:38	E7183	144689	Unleaded	27.02	175.44	47.40	0.00	47.40	4.31	0.00
Card total						166.50		278.24	0.00	278.24	25.30	0.00
Domestic 4088												
[REDACTED] 0467 Rego 1GCG228 Crd Holder HACC												
Ampol Foodary Fremantle East	05/03	10:13	E6263	194801	Unleaded	32.62	178.83	58.33	0.00	58.33	5.30	0.00
Ampol Foodary Melville	07/03	11:53	E16572	194954	Unleaded	21.87	170.40	37.27	0.00	37.27	3.39	0.00
Ampol Foodary Fremantle East	10/03	17:19	E2540	195216	Unleaded	28.19	165.40	46.63	0.00	46.63	4.24	0.00
Ampol Foodary Fremantle East	13/03	12:38	E6618	195380	Unleaded	23.97	172.94	41.45	0.00	41.45	3.77	0.00
Ampol Foodary O'Connor	18/03	12:35	E17533	195559	Unleaded	24.69	156.40	38.62	0.00	38.62	3.51	0.00
Ampol Foodary O'Connor	21/03	15:06	E17963	195741	Unleaded	23.77	174.56	41.49	0.00	41.49	3.77	0.00
Ampol Foodary Fremantle East	24/03	17:33	E2756	195931	Unleaded	21.11	161.40	34.07	0.00	34.07	3.10	0.00
Ampol Foodary Fremantle East	27/03	11:18	E7211	196112	Unleaded	25.01	175.97	44.01	0.00	44.01	4.00	0.00
Card total						201.23		341.87	0.00	341.87	31.08	0.00

Card details Location	Date	Time	Trans no	Order reading	Product	Quantity	Unit \$ Inc GST	Amount \$ Inc GST	Trn fee Inc GST	Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 4089												
0475 Rego 1GCG227 Crd Holder HACC												
Ampol Foodary Fremantle East	28/02	14:42	E6130	108161	Unleaded	51.54	179.68	92.61	0.00	92.61	8.42	0.00
Ampol Foodary Fremantle East	10/03	08:21	E6459	108352	Premium 95 A	34.35	182.40	62.65	0.00	62.65	5.70	0.00
Ampol Foodary Murdoch	12/03	11:54	E19304	108582	Premium 98 A	34.95	195.05	68.17	0.00	68.17	6.20	0.00
Ampol Foodary Fremantle East	19/03	09:04	E6887	108836	Premium 95 A	42.52	190.92	81.18	0.00	81.18	7.38	0.00
Ampol Foodary Fremantle East	24/03	08:21	E7035	109067	Premium 95 A	35.71	178.40	63.71	0.00	63.71	5.79	0.00
Ampol Foodary Fremantle East	25/03	12:33	E2776	109231	Premium 95 A	25.38	169.40	42.99	0.00	42.99	3.91	0.00
Ampol Foodary Fremantle East	27/03	14:59	E7233	109394	Unleaded	28.24	175.97	49.69	0.00	49.69	4.52	0.00
Card total						252.69		461.00	0.00	461.00	41.92	0.00
Domestic 4091												
6959 Rego 1GDV815 Crd Holder												
Ampol Foodary Fremantle East	27/03	06:48	E7190	70059	Premium Diesel A	73.47	180.83	132.86	0.00	132.86	12.08	0.00
Card total						73.47		132.86	0.00	132.86	12.08	0.00
Domestic 5002												
7015 Rego 1GKM815 Crd Holder WORKS												
Ampol Foodary Fremantle East	06/03	06:53	E6292	70652	Premium Diesel A	90.92	183.52	166.85	0.00	166.85	15.17	0.00
Ampol Foodary Fremantle East	14/03	08:11	E6647	71123	Premium Diesel A	116.76	180.40	210.64	0.00	210.64	19.15	0.00
Ampol Foodary Fremantle East	25/03	10:14	E7099	71535	Premium Diesel A	88.39	179.93	159.04	0.00	159.04	14.46	0.00
Card total						296.07		536.53	0.00	536.53	48.78	0.00
Domestic 5008												
8765 Rego 1GQD688 Crd Holder GARDENS												
Ampol Foodary Fremantle East	11/03	09:43	E6499	62432	Premium Diesel A	69.10	181.95	125.73	0.00	125.73	11.43	0.00
Card total						69.10		125.73	0.00	125.73	11.43	0.00
Domestic 5009												
1945 Rego 1GQJ387 Crd Holder RANGERS SERVICES												
Ampol Foodary Fremantle East	06/03	13:02	E6916	97532	Premium Diesel A	70.24	183.52	128.90	0.00	128.90	11.72	0.00
Ampol Foodary Fremantle East	19/03	13:56	E6907	98151	Premium Diesel A	72.10	180.06	129.82	0.00	129.82	11.80	0.00
Card total						142.34		258.72	0.00	258.72	23.52	0.00

Card details Location	Date	Time	Trans no	Ord reading	Product	Quantity	Unit \$ Inc GST	Amount \$ Inc GST	Trn fee Inc GST	Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 5010												
7148 Rego 1GQL999 Cnd Holder WORKS												
Ampol Foodary Fremantle East	19/03	08:18	E6886	306	Premium Diesel A	43.48	180.06	78.29	0.00	78.29	7.12	0.00
Card total						43.48		78.29	0.00	78.29	7.12	0.00
Domestic 5020												
3076 Rego 1HMC350 Cnd Holder WORKS												
Ampol Foodary Fremantle East	07/03	13:25	E6379	37037	Premium Diesel A	123.41	183.32	226.23	0.00	226.23	20.57	0.00
Ampol Foodary Fremantle East	27/03	10:52	E7210	37704	Premium Diesel A	121.54	180.83	219.78	0.00	219.78	19.98	0.00
Card total						244.95		446.01	0.00	446.01	40.55	0.00
Domestic 5021												
3159 Rego 1HLR056 Cnd Holder WORKS												
Ampol Foodary Fremantle East	10/03	06:52	E6449	21313	Premium Diesel A	57.45	182.83	105.04	0.00	105.04	9.55	0.00
Ampol Foodary Fremantle East	24/03	14:35	E7064	21789	Premium Diesel A	58.30	179.60	104.71	0.00	104.71	9.52	0.00
Card total						115.75		209.75	0.00	209.75	19.07	0.00
Domestic P5016												
7106 Rego 1GYB393 Cnd Holder												
Ampol Foodary Fremantle East	06/03	09:38	E6308	904	Premium Diesel A	15.48	183.52	28.41	0.00	28.41	2.58	0.00
Ampol Foodary Fremantle East	07/03	13:47	E6383	908	Premium Diesel A	23.74	183.32	43.52	0.00	43.52	3.96	0.00
Ampol Foodary Fremantle East	12/03	13:49	E6577	911	Premium Diesel A	24.80	181.23	44.94	0.00	44.94	4.09	0.00
Ampol Foodary Fremantle East	13/03	09:49	E6607	914	Premium Diesel A	14.54	180.78	26.28	0.00	26.28	2.39	0.00
Ampol Foodary Fremantle East	19/03	13:36	E6905	917	Premium Diesel A	28.99	180.06	52.20	0.00	52.20	4.75	0.00
Ampol Foodary Fremantle East	20/03	14:05	E6934	919	Premium Diesel A	16.24	179.90	29.22	0.00	29.22	2.66	0.00
Ampol Foodary Fremantle East	26/03	09:13	E7158	922	Premium Diesel A	15.64	180.31	28.20	0.00	28.20	2.56	0.00
Ampol Foodary Fremantle East	27/03	09:51	E7204	924	Premium Diesel A	21.13	180.83	38.21	0.00	38.21	3.47	0.00
Card total						160.56		290.98	0.00	290.98	26.46	0.00
Domestic P5018												
7406 Rego 1HHZ552 Cnd Holder												
Ampol Foodary Fremantle East	04/03	08:36	E2440	87483	Premium Diesel A	53.27	184.03	98.03	0.00	98.03	8.91	0.00
Ampol Foodary Fremantle East	04/03	15:33	E6227	87593	Premium Diesel A	22.41	184.03	41.24	0.00	41.24	3.75	0.00

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ Inc GST	Amount \$ Inc GST	Trn fee Inc GST	Total \$ Inc GST	GST on supply	GST on trn fee
Ampol Foodary Fremantle East	05/03	15:59	E6284	87732	Premium Diesel A	17.82	184.04	32.80	0.00	32.80	2.98	0.00
Ampol Foodary Fremantle East	06/03	15:21	E2479	87883	Premium Diesel A	33.08	183.52	60.71	0.00	60.71	5.52	0.00
Ampol Foodary Fremantle East	11/03	08:37	E6488	88107	Premium Diesel A	41.80	181.95	76.06	0.00	76.06	6.91	0.00
Ampol Foodary Fremantle East	11/03	15:42	E6526	88247	Premium Diesel A	20.71	181.95	37.68	0.00	37.68	3.43	0.00
Ampol Foodary Fremantle East	17/03	08:21	E6770	88437	Premium Diesel A	36.43	180.38	65.71	0.00	65.71	5.97	0.00
Ampol Foodary Fremantle East	18/03	08:57	E6818	88621	Premium Diesel A	39.08	180.26	70.45	0.00	70.45	6.40	0.00
Ampol Foodary Melville	19/03	14:59	E17814	88805	Premium Diesel A	30.43	176.90	53.83	0.00	53.83	4.89	0.00
Ampol Foodary Melville	19/03	14:59	E17814	88805	Oil/Lubricants			121.00	0.00	121.00	11.00	0.00
Ampol Foodary Fremantle East	24/03	08:22	E7036	89164	Premium Diesel A	65.66	179.60	117.92	0.00	117.92	10.72	0.00
Ampol Foodary Fremantle East	25/03	15:33	E2790	89390	Premium Diesel A	36.66	179.93	65.96	0.00	65.96	6.00	0.00
Ampol Foodary Fremantle East	27/03	08:22	E7199	89535	Premium Diesel A	28.11	180.83	50.83	0.00	50.83	4.62	0.00
Card total						425.46		892.22	0.00	892.22	81.10	0.00
Domestic P5019												
7070 Rego X Crd Holder GARDENS												
Ampol Foodary Fremantle East	25/03	06:58	E7087	1	Unleaded	65.13	152.40	99.26	0.00	99.26	9.02	0.00
Card total						65.13		99.26	0.00	99.26	9.02	0.00
Domestic P5025												
5727 Rego 1IEM002 Crd Holder OPERATIONS												
Ampol Foodary Fremantle East	28/02	08:16	E6101	17111	Premium Diesel A	68.22	185.34	126.44	0.00	126.44	11.49	0.00
Ampol Foodary Fremantle East	14/03	11:03	E6664	17949	Premium Diesel A	75.82	180.40	136.78	0.00	136.78	12.43	0.00
Ampol Foodary Fremantle East	27/03	09:49	E7203	18674	Premium Diesel A	65.88	180.83	119.13	0.00	119.13	10.83	0.00
Card total						209.92		382.35	0.00	382.35	34.75	0.00
Domestic P5026												
7100 Rego 1IDR863 Crd Holder CHSP												
Ampol Foodary Fremantle East	28/02	15:24	E6132	11011	Unleaded	26.54	179.68	47.69	0.00	47.69	4.34	0.00
Ampol Foodary Fremantle East	10/03	14:06	E6473	11309	Unleaded	24.02	165.40	39.73	0.00	39.73	3.61	0.00
Ampol Foodary Fremantle East	17/03	11:35	E6785	11494	Unleaded	17.28	160.40	27.72	0.00	27.72	2.52	0.00
Ampol Foodary Fremantle East	20/03	13:22	E6930	11757	Unleaded	22.42	174.62	39.15	0.00	39.15	3.56	0.00

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ Inc GST	Amount \$ Inc GST	Trn fee Inc GST	Total \$ Inc GST	GST on supply	GST on trn fee
Ampol Foodary Fremantle East	27/03	14:43	E7231	12105	Unleaded	26.84	175.97	47.23	0.00	47.23	4.29	0.00
					Card total	117.10		201.52	0.00	201.52	18.32	0.00
Domestic P5027												
7118 Rego 11DR864 Crd Holder CHSP												
Ampol Foodary Fremantle East	05/03	08:42	E6258	13184	Unleaded	21.38	178.83	38.23	0.00	38.23	3.48	0.00
Ampol Foodary Fremantle East	11/03	12:34	E2551	13425	Unleaded	20.58	155.50	32.00	0.00	32.00	2.91	0.00
Ampol Foodary Fremantle East	14/03	08:11	E6646	13671	Unleaded	18.65	172.40	32.15	0.00	32.15	2.92	0.00
Ampol Foodary Fremantle East	20/03	12:04	E6926	13967	Unleaded	23.41	174.62	40.88	0.00	40.88	3.72	0.00
Ampol Foodary Fremantle East	28/03	16:21	E2848	0	Unleaded	29.55	173.40	51.24	0.00	51.24	4.66	0.00
					Card total	113.57		194.50	0.00	194.50	17.69	0.00
Domestic P5028												
8902 Rego 11FJ756 Crd Holder RANGERS												
Ampol Foodary Fremantle East	03/03	07:12	E6168	10835	Premium Diesel A	32.69	184.44	60.29	0.00	60.29	5.48	0.00
Ampol Foodary Fremantle East	07/03	08:29	E6352	10997	Premium Diesel A	22.55	183.32	41.34	0.00	41.34	3.76	0.00
Ampol Foodary Fremantle East	12/03	13:40	E2579	11204	Premium Diesel A	31.13	181.23	56.42	0.00	56.42	5.13	0.00
Ampol Foodary Fremantle East	15/03	16:15	E2626	11358	Premium Diesel A	22.04	180.38	39.76	0.00	39.76	3.61	0.00
Ampol Foodary Fremantle East	22/03	16:15	E2732	11713	Premium Diesel A	48.12	179.60	86.42	0.00	86.42	7.86	0.00
Ampol Foodary Fremantle East	30/03	07:10	E7294	12100	Premium Diesel A	42.73	182.27	77.88	0.00	77.88	7.08	0.00
					Card total	199.26		362.11	0.00	362.11	32.92	0.00
Domestic P5029												
7833 Rego 11LA798 Crd Holder OPERATIONS												
Ampol Foodary Fremantle East	10/08	07:02	E6450	95	Premium Diesel A	19.49	182.83	35.63	0.00	35.63	3.24	0.00
Ampol Foodary Fremantle East	12/03	14:06	E6578	103	Premium Diesel A	24.75	181.23	44.85	0.00	44.85	4.08	0.00
Ampol Foodary Fremantle East	19/03	07:08	E6882	108	Premium Diesel A	20.21	180.06	36.57	0.00	36.57	3.32	0.00
Ampol Foodary Fremantle East	26/03	07:03	E7149	116	Premium Diesel A	29.64	180.31	53.45	0.00	53.45	4.86	0.00
					Card total	94.19		170.50	0.00	170.50	15.50	0.00

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

Nil

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

17 NEW BUSINESS OF AN URGENT NATURE

Nil

18 MATTERS BEHIND CLOSED DOORS

Nil

19 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.07pm

*I hereby certify that the Minutes of the Ordinary meeting of the **Council** of the Town of East Fremantle, held on **20 May 2025**, Minute Book reference **1. to 19.** were confirmed at the meeting of the Council on*

17 JUNE 2025



Presiding Member