



# AGENDA

## Council Meeting

Tuesday, 12 December 2023 at 6:30 PM

### **Disclaimer**

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

### **Copyright**

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## Procedure for Deputations, Presentations and Public Question Time at Council Meetings

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p><b>Deputations</b></p> <p>A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p><b>Presentations</b></p> <p>An occasion where awards or gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government.</p>
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### Procedures for Deputations

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business.

Notice of deputations need to be received **by 5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email [admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au) to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- (a) is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- (b) is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- (c) additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

### Procedure for Presentations

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by **5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email [admin@eastfremantle.wa.gov.au](mailto:admin@eastfremantle.wa.gov.au) to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received/awarded by the Mayor or an appropriate Councillor.

### **Procedure for Public Question Time**

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the ***Town of East Fremantle Local Government (Council Meetings) Local Law 2016***:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by **5pm on the day before the meeting and be signed by the author**. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

**During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**

**Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**

**Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

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## NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Council will be held on 12 December 2023 at 6:30 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



JONATHAN THROSSELL  
Chief Executive Officer  
**7 December 2023**

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# AGENDA

## 1 OFFICIAL OPENING

## 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 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

### 4.2 APOLOGIES

### 4.3 APPROVED

## 5 DISCLOSURES OF INTEREST

### 5.1 FINANCIAL

### 5.2 PROXIMITY

5.3 IMPARTIALITY

6 PUBLIC QUESTION TIME

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

6.2 PUBLIC QUESTION TIME

7 PRESENTATIONS/DEPUTATIONS

7.1 PRESENTATIONS

7.2 DEPUTATIONS

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MEETING OF COUNCIL (21 NOVEMBER 2023)

**OFFICER RECOMMENDATION**

That the minutes of the Ordinary meeting of Council held on Tuesday, 21 November 2023 be confirmed as a true and correct record of proceedings.

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Reports start on the next page

## 12.1 AUDIT COMMITTEE MEETING RECOMMENDATIONS – 22 NOVEMBER 2023

### 12.1.1 RISK REGISTER

<b>Report Reference Number</b>	OCR-2501
<b>Prepared by</b>	Bron Browning, Manager, Corporate Services
<b>Supervised by</b>	Peter Kocian, Executive Manager, Corporate Services
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	
	1. Dashboard Report

#### PURPOSE

It is recommended that Council receive the attached Risk Register Dashboard Report.

#### EXECUTIVE SUMMARY

The 2019 Financial Management Review identified the requirement for a comprehensive Risk Register to be developed and presented to the Audit Committee as a standing item. A dashboard of this register is appended to this Report.

#### BACKGROUND

At the Audit Committee Meeting of 22 November 2023, the Committee recommended the following to Council:

**Committee Resolution 032211**

**OFFICER RECOMMENDATION**

**Moved Cr McPhail, seconded Cr Natale**

**That the Audit Committee recommend Council receives the Risk Register Dashboard as appended to this report and note that the current actions and timeframes contained within this document will be reviewed by the Committee on a reoccurring basis.**

**(CARRIED UNANIMOUSLY 4:0)**

**For:** Mayor O’Neill, Crs McPhail, Natale and Wilson  
**Against:** Nil

#### CONSULTATION

Executive Team

#### STATUTORY ENVIRONMENT

Regulation 17 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local governments systems and procedures in relation to risk management, internal control and

legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

#### POLICY IMPLICATIONS

Council has adopted Policy 2.2.4 Risk Management.

#### FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

#### STRATEGIC IMPLICATIONS

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)
A major function of the Audit Committee is to oversee the treatment/management of extreme risks. Failure to do so may result in adverse consequences.	Unlikely (2)	Major (4)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1 month	Manage by Active Monitoring

#### 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**

<b>Risk Rating</b>	8
<b>Does this item need to be added to the Town’s Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

**SITE INSPECTION**

Not applicable

**COMMENT**

Council was provided with the following information at its Council Meeting of 19 September 2023. This information is still current.

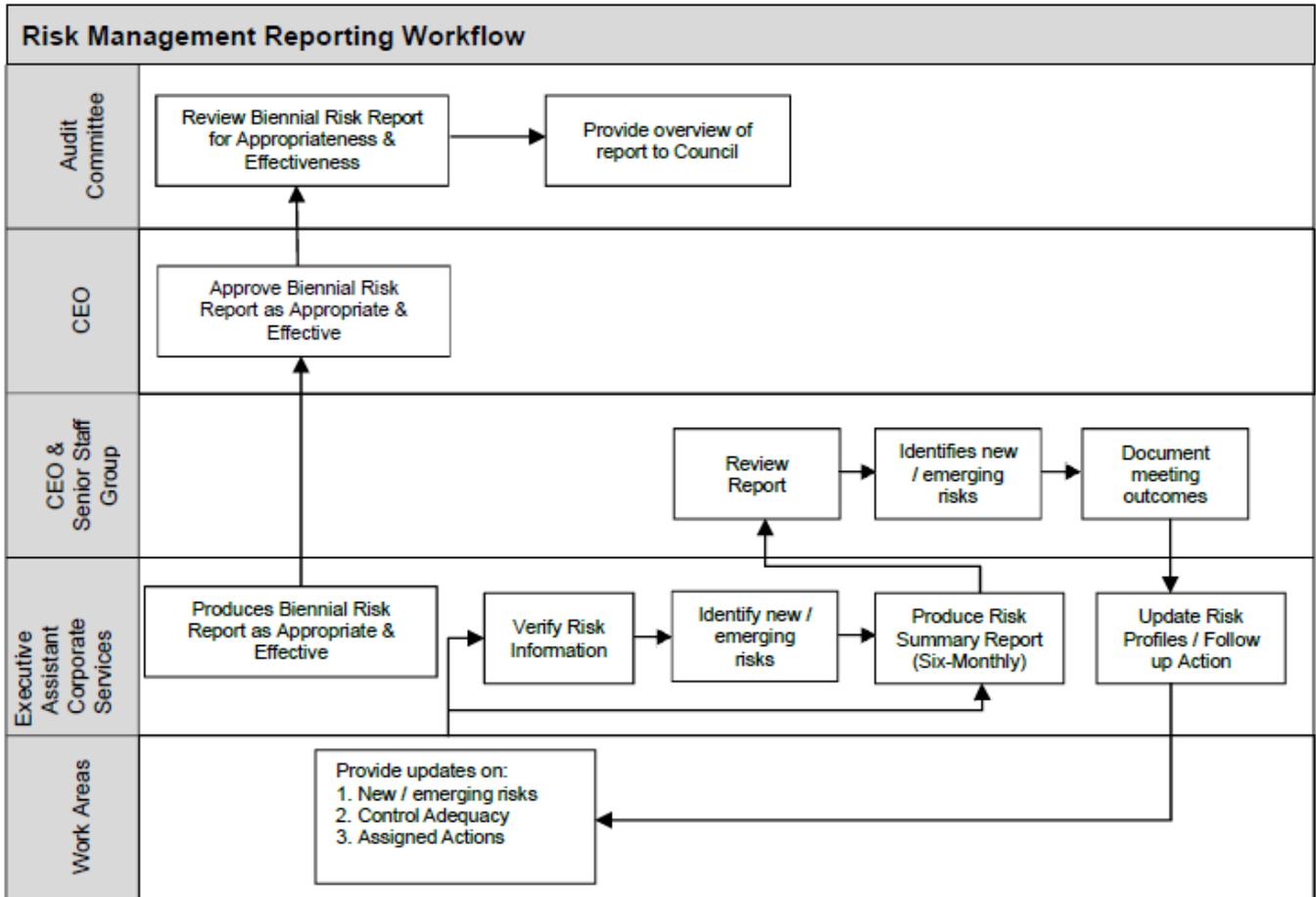
Council’s Risk Management Policy includes the following risk appetite statement:

*The Town defined its risk appetite through the development and endorsement of the Town’s Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.*

*All organisational risks to be reported at a corporate level are to be assessed according to the Town’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation’s appetite and are to be noted within the individual risk assessment and approved by a member of the Senior Staff Group.*

*As a public body, there is an expectation that the Town will maintain an inherent low appetite for risk and as a consequence adopt policies and maintain systems and procedures to create value and protect, the Town, and its stakeholders.*

The following is an extract from the Town’s Risk Management Procedures which illustrates a high-level view of the ongoing reporting process for Risk Management:



Thus, the following summary is being presented to the Audit Committee:

- Individual risks with a residual risk rating of “high”.
- Individual risk controls and treatments that are “inadequate.”
- Outstanding actions.

Please note the distinction between “inherent risk” and “residual risk” – inherent risk is typically defined as the level of risk in place in order to achieve an entity’s objectives and before actions are taken to alter the risk’s impact or likelihood. Residual risk is the remaining level of risk following the development and implementation of the entity’s response.

1. Risk Register – Residual Risk Ratings of High

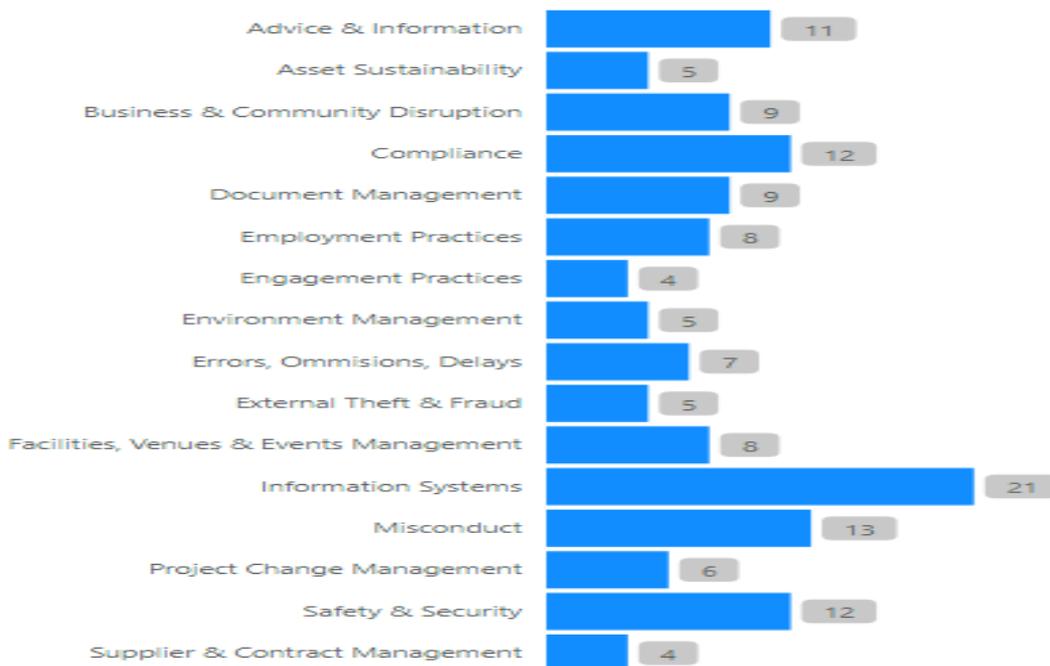
The Town’s Risk Register contains 139 specific risks categorised by 16 defined risk profiles.

There are 2 specific risks (illustrated in the table below) with a residual risk rating of 10 or more (“high”) and 21 risks with a risk rating of 9.

Risk Description	Residual Risk Rating	Major Consequence	Likelihood	Additional Comment
Employment Practices – un-competitiveness of remuneration	12	Service Interruption	Likely	Whilst Council has been very supportive approving a 5% increase in salaries and wages for 23/24, real wages have decreased in the last 5 financial years with a cumulative maximum wage increase of 13% compared to an increase of 20.2 in the Perth price index between December 2018 (111.3) and June 2013 (131.5). Turnover

				rate is increasing with remuneration one of the key reasons.
Safety and Security – Inadequate organisational Emergency Management requirements	10	Health	Unlikely	Some controls are assessed to be ineffective and there are several outstanding actions as discussed later in this report.

**Risk by risk profile**



2. Risk Controls

The Town has documented 616 Risk Controls which have been assigned to 139 specific risks. Risk control refers to mitigating or reducing risks associated with a particular activity. Controls generally relate to existing actions that are undertaken to modify the risk.

Some of the controls are duplicated as they relate to more than one risk. Controls are categorized as either “preventative” or “detective.” Controls ratings are assessed as either:

- Inadequate – needs corrective actions to improve.
- Adequate – some scope for improvement.
- Effective – little scope for improvement.

The following risk controls are assessed as “inadequate”:

Risk Control	Comment
Business Continuity Plan Exercises	Business continuity exercises are recommended annually. The last exercise was undertaken in 2019.
Contracts to be provided to Finance for review in accordance with the Purchasing Policy	Council's Purchasing Policy requires all purchases over \$50k to have a written contract and for a copy to be provided to Corporate Services for review and to be registered in the Contract Register. This workflow is not followed at all times. To address this, an Office 365 Contract's Register and workflow has been developed.
Key Register	The Town has not audited its key register for some time. Digital FOB systems have been installed for the Town Hall and Dovenby House, and digital systems should be considered for other facilities.
Local Emergency Management Exercises	The Town has a joint Local Emergency Management Arrangement with the City of Fremantle. The Town's Principal EHO is the Town's representative and coordination may have lost a bit of traction with staff turnover/absence.
Project Governance Framework	A Project Governance Framework has been developed but is not implemented on all occasions i.e., limited Project Initiation Documents/Project Plans have been prepared. Project sizing to be discussed at ELT to determine how the governance framework is to be used.
Redundancy power for key facilities	Town facilities do not have back up power including the Tricolore Community Centre which is designated as the emergency welfare centre.
Self-assessment against Policies and Procedures	The Town does not have an internal auditor to assess compliance against Council Policies.
WHS training for all staff with significant decision-making authority	The WHS Regulations 2022 have transformed the requirements for safety and placed significant responsibilities on all business leaders. The Town needs to assess training requirements and resource support in this area.

### 3. Risk Actions

The Town has documented 244 risk actions. There is some overlap between the documented risk controls and risk actions, but the actions generally reflect new activities that are planned or underway.

Some proposed actions have been outstanding for some time, indicating that additional resources may have to be allocated if these activities are considered a priority.

- Annual Business Continuity Exercise
- Council adoption of Asset Management Plans
- Review of Local Emergency Plan
- Review of WHS Manual
- Building accessibility audits (DAIP)
- Develop a Complaints Policy concerning staff behaviour
- Develop an Organisational Development and Training Plan
- Develop a Health and Wellbeing Strategy
- Develop a Staff Reward and Recognition Program
- Develop a Staff Attraction and Retention Strategy
- Statutory review of all local laws (due 2024)
- Building evacuation exercises
- Fire warden training

- First aid training certification
- Implementation of Urban Forest Strategy
- Rehabilitation plan for Jerrat Drive Foreshore
- Complete CHRMAP
- Fully implement Project Governance Framework
- Street tree audit and asset register
- Implement the LGIS Tree Management Guide

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## CONCLUSION

The Town's Risk Management maturity is evolving following the creation of the Office 365 Risk Register application and staff training workshops. Resources will need to be allocated to support the implementation of the risk actions, including in the WHS area.

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### 12.1.1 OFFICER /AUDIT COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

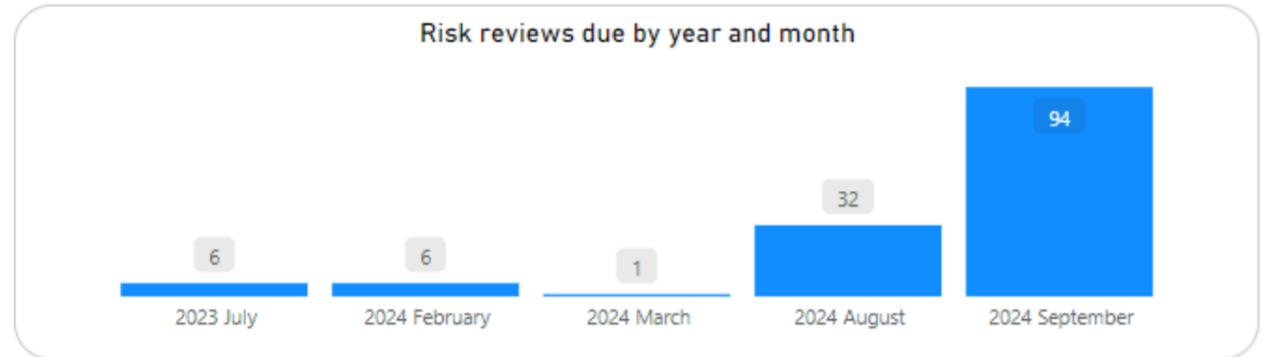
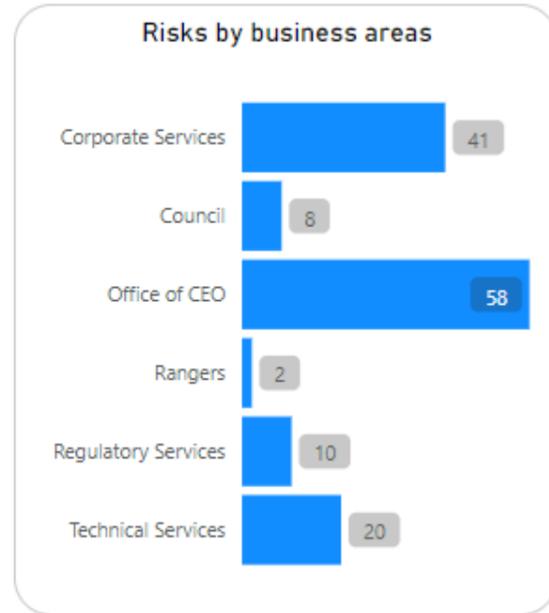
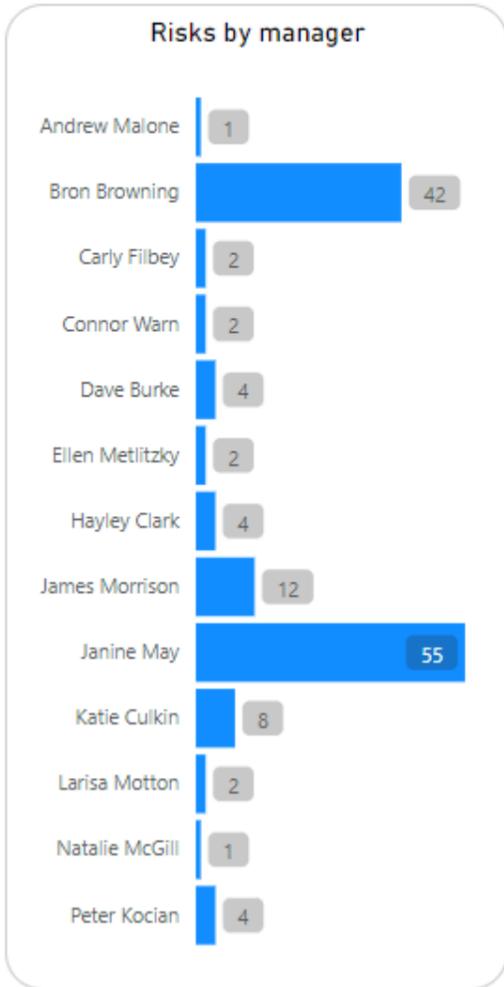
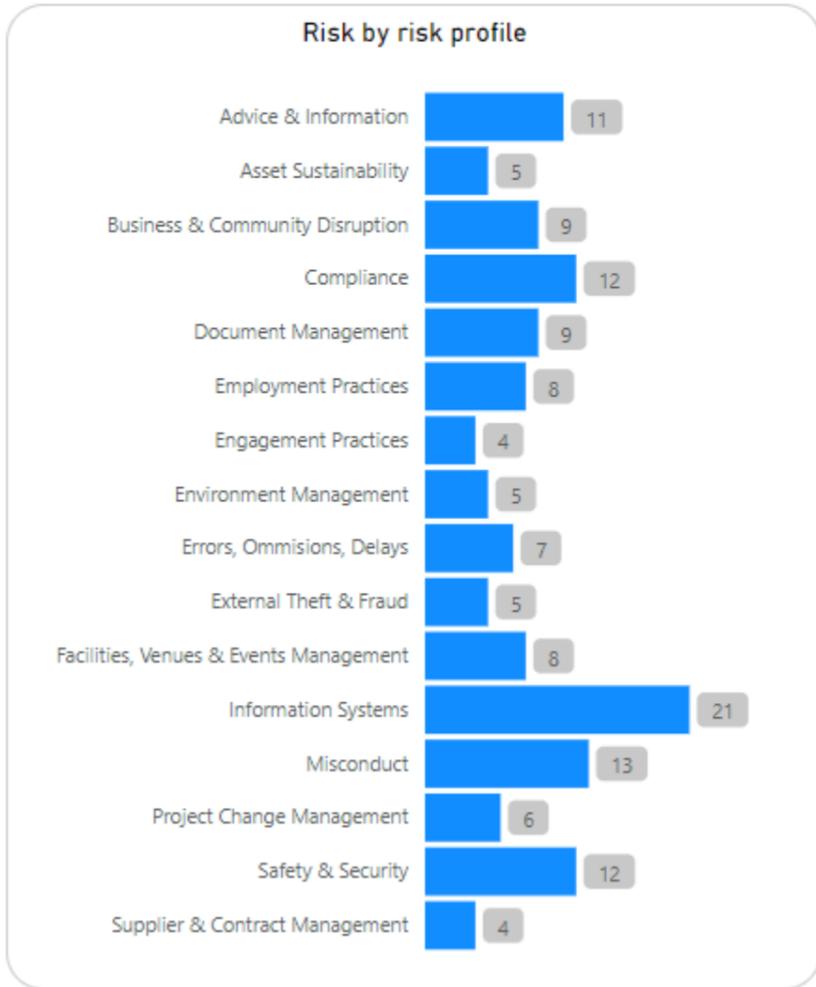
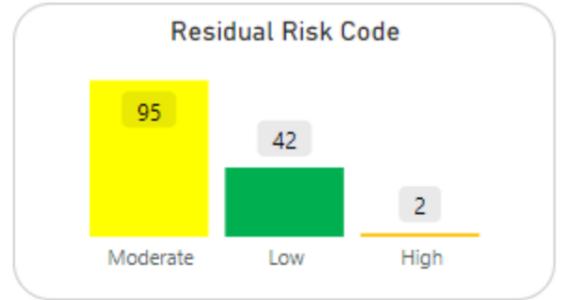
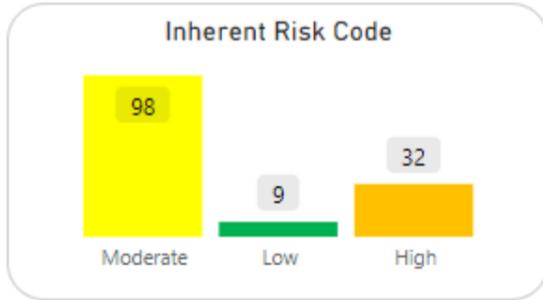
**OFFICER RECOMMENDATION**

**That Council, following the request from the Audit Committee, receives this report and accompanying attachment as an update on the Town's Risk Register.**

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## REPORT ATTACHMENTS

Attachments start on the next page



12.1.2 2024 MEETING SCHEDULE AND AUDIT WORK PLAN

<b>Report Reference Number</b>	OCR-2492
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Risk Based Audit Work Plan

**PURPOSE**

Council is requested to endorse the proposed work plan and meeting schedule for the 2024 calendar year.

**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 2024 being the first year of the rolling four-year plan.

It is recommended that the Audit Committee meet 3 times in the 2024 calendar year (4<sup>th</sup> Wednesday of the month), with the suggested work plan as follows:

Month	Activity
February	<ul style="list-style-type: none"> <li>• Compliance Audit Return</li> <li>• Audit Report, Management Letter and Annual Meeting with Auditor</li> <li>• Mid-Year Budget Review</li> <li>• Review of Record Keeping Plan</li> <li>• Consolidated Status Report</li> </ul>
July	<ul style="list-style-type: none"> <li>• Risk Register Update (Standing Item)</li> <li>• Significant Accounting Policies/Position Papers</li> <li>• Audit of Purchase Requisitions over \$5k</li> <li>• Consolidated Status Report</li> <li>• Probity assessment of Contract Management Processes – East Fremantle Oval Redevelopment Project</li> </ul>
November	<ul style="list-style-type: none"> <li>• Review of Investment Policy and Performance</li> <li>• Draft Annual Financial Statements</li> <li>• External Audit Management Letters</li> <li>• Consolidated Status Report</li> </ul>

**BACKGROUND**

At the Audit Committee Meeting of 22 November 2023, the Committee recommended the following to Council:

**Committee Resolution 012211**

**OFFICER RECOMMENDATION**

**Moved Cr Natale, seconded Cr McPhail**

**That the Audit Committee recommend Council approve the following meeting schedule and work plan for the 2024 Calendar Year:**

<b>Month – 4<sup>th</sup> Wednesday @ 6.00pm</b>	<b>Activity</b>
<b>February</b>	<ul style="list-style-type: none"> <li>• <b>Compliance Audit Return</b></li> <li>• <b>Audit Report, Management Letter and Annual Meeting with Auditor</b></li> <li>• <b>Mid-Year Budget Review</b></li> <li>• <b>Review of Record Keeping Plan</b></li> <li>• <b>Consolidated Status Report</b></li> </ul>
<b>July/August</b>	<ul style="list-style-type: none"> <li>• <b>Risk Register Update (Standing Item)</b></li> <li>• <b>Significant Accounting Policies/Position Papers</b></li> <li>• <b>Audit of Purchase Requisitions over \$5k</b></li> <li>• <b>Consolidated Status Report</b></li> <li>• <b>Probity assessment of Contract Management Processes – East Fremantle Oval Redevelopment Project</b></li> </ul>
<b>November/December</b>	<ul style="list-style-type: none"> <li>• <b>Review of Investment Policy and Performance</b></li> <li>• <b>Draft Annual Financial Statements</b></li> <li>• <b>External Audit Management Letters</b></li> <li>• <b>Consolidated Status Report</b></li> </ul>

**(CARRIED UNANIMOUSLY 4:0)**

**For:** Mayor O’Neill, Crs McPhail, Natale and Wilson  
**Against:** Nil

**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.

#### 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 - \$25,000 for internal audit activities. A budget of \$10,250 has been allocated against account E04240 for 23/24.

#### 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 ....

##### RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Likelihood	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
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**

<b>Risk Rating</b>	9
<b>Does this item need to be added to the Town’s Risk Register</b>	Yes
<b>Is a Risk Treatment Plan Required</b>	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 –

- (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.

**Compliance Audit Return**

In 2023 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 2024 Audit Committee Meeting.

**Probity Assessment of Contract Management Processes – East Fremantle Oval Redevelopment Project**

Given that the size of this project exceeded the Town’s annual budget by three-fold (circa \$35m), and multiple contracts were awarded, the Audit Committee may wish to assess the robustness of the Town’s contract management

processes including a comparison of original contract sums versus final contract pricing (management of contract variations). This review could include the following scope:

- Review all contracts to ensure that contract documentation is adequate and complete (i.e., Executed Form of Agreement, defined specifications/deliverables, price schedules, use of applicable general conditions of contract).
- Review achievement against contract deliverables (high-level assessment).
- Review contract scope and pricing versus final contract outcomes.
- Review of all contract variations including variation to scope and pricing; assessment of documentation, approvals and use/recording of delegation.
- Review of contracts register and assess completeness/adherence to workflow.
- Consider the overall process undertaken by the Town including key items of legislation, regulations, relevant policies and procedures.

## CONCLUSION

Given the above constraints, a moderate work plan has been recommended for the 2024 calendar year, which is reflective of resourcing capacity.

The Audit Committee discussed the methodology on auditing the Contract Management processes of the East Fremantle Oval Redevelopment Project. The Executive Manager of Corporate Services was requested to provide a scope of works that is to be circulated to the Committee prior to the February 2024 meeting.

The Committee also discussed an internal review of the Risk Register and the CEO suggested that it be incorporated as one of his KPIs to ensure a review is undertaken.

The Committee further discussed the meeting dates for 2024 and it was agreed that the meetings be moved to February, August and late November/ early December. The CEO advised he would review those dates and if he thought there was a benefit of having quarterly meetings he would report back that advice to the February meeting.

## 12.1.2 OFFICER/AUDIT COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

<b>Council Resolution</b> Choose an item. Click or tap to enter a date.	
<b>OFFICER RECOMMENDATION</b>	
That Council, following the request from the Audit Committee, approves the following meeting schedule and work plan for the 2024 Calendar Year:	
Month – 4 <sup>th</sup> Wednesday @ 6.00pm	Activity
February	<ul style="list-style-type: none"> <li>• Compliance Audit Return</li> <li>• Audit Report, Management Letter and Annual Meeting with Auditor</li> <li>• Mid-Year Budget Review</li> <li>• Review of Record Keeping Plan</li> <li>• Consolidated Status Report</li> </ul>
August	<ul style="list-style-type: none"> <li>• Risk Register Update (Standing Item)</li> <li>• Significant Accounting Policies/Position Papers</li> <li>• Audit of Purchase Requisitions over \$5k</li> <li>• Consolidated Status Report</li> <li>• Probity assessment of Contract Management Processes – East Fremantle Oval Redevelopment Project</li> </ul>

<b>2<sup>nd</sup> Wednesday in December</b>	<ul style="list-style-type: none"><li>• <b>Review of Investment Policy and Performance</b></li><li>• <b>Draft Annual Financial Statements</b></li><li>• <b>External Audit Management Letters</b></li><li>• <b>Consolidated Status Report</b></li></ul>
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**REPORT ATTACHMENTS**

Attachments start on the next page

**Town of East Fremantle - 4 year Internal Audit Work Plan**

Activity	Frequency	Risk Identified	Person Performing the Task	Consequence Rating	Likelihood rating	Risk Category	2024			2025			2026			2027		
							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? Previous cost estimate circa \$10k	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 (s7.9 LGA) 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 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		█			█			█			█	
Receive 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		█			█			█			█	
Receive Consolidated Status Report of all Audit Findings	Standing Item	Key findings are not actioned resulting in control weaknesses	Manager Finance	3	3	Moderate	█	█	█	█	█	█	█	█	█	█	█	█
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												

12.2 CEO PERFORMANCE REVIEW COMMITTEE MEETING RECOMMENDATIONS – 4 DECEMBER 2023

*The following Reports/recommendations from the CEO Performance Review Committee Meeting held on 4 December 2023 will be considered under Item 18. Matters Behind Closed Doors:*

*18181 CEO Employment Contract – Probationary Period*

*18.2 Establishment of CEO Performance Criteria*

13 REPORTS OF OFFICERS

Reports start on the next page

## 13.1 BOLTON STREET PARKING

<b>Report Reference Number</b>	OCR-2468
<b>Prepared by</b>	Nicholas King< Executive Manager Technical Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	Nil

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### PURPOSE

The purpose of this report is to present Council with options relating to parking changes in Bolton Street.

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### EXECUTIVE SUMMARY

Following an enquiry by the resident of 27 Preston Point Road regarding parking issues, it was agreed to investigate solutions to address concerns about the lack of parking options in Bolton Street. It was subsequently agreed to remove the 'no stopping' lines and install two parking bays in Bolton Street, and also remove the no stopping line from in front of the driveway of 27 Preston Point Road.

Following receipt of two complaints about these changes, it was decided to undertake daily inspections of the area. This work did not identify any increased risk to road users.

Further complaints were subsequently received following distribution of a flyer. It was decided that feedback be sought about a potential review of the modifications undertaken. Eighty (80) letters were sent to residents within the area. Thirty two residents local to the impacted area responded, with the majority (44%) preferring to 'Install informal parking on south verge', however it is noted 38% of respondents did not choose either option and provided comments only.

While the modifications have created a situation which results in a natural slowing of vehicles within the small section of Bolton Street, it is clear that there is a view shared by a number of residents that the modifications have resulted in an increased hazard for users of that street.

Options have been explored in response to this situation. The recommended option is to reinstate the no stopping lines on the north side of Bolton Street and to install informal parking on the south side of Bolton Street. This option would respond to the concern about the potential increased risk of vehicle collisions on the street and also allow parking for nearby residents.

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### BACKGROUND

After several cautions and fines were issued to the resident of 27 Preston Point Road for parking illegally adjacent to his property, either on Preston Point Road or Bolton Street, staff met with the resident to discuss parking within the area. A meeting took place on 5 July 2023, to discuss the parking issues the resident has on the corner, and the lack of parking within close vicinity to his property. At that meeting it was suggested that parking may be possible on Bolton Street, adjacent to his property, with no impact to surrounding residents or traffic. There was no guarantee given, however it was agreed an investigation would be undertaken by the Technical Services Department before implementing anything and advising the resident beforehand.

The investigation included assessing sight lines, road widths, traffic volumes and speeds, and a general visual inspection of the site and its proximity to Preston Point Road.

Some general facts in relation to the street and standard vehicle widths:

- Road width kerb to kerb 5.05m
- Average weekday traffic 356 vehicles per day
- 85<sup>th</sup> percentile speed 31.0km/hr
- Average vehicle width is 1.94m
- Maximum truck width is 2.5m

Following the investigation, it was assessed that removing the yellow no stopping lines over a length of 15 metres would not impact the amenity of safety of vehicles within the street. The resident was informed of the decision and the work to have the 'No stopping' lines removed and signs moved was undertaken in the week commencing 6<sup>th</sup> August 2023.

Two complaints were received in September 2023 regarding the parking changes. Both complaints offered the opinion that the safety of vehicle users had been compromised by the changes in the street. After correspondence with the two complainants, it was decided that daily site inspections would be undertaken by Technical Services Officers to determine if the on-street parking created any safety issues. The daily site inspections were conducted over a period of a few weeks, going on different days, at different times of the day, noting the vehicles parked in the bays and any other comments.

In total eight (8) site visits were undertaken. A maximum of one (1) vehicle was observed to be parked in the bays on two (2) occasions. During all of the site visits there were no interactions with other vehicles passing through at the same time, and on the occasions where a vehicle was parked in the bays, it was safe to pass through.

Several more complaints were received following a flyer distributed to surrounding residents, which is understood to have originated from a local resident. At this time it was decided to undertake consultation to assess whether other more preferable options could be implemented.

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## CONSULTATION

Public consultation was undertaken with 80 letters distributed to impacted residents. Letters were distributed on Friday 27 October 2023, with a closing date of Friday 10 November 2023. The distribution area covered Bolton Street, Angwin Street, Reynolds Street and Surbiton Road.

Forty four submissions were received from the consultation, 32 being residents within the surrounding streets and a further 12 being residents of East Fremantle but not living with the surrounding streets.

The following two options were provided within the consultation letter:

- Reduce parking on-street by one bay or
- Install formal parking on south verge.

It was determined not to include an option to revert to the original parking restrictions, as this remains an option for Council to consider regardless of the feedback obtained on the two proposed options, together with the option to retain the modifications 'as is'.

Of the 32 responses from residents within the surrounding streets:

- fourteen (14) responses selected 'install informal parking on the south verge', ie 44%;
- six (6) responses selected 'reduce parking on-street by one bay', ie 19%; and

- twelve (12) responses did not select either option, ie 38%. However from the comments provided it is clear that the majority of these respondents would prefer the modifications be removed and the parking restrictions reinstated.

Thirty six submissions (36) were received as part of a bulk submission. While all were East Fremantle residents, none lived in the vicinity of Bolton Street. These submissions all stated “leave as is” within the submissions. These submissions have not been included in the above statistics.

#### STATUTORY ENVIRONMENT

Local Government Act 1995  
Road Traffic Act  
Parking local Law

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

If it were decided that informal parking was to be installed on the southern side of Bolton Street verge, the cost would be approximately \$5,000. These works would be undertaken as part of verge maintenance budget (E12235), which has a budget of \$295,851.06 and as of November 2023 the actual spend within this account was \$105,904.61.

#### STRATEGIC IMPLICATIONS

Nil

#### 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)
Parking modifications fail to satisfy concerns of residents due to perception of increased hazard.	Likely (4)	Minor (2)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Manage by informing residents of the final decision.
Removal of parking modifications (ie reversion to original situation) fails to satisfy concerns of residents about lack of availability of parking options.	Likely (4)	Minor (2)	Low (1-4)	REPUTATIONAL Substantiated, low impact, low news item	Manage by informing residents of the final decision.

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

## SITE INSPECTION

Several site inspections were undertaken.

## COMMENT

Parking within East Fremantle is at a premium, especially in properties close to distributor roads such as Preston Point Road. Bolton Street is considered to be a quieter street in terms of traffic movements, with only 356 vehicles using Bolton Street on average each day. Main Roads WA's road hierarchy considers this type of road an access road, noting that access roads can have a maximum average daily traffic number of 3000 vehicles per day. The Western Australian Planning Commissions 'design and geometrical layout of residential roads guidelines' do, however, go into more detail in terms of quieter roads, providing guide road widths for roads as below:

	Access Way	Access Place	Access Lanes & rear laneways
Maximum desirable traffic volume	800 vehicles per day	200 vehicles per day	100 vehicles per day
Acceptable road widths	5.5m-6.0m	4.0m-5.5m	4.0m-5.5m
Provision for parking		In road parking bays	In road parking bays

Bolton Street is closer to an access place than an access way, for which the acceptable road widths and provision for parking are very similar. Taking into consideration that only 4% of all traffic through Bolton Street is larger than a standard vehicle, this road classification is acceptable.

The current parking is shown below, with approximately three (3) parking bays adjacent to 27 Preston Point Road, and the no stopping extending from the parking bays, 18.0m to Preston Point Road. This allows for the stacking of three vehicles that are exiting Preston Point Road.



The traffic count information confirms the relevant criteria of the road as below:

Description	Number
Average weekday traffic	356
AM Peak period average (0800-0900)	27
PM Peak period average (1700-1800)	35
85 <sup>th</sup> percentile speed	31.0 km/hr
Vehicles exceeding the speed limit	0%

It is considered that the options open to Council are as follows:

Options	Description	Cost Implications
1	Leave the parking 'as is' ie two on-street parking bays, plus one bay in front of the driveway/garage, 20m from the intersection	Nil
2	Remove the on-street parking bays and re-install the 'no stopping' line, ie revert the parking restrictions to that which ws in place prior to the recent modifications	Staff time
3	Reduce the on-street parking bays by one, resulting in the parking bay being a further 5m from the intersection with Preston Point Road, ie a total of 25m from the intersection	Staff time

4	Reduce the on-street parking bays to only allow parking directly adjacent to the driveway/garage, ie one parking bay a total of 30m from the intersection with Preston Point Road	Staff time
5	Install informal parking embayment on the south side of Bolton street. Mountable kerb on road edge, dig out and install 150mm deep limestone; remove the on-street parking bays and re-install the 'no stopping' line on the north side of Bolton Street	Approx cost \$5000

**CONCLUSION**

Bolton Street is considered a quiet street, with only 356 vehicles using the street daily, and an 85<sup>th</sup> percentile speed of 31.0km/hr. Considering the majority of the public consultation results favoured 'install informal parking bays on the south side of the street', this is the recommendation that would have the least impact on passing traffic, keeping the road clear and allowing parking within the area. The verge on the south side of Bolton Street has been measured in terms of a standard parking bay, and the area would be able to accommodate two (2) parking bays on the verge, without impacting the road and reducing the perceived risk which resulted in the concerns expressed by residents.

**13.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That Council approves:**

- 1. installation of informal parking embayments on the south side of the Bolton Street as part of the verge maintenance budget (E12235);**
- 2. removal of the on street parking bays and reinstatement of the 'no stopping' line on the north side of Bolton Street adjacent to the property located on 27 Preston Point Road; and**
- 3. the outcome of this decision be communicated to interested residents.**

## 13.2 EAST FREMANTLE COMMUNITY PARK NAMING

<b>Report Reference Number</b>	OCR-2483
<b>Prepared by</b>	Larisa Motton, Manager Marketing and Communications
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Brand Summary - East Fremantle Community Park

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### PURPOSE

The purpose of this report is to progress the naming of the East Fremantle Oval precinct redevelopment to allow for the commencement of marketing and promotion of the new facilities.

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### EXECUTIVE SUMMARY

A brand hierarchy has been developed to enable the operators of the East Fremantle Community precinct, Belgravia Leisure, to commence work on developing the brand and naming of the health club and café/function space within the main facility.

In order to do this work, a review of the current naming of the precinct was undertaken, noting Council has not formally endorsed a particular name at this time, although 'East Fremantle Community Precinct' has been used.

This review has resulted in development of the attached document which outlines the proposed branding strategy Belgravia Leisure intends to implement, noting that it is important the Town endorses a proposed minor change to 'East Fremantle Community Park' to reflect its identification of this important public space. The naming of the fitness and hospitality brands is the responsibility of Belgravia Leisure.

As such, Council is requested to:

1. endorse the naming of the East Fremantle Oval precinct as the 'East Fremantle Community Park';
2. note the brand hierarchy and strategy for the East Fremantle Community Park per Attachment One;
3. note the name of the health club offering as 'B-Active East Fremantle' (to be operated by Belgravia Leisure); and
4. note the naming of the hospitality brand (including café, restaurant, bar, and function space) will be discussed with Council early in 2024.

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### BACKGROUND

During the construction phase of the redevelopment, the Town referred to the project as the 'East Fremantle Oval Precinct Redevelopment'. More recently, the Town has referred to the project as the 'East Fremantle Community Precinct', which was discussed at a Council Forum but not formally endorsed by Council.

Not dissimilar to 'Perth Stadium', the inclusion of 'East Fremantle' in the precinct name highlights and sets the location. The inclusion of the word 'Community' in the name reflects that the community is at the forefront of this redevelopment.

Council adopted the East Fremantle Oval Facility Operator Agreement at its Special Council Meeting held on 5 September 2023. This agreement requires Belgravia Leisure to commence all pre-opening and operator functions, including undertaking responsibility for the marketing of the facility.

Subsequent to marketing and branding meetings between the Town and Belgravia Leisure, it is now proposed to replace the word ‘precinct’ with ‘park’; ie ‘East Fremantle Community Park’ as the endorsed brand name for this location and facility.

The definitions of ‘park’ and ‘precinct’, as taken from the Oxford Dictionary, are as follows:

‘Park’ – a large public garden or area of land used for recreation.

‘Precinct’ – the area within the walls or perceived boundaries of a particular building or place.

From the above definitions, ‘park’, and the imagery it conjures in one’s mind, is more closely aligned with the outcomes intended for this significant redevelopment project.

In consideration of this proposed name, Belgravia Leisure was tasked with developing a brand name for the health club offering and the hospitality offering (which is a broad offering including a café, restaurant, bar and function space, including special events/weddings).

## CONSULTATION

Belgravia Leisure

## STATUTORY ENVIRONMENT

N/A

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

The projected budgets as detailed below outline the gym returns for year 1 as approximately \$534,000. Should the marketing and sale of the gym membership be delayed, this may have a significant impact on the Town’s ability to generate revenue.

Soft marketing is proposed to commence mid-December, encouraging target audiences to subscribe for more info, with sales expected to commence in January. Should the ‘B-Active East Fremantle’ brand be delayed, the impacts to marketing and sales are considered significant.

EAST FREMANTLE OVAL PRECINCT - SUMMARY							
	Year	Year	Year	Year	Year	Year	5 Year
	0	1	2	3	4	5	Total
<b>Revenue</b>							
Net F & B Revenue after Club Dividend	\$ -	\$ 450,895	\$ 473,439	\$ 497,111	\$ 521,967	\$ 544,251	\$ 2,487,663
Net Health Club Revenue	\$ -	\$ 534,023	\$ 1,028,253	\$ 1,070,830	\$ 1,108,592	\$ 1,150,444	\$ 4,892,142
Other Net Revenue	\$ -	-\$ 207,420	-\$ 217,791	-\$ 228,681	-\$ 240,115	-\$ 252,120	
<b>Net Revenue</b>	\$ -	\$ 777,498	\$ 1,283,901	\$ 1,339,260	\$ 1,390,444	\$ 1,442,575	\$ 6,233,678
<b>Exepnses</b>							
Total Precinct Expenses	\$ 245,522	\$ 768,706	\$ 858,167	\$ 902,264	\$ 929,332	\$ 957,212	\$ 4,661,204
<b>Profit/Loss</b>	-\$ 245,522	\$ 8,792	\$ 425,734	\$ 436,996	\$ 461,112	\$ 485,363	\$ 1,572,475

## STRATEGIC IMPLICATIONS

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

**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 recreational, sporting and social facilities
- 1.2.2 Activate inviting open spaces that encourage social connection

**1.3 Strong community connection within a safe and vibrant lifestyle**

- 1.3.1 Partner and educate to build a strong sense of community safety
- 1.3.2 Facilitate opportunities for people to develop community connections through events and celebrations.
- 1.3.3 Facilitate community group capacity building.

The Town of East Fremantle **Recreation and Community Facilities Strategy** adopted in 2016 identified that ‘the East Fremantle Oval Precinct is a major recreation and sporting precinct in East Fremantle that is currently perceived as poorly planned as a precinct, is underutilised in terms of community use and access and is an ineffective use of major open space.

**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)
Deferral of name and branding will impact marketing and financial for the Health facility.	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation
Deferral of name and branding will impact marketing and financial for the Health facility.	Unlikely (2)	Minor (2)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	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**

<b>Risk Rating</b>	6
<b>Does this item need to be added to the Town’s Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

**SITE INSPECTION**

N/A

**COMMENT**

The attachment to this report provides advice about the brand hierarchy Belgravia Leisure has developed for the ‘East Fremantle Community Park’. This brand structure would see the hospitality and fitness brands (both the responsibility of Belgravia Leisure) sit under the East Fremantle Community Park brand.

**Name of Health Club Offering**

Belgravia Leisure has developed a national brand for their health club offering, ‘**B-Active**’. Their intention is to launch the ‘B-Active’ brand, commencing with the Town’s facilities in East Fremantle, as ‘**B-Active East Fremantle**’. Attachment One provides more detail about this brand.

**Name of Hospitality Offering**

There has been significant work in the background to develop a recommendation for the name and brand for the hospitality offering. Given the scope of the hospitality offering, everything from a café and bar to a function space hosting special events like weddings, careful consideration must be applied to ensure the name and brand speaks to and represents these offerings. The name and brand for the hospitality offering will be further discussed with Council in January.

In order to commence marketing and promoting the facilities of the Health Club offering, Belgravia Leisure has requested the Town support the name ‘East Fremantle Community Park’ and acknowledge the B-Active brand will launch in December.

It should be noted that the potential commercial naming rights of the redevelopment may impact on the branding and strategy of the East Fremantle Community Park. While the potential for a naming rights sponsor to be included is noted in the brand hierarchy document it is clearly acknowledged that this is a matter for Council to determine. This will be discussed in a separate report included in the agenda of this council meeting.

**CONCLUSION**

In order for Belgravia Leisure to commence its marketing for the fitness brand early in 2024 it is recommended that Council endorses the brand name ‘East Fremantle Community Park’ and notes the brand strategy for B-Active East Fremantle.

---

13.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That Council:**

1. endorses the naming of the East Fremantle Oval precinct as the 'East Fremantle Community Park';
2. notes the brand hierarchy and strategy for the East Fremantle Community Park per Attachment One;
3. notes the name of the health club offering as 'B-Active East Fremantle' (to be operated by Belgravia Leisure); and
4. notes the naming of the hospitality brand (including café, restaurant, bar, and function space) will be discussed with Council early in 2024.

OUR STRATEGY

BRAND HIERARCHY



The following brand hierarchy illustrates the proposed brand structure that will be applied at East Fremantle Community Park. Pending approval, this structure would see B-Active sit beneath the East Fremantle Community Park brand, as the core brand for the health club, while leveraging Higher State and Coaching Zone brands below B-Active to elevate higher tiered reformer pilates and HIIT offerings linked to top level Gold membership.

- Town of East Fremantle hosts brands at the East Fremantle Community Park
- Belgravia Leisure managed brand
- Self managed brand





# WELCOME TO OUR BRAND SUMMARY

VERSION 10.0 | NOVEMBER 2023



# PROJECT SCOPE

The development of East Fremantle Community Park is an Integrated Community, Sport and Leisure Precinct within the Town of East Fremantle. The precinct will contribute significantly to the overall economic and social benefits of the region.

The construction costs for the building total \$25 million and the total cost of the project is \$32.5 million. The State Government's contribution of \$25 million towards this redevelopment will allow for and provide local sporting clubs and the community with access to state-of-the-art facilities.

As contract partner, Belgravia Leisure will play a critical role in the delivery of the fitness and hospitality offerings under the East Fremantle Community Park brand. The following brand summary proposes the identity for the fitness facilities including the gym, which will be fitted out with traditional gym equipment and group fitness studio, in addition to a reformer pilates studio and HIIT program.

Belgravia Leisure proposes that Town of East Fremantle utilise Belgravia Leisure's new fitness brand 'B-Active' which is underpinned by a broader

health & wellbeing strategy and will allow East Fremantle to leverage national campaigns creating operational efficiencies.

The brand has been adapted to meet the Town of East Fremantle brand palette and further amendments can be made as required.

# INTRODUCING B-ACTIVE

We are called B-Active, for a reason; we're all about getting communities active and moving more.

We get how important it is to help everyone find least 30 minutes of activity in their day, five times a week.

B-Active is where activity comes alive, both in our welcoming venues and through our online programs. We provide variety and flexibility ensuring that entire communities can access and benefit from our services.

We're serious about knocking down any hurdles - so that nobody gets left behind.

Together, we want to make an impact that extends far beyond individual fitness goals, assisting communities to thrive on well-being, where we support and motivate each other to lead healthier, active lives, through physical health, mental wellbeing, and social connections.

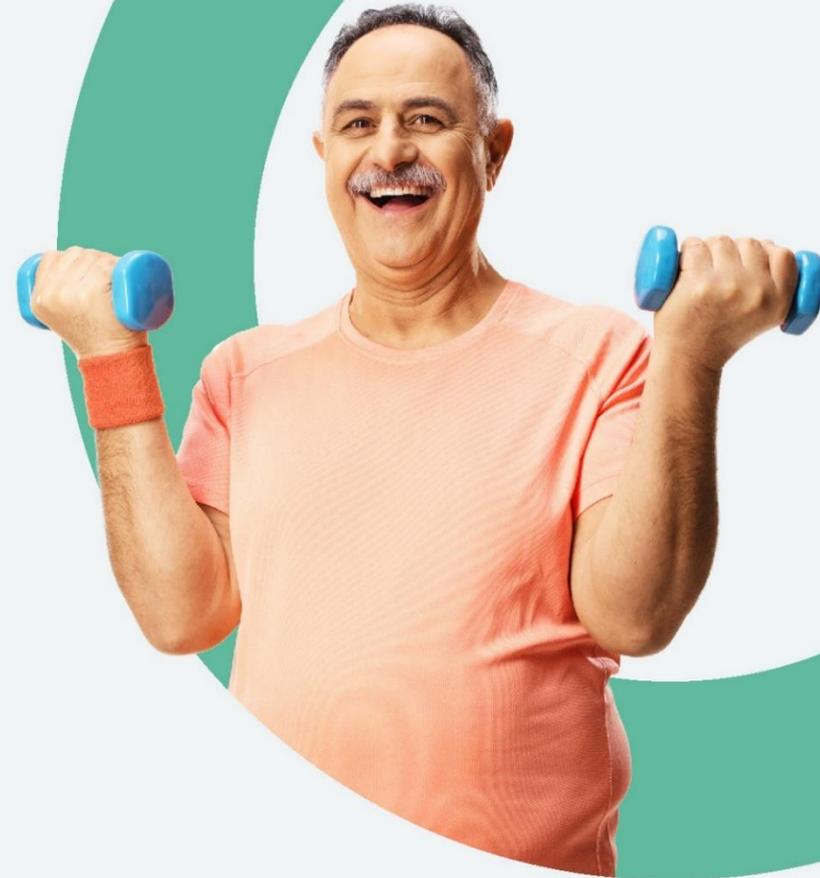
So, let's get everyone moving more.



# WHERE FITNESS GETS REAL.

In our B-Active Health Clubs, every lift, step, and stretch is a celebration of moving more. We create a welcoming community-centred space that embraces a holistic approach to health and wellbeing.

Offering a variety of programs, group exercise, and a supportive atmosphere, that resonates with an individual lifestyle - wherever they may be on their health journey.



OUR STRATEGY

# IDENTITY OVERVIEW

This style guide aims to provide a thorough understanding of fundamental principles and detailed specifications pertaining to the various individual assets depicted below.



**Logo**

The bold cornerstones that encapsulate our brand essence.



**Colours**

Colour palette derived from Town of East Fremantle colour palette.



**Typography**

Our dynamic font exuding strength, movement and charisma.

**IVYEPIC  
EXTRABOLD  
ITALIC**

Open Sans Regular



**Circular Treatment**

Our bold, strong circular motif graphic device.

**ASSETS & APPLICATIONS**  
**LOGO VARIANTS**



Meet our primary logo suite, the bold cornerstones that encapsulate our brand essence, serving as a visual representation of our unbreakable spirit, core values, and empowering messaging. The circle symbolises unity and inclusivity. There are three logo variations that could be utilised for the brand with different location/offering identifiers. These identifiers would be incorporated to support brand SEO.

Option 1)



Option 2)



**ASSETS & APPLICATIONS**  
**LOGO USAGE**



Place the B-Active logo to the left in co-branding arrangements. Keep the designated clear space free of text and graphics to preserve the logo's integrity. The clear space is defined by the height of the 'B'. Exclude the co-branding lockup from social tiles and digital banners.



## ASSETS & APPLICATIONS GENERIC ROLL-OUT



This is how B-Active East Fremantle would look applied to various print and digital assets. Consistency fosters recognition and helps consumers quickly identify and connect with your brand, whether they encounter the brand on a website, social media page, or in advertisements.



Poster



Pull-up banner



Digital banner



Email signature



Social tile

## ASSETS & APPLICATIONS

### SOCIAL MEDIA

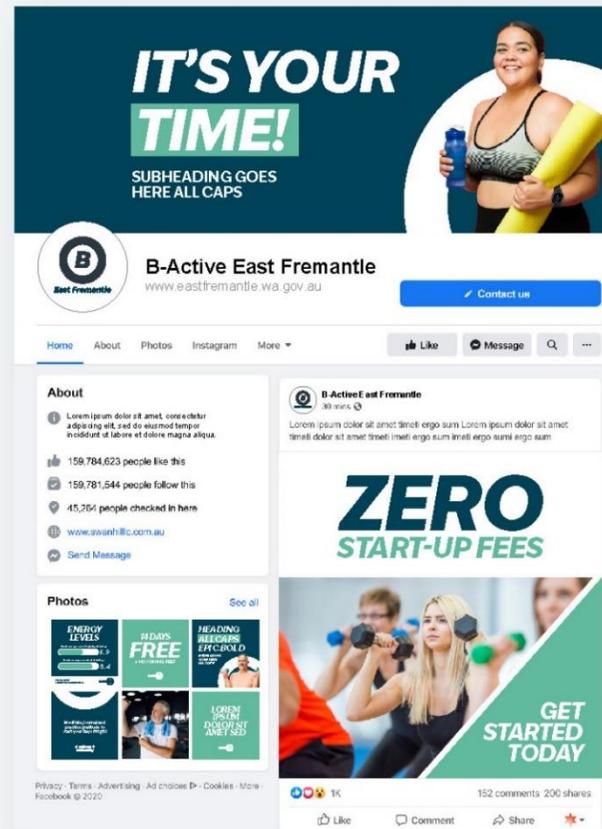


We ensure our social media feeds and grids are aligned with brand, coordinating seamlessly across all channels. Just like a well-coordinated workout routine, consistency is key in the fitness brand space. Our brand will stand out in the crowded social media scene.

#### Instagram Profile



#### Facebook Profile



Mix social profiles with posts from the different pillars depending on venue facilities.

## ASSETS & APPLICATIONS

# ACCESS AND INCLUSION



The B-Active brand will reflect Belgravia Leisure's Social Inclusion Policy and support and inclusion for people of all ages and abilities, from a diverse range of backgrounds and characteristics. This will be achieved through:

- Imagery featuring a diverse range of ages, abilities, backgrounds, genders and other characteristics including Aboriginal and Torres Strait Islander peoples and the LGBTQIA+ community.
- Videos with closed captions and language translation options (where possible).
- Alternative text incorporated into digital web imagery, supportive of accessibility screen readers.
- Designs in compliance with the WCAG 2.2 web and print content accessibility guidelines.
- In applicable context, designs may include statements or graphics to convey our support for social inclusion of underrepresented community groups.
- Where appropriate, all actionables from the Belgravia Reconciliation Action Plan (RAP) will be applied to any assets and documents to align with company commitments.
- Alternative language options will be available (as needed).



## ASSETS & APPLICATIONS IMAGERY



B-Active's imagery narrates stories and captures candid moments, portraying our venues, communities, and users authentically. We focus on everyday guests living a healthy lifestyle, aiming to uplift, inspire, and promote movement, physical activity, and togetherness.



***THANK YOU!***



## 13.3 MONTHLY FINANCIAL REPORT 30 NOVEMBER 2023

<b>Report Reference Number</b>	OCR-2511
<b>Prepared by</b>	Phil Garoni, Finance Manager
<b>Supervised by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Parts 3 and 4 of the Recommendation requires an Absolute Majority
<b>Documents tabled</b>	Nil

**Attachments**

1. Monthly Financial Report for the month ended 30 November 2023 containing the Statements of Financial Activity and Financial Position

**PURPOSE**

The purpose of this report is to present to the Council the Monthly Financial Report (containing the Statement of Financial Activity by Nature and Type and Statement of Financial Position) for the month ended 30 November 2023. 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 State Government has recently amended regulation 34 of the *Local Government (Financial Management) Regulations 1996* to require the Statement of Financial Activity to be presented according to nature or type 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 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 (F)
- b. Unfavourable variance (U)
- c. Timing variance (T)

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

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of 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

Material variances are disclosed in the Statement of Financial Activity.

As part of the adopted 2023/24 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 2023/24 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 and Type 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)	Major (4)	Low (1-4)	FINANCIAL IMPACT \$50,000 - \$250,000	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 \$250,001 - \$1,000,000	Manage by updating the internal grants register and contract liabilities register each month

## 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

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

#### SITE INSPECTION

Not applicable.

#### COMMENT

This report presents the Statement of Financial Activity by Nature and Type for the month ending 30 November 2023.

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

	Original Budget	Current Budget	YTD Budget	YTD Actuals
<b>Opening Surplus</b>	<b>378,508</b>	<b>751,732</b>	<b>751,732</b>	<b>751,732</b>
Operating Revenue	11,974,645	12,060,122	10,377,960	10,882,490
Operating Expenditure	(12,611,283)	(12,832,804)	(5,379,075)	(5,062,834)
Capital Expenditure	(22,424,516)	(24,446,791)	(14,928,653)	(13,102,214)
Capital Income	16,151,762	17,499,447	11,234,240	9,815,201
Financing Activities	4,449,554	4,924,905	4,786,106	4,413,213
Non-Cash Items	2,081,330	2,048,188	902,721	894,192
<b>Closing Surplus/(Deficit)</b>	<b>0</b>	<b>4,799</b>	<b>7,745,031</b>	<b>8,591,781</b>

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 receipted \$8.38M in rates and charges revenue (including rates, ESL, service charges) by the end of November, equating to 76.1% of total rates and charges paid.
- Capital works has yet to substantially commence in 2023/24, with work continuing the EF Oval Redevelopment Project. Expenditure recognised in 2023/24 against the EF Oval Project is \$12.7M, bringing the total Project Costs to Date to \$25.7M, representing 74.36% of the total Project Budget.

#### **Budget Variations:**

Work relating to the eastern bank footpath is not included in the East Fremantle redevelopment contract with Cooper and Oxley. The Town's budget did include the works for the footpath as part of the \$465,000 amendment approved at the October Ordinary Council Meeting resolution 041710.

As such the \$95,000 work for the footpath is being attached to the dog park project. The overall budget position has not changed.

General Ledger	Account Description	Current Budget	Amended Budget	Comment
E11738	EF Oval Redevelopment Project	\$21,571,808	\$21,476,808	\$95k reallocated to E11746
E11746	EF Oval – Dog Park Project and Footpath	\$195,020	\$290,020	\$95k reallocated from E11738

**Fees and Charges addition**

Town of East Fremantle Heritage Notebooks were printed to use as gifts for the Seniors’ Christmas Lunch and Citizenship Ceremonies, and a quantity to sell to residents.

In accordance with the Local Government Act section 6.16. 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.

A fee of \$10 inclusive of GST is being proposed for the sale of the Heritage Notebooks.

**CONCLUSION**

Council is requested to receive the Monthly Financial Report for the month ended November 2023, approve the schedule of budget variations, and approve the new fee as submitted.

**13.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That Council:**

1. receives the Monthly Financial Report for the month ended 30 November 2023, as presented as attachment 1 to this report, inclusive of:
  - (i) Statement of Financial Activity by Nature and Type
  - (ii) Statement of Financial Position
  - (iii) Capital Expenditure Report
2. notes the unrestricted municipal surplus of \$8,591,781 for the month ended 30 November 2023.
3. pursuant to section 6.8 of the *Local Government Act 1995*, approves by absolute majority the schedule of budget variations below, resulting in a nil change in net current assets at 30 June 2024.
4. pursuant to section 6.16 of the *Local Government Act 1995*, approves by absolute majority the addition of a \$10 Fee for the sale of Heritage Notebooks. In addition, pursuant to section 6.19 of the *Local Government Act 1995*, give public notice of the new fee to be effective as of 1 February 2024.

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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 November 2023**

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

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**TOWN OF EAST FREMANTLE  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.75 M	\$0.75 M	\$0.75 M	\$0.00 M
Closing	\$0.00 M	\$7.75 M	\$8.59 M	\$0.85 M

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	\$	% of total
Unrestricted Cash	\$10.80 M	54.8%
Restricted Cash	\$8.90 M	45.2%

Refer to 3 - Cash and Cash Investments

<b>Payables</b>		
	\$	% Outstanding
Trade Payables	\$3.89 M	
0 to 30 Days		0.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

<b>Receivables</b>		
	\$	%
Rates Receivable	\$2.63 M	76.1%
Trade Receivable	\$0.09 M	
Over 30 Days		1.6%
Over 90 Days		9.9%

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.28 M	\$5.90 M	\$6.71 M	\$0.81 M

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
	\$	% Variance
YTD Actual	\$9.11 M	0.3%
YTD Budget	\$9.08 M	

Refer to 8 - Rate Revenue

<b>Grants and Contributions</b>		
	\$	% Variance
YTD Actual	\$0.69 M	101.2%
YTD Budget	\$0.34 M	

Refer to 10 - Grants and Contributions

<b>Fees and Charges</b>		
	\$	% Variance
YTD Actual	\$0.82 M	
YTD Budget	\$0.77 M	5.7%

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$6.95 M)	(\$3.69 M)	(\$3.29 M)	\$0.41 M

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
	\$	%
YTD Actual	\$0.04 M	
Adopted Budget	\$0.20 M	(79.9%)

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
	\$	% Spent
YTD Actual	\$0.34 M	
Adopted Budget	\$0.67 M	(49.0%)

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
	\$	% Received
YTD Actual	\$9.77 M	
Adopted Budget	\$17.29 M	(43.5%)

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$4.92 M	\$4.79 M	\$4.41 M	(\$0.37 M)

Refer to Statement of Financial Activity

<b>Borrowings</b>	
Principal repayments	(\$0.00 M)
Interest expense	\$0.00 M
Principal due	\$4.90 M

Refer to 9 - Borrowings

<b>Reserves</b>	
Reserves balance	\$3.00 M
Interest earned	\$0.14 M

Refer to 4 - Cash Reserves

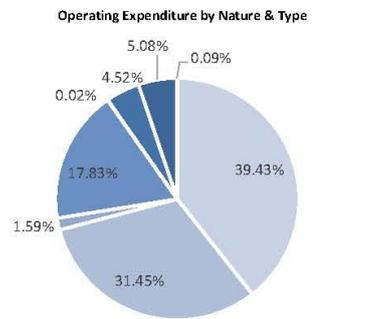
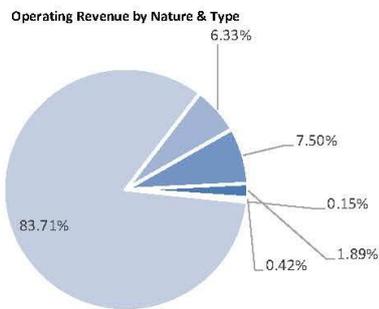
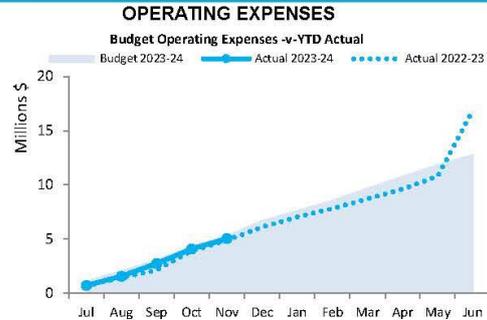
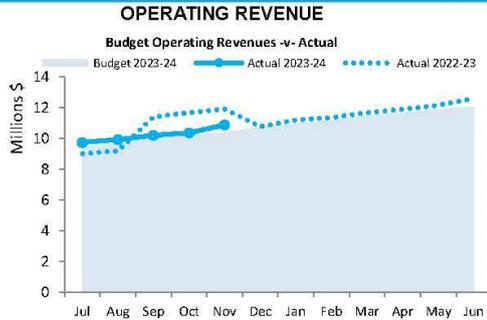
<b>Report Preparation</b>	
Prepared by:	Manager Finance
Reviewed by:	Executive Manager Corporate Services
Date Prepared:	6/12/2023

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

**TOWN OF EAST FREMANTLE  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

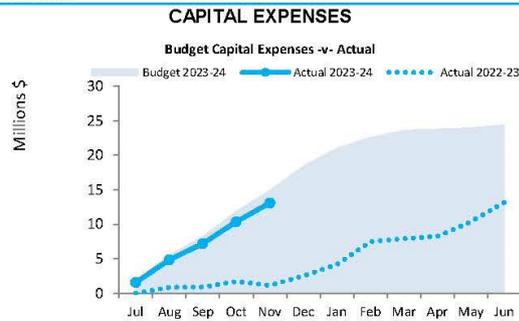
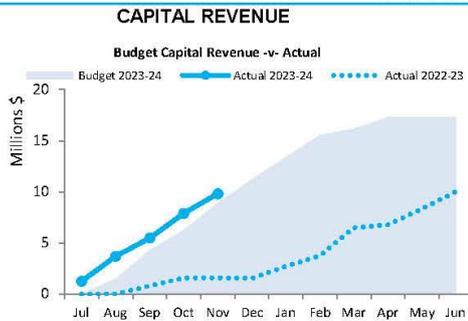
**KEY INFORMATION - GRAPHICAL**

**OPERATING ACTIVITIES**



- Rates
- Fees and charges
- Other revenue
- Grants, subsidies and contribution
- Interest revenue
- Profit on asset disposals
- Employee costs
- Depreciation
- Other expenditure
- Materials and contracts
- Finance costs
- Loss on asset disposals
- Utility charges
- Insurance

**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 NOVEMBER 2023**

Note	Current Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	8	9,095,009	9,083,695	9,109,477	25,782	0.28%	▲
Grants, subsidies and contributions	10	855,580	342,450	689,020	346,570	101.20%	▲
Fees and charges		1,559,751	772,048	815,799	43,751	5.67%	▲
Interest revenue		389,440	162,267	206,002	43,735	26.95%	▲
Other revenue		42,000	17,500	46,057	28,557	163.18%	▲
Profit on asset disposals	6	118,342	0	16,135	16,135	0.00%	▲
		<b>12,060,122</b>	<b>10,377,960</b>	<b>10,882,490</b>	<b>504,530</b>	<b>4.86%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(4,969,094)	(2,139,520)	(1,996,363)	143,157	6.69%	▼
Materials and contracts		(4,234,800)	(1,650,880)	(1,592,029)	58,851	3.56%	▼
Utility charges		(257,950)	(107,479)	(80,255)	27,224	25.33%	▼
Depreciation		(2,166,530)	(902,721)	(902,721)	0	0.00%	
Finance costs		(134,490)	0	(1,003)	(1,003)	0.00%	
Insurance		(258,240)	(258,240)	(228,833)	29,407	11.39%	▼
Other expenditure		(811,700)	(320,235)	(257,280)	62,955	19.66%	▼
Loss on asset disposals	6	0	0	(4,350)	(4,350)	0.00%	
		<b>(12,832,804)</b>	<b>(5,379,075)</b>	<b>(5,062,834)</b>	<b>316,241</b>	<b>5.88%</b>	
Non-cash amounts excluded from operating activities	2(b)	2,048,188	902,721	894,192	(8,529)	(0.94%)	
<b>Amount attributable to operating activities</b>		<b>1,275,506</b>	<b>5,901,606</b>	<b>6,713,848</b>	<b>812,242</b>	<b>13.76%</b>	
<b>INVESTING ACTIVITIES</b>							
Proceeds from capital grants, subsidies and contributions	10	17,294,491	11,186,540	9,774,056	(1,412,484)	(12.63%)	▼
Proceeds from disposal of assets	6	204,956	47,700	41,145	(6,555)	(13.74%)	▼
Payments for property, plant and equipment	5	(23,702,791)	(14,824,053)	(12,759,422)	2,064,631	13.93%	▼
Payments for construction of infrastructure	5	(744,000)	(104,600)	(342,792)	(238,192)	(227.72%)	▲
<b>Amount attributable to investing activities</b>		<b>(6,947,344)</b>	<b>(3,694,413)</b>	<b>(3,287,013)</b>	<b>407,400</b>	<b>11.03%</b>	
<b>FINANCING ACTIVITIES</b>							
Proceeds from new debentures	9	4,800,000	4,800,000	4,800,000	0	0.00%	
Transfer from reserves	4	1,707,424	7,286	7,286	0	0.00%	
Repayment of borrowings	9	(72,634)	(1,225)	(1,225)	0	0.00%	
Payments for principal portion of lease liabilities		(49,807)	(19,955)	(19,955)	0	0.00%	
Transfer to reserves	4	(1,460,078)	0	(372,893)	(372,893)	0.00%	▼
<b>Amount attributable to financing activities</b>		<b>4,924,905</b>	<b>4,786,106</b>	<b>4,413,213</b>	<b>(372,893)</b>	<b>(7.79%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Surplus or deficit at the start of the financial year		751,732	751,732	751,732	0	0.00%	
Amount attributable to operating activities		1,275,506	5,901,606	6,713,848	812,242	13.76%	▲
Amount attributable to investing activities		(6,947,344)	(3,694,413)	(3,287,013)	407,400	11.03%	▲
Amount attributable to financing activities		4,924,905	4,786,106	4,413,213	(372,893)	(7.79%)	▲
<b>Surplus or deficit after imposition of general rates</b>		<b>4,799</b>	<b>7,745,031</b>	<b>8,591,781</b>	<b>846,749</b>	<b>10.93%</b>	<b>▲</b>

**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 FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

	Note	30 June 2023	30 November 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	14,631,561	19,700,889
Trade and other receivables		741,694	3,021,526
Contract assets		6,829	6,829
Other assets		160,902	
<b>TOTAL CURRENT ASSETS</b>		<b>15,540,986</b>	<b>22,729,244</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		96,650	93,394
Other financial assets		81,490	81,490
Investment in associate		1,502,543	1,502,543
Property, plant and equipment		41,422,143	53,296,740
Infrastructure		45,730,099	46,013,849
Right-of-use assets		208,607	208,607
<b>TOTAL NON-CURRENT ASSETS</b>		<b>89,041,532</b>	<b>101,196,623</b>
<b>TOTAL ASSETS</b>		<b>104,582,518</b>	<b>123,925,867</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		4,750,979	4,474,815
Other liabilities		6,642,115	5,895,467
Lease liabilities		44,114	24,159
Borrowings	9	5,068	3,843
Employee related provisions		757,227	762,643
Other provisions	11	268,434	268,434
<b>TOTAL CURRENT LIABILITIES</b>		<b>12,467,937</b>	<b>11,429,361</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities		198,300	198,300
Borrowings	9	94,112	4,894,112
Employee related provisions		125,624	125,624
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>418,036</b>	<b>5,218,036</b>
<b>TOTAL LIABILITIES</b>		<b>12,885,973</b>	<b>16,647,397</b>
<b>NET ASSETS</b>		<b>91,696,545</b>	<b>107,278,470</b>
<b>EQUITY</b>			
Retained surplus		38,746,160	53,962,478
Reserve accounts	4	2,638,933	3,004,540
Revaluation surplus		50,311,452	50,311,452
<b>TOTAL EQUITY</b>		<b>91,696,545</b>	<b>107,278,470</b>

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

<b>Movement in Equity</b>	<b>15,581,925</b>
Explained by:	
Amount attributed to operating activities	6,702,075
Proceeds from capital activities	9,245,456
Net reserves movement	(365,607)
	<b>15,581,925</b>

**TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	Var.	Timing / Permanent	Explanation
	\$	%			
<b>Revenue from operating activities</b>					
Rates	25,782	0.28%	▲	Timing	No material variance
Grants, subsidies and contributions	346,570	101.20%	▲	Timing	Commonwealth Home Support Program was received in advance
Fees and charges	43,751	5.67%	▲	Timing	No material variance
Interest revenue	43,735	26.95%	▲	Timing	Interest on municipal investments higher than expected at this point in time. Interest received from rates higher than budgeted.
Other revenue	28,557	163.18%	▲	Timing	Unbudgeted Workcover compensation claims
Profit on asset disposals	16,135	0.00%	▲	Timing	No material variance
<b>Expenditure from operating activities</b>					
Employee costs	143,157	6.69%	▼	Timing	Favourable
Materials and contracts	58,851	3.56%	▼	Timing	Favourable - Waste services
Utility charges	27,224	25.33%	▼	Timing	Favourable
Depreciation	0	0.00%		No variance	
Finance costs	(1,003)	0.00%		Timing	No material variance
Insurance	29,407	11.39%	▼	Timing	Favourable
Other expenditure	62,955	19.66%	▼	Timing	South West Group contribution not paid yet \$26k Councillor training not yet expended \$18k ESL contribution for the Town's properties not received for payment \$14k Along with expenditure to date on Regional Waste Management and Building service levy below expected budget by \$15.5k
Loss on asset disposals	(4,350)	0.00%		No variance	
<b>Non-cash amounts excluded from operating activities</b>					
	(8,529)	(0.94%)		Timing	No material variance
<b>Investing Activities</b>					
Proceeds from capital grants, subsidies and contributions	(1,412,484)	(12.63%)	▼	Timing	See Note 10 Grants & Contributions for more detailed information
Proceeds from disposal of assets	(6,555)	(13.74%)	▼	No variance	
Payments for property, plant and equipment	2,064,631	13.93%	▼	Timing	See Note 5 Capital Acquisitions for more detailed information
Payments for construction of infrastructure	(238,192)	(227.72%)	▲	Timing	See Note 5 Capital Acquisitions for more detailed information
<b>Financing Activities</b>					
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	(372,893)	0.00%	▼	Timing	Transfers to Reserves occurring before budgeted; Transfer to Strategic Waste Reserve \$180k Transfer to EF Oval Redevelopment Reserve \$193k
<b>Surplus or deficit at the start of the financial year</b>					
	0	0.00%		Permanent	Pending finalisation of annual report
<b>Surplus or deficit after imposition of general rates</b>					
	846,749	10.93%	▲	Timing	Due to variances described above

**TOWN OF EAST FREMANTLE  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

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

	Note	Current Budget Closing 30 June 2024	Last Year Closing 30 June 2023	Year to Date 30 November 2023
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	4,737,314	14,631,561	19,700,889
Trade and other receivables		252,401	741,694	3,021,526
Contract assets	8	0	6,829	6,829
Other assets	8	52,099	160,902	0
		5,041,814	15,540,986	22,729,244
<b>Less: current liabilities</b>				
Trade and other payables	9	(1,854,815)	(4,750,979)	(4,474,815)
Other liabilities	11	(71,910)	(6,642,115)	(5,895,467)
Lease liabilities	10	0	(44,114)	(24,159)
Borrowings	9	(4,825,570)	(5,068)	(3,843)
Employee related provisions	11	(675,173)	(757,227)	(762,643)
Other provisions	11	(43,530)	(268,434)	(268,434)
		(7,470,998)	(12,467,937)	(11,429,361)
<b>Net current assets</b>		<b>(2,429,184)</b>	<b>3,073,049</b>	<b>11,299,883</b>
<b>Less: Total adjustments to net current assets</b>	2(c)	2,433,983	(2,321,317)	(2,708,104)
<b>Closing funding surplus / (deficit)</b>		<b>4,799</b>	<b>751,732</b>	<b>8,591,780</b>

**(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)
<b>Non-cash amounts excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	6	(118,342)	0
Add: Loss on asset disposals	6	0	0
Add: Depreciation		2,166,530	902,721
- Pensioner deferred rates		0	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,048,188</b>	<b>902,721</b>
			<b>894,192</b>

**(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.

	Note	Current Budget Opening 30 June 2024	Last Year Closing 30 June 2023	Year to Date 30 November 2023
<b>Adjustments to net current assets</b>		\$	\$	\$
Less: Reserve accounts	4	(2,391,587)	(2,638,933)	(3,004,540)
- Current portion of borrowings	9	4,825,570	5,068	3,843
- Current portion of lease liabilities	10	0	44,114	24,159
- Current provision for equity contribution - Investment in Associate			268,434	268,434
<b>Total adjustments to net current assets</b>	2(a)	<b>2,433,983</b>	<b>(2,321,317)</b>	<b>(2,708,104)</b>

**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 NOVEMBER 2023**

**3 CASH AND CASH INVESTMENTS**

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
<b>Cash Deposits</b>							
Municipal Bank Account	2,684,599	0	2,684,599	CBA	AA-		At Call
Municipal Bonds & Deposits Account	581,395	0	581,395	CBA	AA-		At Call
Cash On Hand	800	0	800	Petty Cash/Till Float			On Hand
<b>Term Deposits</b>							
Pooled (Muni, Reserves, Bonds and Grants)			3,404,769	NAB	AA-	4.85%	Jan 24
Pooled (Muni, Reserves, Bonds and Grants)			2,014,860	CBA	AA-	4.69%	Dec 23
Pooled (Muni, Reserves, Bonds and Grants)			2,000,000	SUNCORP	A-	4.85%	Dec 23
Pooled (Muni, Reserves, Bonds and Grants)	7,534,089	8,900,006	2,014,466	NAB	AA-	4.90%	Dec 23
Pooled (Muni, Reserves, Bonds and Grants)			3,000,000	SUNCORP	A-	4.81%	Jan 24
Pooled (Muni, Reserves, Bonds and Grants)			3,000,000	NAB	AA-	4.90%	Jan 24
Pooled (Muni, Reserves, Bonds and Grants)			1,000,000	CBA	AA-	4.23%	Dec 23
<b>Total</b>	<b>10,800,882</b>	<b>8,900,006</b>	<b>19,700,889</b>			<b>4.80%</b>	
<b>Comprising</b>							
Cash and cash equivalents	10,800,882	8,900,006	19,700,889				
	<b>10,800,882</b>	<b>8,900,006</b>	<b>19,700,889</b>				

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**

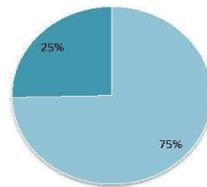
INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$6,280,854	AA-	31.88%
CBA (GREEN/ESTGD TD)	\$0	AA-	0.00%
NATIONAL AUST. BANK	\$8,419,235	AA-	42.74%
SUNCORP	\$5,000,000	AA-	25.38%
WESTPAC	\$0	AA-	0.00%
<b>Total</b>	<b>\$19,700,089</b>		<b>100.00%</b>

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0%
AA-	MAX 100%	\$14,700,089	75%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$0	0%
A- (DIVESTMENT)	MAX 100%	\$5,000,000	25%
BBB+ (DIVESTMENT)	MAX 80%	\$0	0%
		<b>\$19,700,089</b>	<b>100%</b>

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 decreases which means less investment of Municipal funds.

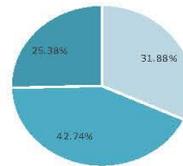
The current monetary policy imposed by the Reserve Bank of Australia (RBA) is driving the interest rate environment. The Town's investment policy precludes investing in term deposits for more than 12 months.

Divestment v Non-Divestment - Term Deposits



■ AAA ■ AA-

Values held by Institution

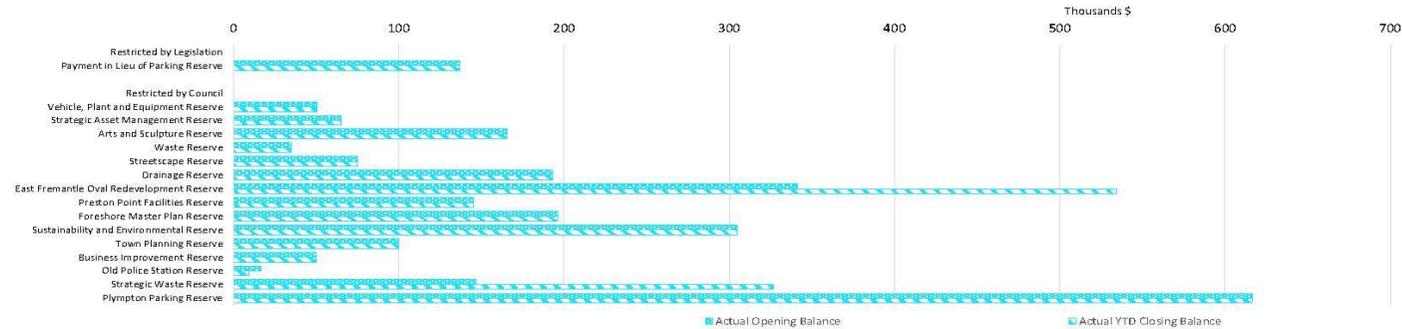


■ COMMONWEALTH BANK ■ CBA (GREEN/ESTGD TD) ■ NATIONAL AUST. BANK  
■ SUNCORP ■ WESTPAC

**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**4 RESERVE ACCOUNTS**

Reserve name	ORIGINAL				CURRENT				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					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Restricted by Legislation</b>													
Payment in Lieu of Parking Reserve	137,010	0	0	137,010	137,010	0	0	137,010	137,010	0	0	0	137,010
<b>Restricted by Council</b>													
Vehicle, Plant and Equipment Reserve	50,407	0	0	50,407	50,407	0	(50,407)	0	50,407	0	0	0	50,407
Strategic Asset Management Reserve	64,920	0	0	64,920	64,920	0	(64,920)	0	64,920	0	0	0	64,920
Arts and Sculpture Reserve	165,664	30,000	(45,000)	150,664	165,664	30,000	(45,000)	150,664	165,664	0	0	0	165,664
Waste Reserve	35,000	0	0	35,000	35,000	0	0	35,000	35,000	0	0	0	35,000
Streetscape Reserve	75,000	0	0	75,000	75,000	0	0	75,000	75,000	0	0	0	75,000
Drainage Reserve	216,000	0	0	216,000	193,293	0	(60,000)	133,293	193,293	0	0	0	193,293
East Fremantle Oval Redevelopment Reserve	532,641	936,111	(688,879)	779,873	341,431	936,111	(688,879)	588,663	341,431	143,072	49,821	(0)	534,324
Preston Point Facilities Reserve	65,290	0	(30,000)	35,290	145,290	0	(145,290)	0	145,290	0	0	0	145,290
Foreshore Master Plan Reserve	213,618	0	0	213,618	196,344	0	0	196,344	196,344	0	0	0	196,344
Sustainability and Environmental Reserve	304,723	133,830	(310,000)	128,553	304,723	133,830	(310,000)	128,553	304,723	0	0	0	304,723
Town Planning Reserve	100,000	50,000	0	150,000	100,000	50,000	0	150,000	100,000	0	0	0	100,000
Business Improvement Reserve	50,000	100,000	0	150,000	50,000	100,000	0	150,000	50,000	0	0	0	50,000
Old Police Station Reserve	16,500	30,137	(16,244)	30,393	16,500	30,137	(16,244)	30,393	16,500	0	0	(7,286)	9,214
Strategic Waste Reserve	146,684	180,000	(326,684)	0	146,684	180,000	(326,684)	0	146,684	0	180,000	0	326,684
Plympton Parking Reserve	616,666	0	0	616,666	616,667	0	0	616,667	616,667	0	0	0	616,667
	<b>2,790,123</b>	<b>1,460,078</b>	<b>(1,416,807)</b>	<b>2,833,394</b>	<b>2,638,933</b>	<b>1,460,078</b>	<b>(1,707,424)</b>	<b>2,391,587</b>	<b>2,638,933</b>	<b>143,072</b>	<b>229,821</b>	<b>(7,286)</b>	<b>3,004,540</b>



Attachment 1

TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

5 CAPITAL ACQUISITIONS

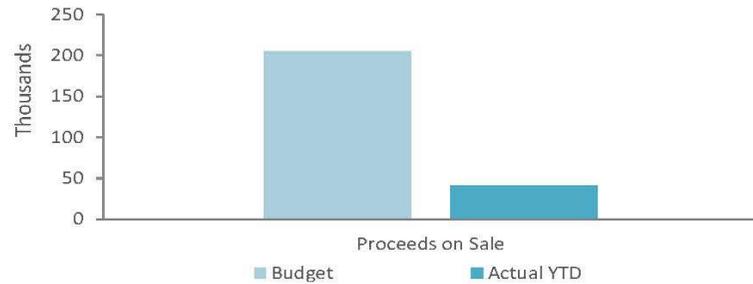
Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance (Under)/Over	Completion	Comments
	\$	\$				\$	\$		
<b>Plant &amp; Equipment</b>	<b>706,200</b>	<b>806,564</b>	<b>0</b>	<b>42,295</b>	<b>42,364</b>	<b>84,659</b>	<b>721,905</b>	<b>5%</b>	
E04629 VW Tiguan SUV (CEO)	46,200	46,200	0	0	0	0	0	0%	Vehicle sold, not for replacement
E04629 Mitsubishi Eclipse Cross (EMCS)	40,000	40,000	0	0	0	0	0	0%	
E07405 Ford Focus Trend Sedan (EV vehicle)	40,000	40,000	0	38,341	0	38,341	0	96%	EV arrived Aug 2023
E08607 Vehicle Replacement CHSP	0	42,364	0	0	42,364	42,364	0	0%	
E10648 VW Golf Alltrack Wagon (EMRS)	40,000	40,000	0	0	0	0	0	0%	
E11716 Mustang R165 Skidsteer	75,000	75,000	0	3,955	0	3,955	0	5%	Looking into prices, to order Dec 2023
E11716 Ford Ranger Single Cab Ute	35,000	35,000	0	0	0	0	0	0%	
E11716 Cage Trailer	5,000	5,000	0	0	0	0	0	0%	Trailer delivered Nov 2023
E11716 Works Supervisor Ute	0	28,000	0	0	0	0	0	0%	
E11720 Torro Master 7000	0	30,000	0	0	0	0	0	0%	
E11685 Public Art	45,000	45,000	0	0	0	0	0	0%	
E12810 Upgrade Street Lights LED Project	310,000	310,000	0	0	0	0	0	0%	Progressing with Western Power Quotes being sought, order to be placed Dec 2023
E12812 Isuzu 4.5T Tipper	70,000	70,000	0	0	0	0	0	0%	
<b>Furniture &amp; Equipment</b>	<b>25,000</b>	<b>44,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44,500</b>	<b>0%</b>	
E04634 Furniture & Equipment - IT Equipment - Capex - New - Administration	25,000	25,000	0	0	0	0	0	0%	
E04635 EV Charging Station	0	19,500	0	0	18,730	18,730	0	0%	
<b>Buildings</b>	<b>21,021,316</b>	<b>22,938,727</b>	<b>14,911,053</b>	<b>12,804,426</b>	<b>8,357,006</b>	<b>21,161,433</b>	<b>1,777,294</b>	<b>96%</b>	
E14604 Buildings - Depot Administration Building and Surrounds	0	87,300	87,300	87,300	0	87,300	0	100%	Works locked in to commence Sept 2023
E14605 Buildings - Specialised - Capex - Renewal - Unclassified Property	80,000	53,000	0	0	54,200	54,200	0	0%	
E11623 Buildings - EFFF and EFC Clubroom - Henry Jeffrey Pavilion	0	15,000	0	0	0	0	0	0%	
E11736 EF Yacht Club - Dinghy Storage and Training Facility CSRFF Cont.	30,000	30,000	0	0	30,552	30,552	0	0%	
E11738 Buildings - East Fremantle Oval Precinct Redevelopment	19,776,296	21,571,808	14,811,563	12,704,596	8,193,796	20,898,392	0	89%	
E11747 East Fremantle Oval Precinct - Advanced trees and bushes	20,000	20,000	0	0	0	0	0	0%	Works to commence Nov 2023
E11746 East Fremantle Oval Precinct - Off Leash Dog Exercise Area	195,020	195,020	0	0	3,818	3,818	0	0%	Works to commence Nov 2023
E11739 Buildings - Specialised - Capex - Fremantle Women's Football Club	920,000	966,899	12,500	12,531	74,640	87,171	0	1%	Building contract out to tender Aug 2023. To Council Nov 2023
<b>Infrastructure - roads</b>	<b>80,000</b>	<b>80,000</b>	<b>0</b>	<b>3,280</b>	<b>1,919</b>	<b>5,199</b>	<b>74,801</b>	<b>4%</b>	
INF620R Road Pavement Surface - Renewal - General Allocation	80,000	80,000	0	990	1,919	2,909	0	1%	
E12640 Road Renewal - Marmion St - East St	0	0	0	2,290	0	2,290	0	0%	2022/23 project
<b>Infrastructure - drainage</b>	<b>100,000</b>	<b>85,000</b>	<b>17,600</b>	<b>17,601</b>	<b>0</b>	<b>17,601</b>	<b>67,399</b>	<b>21%</b>	
E12833 Capex - Drainage Rationalisation - Foreshore	100,000	85,000	17,600	17,601	0	17,601	0	21%	Works undertaken in Oct 2023
<b>Infrastructure - parks &amp; ovals</b>	<b>207,000</b>	<b>207,000</b>	<b>0</b>	<b>6,802</b>	<b>29,365</b>	<b>36,167</b>	<b>170,833</b>	<b>3%</b>	
E11743 Infrastructure - Parks & Ovals - Playground - Various Upgrades	20,000	20,000	0	0	8,863	8,863	0	0%	Equipment being ordered Sept 2023
E11742 Infrastructure - Parks & Ovals - Retic Controllers	32,000	32,000	0	0	0	0	0	0%	Orders placed, installation Nov 2023
E11741 Infrastructure - Parks & Ovals - Retic Upgrades	70,000	70,000	0	3,000	10,327	13,327	0	4%	Works completed. Gourlay Park, other works to commence Sept 2023
E11726 Infrastructure - Parks & Ovals - Bores and Pumps - Stratford Street Park	50,000	50,000	0	0	0	0	0	0%	Works to begin Oct 2023
E11734 Capex - BBQ Replacement	10,000	10,000	0	0	10,175	10,175	0	0%	Order placed, to be delivered Nov 2023
E11735 Capex - Bench Seats - Various Locations	15,000	15,000	0	0	0	0	0	0%	Order placed
E11745 Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	10,000	10,000	0	3,802	0	3,802	0	38%	Order placed
<b>Infrastructure - car parks</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>6,150</b>	<b>0</b>	<b>6,150</b>	<b>8,850</b>	<b>41%</b>	
INF660R Carparks - General Allocation	15,000	15,000	0	6,150	0	6,150	0	41%	
<b>Infrastructure - footpaths</b>	<b>270,000</b>	<b>270,000</b>	<b>0</b>	<b>221,659</b>	<b>6,048</b>	<b>227,707</b>	<b>42,293</b>	<b>82%</b>	
E12740 Footpath Renewal - Clayton St	55,000	55,000	0	155,936	(115,000)	40,936	0	284%	Works completed Nov 2023
Footpath Renewal - Clayton St (west side)	115,000	115,000	0	0	115,000	115,000	0	0%	Works completed Nov 2023
E12801 George Street - general paving repairs	30,000	30,000	0	0	0	0	0	0%	Works to commence Nov 2023
E12837 Footpaths - Canning Highway (south side), between Bedford and Moss	70,000	70,000	0	65,723	6,048	71,770	0	94%	Completed Aug 2023
	<b>22,424,516</b>	<b>24,446,791</b>	<b>14,928,853</b>	<b>13,102,214</b>	<b>8,446,066</b>	<b>21,548,281</b>	<b>2,907,876</b>	<b>54%</b>	

● 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 NOVEMBER 2023**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
PEMV273	CEO Vehicle	14,360	36,700	22,340	0	14,360	30,495	16,135	0
PEMV272	EMRS Vehicle	8,658	24,000	15,342	0	0	0	0	0
PEMV268	EMCS Vehicle	5,682	21,000	15,318	0	0	0	0	0
PEMV264	PEHO Vehicle (Pooled Vehicle)	0	11,000	11,000	0	15,000	10,650	0	(4,350)
PEMV265	Isuzu 4.5T Tipper	20,000	30,000	10,000	0	0	0	0	0
PE278	Mustang R165 Skidsteer	37,914	37,914	0	0	0	0	0	0
PEMV262	Ford Ranger Single Cab Ute	0	11,200	11,200	0	0	0	0	0
PEMV266	Works Supervisor Vehicle	0	21,142	21,142	0	0	0	0	0
PE268	Toro Z Master 7000	0	12,000	12,000	0	0	0	0	0
		<b>86,614</b>	<b>204,956</b>	<b>118,342</b>	<b>0</b>	<b>29,360</b>	<b>41,145</b>	<b>16,135</b>	<b>(4,350)</b>



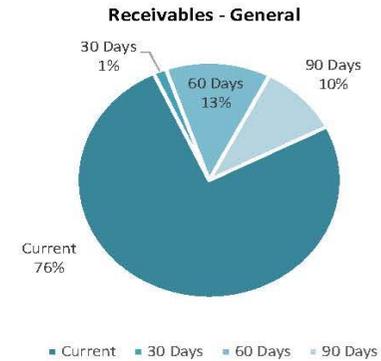
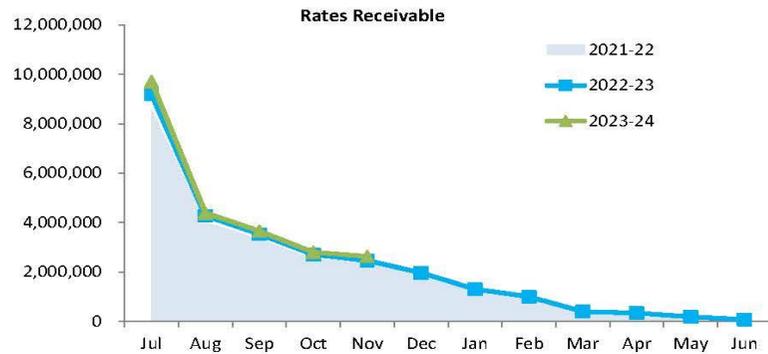
**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**7 RECEIVABLES**

Rates receivable	30 Jun 2023	30 Nov 2023
	\$	\$
Opening arrears previous years	44,860	77,232
Levied this year	10,504,457	10,937,821
Less - collections to date	(10,472,085)	(8,380,702)
<b>Net rates collectable</b>	<b>77,232</b>	<b>2,634,352</b>
% Collected		76.1%

Other Receivables	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - general	15,213	318	2,595	2,000	20,126
Receivables - infringements					53,499
East Fremantle Lawn & Tennis Club					15,000
<b>Total receivables general outstanding</b>					<b>88,625</b>

Amounts shown above include GST (where applicable)

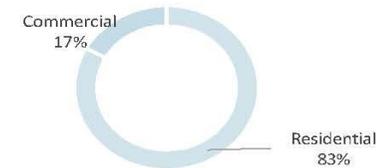
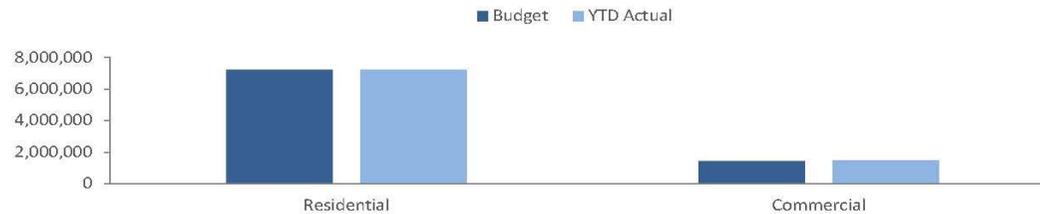


**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**8 RATE REVENUE**

**General rate revenue**

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$(cents)	Properties	Value	Revenue	Reassessed Rate Revenue	Revenue	Revenue	Reassessed Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
Residential	0.068930	2,964	104,528,640	7,205,159	19,399	7,224,558	7,205,159	0	7,205,159
Commercial	0.116840	119	12,322,745	1,439,790	0	1,439,790	1,439,790	33,867	1,473,657
<b>Sub-Total</b>		<b>3,083</b>	<b>116,851,385</b>	<b>8,644,949</b>	<b>19,399</b>	<b>8,664,348</b>	<b>8,644,949</b>	<b>33,867</b>	<b>8,678,816</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
Residential	1,243.00	336	4,962,640	417,648	0	417,648	417,648	0	417,648
Commercial	1,859.00	7	79,940	13,013	0	13,013	13,013	0	13,013
<b>Sub-total</b>		<b>343</b>	<b>5,042,580</b>	<b>430,661</b>	<b>0</b>	<b>430,661</b>	<b>430,661</b>	<b>0</b>	<b>430,661</b>
<b>Total</b>						<b>9,095,009</b>			<b>9,109,477</b>



**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**9 BORROWINGS**

Repayments - borrowings

Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
EF Oval Precinct Redevelopment	185	0	4,800,000	4,800,000	0	(72,634)	4,800,000	4,727,366	0	121,333
SMRC - Administration Building*	2-6	99,180	0	0	(1,225)	0	97,955	99,180	1,003	0
<b>Total</b>		<b>99,180</b>	<b>4,800,000</b>	<b>4,800,000</b>	<b>(1,225)</b>	<b>(72,634)</b>	<b>4,897,955</b>	<b>4,826,546</b>	<b>1,003</b>	<b>121,333</b>
Current borrowings		3,843					3,843			
Non-current borrowings		95,337					4,894,112			
		<b>99,180</b>					<b>4,897,955</b>			

All debenture repayments were financed by general purpose revenue.

\* The SMRC Administration Building loan is funded from the participants quarterly contributions towards the Office Project. The Town's share of liability is 5.41%.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
EF Oval Precinct Redevelopment	4,800,000	4,800,000	WATC	Fixed	20	3,131,329	4.82	4,800,000	4,800,000	0
	<b>4,800,000</b>	<b>4,800,000</b>				<b>3,131,329</b>		<b>4,800,000</b>	<b>4,800,000</b>	<b>0</b>

A firm loan quote has been executed and the loan funding date is 1 November 2023.

Unspent borrowings

The Town has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**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
			\$	\$	\$	\$
<b>General Purpose Funding</b>						
Grants Commission - General	WALGGC	Untied - General Purpose	191,670	8,596	4,298	4,298
Grants Commission - Roads	WALGGC	Untied - Road	85,665	4,665	2,332	2,333
<b>Education and Welfare</b>						
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	668,578	668,578	278,575	612,886
Carers Association of WA	Carers Association of WA	Carers Week Activity		0	0	700
<b>Recreation and Culture</b>						
East Fremantle Festival	Port Authority/LotteryWest	East Fremantle Festival Funding	38,000	38,000	38,000	27,273
Sea Wall Works	DBCA	Foreshore Erosion Control and Seawalls	0	75,000	0	17,619
CHRMAP Funding			0	17,046	0	0
<b>Community Amenities</b>						
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	4,100	4,100	0	0
Better Bins - GO:FOGO	State Government		0	7,550	0	1,411
<b>Transport</b>						
Direct Grant	Main Roads	Direct Grant	19,245	19,245	19,245	22,501
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
			<b>1,020,058</b>	<b>865,580</b>	<b>342,450</b>	<b>689,020</b>

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
			\$	\$	\$	\$
<b>Recreation and Culture</b>						
East Fremantle Oval Redevelopment	State Government	Election Commitment - EF Oval Redevelopment	14,053,237	14,690,969	10,662,054	9,445,403
East Fremantle Oval Redevelopment	Lotterywest	Towards a multi-use community space and nature playground	672,530	1,305,147	457,141	327,286
East Fremantle Oval Redevelopment	AFL Facilities Fund		250,000	250,000	0	0
East Fremantle Oval Redevelopment	East Fremantle Football Club	Contribution for joinery works	0	58,706	0	0
Fremantle City Womens Football Club	State Government	Election Commitment	800,000	775,738	0	1,367
Fremantle City Womens Football Club	Soccer Club Contribution		120,000	120,000	0	0
<b>Transport</b>						
Federal Government Stimulus Payment (Phase 4)	Department of Infrastructure	Local Roads and Community Infrastructure Program	84,181	84,181	67,345	0
<b>Administration</b>						
Charge Up Project	State Government - Department of Mines, Industry Regulation and Safety	Town Hall EV Charger	0	9,750	0	0
			<b>15,979,948</b>	<b>17,294,491</b>	<b>11,186,540</b>	<b>9,774,056</b>

**TOWN OF EAST FREMANTLE  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**

**11 BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Date	Increase /	Amended Budget
		(Decrease) to Net Surplus	Running Balance
		\$	\$
<b>Annual Budget Adoption</b>			0
General Purpose Grants - Grants Commission	15 Aug 23	-191,670	-191,670
General Purpose Grants (Roads) - Grants Commission	15 Aug 23	-85,665	-277,335
<b>EF Oval Redevelopment Project</b>			
Capex - EF Oval Redevelopment	15 Aug 23	-1,271,806	-1,549,141
DLGSC Grant - EF Oval Redevelopment	15 Aug 23	1,394,962	-154,179
Lottery/West Grant - EF Oval Redevelopment	15 Aug 23	158,620	4,441
AFL Facilities Funding	15 Aug 23	-95,518	-91,077
Loan Borrowings	15 Aug 23	0	-91,077
Transfer to EF Oval Redevelopment Reserve	15 Aug 23	-148,068	-239,145
Transfer from EF Oval Redevelopment Reserve	15 Aug 23	67,802	-171,343
<b>Fremantle Womens Soccer Club Project</b>			
Capex - Fremantle Womens Soccer Club Project	15 Aug 23	53,311	-118,032
Non-Operating Grants and Contributions	15 Aug 23	-122,184	-240,216
Transfer from Preston Point Reserve	15 Aug 23	80,000	-160,216
<b>Seawall Reinstatement Works</b>			
Operating Grants - Sea Wall Works	15 Aug 23	75,000	-85,216
Foreshore Erosion Control and Seawalls	15 Aug 23	-75,000	-160,216
<b>General</b>			
EFBC Operating Subsidy	15 Aug 23	-22,000	-182,216
Election Expenses	15 Aug 23	-40,000	-222,216
Town Planning Consulting	15 Aug 23	-28,474	-250,690
CHRMAP Funding	15 Aug 23	17,046	-233,644
Strategic and Business Planning Consultancy	15 Aug 23	-17,000	-250,644
Insurance Expenses - Administration	15 Aug 23	14,983	-235,661
Mooring Jetty Maintenance	15 Aug 23	-40,000	-275,661
Better Bins Funding	15 Aug 23	7,550	-268,111
Plant and Equipment - Light Fleet	15 Aug 23	-28,000	-296,111
Plant and Equipment - Mobile Plant	15 Aug 23	-30,000	-326,111
Proceeds from Sale of Plant	15 Aug 23	33,142	-292,969
Transfer from Plant Reserve	15 Aug 23	50,407	-242,562
<b>Rates and Services Billing</b>			
Rates Levied	15 Aug 23	1,627	-240,935
Swimming Pool Inspection Fees	15 Aug 23	7,565	-233,370
Commercial Waste Charges	15 Aug 23	2,177	-231,193
Additional Residential Waste Charges	15 Aug 23	4,509	-226,684
Sporting Club Waste Charges	15 Aug 23	935	-225,749
<b>Financial Assistance Grants</b>			
General Purpose Grants - Grants Commission	19 Sep 23	8,596	-217,153
General Purpose Grants (Roads) - Grants Commission	19 Sep 23	4,665	-212,488
<b>Depot hardstand extension and drainage</b>			
Capex - Depot hardstand extension and drainage	19 Sep 23	-87,000	-299,488
Capex - Buildings (general)	19 Sep 23	27,000	-272,488
Transfer from Drainage Reserve	19 Sep 23	60,000	-212,488
<b>EV Charger</b>			
Capex - EV charger	19 Sep 23	-19,500	-231,988
Non-Operating Grants and Contributions	19 Sep 23	9,750	-222,238
<b>Henry Jeffrey Pavilion</b>			
Capex - Henry Jeffrey Pavilion	19 Sep 23	-15,000	-237,238
Transfer from Preston Point Reserve	19 Sep 23	15,000	-222,238
<b>General</b>			
Strategic and Business Planning Consultancy	19 Sep 23	-14,030	-236,268
<b>Plant and Equipment - Light Fleet</b>			
Plant and Equipment - CHSP	19 Sep 23	-42,364	-278,632
DLGSC Grant - EF Oval Redevelopment	17 Oct 23	-757,230	-1,035,862
Lottery/West Grant - EF Oval Redevelopment	17 Oct 23	473,997	-561,865
AFL Facilities Funding	17 Oct 23	95,518	-466,347
Non-Operating Grants and Contributions	17 Oct 23	97,922	-368,425
Capex - EF Oval Redevelopment	17 Oct 23	-523,706	-892,131
Transfer from EF Oval Redevelopment Reserve	17 Oct 23	465,000	-427,131
Non-Operating Contribution - EFFC	17 Oct 23	58,706	-368,425
Interest Earnings - Reserves	17 Oct 23	200,000	-168,425
Transfer to EF Oval Redevelopment Reserve	17 Oct 23	-200,000	-368,425
Capex - Fremantle Womens Soccer Club Project	21 Nov 23	-100,210	-468,635
Transfer from Preston Point Reserve	21 Nov 23	20,290	-448,345
Transfer from Strategic Asset Management Reserve	21 Nov 23	64,920	-383,425
Drainage Maintenance	21 Nov 23	15,000	-368,425
<b>23/24 Budget Opening Surplus</b>	<b>378,508</b>		
<b>23/24 Actual B/F Surplus (as per AFS)</b>	<b>761,732</b>	<b>373,224</b>	<b>4,799</b>

## 13.4 ACCOUNTS FOR PAYMENTS NOVEMBER 23

<b>Report Reference Number</b>	OCR-2455
<b>Prepared by</b>	Natalie McGill Senior Finance Officer
<b>Supervised by</b>	Phil Garoni Finance Manager
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. List of Account for Payments – November 2023

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### 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 November 2023.

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### EXECUTIVE SUMMARY

Council has a governance 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 November to 30 November 2023, as per the summary table.

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### 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) except for occasional reimbursements and refunds.

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### CONSULTATION

Nil.

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### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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		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

<b>Risk Rating</b>	3
<b>Does this item need to be added to the Town’s Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

SITE INSPECTION

N/A

COMMENT

Payments for the period include the following significant items.

Payee	Particulars	Amount (GST inc)
COOPER & OXLEY GROUP PTY LTD - GENERAL	RFT08-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - CERTIFICATE 11	\$ 3,211,926.85
CARABINER PTY LTD	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT - AUGUST TO OCTOBER 23	\$ 86,957.95
PROTEC ASPHALT	SUPPLY & LAY ASPHALT & KERING - CLAYTON ST FOOTPATH (WEST SIDE) BTWN CANNING HWY & FRASER ST 585M2	\$ 63,360.00
CITY OF FREMANTLE	CO-CONTRIBUTION FOR RESIDENT UTILISATION OF FREMANTLE RECYCLING CENTRE	\$ 58,841.20
PROTEC ASPHALT	SUPPLY & LAY ASPHALT & KERING - CLAYTON ST FOOTPATH (WEST SIDE) BTWN CANNING HWY & FRASER ST 585M2	\$ 45,936.00
VEOLIA RECYCLING & RECOVERY	WASTE & RECYCLING FEES – OCTOBER 23	\$ 39,271.20
RESOURCE RECOVERY GROUP	WASTE & RECYCLING FEES – OCTOBER 23	\$ 28,784.18
FOCUS NETWORKS	MANAGED ICT SERVICES, STRATEGIC PLAN REFRESH, PROGRAM LICENCES AND PURCHASING .COM & .AU DOMAIN NAMES X 7	\$ 25,507.10
SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	\$ 25,379.15

RESOURCE RECOVERY GROUP (SMRC)	WASTE & RECYCLING FEES – OCTOBER 23	\$	22,209.98
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CONCLUSION

Nil

13.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**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 November 2023.**

November 2023		
Voucher No.	Account	Amount
5387-5390	Municipal (Cheques)	\$ 324.80
EFT 36335—36497	Municipal (EFT)	\$ 3,929,606.54
Payroll	Municipal (EFT)	\$ 319,990.08
	Municipal (Direct Debit November 2023)	\$ 1,059,069.78
	Credit Card (November 2023)	\$ 5,081.35
	Ampol Fuel Card	\$ 6,240.74
	<b>Total Payments</b>	<b>\$ 5,320,313.29</b>

REPORT ATTACHMENTS

Attachments start on the next page

**TOWN OF EAST FREMANTLE**

List of Accounts paid by the Chief Executive for November 2023 submitted for the information of the Council Meeting to be held on Tuesday 12th December 2023

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
5387	08/11/2023	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP 31/10/23	115.80	115.80
5388	22/11/2023	CANCELLED	PRINTER ERROR	-	-
5389	22/11/2023	CANCELLED	PRINTER ERROR	-	-
5390	22/11/2023	INGS ENGINEERING	BOWLING CLUB - MOWER SERVICE / MAINTENANCE - PAID BY CHEQUE AS CREDITOR REFUSED TO COMPLETE EFTSURE PROCESS	209.00	209.00
				<b>324.80</b>	<b>324.80</b>
<b>EFTS</b>		<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
EFT36335	07/11/2023	TOWN OF EAST FREMANTLE	BOND WITHHELD MOORING PEN	1,077.56	1,077.56
EFT36336	07/11/2023	TANGENT NOMINEES	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT36337	07/11/2023	DAVLEY BUILDING PTY LTD	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
EFT36338	07/11/2023	SIDI CONSTRUCTION	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT36339	07/11/2023	L NAPIER	SUMPTON GREEN HIRE BOND REFUND	313.50	313.50
EFT36340	07/11/2023	PATTERSONS INSURERBUILD PTY LTD	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT36341	07/11/2023	C JENKINS	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT36342	07/11/2023	T DALY	PARTIAL REFUND MOORING PEN BOND	1,422.44	1,422.44
EFT36343	08/11/2023	AUSTRALIA POST	MONTHLY POSTAL CHARGES - OCTOBER 23	1,230.85	1,230.85
EFT36344	08/11/2023	APACE AID (INC)	WEED MANAGEMENT NIERGARUP TRACK - 2ND & 3RD OCT	1,666.50	1,666.50
EFT36345	08/11/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS NOVEMBER 23	467.28	467.28
EFT36346	08/11/2023	BUNNINGS BLDG SUPPLIES LTD	MATERIALS FOR ROAD AND VERGE WORKS	288.33	288.33
EFT36347	08/11/2023	BOC LIMITED	CONTAINER SERVICE - OCTOBER 2023 - 28/09/23 - 28/10/23	43.95	43.95
EFT36348	08/11/2023	CITY OF COCKBURN	TIP FEES - OCTOBER 2023	1,190.00	1,190.00
EFT36349	08/11/2023	FREMANTLE HERALD	ADVERTISING - EXTERNAL MEMBER AUDIT COMMITTEE & ROAD CLOSURES EF FESTIVAL	568.83	568.83
EFT36350	08/11/2023	IT VISION	2x STAFF TO ATTEND SYNERGY SOFT RECORDS ADMIN ONLINE WORKSHOP 10/10/23	841.50	841.50
EFT36351	08/11/2023	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 30/10/23	15.00	15.00
EFT36352	08/11/2023	MCLEODS	PROFESSIONAL FEES - LEGAL ADVICE	779.35	779.35
EFT36353	08/11/2023	MELVILLE TOYOTA	FAULT FIND OF LEAKING COOLANT & OIL - TOYOTA HILUX	1,418.20	1,418.20
EFT36354	08/11/2023	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/09/23 - 21/10/23	169.98	169.98
EFT36355	08/11/2023	SWAN YACHT CLUB	DEPOSIT - FUNCTION 15/12/23	360.00	360.00
EFT36356	08/11/2023	TITAN FORD	9000KM SERVICE, 4 x TYRE 4 x BALANCE & FIT FOR RANGERS VEHICLE	1,559.60	1,559.60
EFT36357	08/11/2023	WORK CLOBBER	OPERATIONS STAFF UNIFORM	208.50	208.50
EFT36358	08/11/2023	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	16,278.94	16,278.94
EFT36359	08/11/2023	YOUNGS PLUMBING SERVICE P/L	DEPOT - FAULT FIND & REPAIR HOT WATER SYSTEM	1,488.00	
			GLASSON PARK - INSPECT & FAULT FIND DRINKING FOUNTAINS	99.00	1,587.00
EFT36360	08/11/2023	FASTA COURIERS	COURIER COSTS 15/10 - 31/10	66.76	66.76
EFT36361	08/11/2023	FLEXI STAFF PTY LTD	OPERATIONS LABOUR HIRE - 17TH - 20TH OCTOBER 2023	1,888.56	
			OPERATIONS LABOUR HIRE - 24TH - 27TH OCTOBER 2023	1,916.75	3,805.31
EFT36362	08/11/2023	TOTAL PACKAGING (WA) PTY LTD	15 CARTONS (60 BOXES) OF BIODEGRADABLE DOG WASTE DISPOSAL BAGS	3,775.20	3,775.20
EFT36363	08/11/2023	RESOURCE RECOVERY GROUP (SMRC)	GREEN WASTE TRAILER PASS - OCTOBER 23	60.00	
			WCF GATE FEES GREEN FOGO - OCTOBER 23	6,356.10	
			GREEN WASTE TRAILER PASS & WCF GATE FEES GREEN FOGO - DIVERSIONS TO SUEZ/VEOLIA OCTOBER 23	13,074.40	
			RRRC OVERHEADS & WCF FIXED COSTS CONTRIBUTIONS - OCTOBER 23	9,293.68	28,784.18
EFT36364	08/11/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	23/24 ESL ON COUNCIL OWNED PROPERTIES	15,498.55	15,498.55
EFT36365	08/11/2023	SATELLITE SECURITY SERVICES	TOWN HALL - 6 MONTHLY SMOKE DETECTOR TESTING - OCTOBER 2023	484.00	484.00
EFT36366	08/11/2023	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - ADMIN 24/10/23	24.00	
			WOOLWORTHS PURCHASES - ADMIN- 26/10/23	35.40	
			WOOLWORTHS PURCHASES - ADMIN- 27/10/23	22.20	
			WOOLWORTHS PURCHASES - ADMIN -28/10/23	59.20	
			WOOLWORTHS PURCHASES - DEPOT - 31/10/23	9.00	
			WOOLWORTHS PURCHASES - CHSP - 31/10/23	9.75	
			WOOLWORTHS PURCHASES - ADMIN - 31/10/23	89.00	
			WOOLWORTHS PURCHASES - ADMIN - 02/11/23	11.10	259.65
EFT36367	08/11/2023	HYDRO JET	GRAFFITI REMOVAL - VARIOUS LOCATIONS	319.00	319.00
EFT36368	08/11/2023	KONICA MINOLTA BUSINESS SOLUTIONS	PRINTING AND COPYING FOR CHSP - 01/10/23 - 31/10/23	44.42	44.42
EFT36369	08/11/2023	SUNNY SIGN COMPANY PTY LTD	MATERIALS FOR GSF SIGNS (SIGNS, STICKERS, TRAFFIC CONES)	3,442.34	3,442.34
EFT36370	08/11/2023	FOCUS NETWORKS	PURCHASE BOTH THE .COM.AU + .AU DOMAIN NAMES - DOMAIN NAME HOSTING AND DNS HOSTING WITH DMARC MONITORING FOR EACH OF THE 5 DOMAIN NAME OPTIONS AS DETAILED IN THE ATTACHED QUOTE.	1,155.00	
			NESSUS SCAN REMEDIATION ACTIONS QU-7137G	396.00	
			1 YEAR VMWARE LICENCE RENEWAL EXP 30/11 QU -7263G	1,958.34	
			TREND MICRO CO MANAGED XDR LICENCES - QU7217G MONTHLY FEE - 9 MONTHS	1,672.00	
			PURCHASE BOTH THE .COM.AU + .AU DOMAIN NAMES - DOMAIN NAME HOSTING AND DNS HOSTING WITH DMARC MONITORING FOR TWO ADDITIONAL 'COMMUNITY PARK' DOMAIN NAMES	462.00	

			STRATEGIC IT PLAN REFRESH - QU-6735G - 50% DEPOSIT REQUIRED PRIOR TO COMMENCEMENT	1,980.00	
			RFT04-2021/22 - MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES) - OCTOBER 23	7,684.60	
			RFT04-2021/22 MANAGED ICT SERVICES -SOFTWARE AS A SERVICE (SAAS) AND MANAGED HARDWARE - NOV 23	10,199.16	25,507.10
EFT36371	08/11/2023	ENVIRO SWEEP	STREET SWEEPING - RFQ12-2020-21- (INC FUEL SURCHARGE) OCTOBER 2023	5,202.69	5,202.69
EFT36372	08/11/2023	E LIMBERT	REIMBURSEMENT OF COST OF CLEANING CHSP VEHICLE	17.00	17.00
EFT36373	08/11/2023	VOCUS COMMUNICATIONS	VOIP SLIP LINES/SERVICES MONTHLY CHARGES TO 31/10/23	409.95	409.95
EFT36374	08/11/2023	SNAP PRINTING	BUSINESS CARDS - J THROSSELL	137.50	137.50
EFT36375	08/11/2023	MOORE (MOORE STEPHENS)	REGISTRATION FOR FINANCE NUTS AND BOLTS WORKSHOP - 2 X STAFF 24/11/23	1,848.00	1,848.00
EFT36376	08/11/2023	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	ONGOING MONTHLY CHARGES - HOST CMS INCLUDING LICENSE & COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE & PARTS PER MONTH - OCTOBER 23	176.55	176.55
EFT36377	08/11/2023	STATE WIDE TURF SERVICES	SPRAY HENRY JEFFERY OVAL & PRESTON POINT RESERVE FOR COUCH MITE	3,003.00	
			SUPPLY AND APPLY PGF GREEN MACHINE FERTILISER TO HENRY JEFFERY & PRESTON POINT RESERVE	2,645.50	
			SUPPLY AND APPLY BROADLEAF SPRAY TO HENRY JEFFERY & PRESTON POINT RESERVE	2,284.70	
			SUPPLY AND APPLY GRANULAR FERTILISER TO HENRY JEFFERY OVAL & PRESTON POINT RESERVE	4,686.00	12,619.20
EFT36378	08/11/2023	PLATINUM BAGS	GEORGE STREET FESTIVAL BAGS x1200	3,168.00	3,168.00
EFT36379	08/11/2023	TOTALLY WORKWARE FREMANTLE	STAFF MATERIALS 2023 - UNIFORM	295.65	
			STAFF MATERIALS 2023 - UNIFORM	167.41	
			STAFF MATERIALS 2023 - UNIFORM	38.75	
			CHSP - STAFF AND VOLUNTEER UNIFORMS	2,304.00	2,805.81
EFT36380	08/11/2023	COASTLINE MOWERS	6 X ROLLS BRUSHCUTTER CORD, 4 X 20-2 AUTO FEED HEADS, 8 X CAPS, 2 X 5L 2 STROKE HP ULTRA	908.80	
			SUPPLY 1 X STIHL HL-KM 145DEG HEDGE TRIMMER ATTACHMENT, SUPPLY 2 X STIHL FS131-Z BRUSH CUTTERS, SUPPLY 2 X STIHL BR800 BACKPACK BLOWERS	3,638.00	4,546.80
EFT36381	08/11/2023	VEOLIA RECYCLING & RECOVERY	GENERAL WASTE REMOVAL 46 EAST STREET - OCTOBER 23	749.23	749.23
EFT36382	08/11/2023	WINC	DEPOT STATIONARY & OFFICE SUPPLIES - BACK ORDER	26.61	26.61
EFT36383	08/11/2023	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT FOR TREE PRUNING WORKS ON RIVERSIDE ROAD - 17/10/23	680.90	
			TRAFFIC MANAGEMENT FOR FOOTPATH WORKS - 17/10/23	516.07	1,196.97
EFT36384	08/11/2023	PTC IRRIGATION	REPLACE 2 IRRIGATION VALVES ON PRESTON POINT RESERVE	1,472.88	
			INVESTIGATION & EMERGENCY FAULT FIND & REPAIR OF DEPOT BORE (CROQUET) - (ELECTRICS, PUMP TECHNICIAN & IRRIGATION WORKS)	5,698.88	7,171.76
EFT36385	08/11/2023	THE FRUIT BOX GROUP	FRUITBOX TOWN HALL AND DEPOT - OCTOBER 23	240.00	240.00
EFT36386	08/11/2023	GRACE RECORDS MANAGEMENT (AUSTRALIA)	DOCUMENT SCANNING - DATA STORAGE, USER LICENCES AND HOSTING - OCTOBER 23	485.25	
			STORAGE FEES 01/11/23 - 30/11/23 AND FILE RETRIEVAL - OCTOBER 23	284.50	769.75
EFT36387	08/11/2023	FRESH PROVISIONS BICTON	CHSP CLIENT AND VOLUNTEER LUNCHES - 05/09/23	114.88	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 12/09/23	109.25	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 19/09/23	96.20	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 03/10/23	89.94	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 19/10/23	277.00	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 19/10/23	29.98	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 24/10/23	72.49	
			CHSP CLIENT AND VOLUNTEER LUNCHES - 31/10/23	95.29	885.03
EFT36388	08/11/2023	KYOCERA DOCUMENT SOLUTIONS	PRINTING COSTS 2023/24 - FINANCE - RF59800236 - 6053CI & REG SVS - RVG2901500 6054CI - OCTOBER 23	183.26	183.26
EFT36389	08/11/2023	PAATSCH CONSULTING PTY LTD	VARIATION 2 (RFT01-2020/21) CLIENT LEAD EF OVAL REDEVELOPMENT - FOR OCTOBER 23	16,225.00	16,225.00
EFT36390	08/11/2023	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - NOVEMBER 23	18.70	18.70
EFT36391	08/11/2023	PAPERSCOOT	DESIGN OCTOBER HALF PAGE PRESS AD BASED ON COPY - OCTOBER 23	385.00	
			DESIGN AND PRINTING OF BIN STICKERS FOR RIVER - RICHMOND PRIMARY	550.00	935.00
EFT36392	08/11/2023	TPG NETWORK PTY LTD	INTERNET CHARGES 01/10/23 - 31/10/23	1,920.60	1,920.60
EFT36393	08/11/2023	PROTEC ASPHALT	SUPPLY & LAY ASPHALT & KERBING - CLAYTON ST FOOTPATH (WEST SIDE) BTWN CANNING HWY & FRASER ST 585M2	45,936.00	45,936.00
EFT36394	08/11/2023	CONNECTIV	IPHONE 15 PRO MAX 512GB TITANIUM - NATURAL - CEO	2,596.00	2,596.00
EFT36395	08/11/2023	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 30/10/23	15.00	15.00
EFT36396	08/11/2023	V WANG	REIMBURSEMENT OF COST OF OBTAINING POLICE CLEARANCE - CHSP STAFF MEMBER	58.70	
			REIMBURSEMENT OF COST OF FIRST AID TRAINING 09/10/23 - CHSP STAFF MEMBER	135.00	193.70
EFT36397	08/11/2023	J ENGLAND	REIMBURSEMENT OF COST OF OBTAINING POLICE CLEARANCE - CHSP VOLUNTEER	58.70	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 05/10/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 26/10/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 02/11/23	15.00	103.70
EFT36398	08/11/2023	T ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 23/10/23	15.00	15.00
EFT36399	08/11/2023	FINISHING WA	BINDING OF 10 MINUTE BOOKS, 3 CONFIDENTIAL BUSINESS BOOKS, SETUP & DELIVERY	1,741.30	1,741.30

EFT36400	08/11/2023	SCOUTTA PTY LTD	FINANCE PROJECT WORK - ABC METHODOLOGY - TO 27/10/23, SYNERGY RESERVES MODULE TO 27/10/23	3,003.01	3,003.01
EFT36401	08/11/2023	P TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 20/10/23	13.00	13.00
EFT36402	08/11/2023	REGEN STRATEGIC T /AS CGM COMMUNICATIONS PTY LTD	COMMUNITY DEVELOPMENT STRATEGY - 50% OF FINAL INSTALMENT	6,600.00	6,600.00
EFT36403	08/11/2023	H JOHNSTONE	REIMBURSEMENT OF COST OF OBTAINING POLICE CLEARANCE	58.70	58.70
EFT36404	08/11/2023	BROWNES DAIRY	WEEKLY MILK DELIVERY 30/10/23	6.98	
			WEEKLY MILK DELIVERY 06/11/23	6.98	13.96
EFT36405	08/11/2023	FORPARK AUSTRALIA	RACEWAY PARK - REPLACEMENT FLYING FOX UNIT	926.20	926.20
EFT36406	08/11/2023	PEACEFUL EARTH WELLBEING	NEIGHBOURHOOD LINK CLIENT ACTIVITY - 24/10/23	50.00	
			NEIGHBOURHOOD LINK CLIENT ACTIVITY - 31/10/23	50.00	100.00
EFT36407	08/11/2023	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 26/10/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 02/11/23	15.00	30.00
EFT36408	08/11/2023	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 28/10/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 02/11/23	15.00	30.00
EFT36409	08/11/2023	THE BLACK TRUFFLE NORTH FREMANTLE	CATERING FOR PUBLIC ART PANEL MEETING 6/11/23	154.00	154.00
EFT36410	08/11/2023	VOCUS COMMUNICATIONS	MANAGED HARDWARE UC ACCESS - 01/12/23 - 31/12/23	202.40	202.40
EFT36411	08/11/2023	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS NOVEMBER 23	2,223.52	2,223.52
EFT36412	08/11/2023	WHS FOUNDATION	2 X STAFF REGISTRATIONS FOR HEALTH AND SAFETY REPRESENTATIVES COURSE - 6-10 NOVEMBER 2023	1,980.00	1,980.00
EFT36413	08/11/2023	T & J TRAILERS PTY LTD	REPLACEMENT OF CAGE TRAILER	4,350.00	4,350.00
EFT36414	08/11/2023	SRA COMMERCIAL REFRIGERATION	CALL OUT AND INSPECTION OF UPSTAIRS REFRIGERATOR	352.00	352.00
EFT36415	08/11/2023	J THROSSELL	REIMBURSEMENT OF COST OF MOBILE PHONE COVER & CASE	153.95	153.95
EFT36416	08/11/2023	J PENDERGAST	PARTIAL REFUND OF LIFETIME DOG REGO - DOG STERILISED	150.00	150.00
EFT36417	08/11/2023	P SHEARING	PARTIAL REFUND OF LIFETIME DOG REGO - DOG STERILISED	150.00	150.00
EFT36418	08/11/2023	M HANKIN	PARTIAL REFUND OF LIFETIME DOG REGO - DOG STERILISED	150.00	150.00
EFT36420	14/11/2023	RESOURCE RECOVERY GROUP (SMRC)	FOGO GATE FEES FOR OCTOBER 23	22,209.98	22,209.98
EFT36421	14/11/2023	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	2 x UPGRADE & COMMISSION TO 4G MODEM, MAGNETIC ANTENNAES & A1000 CREDIT CARD READERS, BANKING LICENCES & FREIGHT AS PER QUOTE	3,245.00	3,245.00
EFT36422	14/11/2023	DONALD CANT WATTS CORKE (WA) PTY LTD	RFT01-2021/22 PROJECT MANAGER SERVICES EF OVAL PRECINCT REDEVELOPMENT - to 31/10/23	13,516.80	
			RFT05-2021/22 QUANTITY SURVEYING SERVICES EF OVAL PRECINCT REDEVELOPMENT PROJECT - CONTRACT ADMINISTRATION TO 31/10/23	3,850.00	17,366.80
EFT36423	14/11/2023	NDY MANAGEMENT PTY LIMITED T/A NORMAN DISNEY & YOUNG	RFQ15-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - HYDRAULIC ENGINEERING SERVICES - 02/10/23 - 27/10/23	1,600.50	
			RFQ13-2021/22 EF OVAL REDEVELOPMENT - MECHANICAL SERVICES- 02/10/23 - 27/10/23	933.63	
			RFQ14-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - ELECTRICAL ENGINEERING SERVICES - 02/10/23 - 27/10/23	1,521.54	4,055.67
EFT36424	14/11/2023	FORTH CONSULTING PTY LTD	RFQ19 STRUCTURAL ENGINEERING SERVICES - EAST FREMANTLE OVAL REDEVELOPMENT - OCTOBER 23	1,100.00	
			RFQ16-2021/22 EAST FTLE OVAL REDEVELOPMENT CIVIL ENGINEERING - OCTOBER 23	550.00	1,650.00
EFT36425	14/11/2023	COOPER & OXLEY GROUP PTY LTD - RETENTIONS	RFT03-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - CERTIFICATE 11 RETENTIONS	9,266.36	9,266.36
EFT36426	14/11/2023	COOPER & OXLEY GROUP PTY LTD - GENERAL	RFT08-2021/22 EF OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR - CERTIFICATE 11 GENERAL	3,211,926.85	3,211,926.85
EFT36427	14/11/2023	ECOSCAPE AUSTRALIA PTY LTD	FORESHORE - CONCEPT DESIGNS, RIVER STRUCTURE ASSESSMENTS & DRAWINGS - AREA ADJACENT TO FREMANTLE ROWING CLUB	15,132.94	15,132.94
EFT36428	20/11/2023	D NARDI	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36429	20/11/2023	C COLLINSON	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36430	20/11/2023	J HARRINGTON	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36431	20/11/2023	T NATALE	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36432	20/11/2023	K DONOVAN	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36433	20/11/2023	D COPSON	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36434	20/11/2023	L MAYWOOD	REFUND OF CANDIDATE DEPOSIT 2023 ELECTION	100.00	100.00
EFT36435	22/11/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS NOVEMBER 23	476.87	476.87
EFT36436	22/11/2023	BUNNINGS BLDG SUPPLIES LTD	REPLACEMENT OF WORKS EQUIPMENT	146.70	146.70
EFT36437	22/11/2023	CITY OF FREMANTLE	CO-CONTRIBUTION FOR RESIDENT UTILISATION OF FREMANTLE RECYCLING CENTRE	58,841.20	58,841.20
EFT36438	22/11/2023	FREMANTLE HERALD	ADVERTISING - GEORGE STREET FESTIVAL - HALF PAGE AD	599.50	
			ADVERTISING - 2023 ELECTION RESULTS	440.00	
			HALF PAGE, COLOUR ADVERTISEMENT ON PAGE 7 AS PER COPY - 18/11/23 EDITION	605.00	1,644.50
EFT36439	22/11/2023	MAYOR JIM O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE - NOVEMBER 23	5,693.34	5,693.34
EFT36440	22/11/2023	TELSTRA LIMITED	CEO MOBILE 02/11/23 - 01/12/23	133.98	
			DEPOT MOBILE BACKUP - 04/11/23 - 03/12/23	19.00	
			MONTHLY DATA FEES FOR OPERATIONS & RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 23/24 - 04/11/23 - 03/12/23	943.81	
			SUMPTON GREEN PHONES TO 07/11/23	95.08	1,191.87
EFT36441	22/11/2023	SYNERGY	POWER SUPPLY STREET LIGHTS 25/08/23 - 24/09/23	12,875.47	
			POWER SUPPLY STREET LIGHTS 25/09/23 - 24/10/23	12,503.68	25,379.15
EFT36442	22/11/2023	YOUNGS PLUMBING SERVICE P/L	DEPOT - INSPECT SEWER LINE FOR POSSIBLE OBSTRUCTION - 10/11/23	418.10	418.10
EFT36443	22/11/2023	FLEXI STAFF PTY LTD	LABOUR HIRE OPERATIONS - 31/10, 1- 2 NOVEMBER 23	1,437.56	
			LABOUR HIRE OPERATIONS 07 -10 NOVEMBR 23	1,916.75	3,354.31

EFT36444	22/11/2023	RESOURCE RECOVERY GROUP (SMRC)	QUARTERLY MEMBERSHIP CONTRIBUTIONS TOWARDS OPERATING EXPENSES 2023-24 - QUARTER 2 (OCTOBER TO DECEMBER)	7,614.75	7,614.75
EFT36445	22/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2 X STAFF REGISTRATION FOR AWARE SUPER WEBINAR SERIES	100.00	100.00
EFT36446	22/11/2023	STRATA GREEN	VARIOUS TOOLS AND EQUIPMENT - LITTER PICKERS, GLOVES, SAFETY GOGGLES, ETC	2,749.03	2,749.03
EFT36447	22/11/2023	CR. JENNY HARRINGTON	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84
EFT36448	22/11/2023	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - ADMIN- 07/11/23	32.20	
			WOOLWORTHS PURCHASES - CHSP 10/11/23	78.05	
			WOOLWORTHS PURCHASES - DEPOT - 14/11/23	9.00	
			WOOLWORTHS PURCHASES - DEPOT - 17/11/23	128.15	
			WOOLWORTHS PURCHASES - DEPOT - 17/11/23	22.33	
			WOOLWORTHS PURCHASES - DEPOT 20/11/23	9.00	278.73
EFT36449	22/11/2023	CR. CLIFF COLLINSON	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84
EFT36450	22/11/2023	HYDRO JET	GRAFFITI REMOVAL - CAMP WALLER SCOUTS HALL	665.50	665.50
EFT36451	22/11/2023	LANDSCAPE YARD O'CONNOR	2 CUBIC METRES OF LAWN SAND	199.50	199.50
EFT36452	22/11/2023	SUNNY SIGN COMPANY PTY LTD	REPLACEMENT LEEUWIN CARPARK SIGNAGE	1,449.80	1,449.80
EFT36453	22/11/2023	DEPARTMENT OF TRANSPORT	VEHICLE REGISTRATION DETAILS REQUEST FEES -OCTOBER 23 -	404.80	404.80
EFT36454	22/11/2023	DRAINFLOW SERVICES	INSPECTION AND CLEAN OF 3x DRAINAGE SYSTEMS (INC PRESSURE CLEAN, CCTV, AND TM) - 14/11/23	4,411.00	4,411.00
EFT36455	22/11/2023	FOCUS NETWORKS	CYBER AWARENESS TRAINING QU-6961G	2,189.00	
			MOVE SSL CERTIFICATES TO EXISTING WILDCARE CERTIFICATE QU 7230G	792.00	
			RFT04-2021/22 -23/24 FINANCIAL YEAR (CONTRACT COMMENCEMENT 28 FEBRUARY 2022)- PROJECT WORK RATE FOR OUT OF SCOPE WORKS - OCTOBER 23	198.00	3,179.00
EFT36456	22/11/2023	DVG MELVILLE VOLKSWAGEN	REPAIRS TO EMRS VEHICLE - FAULTY COOLING SYSTEM	498.00	498.00
EFT36457	22/11/2023	SNAP PRINTING	6X A3 CORFLUTE SIGNS - DOME RIVERWALL WORKS	259.05	259.05
EFT36458	22/11/2023	CR .ANDREW MCPHAIL	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84
EFT36459	22/11/2023	CR. ANDREW WHITE	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84
EFT36460	22/11/2023	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	2 x UPGRADE & COMMISSION TO 4G MODEM, MAGNETIC ANTENNAES & A1000 CREDIT CARD READERS, BANKING LICENCES & FREIGHT AS PER QUOTE - FINAL 50% DUE ON DELIVERY OF GOODS	2,640.00	
			PAYABLE CREDIT CARD TRANSACTIONS VIA TILL PER MONTH - OCTOBER 23	256.21	2,896.21
EFT36461	22/11/2023	CR. TONY NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE - NOVEMBER 23	2,511.84	2,511.84
EFT36462	22/11/2023	TOTALLY WORKWARE FREMANTLE	STAFF UNIFORM	399.20	
			STAFF UNIFORM	358.50	
			OPERATIONS STAFF UNIFORM	200.87	958.57
EFT36463	22/11/2023	COASTLINE MOWERS	INSPECT & REPAIR VARIOUS BRUSHCUTTERS AND MISC EQUIPMENT	1,795.35	1,795.35
EFT36464	22/11/2023	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO- GREEN BINS - RESIDENTIAL & PRIORITY SERVICES, GENERAL WASTE RED BINS - RESIDENTIAL & PRIORITY SERVICES, GENERAL WASTE RED BINS - PARKS & RESERVES, STREET LITTER BINS, RECYCLING YELLOW BINS - RESIDENTIAL & PRIORITY, STREET LITTER BINS, GENERAL WASTE RED BINS - COMMERCIAL, RECYCLING - YELLOW BINS - COMMERCIAL, 48-50 ALEXANDRA ROAD - RECYCLING & GENERAL WASTE - OCTOBER 23	39,271.20	39,271.20
EFT36465	22/11/2023	WINC	OFFICE STATIONERIES ORDERED ON 09.11.2023 - WINC REF.	751.49	
			OFFICE STATIONERIES ORDERED ON 09.11.2023 - BACKORDER	14.61	766.10
EFT36466	22/11/2023	AMBIUS (RENTOKIL INITIAL PTY LTD)	TOWN HALL PLANT HIRE - 27/12/23 - 26/01/24	320.41	320.41
EFT36467	22/11/2023	SHRED-X PTY LTD	240L SECURITY BIN EXCHANGE - TOWN HALL AND DEPOT - 13/10/23	11.07	11.07
EFT36468	22/11/2023	PTC IRRIGATION	CARRY OUT ELECTRICAL SAFETY REMEDIATION WORK AT ULRICH PARK	2,063.16	
			IRRIGATION REPAIRS JOHN TONKIN PARK	1,097.20	
			SUPPLY IRRIGATION PARTS FOR LOCKE PARK	1,667.31	
			ULRICH PARK - IRRIGATION REPAIRS	873.40	5,701.07
EFT36469	22/11/2023	MOJO DIGITAL STUDIO	PHOTOGRAPHY - HI-RES - HEADSHOTS OF 9 ELECTED MEMBERS AND CEO, PLUS GROUP SHOT - 2 HOURS (INCLUDES 1/2 HOUR SET UP) - INCLUDES RETOUCHING	935.00	935.00
EFT36470	22/11/2023	CR KERRY DONOVAN	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84
EFT36471	22/11/2023	PAPERSCOUT	DESIGN UPDATES TO PREVIOUS CORPORATE BUSINESS PLAN, INCLUDING CLIENT AMENDMENTS. PRINTING AND DELIVERY OF 30 COPIES	3,344.00	
			3 X DIGITAL STAMPS FOR REGULATORY SERVICES PERMITS	308.00	3,652.00
EFT36472	22/11/2023	PROTEC ASPHALT	SUPPLY AND LAY ASPHALT - CLAYTON STREET (EAST SIDE) BTWN FRASER & VIEW 360M2	63,360.00	63,360.00
EFT36473	22/11/2023	HORIZON SURVEYS PTY LTD	STRATFORD ST SUMP - SURVEY AND INTEREST ONLY PLAN & LODGEMENT OF INTEREST ONLY PLAN	2,590.00	2,590.00
EFT36474	22/11/2023	JANICE IRENE ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 09/11/23	4.05	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 16/11/23	15.00	19.05
EFT36475	22/11/2023	TERESA BERNARDO ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/11/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 20/11/23	15.00	30.00
EFT36476	22/11/2023	BRIGHT PROMOTIONAL PRODUCTS	250 x CARG WATER BOTTLES FOR PROMOTIONAL ACTIVITIES, 300 x WATER BOTTLES FOR PROMOTIONAL ACTIVITIES, 200 x WATER BOTTLES FOR OFFICE OF THE CEO	11,177.65	11,177.65
EFT36477	22/11/2023	CR. MARK STEWART WILSON	SITTING FEES & ICT ALLOWANCE - NOVEMBER 23	1,710.84	1,710.84

EFT36478	22/11/2023	CARABINER PTY LTD (ATF THE SANDOVER PINDER UNIT TRUST)	RFT03-2021/22 ARCHITECTURAL SERVICES - EF OVAL PRECINCT REDEVELOPMENT PROJECT - AUGUST TO OCTOBER 23	86,957.95	86,957.95
EFT36479	22/11/2023	CALL ASSOCIATES PTY LTD	STANDING ORDER FOR SERVICE AGREEMENT FOR AFTER HOURS CALL CENTRE SERVICES 23/24 - OCTOBER 23	328.35	328.35
EFT36480	22/11/2023	REGINA TETI	REIMBURSEMENT OF COST OF TICKETS FOR CLIENT OUTING - 24/11/23. CLIENTS TO BE CHARGED BY DIRECT DEBIT	850.00	850.00
EFT36481	22/11/2023	SCOUTTA PTY LTD	ASSISTANCE WITH EOY AUDIT	508.21	
			FINANCE PROJECT WORK - ABC METHODOLOGY, SYNERGY RESERVES MODULE	2,425.50	2,933.71
EFT36482	22/11/2023	PAMELA TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 27/10/23	13.00	13.00
EFT36483	22/11/2023	GO DOORS PTY LTD	MAINTENANCE / SERVICE OF 5X ROLLER DOORS - 03/11/23	653.13	653.13
EFT36484	22/11/2023	PHOENIX CONTAINERS PTY LTD	SOCCER CLUB SEA CONTAINER HIRE - NOVEMBER 2023	140.25	140.25
EFT36485	22/11/2023	UNIRACK WA PTY LTD	DEPOT - STORAGE RACKS AS QUOTED	6,785.00	6,785.00
EFT36486	22/11/2023	BROWNES DAIRY	WEEKLY MILK DELIVERY 13/11/23	6.98	
			WEEKLY MILK DELIVERY - 20/11/23	6.98	13.96
EFT36487	22/11/2023	JESSICA MELIA	REIMBURSEMENT OF COST OF OIL FOR CHSP BUS	85.00	
			REIMBURSEMENT OF COST OF 1 X TYRES FOR CHSP BUS & REIMBURSEMENT OF COST OF CHSP CLIENT ACTIVITY	813.96	898.96
EFT36488	22/11/2023	STUART EDWARD DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 09/11/23	13.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 16/11/23	15.00	28.50
EFT36489	22/11/2023	JOAN MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 09/11/23	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 16/11/23	11.90	26.90
EFT36490	22/11/2023	NEIL PATTERSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 07/11/23	15.00	15.00
EFT36491	22/11/2023	RONALD PITCHER	REIMBURSEMENT OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 08/11/23	75.20	75.20
EFT36492	22/11/2023	BING TECHNOLOGIES PTY LTD	BING MAIL SERVICES TRIAL - WALGA PSP001 INFORMATION AND COMMUNICATION TECHNOLOGIES	1,491.58	1,491.58
EFT36493	22/11/2023	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS NOVEMBER 23	2,223.52	2,223.52
EFT36494	22/11/2023	FUTURE SHELTER	VECTOR ILLUSTRATION, BLACK AND WHITE ILLUSTRATION OF EAST FREMANTLE HERITAGE SITES	1,485.00	
			PRINTING 300 COPIES OF NOTEBOOK FOR SENIORS' XMAS LUNCH AND CITIZENSHIP CEREMONIES & PRINTING 300 COPIES OF NOTEBOOK FOR MARKETING AND FOR SALE	5,923.50	7,408.50
EFT36495	22/11/2023	INFORMATION PROFICIENCY	RFQ001-2023/24 STATUTORY REVIEW OF RECORD KEEPING PLAN AND OTHER RELATED PROJECTS - MILESTONE 1 - COMMENCEMENT (25%)	3,850.00	3,850.00
EFT36496	22/11/2023	VIVID PROPERTY PERTH	MAINTENANCE WORK REQUIRED FOR 65 ALLEN STREET	1,400.00	1,400.00
EFT36497	22/11/2023	DANIEL PHILLIP HUTCHINSON	RATES REFUND	4,275.00	4,275.00
			<b>EFT TOTAL</b>	<b>3,929,606.54</b>	<b>3,929,606.54</b>
	<b>Direct Debit - November 2023</b>	<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
		CBA	INTEREST ADJUSTMENT	0.16	0.16
		CBA	DEBIT INTEREST	177.28	177.28
		CBA	MERCHANT FEE	230.74	230.74
		CBA	MERCHANT FEE	1,243.49	1,243.49
		EXETEL	EXETEL INTERNET	99.00	99.00
		FLEETCARE	FLEETCARE PAYMENT	2,324.79	2,324.79
		AMEX	AMEX FEE	273.16	273.16
		TILL	TILL SIMPLEPAY FEE	493.75	493.75
		SUPERCHOICE	EMPLOYEE SUPERANNUATION - NOVEMBER 23	53,671.56	53,671.56
		CBA	CBA TERM DEPOSIT	1,000,000.00	1,000,000.00
		CBA	ACCOUNT SERVICE TRANSACTION FEES	12.00	12.00
		CBA	BPOINT TRANSACTION FEES	77.44	77.44
		CBA	REJECT RETURN FEES	2.50	2.50
		CBA	BPAY TRANSACTION FEES	425.44	425.44
		CBA	COMMBIZ TRANSACTION FEES	38.47	38.47
			<b>DIRECT DEBIT TOTAL</b>	<b>1,059,069.78</b>	<b>1,059,069.78</b>
	<b>Credit Cards - November 2023</b>	<b>Supplier</b>	<b>Description</b>	<b>Inv Amount</b>	<b>EFT</b>
		CREDIT CARD - ANDREW DRIVER	JB HI-FI - PHONE GLASS PROTECTOR AND CASE	89.90	89.90
		CREDIT CARD - NICK KING	OZWASHROOM - VERTICAL BABY CHANGE STATION	931.00	931.00
			BLACKWOODS - PPE & LIQUID SOLVENT	263.64	263.64
			ABC DISTRIBUTIONS - SOAP DISPENSERS PUBLIC TOILETS	151.80	151.80
			INK STATION - BLACK COPIER/PRINTER TONER	63.86	63.86
		CREDIT CARD - PETER KOCIAN	RAC MOTORING - BATTERY 1GMR574	262.00	262.00
			CPP CONVENTION CENTRE PERTH - PARKING CONFERENCE	24.23	24.23
			HELLO VISITOR - SUBSCRIPTION FEES	30.58	30.58
			MAILCHIMP ATLANTA - SUBSCRIPTION FEES	81.82	81.82
			POSH PIZZA- CATERING	231.00	231.00
			FRESH PROVISIONS- CATERING	53.97	53.97
			GILBERTS FRESH - CATERING	107.94	107.94
			SURVEY MONKEY - SUBSCRIPTIONS	384.00	384.00
			PICOBELLO - CATERING	40.00	40.00
			FACEBK - SUBSCRIPTION	1.65	1.65
		CREDIT CARD - ANDREW MALONE	KMART - GEORGE STREET FESTIVAL	42.90	42.90

		COLES - GEORGE STREET FESTIVAL	11.40	11.40
		SILVER SPRINGS - SIGNAGE	178.40	178.40
		DMIRS - LIFT REGISTRATION	691.00	691.00
		EVUP.COM.AU-CHARGING COUNCIL ELECTRIC VEHICLE	2.00	2.00
		EVUP.COM.AU-CHARGING COUNCIL ELECTRIC VEHICLE	2.00	2.00
		EVUP.COM.AU-CHARGING COUNCIL ELECTRIC VEHICLE	2.00	2.00
		FRESH PROVISIONS - CATERING	184.00	184.00
		BUNNINGS - FESTIVAL EQUIPMENT	262.64	262.64
		OFFICEWORKS - EQUIPMENT FOR FESTIVAL	257.20	257.20
	CREDIT CARD - JANINE MAY	JESSON FLOWERS - FOR B BROWNING	94.00	94.00
		COLES CANNINGVALE - REFRESHMENTS	77.60	77.60
		DOMINOES EAST FREMANTLE - CATERING	84.99	84.99
		MEGA MUSIC - GIFT, RICHMOND PRIMARY SCHOOL	100.00	100.00
		MEGA MUSIC - GIFT, RICHMOND PRIMARY SCHOOL	100.00	100.00
	CREDIT CARD - REGINA TETI	TERRY WHITE CHEMMART - BANDS AIDS FOR FIRST AID	15.96	15.96
		OFFICEWORKS - STATIONERY SUPPLIES	71.38	71.38
		MOTOR MUSEUM OF WA - CHSP CLIENT OUTING	96.00	96.00
		KMART - CLIENT CHRISTMAS CARDS	38.40	38.40
		WOOLWORTHS - CLIENT GIFT WRAPPING MATERIAL	22.40	22.40
	CREDIT CARD - JONATHAN THROSSELL	ANNUAL FEE	13.33	13.33
		SP KINGS SQUARE - PARKING	16.36	16.36
		<b>CREDIT CARD TOTAL</b>	<b>5,081.35</b>	<b>5,081.35</b>
		<i>Description</i>	<i>GROSS PAY</i>	<i>EFT</i>
		PAYROLL FORTNIGHT ENDING 14/11/23	156,358.32	156,358.32
		PAYROLL FORTNIGHT ENDING 28/11/23	163,631.76	163,631.76
		<b>PAYROLL TOTALS</b>	<b>319,990.08</b>	<b>319,990.08</b>
		AMPOL FUEL CARDS- OCTOBER 23	6,240.74	6,240.74
		<b>GRAND TOTAL</b>	<b>5,320,313.29</b>	<b>5,320,313.29</b>

**AmpolCard**

Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	1 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc. GST	Amount \$ inc GST	Trn fee inc. GST	=	Total \$ Inc GST	GST on supply	GST on trn fee
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Details of fleet transactions processed from 01 to 31/10/2023

Domestic														
	1207	Rego	1GUV822	Crd Holder ADMINISTRATION										
Ampol Foodary Fremantle Eas	10/10	20:37	E013612	71961	Premium 95 A	42.15	192.4000	81.10				81.10	7.37	
Ampol Foodary Forrest Highw	14/10	15:38	E032039	72635	Premium 95 A	47.58	200.4000	95.35				95.35	8.67	
Ampol Foodary Fremantle Eas	23/10	19:04	E013824	73156	Premium 95 A	37.00	194.4000	71.93				71.93	6.54	
<b>Domestic total</b>						<b>126.73</b>		<b>248.38</b>	<b>0.00</b>			<b>248.38</b>	<b>22.58</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

**AmpolCard**

Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	2 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc. GST	Amount \$ inc GST	Trn fee inc. GST	=	Total \$ Inc GST	GST on supply	GST on trn fee
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Domestic 4063														
	2506	Rego	1DTJ953	Crd Holder HACC										
Ampol Foodary Fremantle Eas	04/10	14:07	E016498	86130	Unleaded	60.11	197.9272	118.97				118.97	10.82	
Ampol Foodary Fremantle Eas	11/10	11:29	E016777	86460	Unleaded	58.23	190.2052	110.76				110.76	10.07	
Ampol Foodary Fremantle Eas	19/10	12:51	E013762	86822	Unleaded	62.82	191.9212	120.56				120.56	10.96	
Ampol Foodary Fremantle Eas	26/10	14:00	E017301	87198	Unleaded	68.74	194.9462	134.01				134.01	12.18	
<b>Domestic total</b>						<b>249.90</b>		<b>484.30</b>	<b>0.00</b>			<b>484.30</b>	<b>44.03</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

**AmpolCard**

Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	3 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
<b>Domestic 4085</b>													
0483 Rego 1GBT981 Crd Holder HACC													
Ampol Foodary Fremantle Eas	02/10	08:39	E016368		119291	Unleaded	31.99	189.4000	60.59		60.59	5.51	
Ampol Foodary Fremantle Eas	06/10	15:54	E013538		119692	Unleaded	42.30	194.8692	82.43		82.43	7.49	
Ampol Foodary Fremantle Eas	13/10	15:53	E013638		120033	Unleaded	40.02	189.7762	75.95		75.95	6.90	
Ampol Foodary Fremantle Eas	20/10	16:33	E013779		120422	Unleaded	45.17	192.5812	86.99		86.99	7.91	
Ampol Foodary O'Connor	27/10	10:31	E074980		120771	Unleaded	43.03	194.8142	83.83		83.83	7.62	
<b>Domestic total</b>							<b>202.51</b>		<b>389.79</b>	<b>0.00</b>	<b>389.79</b>	<b>35.43</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

**AmpolCard**

Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	4 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
<b>Domestic 4088</b>													
0467 Rego 1GCCQ228 Crd Holder HACC													
Ampol Foodary Fremantle Eas	04/10	14:03	E016497		169762	Unleaded	30.87	197.9272	61.10		61.10	5.55	
Ampol Foodary Fremantle Eas	06/10	15:30	E016605		170002	Unleaded	24.35	194.8692	47.45		47.45	4.31	
Ampol Foodary Fremantle Eas	13/10	10:31	E016860		170378	Unleaded	42.44	189.7762	80.54		80.54	7.32	
Ampol Foodary Fremantle Eas	18/10	13:54	E017051		170590	Unleaded	25.29	191.5142	48.43		48.43	4.40	
Ampol Foodary O'Connor	20/10	15:00	E074341		170815	Unleaded	25.75	192.5262	49.58		49.58	4.51	
Ampol Foodary Fremantle Eas	25/10	16:09	E013869		171107	Unleaded	32.99	194.5172	64.17		64.17	5.83	
Ampol Foodary Fremantle Eas	30/10	09:41	E017426		171336	Unleaded	25.99	183.4000	47.67		47.67	4.33	
<b>Domestic total</b>							<b>207.68</b>		<b>398.94</b>	<b>0.00</b>	<b>398.94</b>	<b>36.25</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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FREMANTLE WA 6959

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Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	5 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 4089													
						Rego 1GCO227 Crd Holder HACC							
Ampol Foodary Fremantle Eas	09/10	08:27	E016687		77021	Unleaded	44.52	185.4000	82.54		82.54	7.50	
Ampol Foodary Fremantle Eas	12/10	14:30	E016830		77293	Unleaded	41.89	189.7432	79.48		79.48	7.23	
Ampol Foodary Fremantle Eas	18/10	08:30	E017027		77484	Unleaded	30.73	191.5142	58.85		58.85	5.35	
Ampol Foodary Fremantle Eas	23/10	08:18	E017188		77761	Unleaded	39.39	179.4000	70.67		70.67	6.42	
Ampol Foodary Fremantle Eas	25/10	14:33	E017272		78062	Unleaded	41.17	194.5172	80.08		80.08	7.28	
Ampol Foodary Fremantle Eas	27/10	14:52	E017357		78306	Unleaded	37.68	194.8692	73.43		73.43	6.68	
<b>Domestic total</b>							<b>235.38</b>		<b>445.05</b>	<b>0.00</b>	<b>445.05</b>	<b>40.46</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	6 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 4091													
						Rego 1GDV315 Crd Holder							
Ampol Foodary Fremantle Eas	20/10	07:54	E017087		60667	Premium Diesel A	73.61	215.1950	158.41		158.41	14.40	
<b>Domestic total</b>							<b>73.61</b>		<b>158.41</b>	<b>0.00</b>	<b>158.41</b>	<b>14.40</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	7 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	Tm fee inc GST	=	Total \$ inc GST	GST on supply	GST on tm fee
<b>Domestic 4098</b>														
██████████ 6983 Rego 1GHV402 Crd Holder GARDENS	19/10	08:54	E017069		121180	Premium Diesel A	70.37	214.4580	150.91			150.91	13.72	
Ampol Foodary Fremantle Eas						Domestic total	70.37		150.91	0.00		150.91	13.72	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	8 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	Tm fee inc GST	=	Total \$ inc GST	GST on supply	GST on tm fee
<b>Domestic 4099</b>														
██████████ 7007 Rego 1GJE260 Crd Holder WORKS	11/10	07:08	E016761		696	Premium Diesel A	10.98	213.2150	23.41			23.41	2.13	
Ampol Foodary Fremantle Eas						Domestic total	10.98		23.41	0.00		23.41	2.13	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	9 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 5002													
7015 Rego 1GKM815 Crd Holder WORKS													
Ampol Foodary Fremantle Eas	13/10	11:41	E016863		54842	Premium Diesel A	85.14	209.7720	178.60		178.60	16.24	
Ampol Foodary Fremantle Eas	27/10	13:37	E017353		55273	Premium Diesel A	114.60	213.0940	244.21		244.21	22.20	
Domestic total							199.74		422.81	0.00	422.81	38.44	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Tax invoice/adjustment note  
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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	10 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 5008													
8765 Rego 1GQD688 Crd Holder GARDENS													
Ampol Foodary Fremantle Eas	06/10	07:27	E016565		54669	Premium Diesel A	65.90	222.0260	146.32		146.32	13.30	
Domestic total							65.90		146.32	0.00	146.32	13.30	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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 TOWN OF EAST FREMANTLE  
 PO Box1097  
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 Account no 0200402776  
 Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	11 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST +	Tm fee inc GST =	Total \$ Inc GST	GST on supply	GST on tm fee
Domestic 5009													
2809 Rego 1GQJ387 Crd Holder RANGERS SERVICES													
Ampol Foodary Fremantle Eas	30/09	07:58	E016305		80452	Premium Diesel A	30.36	221.8610	67.36	0.19	67.55	6.12	0.02
Ampol Foodary Fremantle Eas	01/10	13:07	E016351		80602	Premium Diesel A	21.61	221.6850	47.91	0.19	48.10	4.36	0.02
Ampol Foodary Fremantle Eas	09/10	10:39	E016696		80860	Premium Diesel A	34.30	219.1000	75.15		75.15	6.83	
Ampol Foodary Fremantle Eas	14/10	13:35	E016911		81101	Premium Diesel A	32.38	209.8490	67.95		67.95	6.18	
Ampol Foodary Fremantle Eas	18/10	16:29	E013753		81393	Premium Diesel A	40.68	213.1820	86.72		86.72	7.88	
Ampol Foodary Fremantle Eas	21/10	08:49	E017130		81549	Premium Diesel A	20.84	215.7230	44.96		44.96	4.09	
Ampol Foodary Fremantle Eas	25/10	16:35	E013875		81860	Premium Diesel A	41.00	215.3820	88.31		88.31	8.03	
Domestic total							221.17		478.36	0.38	478.74	43.49	0.04

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Tax invoice/adjustment note  
 TOWN OF EAST FREMANTLE  
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 Account no 0200402776  
 Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	12 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST +	Tm fee inc GST =	Total \$ Inc GST	GST on supply	GST on tm fee
Domestic 5020													
3076 Rego 1HMC350 Crd Holder WORKS													
Ampol Foodary Fremantle Eas	03/10	15:13	E016450		20920	Premium Diesel A	119.73	221.6520	265.38		265.38	24.13	
Ampol Foodary Fremantle Eas	24/10	11:30	E013840		21566	Premium Diesel A	115.95	215.9430	250.39		250.39	22.76	
Domestic total							235.68		515.77	0.00	515.77	46.89	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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PO Box1097  
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Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	13 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic 5021													
3159 Rego 1HLR056 Crd Holder WORKS													
Ampol Foodary Fremantle Eas	02/10	12:53	E016396		11991	Premium Diesel A	50.15	221.6850	111.18		111.18	10.11	
						Domestic total	50.15		111.18	0.00	111.18	10.11	0.00

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Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	14 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+ Tm fee inc GST	= Total \$ Inc GST	GST on supply	GST on trn fee
Domestic P5003													
4055 Rego 1GMR567 Crd Holder													
Ampol Foodary Murdoch	05/10	17:33	E010745		85640	Premium 95 A	53.61	210.0602	112.61		112.61	10.24	
Ampol Foodary South Lake	15/10	12:33	E011008		86020	Premium 95 A	37.01	197.4000	73.06		73.06	6.64	
Ampol Foodary Murdoch	25/10	15:51	E012977		86589	Unleaded	51.80	194.5172	100.76		100.76	9.16	
						Domestic total	142.42		286.43	0.00	286.43	26.04	0.00

**AmpolCard**

Tax invoice/adjustment note  
TOWN OF EAST FREMANTLE  
PO Box1097  
FREMANTLE WA 6959

Account no 0200402776  
Date 31/10/2023

**Tax invoice detail**

Invoice ref no	0302156400
page	15 of 19
Total inc GST \$	6240.74
GST amount \$	567.36

Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+	Tm fee inc GST	=	Total \$ Inc GST	GST on supply	GST on trn fee
Domestic P5015															
7072	Rego	1GYB392	Crd Holder												
Ampol Foodary Fremantle Eas	05/10	06:57	E016522		938	Premium Diesel A	25.08	222.6530	55.84				55.84	5.08	
Ampol Foodary Fremantle Eas	17/10	07:09	E016981		991	Premium Diesel A	27.51	211.7630	58.26				58.26	5.30	
Ampol Foodary Fremantle Eas	19/10	06:55	E017062		998	Premium Diesel A	22.82	214.4580	48.94				48.94	4.45	
Domestic total							75.41		163.04		0.00		163.04	14.83	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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**Tax invoice detail**

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page	16 of 19
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Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	+	Tm fee inc GST	=	Total \$ Inc GST	GST on supply	GST on trn fee
Domestic P5016															
7106	Rego	1GYB393	Crd Holder												
Ampol Foodary Fremantle Eas	04/10	10:31	E013519		659	Premium Diesel A	29.91	221.9930	66.40				66.40	6.04	
Ampol Foodary Fremantle Eas	12/10	10:22	E016818		663	Premium Diesel A	23.37	210.9820	49.31				49.31	4.48	
Ampol Foodary Fremantle Eas	19/10	07:20	E017065		667	Premium Diesel A	28.65	214.4580	61.44				61.44	5.59	
Ampol Foodary Fremantle Eas	26/10	10:19	E017289		671	Premium Diesel A	24.86	214.6010	53.35				53.35	4.85	
Domestic total							106.79		230.50		0.00		230.50	20.96	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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page	17 of 19
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Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	Tm fee inc GST	Total \$ Inc GST	GST on supply	GST on tm fee
Domestic P5018													
██████████	7406	Rego	1HHZ552			Crd Holder							
Ampol Foodary Fremantle Eas	03/10	08:28	E016422		52067	Premium Diesel A	48.62	221.6520	107.77		107.77	9.80	
Ampol Foodary Fremantle Eas	04/10	15:58	E016503		52250	Premium Diesel A	31.40	221.9930	69.71		69.71	6.34	
Ampol Foodary Fremantle Eas	09/10	08:17	E016684		52471	Premium Diesel A	38.81	219.1000	85.03		85.03	7.73	
Ampol Foodary Fremantle Eas	11/10	08:25	E016763		52667	Premium Diesel A	32.43	213.2150	69.15		69.15	6.29	
						Oils/Lubricants			52.00		52.00	4.73	
Ampol Foodary Fremantle Eas	16/10	08:28	E016961		52471	Premium Diesel A	55.98	209.8490	117.47		117.47	10.68	
Ampol Foodary Fremantle Eas	18/10	08:29	E017026		53230	Premium Diesel A	38.00	213.1820	81.01		81.01	7.36	
Ampol Foodary Fremantle Eas	20/10	08:25	E017090		53487	Premium Diesel A	43.63	215.1950	93.89		93.89	8.54	
Ampol Foodary Fremantle Eas	23/10	15:13	E013812		53711	Premium Diesel A	35.50	215.7230	76.58		76.58	6.96	
Ampol Foodary Fremantle Eas	27/10	08:27	E017334		53938	Premium Diesel A	41.31	213.0940	88.03		88.03	8.00	
Domestic total							365.68		840.64	0.00	840.64	76.43	0.00

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page	18 of 19
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Card details Location	Date	Time	Trans no	Order no	Odo reading	Product	Quantity	Unit of inc GST	Amount \$ inc GST	Tm fee inc GST	Total \$ Inc GST	GST on supply	GST on tm fee
Domestic P5019													
██████████	6876	Rego				Crd Holder OPERATIONS							
Ampol Foodary Fremantle Eas	02/10	11:48	E016381		0	Unleaded	91.58	189.4000	173.45		173.45	15.77	
						Premium Diesel A	18.90	221.6850	41.90		41.90	3.81	
Ampol Foodary Fremantle Eas	27/10	07:35	E017327		100	Unleaded	116.23	194.8692	226.50		226.50	20.59	
						Premium Diesel A	44.27	213.0940	94.34		94.34	8.58	
Domestic total							270.98		536.19	0.00	536.19	48.75	0.00

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

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Domestic P5022														
			5194	Rego	THSK094	Crd Holder								
Ampol Foodary Fremantle Eas	06/10	14:23	E016600		26902	Unleaded	36.75	194.8692	71.61			71.61	6.51	
Ampol Foodary Midvale	16/10	17:08	E006917		27510	Unleaded	40.19	177.4000	71.30			71.30	6.48	
Ampol Foodary Fremantle Eas	24/10	17:08	E013854		287150	Unleaded	37.78	177.4000	67.02			67.02	6.09	
<b>Domestic total</b>							<b>114.72</b>		<b>209.93</b>	<b>0.00</b>		<b>209.93</b>	<b>19.08</b>	<b>0.00</b>

 Ampol Australia Petroleum Pty Ltd ACN 000 032 128 ABN 17 000 032 128

Total inc GST \$ 6240.74

## 13.5 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2023

<b>Report Reference Number</b>	OCR-2513
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple
<b>Documents tabled</b>	
<b>Attachments</b>	

1. Audited Annual Financial Report for the Year Ended 30 June 2023 inclusive of the Auditor's Report (To be circulated)

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**PURPOSE**

This report presents the Audited Annual Financial Report for the Year Ended 30 June 2023 to Council. This is inclusive of the Independent Audit Report, addressed to the Councillors of the Town of East Fremantle.

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**EXECUTIVE SUMMARY**

Section 6.4 of the *Local Government Act 1995* requires local governments to prepare an annual financial report for the preceding financial year. The financial report is to be prepared and presented in the manner and form prescribed in the *Local Government (Financial Management) Regulations 1996*. Local Governments are required to submit the annual financial report to its auditor by the 30 September.

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**BACKGROUND**

Part 7 of the *Local Government Act 1995* deals with matters specific to the conduct of local government audit. Section 7.12A requires that a local government do the following amongst other things:

- Examine the audit report;
- Determine if any matters raised by the audit report, require action to be taken;
- Ensure that appropriate action is taken in respect of those matters;
- Prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters;
- Provide a copy of that report to the Minister within 3 months after the audit report is received by the local government; and
- Within 14 days after a local government gives a report to the Minister, the CEO must publish a copy of the report on the local government's official website.

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**CONSULTATION**

Office of the Auditor General  
 Manager Finance  
 Chief Executive Officer

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**STATUTORY ENVIRONMENT**
Annual Financial Report

Part 7 of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* applies to audit in local government.

After the annual financial report has been audited, the CEO is to sign and append to the report a declaration. A copy of the annual financial report is then to be submitted to the Departmental CEO within 30 days of the receipt by the local government’s CEO of the auditor’s report on that financial report.

Annual Report

Under s5.54 of the *Local Government Act 1995*, the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year. If the auditor’s report is not available in time for the annual report to be accepted by this date, the annual report is to be accepted no later than two months after the auditor’s report becomes available.

Under s5.27(2), an electors’ general meeting is to be held on a day selected by the local government but no more than 56 days after the local government accepts the annual report for the previous financial year.

Local Governments are required to publish the annual report, including audit reports, on their website within 14 days after the report has been adopted by Council.

Annual Electors’ Meeting

Under s5.29 of the *Local Government Act 1995*, a local government must give at least 14 days’ local public notice of the date, time, place and purpose of the meeting.

**POLICY IMPLICATIONS**

There are no Council Policies relevant to this item.

**FINANCIAL IMPLICATIONS**

The Town accrued expenditure of \$53,750 ex GST in audit fees for 2022/23. This compares to \$48,000 ex GST the previous year.

**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)
That the Town receives a qualified audit report	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation/ Compliance	Control through robust internal controls and staff development

**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**

<b>Risk Rating</b>	6
<b>Does this item need to be added to the Town’s Risk Register</b>	No
<b>Is a Risk Treatment Plan Required</b>	No

**SITE INSPECTION**

Not applicable.

**COMMENT**

Annual Financial Report

The Town had its exit meeting with the Office of the Auditor General on Wednesday 22 November 2023. It was anticipated that the Auditor’s Report would be issued shortly after this date.

The Town subsequently received correspondence from the Office of the Auditor General on the 4 December 2023 that the Resource Recovery Group has amended accounting estimates, which has impacted the Town’s financial statements (Investment in Associate). This has resulted in a delay in the Auditor’s Report being issued to the Town which is unfortunately outside of the Town’s control. Should the Auditor’s Report not be available for this Council Meeting, the agenda item will be withdrawn.

The above matter will result in an emphasis of matter included in the Auditor’s Report. The Town has been advised of the following draft wording:

**Emphasis of matter – Investment in associates**

*I draw attention to Note 23 to the financial report, which states that, following the end of the financial year ended 30 June 2023, the two remaining member council participants have resolved to withdraw from Resource Recovery Group effective from 1 July 2025. My opinion is not modified in respect of this matter.*

Annual Report

Under s5.54 of the *Local Government Act 1995*, the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year. If the auditor’s report is not available in time for the annual report to be accepted by this date, the annual report is to be accepted no later than two months after the Auditor’s Report becomes available.

As the issuance of the Auditor’s Report has been delayed, and the Annual Report written content is not yet complete at the time of writing this report, it may not be possible to submit the Annual Report to the December 2023 Ordinary Council Meeting. Pursuant to the above requirement, Council will need to set a special meeting to accept the Annual Report within two months of the date of the Auditor’s Report.

Once Council accepts the Annual Report, it can then set the date for elector's general meeting. The Town is required to provide 14 days' public notice of the elector's general meeting.

The following dates are therefore proposed:

- Acceptance of Annual Report - Special Council Meeting, Tuesday 30 January 2024 @ 6.30pm
- 14 Days' Local Public Notice of Annual Meeting of Electors - From Saturday 3 February 2024
- Annual Electors' Meeting – Tuesday 20 February 2024

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## CONCLUSION

That Council receives the Annual Financial Report for the Year Ended 30 June 2023 and determines meeting dates for the acceptance of the Annual Report and the Annual Electors' Meeting.

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## 13.5 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That Council:**

1. receives the Audited Annual Financial Report for the Year Ended 30 June 2023, inclusive of the independent Auditor's Report.
2. resolves that a Special Meeting of Council be held on Tuesday 30 January 2024 in the Council Chambers, commencing at 6.30pm, for the purpose of accepting the Annual Report for the Year Ended 30 June 2023.

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## REPORT ATTACHMENTS

To be circulated upon receipt.

## 13.6 CORPORATE BUSINESS PLAN PERFORMANCE REPORTING - 2023-24

<b>Report Reference Number</b>	OCR-2431
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple Majority
<b>Documents tabled</b>	Nil
<b>Attachments</b>	

1. Quarterly Report – Corporate Business Plan

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### PURPOSE

For Council to receive the Corporate Business Plan (CBP) Progress Report.

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### EXECUTIVE SUMMARY

The Corporate Business Plan 2023-2027 contains a range of strategic and planning priorities which the Town proposes to deliver over the four-year period, and which is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan 2020-2030.

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### BACKGROUND

Section 5.56 of the *Local Government Act 1995 (the Act)* “*Planning for the Future*” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect 1 July 2013 requiring all local governments to have developed and adopted a Strategic Community Plan (SCP) and a Corporate Business Plan, supported and informed by resourcing and delivery strategies.

These plans drive the development of the annual budget and through a process of continuous improvement, we should be better able to plan for and meet the needs of our community.

The reporting element is the process by which we inform the community and statutory bodies on our progress in delivering services, projects and other operations to meet the community’s short term, medium term and long-term aspirations.

Section 5.53 of the Act requires the annual report to contain an overview of the plan for the future of the district, including major initiatives that are proposed to commence or to continue in the next financial year.

The Corporate Business Plan under review was adopted by Council at its meeting held in June 2023.

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### CONSULTATION

Executive Leadership Team

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### STATUTORY ENVIRONMENT

Section 5.56 of the *Local Government Act 1995* requires a local government to plan for the future of its district in accordance with any regulations made.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* sets out the requirements for preparing, adopting, reviewing and modifying the Corporate Business Plan.

**POLICY IMPLICATIONS**

There are no Council Policies relevant to this item.

**FINANCIAL IMPLICATIONS**

All projects and programs identified in CBP to be undertaken in 2023/24 have been included in the Annual Budget. However, delivery of all actions contained within specific plans referenced with the CBP are budget constrained.

Attachment 1 provides comparison between Budget and Actual year to date. Please note the list is not intended to be an exhaustive list, rather just to track those services or projects of possible interest to elected members.

**STRATEGIC IMPLICATIONS**

Strategic Priority 5: Leadership and Governance.

Objective 5.1 - Strengthen organisational accountability and transparency.

**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 activities and programs listed in the Corporate Business Plan are not achievable or affordable.	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION - Indeterminate prolonged interruption of services - non-performance >1 month	Manage by assessing and determining service levels ....

**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

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## SITE INSPECTION

Not Applicable.

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## COMMENT

The Corporate Business Plan Progress Report provides information on progress against the milestones for the 2023-24 projects and programs within the Corporate Business Plan. A commentary is provided against each action, and project status is reported via colour coding which indicates if the project has been completed (green), is on track (orange) or at risk (red). Information is also provided on the budget status for each item.

Performance measures have been updated to capture the 2023 Community Scorecard Results. The following are some key indicators:

### Top Performers:

- Marine facilities
- Playgrounds, parks and reserves
- Waste management

### Areas that have been improved:

- Value for money from rates – performance index score of 54, up 3 points from 2021 and 11 points above the industry average
- Encouraging the adoption of sustainable practices to address climate change
- Conservation and environmental management
- Festivals, events, and arts
- Youth services and facilities
- Services and facilities for families and children
- Services, facilities and care available for seniors
- Disability access and inclusion
- Recognition and respect for First Nations peoples, cultures and heritage
- Sport and recreation facilities and services
- Preserving and promoting local history and heritage
- Animal management and dog exercise areas
- Streetscapes, trees and verges
- Footpaths and cycleways
- Local roads
- Library services

### Areas that require focus:

- Community safety and crime prevention
- The performance index score for Council leadership reduced from 57 to 51 but is 6 points above the industry average
- The performance index score for a clear vision reduced from 46 to 38 but is 9 points above the industry average. Yet the Town's Strategic Community Plan scored an equal industry high of 55.
- The performance index score for community consultation reduced from 55 to 49 but is 8 points above the industry average
- The performance index score for the "Town clearly explains decisions and how residents' views are taken into account" reduced from 33 to 28, yet is 5 points above the industry average

It is apparent that recent major developments which have generated significant community interest may have affected some of the performance scores.

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## CONCLUSION

That Council receives and notes the Corporate Business Plan Report for the 1st Quarter of 2023-24.

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## 13.6 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

**OFFICER RECOMMENDATION:**

**That Council receives and notes the Corporate Business Plan report for the 1<sup>st</sup> Quarter of 2023-24.**

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## REPORT ATTACHMENTS

Attachments start on the next page

CORPORATE BUSINESS PLAN REPORTING (2023/24) - 1st Quarter

Social: A socially connected, inclusive and safe community									
Objective 1.1: Facilitate appropriate local services for the health and wellbeing of the community									
STRATEGY	ACTIONS	Status	Account	Budget	Actual	Quarterly Comments	Responsible officer	Measure - based on Community Scorecard Survey results 2023 (Town score/Industry Standard score)	
1.1.1: Facilitate or partner to ensure a range of quality services are provided at a local level	1.1.1.1	Implement the Public Health Plan (PHP)	①	E07211	\$ 105,828	\$ 17,655	2022/2023 stats below: River Sampling 40 Swimming Pool Samples 37 Public Building Inspections 20 Food Premises Inspections 76 Food Safe Audits 5 Microbiological Food Samples 0	PEHO	River samplings (2020/21) 35 (2021/22) 39 (2022/23) 40 Public Building inspections 20 26 20 Food premises inspections 76 100 76 Foodsafe Audits 7 7 5 Microbiological food samples 10 0 0
	1.1.1.2	Continue support/provision for the ongoing shared public library services	①	E11249	\$ 156,825	\$ -	Council entered into a new 5 year Service (Funding) Agreement with the City of Fremantle for the provision of Public Library Services. (August OCM 2020)	CEO	Library services continues rate low as the Town does not have a Library 55/71 - 23/24 cost \$174 per member Library membership (2019/20) 2,862 (2020/21) 3,028 (2021/22) 3263 (2022/23) total active members 620 756 602 775 Toy Library membership (Families) 19 23 21
	1.1.1.3	Review and recommendation for the future of the CHSP program given funding changes	✓	I08088	\$ 668,578	\$ 334,423	Monthly performance reports are being submitted to the EMCS. In home aged care reforms will now be delivered by 1 July 2025 as per the timeframe put forward by the Royal Commission, meaning that providers will continue to receive Block Funding until this time.	EMCS	Meet required service hours in accordance with funding agreement
	1.1.1.4	Continue service partnership with the Glyde In Community Learning Centre	✓	E08205	\$ 92,231	\$ 46,116	3 Year Funding Agreement renewed (2023/24-2025/26) The Glyde-In continues to provide a quality service through provision of an extensive range of adult learning courses	EMCS	Access to Education and training generally rated below the industry Average - possibly due to the limited education facilities in the Town Glyde-In provide financial statements & annual report on centre activities
1.1.2: Strengthen the sense of place and identity through inclusive community interaction and participation	1.1.2.1	Development of a Community Development Strategy	①	E04203	\$ 27,000	\$ 21,000	Project underway. Community workshops hosted in September 2023. Draft report expected March 2024	EO	Industry High for Place to live 91 Industry average 76
	1.1.2.2	Implement activities as per the Disability Access and Inclusion Plan	①	E14439	\$ -	\$ -	The Annual Progress Report for the DAIP is due to be submitted in July 2023 EF Oval redevelopment will incorporate a number of universal access initiatives	PEHO	Generally survey participants with a disability scored the Town lower across most performance measures. However, the overall score for DAI was above the industry standard 56/51
	1.1.2.3	Implement the Reconciliation Action Plan in consultation with the RAP Steering Group	✓	E11261	\$ 20,910	\$ 8,413	The final designed Reflect Reconciliation Action Plan (RAP) received official accreditation by Reconciliation Australia. Final accreditation has been communicated via the Town's website, LinkedIn, Facebook and Instagram and will be included in upcoming newsletters.	CEO	Interestingly this measure rated below the Industry Standard (60/62), however the rating has improved since the 2021 survey.
Objective 1.2: Inviting open spaces, meeting places and recreational facilities									
STRATEGY	ACTIONS	Status	Account	Budget	Actual	Quarterly Comments	Responsible officer	Measures	
1.2.1: Provision of adequate facilities to support healthy and active lifestyles	1.2.1.1	Implement the Preston Point Road North Recreation Facility Master Plan (PPMP) subject to funding	✓	E11739	\$ 866,689	\$ 12,276	Tenders have closed for the Fremantle Womens Soccer Club Building at Wauhop Oval Works to commence early 2024.	EMTS	Sports & Recreation continues to be a community priority Performance measure - rating of 68 versus industry average of 65 and an industry high of 81. It is expected that this rating will improve with the redevelopment of EF Oval
	1.2.1.2	Implement actions from the Recreation and Community Facilities Strategy subject to funding	①				Capital Works Program incorporated into Strategic Resource Plan	EMTS	Timely redevelopment of East Fremantle Oval Redevelopment
	1.2.1.3	Provide community facilities and infrastructure in line with asset management planning	①				Asset Management Plans incorporated into Strategic Resource Plan	EMCS	Excluding Youth, generally facilities rated just above the Industry Standard
		Infrastructure - Parks & Ovals - Playground - Various Upgrades	✗	E11743	\$ 20,000	\$ -	Works on track to be completed by March 2024	EMTS	Playgrounds, Parks & Reserve measure has improved 71/66
		Infrastructure - Parks & Ovals - Retic Controllers	✗	E11742	\$ 32,000	\$ -	Works on track to be completed by March 2024	EMTS	
		Infrastructure - Parks & Ovals - Retic Upgrades	✗	E11741	\$ 70,000	\$ 3,000	Works on track to be completed by March 2024	EMTS	
		Infrastructure - Parks & Ovals - Bores and Pumps - Stratford Street Park	✗	E11726	\$ 50,000	\$ -	Works to commence once summer is finished in 2024	EMTS	
		Capex - BBQ Replacement	✗	E11734	\$ 10,000	\$ -	BBQ ordered, and to be installed in early 2024	EMTS	
		Capex - Bench Seats - Various Locations	✗	E11735	\$ 15,000	\$ -	Bench seats ordered, and to be installed in early 2024	EMTS	
		Infrastructure - Parks & Ovals - Ancillary - Drink Fountains	✗	E11745	\$ 10,000	\$ -	Drink fountain ordered, and to be installed in early 2024	EMTS	Audit to be undertaken
1.2.2: Activate inviting open spaces that encourage social connection across all ages	1.2.2.1	Complete the redevelopment of the East Fremantle Oval Precinct subject to budget parameters and finalise the appointment of the preferred operator	①	E11738	\$ 21,048,102	\$ 6,973,974	Expected completion date March 2024	CEO	Identified as a priority community project in CSC & SCP Completed 100% detailed design Secured \$25 million funding commitment from State Government Complete project on Time & within Budget
Objective 1.3: Strong community connection within a safe and vibrant lifestyle									
STRATEGY	ACTIONS	Status	Account	Budget	Actual	Quarterly Comments	Responsible officer	Measures	
1.3.1: Partner and educate to build a strong sense of community safety	1.3.1.1	Review and update the Community Safety and Crime Prevention Plan	①				2024/25 Activity	CEO/EMCS	Whilst the score was just above the Industry Standard 53/49 it has been identified as a community priority project
	1.3.1.2	Provide effective regulatory (ranger) services and associated community education	①	E05203	\$ 20,354	\$ 7,840		Rangers	Not directly assessed - loosely falls within Crime & Safety
		- Animal Control	①	E05230	\$ 30,530	\$ 8,519	Statistics included in monthly reports to Council	Rangers	Animal Management score has improved from 58 to 61 Monthly statistics provided to EMs
	1.3.1.3	Continue the partnership with the City of Fremantle with respect to joint emergency management arrangements	①				The Town has formed a joint LEMC & LEMA with the City of Fremantle	PEHO	Natural Disaster Management scored below the Industry Standard 51/55
1.3.2: Facilitate opportunities to develop community connections through events and celebrations	1.3.2.1	Provide / facilitate grants community assistance grants	①	E04270	\$ 16,419	\$ 7,656	Refer to 1.3.4.1	EO	Interestingly comments provided in this area are in direct conflict to recent meeting held with all sports clubs - who felt well supported
	1.3.2.2	Encourage youth and general community engagement and participation	①	E11264	\$ 15,375	\$ -	Youth Week events including Freo Cube planned for April 2024. Headspace Day for Youth Mental Health in October 2023	EO	Slight improvement in this measure above the Industry standard 54/48
	1.3.2.3	Implement the 4 year public art program in line with the Public Arts Strategy	①	E11685	\$ 45,000	\$ -	Public Art projects have been delayed for the 23/24 FY due to the Oval Redevelopment	All	No specific CSS measure against this item
	1.3.2.4	Deliver the East Fremantle George Street Festival and consider possible partnerships with the East Fremantle Oval Precinct Operator	①	E11263	\$ 159,138	\$ 12,379	Underway - will take place on Sunday 3 December 2023, 11am-6pm	EO	Positive feedback and high attendance numbers
	1.3.2.5	Prepare and implement an Annual Calendar of Events including consultation with the Events Committee	①	E11228	\$ 17,773	\$ 3,191	NAIDOC Week, Seniors Week, National Recycling Week events	EO	

	1.3.2.6	Adopt local heritage survey and heritage precinct	🟡	E10215	\$ 78,474	\$ -	Workshop to be undertaken in January/ February 2024	EMRS	Completion of project on time and on budget
	1.3.2.7	Continue the partnership with the Museum of Perth for hosting the Streets of East Fremantle web page	🟡	E10243	\$ 1,045	\$ -		EO	Reconciliation Action Working Group meetings held level of participation in NAIDOC week
1.3.3: Facilitate community group capacity building	1.3.4.1	Fund a single round of the Community Grants Program	🟢	E04270	\$ 16,419	\$ 7,656	Bowling Club \$800.00 Cockburn Dragonboat Club \$1,495.18 Croquet Club \$2,857.00 East Fremantle Yacht Club \$750.00 Fremantle Outrigger Canoe Club \$2,000.00 Fremantle Rowing Club \$950.00 Fremantle Swain Dragonboat Club \$900.00 Glyde-in Learning Centre \$769.50 Junior Cricket Club \$81,500.00 Lions Club \$1,000.00 Richmond Primary School P&C \$1,000.00 Scouts \$1,000.00 Tennis Club \$1,397.00	EO	No specific CSS measure against this item
<b>Economic – Sustainable, locally focussed and easy to do business with</b>									
<b>Objective 2.1: Actively support new business activity and existing local businesses</b>									
STRATEGY	ACTIONS		Status	Budget	Actual	Quarterly Comments		Measures	
2.1.1 Ensure a "local" focus through supporting and promoting opportunities for local business	2.1.1.1	Continue to support and facilitate opportunities for business and community groups	🟡	E11231	\$ 1,025	\$ -	Meetings with the Sporting Clubs and Community Groups with new CEO started	EO	This measure has declined from 68 to 65 but is above the industry average of 57 with an industry high of 68
2.1.2: Facilitate opportunities/ forums where local business people can meet and share ideas	2.1.3.1	Maintain strong relationships with business community	🟡				Previously facilitated quarterly Business-to-Business Networking sessions, however, due to low participation these have been discontinued - moved to "Here to Help" model	EO	No specific measure against this item
<b>Objective 2.2: Continue to develop and revitalise local business activity centres</b>									
STRATEGY	ACTIONS		Status	Budget	Actual	Quarterly Comments		Measures	
2.2.1: Facilitate local small business access through planning and activation to support community and business growth	2.2.1.1	Maintain business friendly status via the Small Business Development Corporation Charter	🟡				Bi-annual and annual reports submitted	EO	Small Business Friendly status maintained
	2.2.1.2	Undertake regular and frequent parking patrols to ensure parking availability and turnover in the Town centre	🟡	E12303	\$ 152,651	\$ 29,090	Statistics included in monthly forum reports to Council	Rangers	Score slightly better than the industry average 53/52
	2.2.1.3	Implement the recommendations of the Local Commercial Centre Strategy	🟡	E10215	\$ 78,474	\$ -	Local Commercial Centres Strategy completed and endorsed by Council. With the redevelopment of the supermarket, a significant opportunity is being realised to open up the site, provide integration and connectivity, and additional car parking.	EMRS	Development & Activation of the Town Centre rated below the industry standard 44/46
<b>Built Environment – Accessible, well planned built landscapes which are in balance with the Town's unique heritage and open spaces</b>									
<b>Objective 3.1: Facilitate sustainable growth with housing options to meet future community needs</b>									
STRATEGY	ACTIONS		Status	Budget	Actual	Quarterly Comments		Measures	
3.1.1: Advocate for a desirable planning and community outcome for all major strategic development sites	3.1.1.1	Actively represent the local community in relation to any major planning development projects					Major planning developments include:		Managing responsible growth & development measure has declined yet rated above the industry standard at 52/46 - Industry High 58
		Roofing 2000 (AMD 14)	🟢				Application lodged with SDAU. Council had provided submission to SDAU during advertising period. Application to be determined by WAPC in May. Recommended for approval subject to conditions. The Town has made a deputation.	EMRS	No specific measure against this item
		Royal George Hotel (AMD 15)	🟡				WAPC approved development. Proposed amendment to submitted to SDAU. The Town has made a deputation. Awaiting determination from WAPC.	EMRS	No specific measure against this item
		Canning Highway (AMD 17)	🟢				Amendment gazetted.	EMRS	No specific measure against this item
		Woodside - DA under development	🟡				Application withdrawn. Submitted as an SDAU application. Council provided SDAU response. Application recommended for refusal. Council deputation provided Determination December 2023.	EMRS	No specific measure against this item
		Leeuwin Barracks	🔴				Project on hold, subject to National Defence review	CEO/EMRS	
3.1.2: Plan for a mix of inclusive diversified housing options	3.1.2.1	Five-year review of the Local Planning Strategy by WAPC	🟢		\$ -	\$ -	2026/27 Activity	EMRS	"Access to housing that meets your needs" rated above the industry standard at 64/52
3.1.3 Plan for improved streetscapes	3.1.3.1	Promote the Verge Policy & Implement the Urban Streetscape & Public Realm Style Guide	🟢		\$ -	\$ -	The Style Guide has been embedded into administrations day to day actions	EMTS	
<b>Objective 3.2: Maintaining and enhancing the Town's character</b>									
STRATEGY	ACTIONS		Status	Budget	Actual	Quarterly Comments		Measures	
3.2.1: Ensure appropriate planning policies to protect the Town's existing built form	3.2.1.1	Finalise, advertise, and implement major review of the Local Planning Scheme (LPS)	🔴				LPS endorsed and completed. Scheme review to commence July 2023. Changes to Planning Reform may delay this process as modification will have a significant impact on the LPS.	EMRS	Managing responsible growth & development rated above the industry standard at 52/46 - Industry High 58
	3.2.1.2	Review Local Planning Policies, including Residential Design Guidelines	🟡				Reviews underway of Planning Policy for Cash in Lieu, Town Centre Development Guidelines and Residential Design Guidelines. Changes to Planning Reform may delay this process as modification will have a significant impact on the Council Policies.	EMRS	As above
	3.2.1.3	Implement the Bushfire Management Plan	🟡	E10260	\$ 1,045	\$ -	Mitigation works to be undertaken later in the financial year	EMTS	No specific measure against this item
	3.2.1.4	Develop and implement Heritage Precincts, including local heritage surveys	🟡	E10215	\$ 78,474	\$ -	Review of draft is complete. Workshop to be undertaken with Elected Members January/ February 2024.	EMRS	Heritage preservation measure has improved 65/58 - Industry high 69
<b>Objective 3.3: Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.</b>									
STRATEGY	ACTIONS		Status	Budget	Actual	Quarterly Comments		Measures	
3.3.1: Continue to improve asset management within resource capabilities	3.3.1.1	Maintain and implement current Asset Management Plans including asset maintenance schedules			In-house		Asset management plans updated annually	EMTS	Marine Facilities set Industry high 74/74
		Road Pavement Surface - Renewal - General Allocation	🟡	INF620R	\$ 80,000	\$ 990	Works planned for early 2024	EMTS	
		Road Renewal - Marmion St - East St	🟡	E12840	\$ -	\$ 2,290	Works completed	EMTS	
		Capex - Drainage Rationalisation - Foreshore	🟡	E12833	\$ 100,000	\$ 13,070	Works ongoing	EMTS	
		Carparks - General Allocation	🟡	INF660R	\$ 15,000	\$ 6,150	Works ongoing	EMTS	
		Footpath Renewal - Clayton St	🟡	E12740	\$ 55,000	\$ 4,267	Works completed Nov 2023	EMTS	

	Footpath Renewal - Clayton St (west side)		E12740	\$ 115,000	\$ -	Works completed Nov 2023	EMTS		
	George Street - general paving repairs		E12801	\$ 30,000	\$ -	Works planned for early 2024	EMTS		
	Footpaths - Canning Highway (south side), between Bedford and Moss		E12837	\$ 70,000	\$ 65,723	Works completed	EMTS		
3.3.1.2	Implement the 10 year capital works program in line with integrated strategic planning			various accounts		Majority of larger capital works program completed before December 2023	EMTS	Road maintenance rated above the Industry Standard at 64/48 Footpaths & Cycleways rated above the Industry Standard 60/53	
3.3.1.3	Annual review of suitability and utilisation of light and heavy fleet including transitioning to EV vehicles			Various accounts	\$ -	Fleet being ordered	EMTS	No specific measure against this item	
3.3.1.4	Develop and implement proactive asset maintenance schedules for each asset class					Asset maintenance schedules have been developed for street sweeping, parks maintenance, drainage cleaning, playground inspections and all annual building maintenance recurring events	EMTS	Formal maintenance program to be provided by 30 June 2023	
3.3.2: Plan and advocate for improved access and connectivity	3.3.2.1	Improve accessibility and useability of the river with improved footpaths and cycle ways, picnic areas, boating facilities and parking				Improvements to Council facilities as and when the opportunity arise	EMTS	Refer to 1.1.2.4 above	
	3.3.2.2	Continued involvement and support with the Perth South West Metropolitan Alliance (formerly known as the South West Group)	E14444	\$ 52,275	\$ -	Continue to attend SWG CEO & Board meetings	CEO	Attendance at SWG meetings Funding secured for the Fremantle Traffic Bridge replacement - IA submission	
	3.3.2.3	Implement the Integrated Traffic Management and Movement Strategy	E12313	\$ 103,653	\$ 4,901	Additional surveys were undertaken in Feb 2023, with data to inform next stage of works	EMTS	Traffic Management rated above the Industry Standard 54/52	
<b>Natural Environment – Maintaining and enhancing our river foreshore and other green, open spaces with a focus on environmental sustainability and community amenity</b>									
<b>Objective 4.1: Conserve, maintain and enhance the Town's open spaces</b>									
STRATEGY	ACTIONS	Status		Budget	Actual	Quarterly Comments		Measures	
4.1.1: Partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore	4.1.1.1	Ongoing implementation of the Foreshore Management Plan subject to funding						Management of Foreshore & River rated above Industry Standard at 65/55 - Industry high 68	
		- maintenance work to be undertaken on seawall and creation of small creatures river pool		E10644	\$ 175,000	\$ 14,337	River wall works commenced November 2023	EMTS	Work to be completed on time & budget
		- Foreshore maintenance & bush restoration		E11258	\$ 4,113	\$ 0	Minor bush restoration works undertaken along Riverside Road.	EMTS	On-going revegetation program in conjunction with DBCA
	4.1.1.2	Continue to partner with stakeholders to actively protect, conserve and maintain the Swan River foreshore				\$80k in funding secured from the State Govt Consultant for CHRMAP Baird consultants appointed and works to commenced. Chapters 1-4 complete. Scheduled for completion June 2023. Actual completion February 2024.	EMRS	Friends of the Foreshore completed riverside clean-ups along Jerrard drive collection litter	
4.1.2: Plan for improved parks and reserves	4.1.2.1	Maintain Waterwise accreditation for maintenance of verges, parks and reserves				Public realm style guide being implemented, reviews ongoing	EMRS/EMTS	Refer to 3.1.3.1	
	4.1.2.2	Investigate opportunities for activating public open spaces				Refer to Action 1.3.2.1 and liaison with local organisations to encourage use of POS for events / activities	EMTS	No specific measure - some comments in CSC included Provide more public toilets within reasonable walking distance, more trees (Shade), More Dog friendly spaces	
4.1.3 Improve and protect the urban forest and tree canopy	4.1.3.1	Continue with annual street planting program		E12255	\$ 91,989	\$ 17,672	Planting undertaken before winter each year	EMTS/SWO	Aim to plant 250 trees per year
<b>Objective 4.2: Enhance environmental values and sustainable natural resource use</b>									
STRATEGY	ACTIONS					Quarterly Comments		Measures	
4.2.1: Reduce waste through sustainable waste management practices, including effective community and business education	4.2.1.1	Continue to provide sustainable waste management services to the community				Collection Stats up to September: 1483 tonnes 22/23 FY (Veolia) 1574 tonnes 21/22 FY (Veolia) 795 tonnes (Veolia) - July 2022 to December 2022 1,148 tonnes (Veolia) – July 2022 to March 2023		Waste Management Services measure has improved slightly 70/63 - Industry high 77	
		- FOGO Collection & Disposal costs		E10100	\$ 186,898	\$ 30,871		Recovery Rates (RRG) FOGO 92% General Waste 0% Recycling 84%	
				E10111	\$ 254,840	\$ 59,827			
		- Recycling Collection & Disposal costs (Yellow bin)		E10101	\$ 76,139	\$ 12,281	746 tonnes 22/23 FY (Veolia) 780 tonnes 21/22 FY (Veolia) 375.98 tonnes (Veolia) - July 2022 to December 2022 552 tonnes (Veolia) – July 2022 – March 2023	SWO	no bin tagging provided during this period.
				E10109	\$ 112,914	\$ 20,866			

		- General Waste Collection & Disposal (red bin)	1	E10102	\$ 80,864	\$ 13,659	931 tonnes - 22/23 FY (Veolia) 966 tonnes 21/22 FY (Veolia) 480 tonnes (Veolia) - July 2022 to December 2022 708 tonnes (Veolia) - July 2022 - March 2023	SWO	<p>2023 Summary Data FOGO: -83.3% in 2023 with 1.43kg of contamination (1.60%) -83% reduction to 2022 -81% increase in contamination compared to 2022 Recycling: -27.82kg in 2023 with 2.4kg of contamination (2.4%) -87% reduction to 2022 -87% increase in contamination compared to 2022 General waste: -83.87kg + 5.35 in 2023 with 1.52kg of contamination (2.4%) -86% reduction to 2022 -84% reduction in contamination to 2022 Containers for Change: -20kg in 2023, 25kg in 2022 -87% reduction in containers</p> <p>National Recycling Week - Cloth Nappy Workshop - RRG waste tour - Fremantle Recycling Centre tour - Lets talk rubbish workshop - Good Sammy Clothing Collection in November 23 = 1.8 tonnes of salable material</p> <p>2 Community Waste Education sessions were held as part of National Recycling Week + 10 Cloth Nappy Workshops.</p> <p>Use of FOGO system at the 2022 George Street Festival Full breakdown below: FOGO: 2022: 23.76kg @ 40% of contamination or 0.67% 2021: 12kg @ 0% contamination 0.32% = 66% increase in FOGO waste in 2022 Recycling: 2022: 56kg @ 64% of contamination or 3.5%</p>
		- SMRC Overheads charge	1	E10232	\$ 96,000	\$ 17,049		SWO	
		- Park bins	1	E10106	\$ 24,412	\$ 4,026	Included above	SWO	
		- Street bins	1	E10107	\$ 4,568	\$ 823		SWO	
		- Alexandra Rd - Special service	1	E10108	\$ 13,137	\$ 2,993	Included above	SWO	
		- Cockburn tip pass	1	E10203	\$ 18,819	\$ 2,800		SWO	
		- Bulk Verge Collection services	1	E10204	\$ 97,375	\$ -	135 tonnes Green Waste + 154 tonnes Bulk Waste collected 2021/22  79 tonnes of green waste September 2021 57.3 tonnes of Green Waste March 2022 74.14 tonnes green waste September 2022 64.54 tonnes of Green Waste March 2023	SWO	<p>85 mattresses in October 2023, down from 107 in 2022 Hard Waste = 136 tonnes collected with 37.22 tonnes recovered. Green Waste = 137.16 2023 FY Green Waste March 2023 = 64.54 tonnes Green Waste September 2023 = 72.62 tonnes</p> <p>107 mattresses in October 2022, down from 164 in October 2021 Hard Waste = 147.99 tonnes collected in October 2022 with 57.61 tonnes recovered. Hard Waste = 154.05 tonnes collected in October 2021 with 58.93 tonnes recovered. Green waste 74.14 in September 2022 tonnes down from 79 tonnes in October 2021. 174 tonnes in 2021/22 vs 138 tonnes in 2022/23 (including march stats outside reporting period)</p>
4.2.1.2		Partner with the City of Fremantle to provide free community access to the Fremantle Recycling Centre	1	E10212	\$ 107,000	\$ -	<p>Fremantle Recycle centre stats 22-23: 3,636 residents used the site in the 22-23 FY. 18% of total residents in the Town use the facility 189.83t of waste from East Fremantle Residents 139 tonnes recovered</p> <p>FOGO Compost 121 bags of compost were sold to Town residents in 22-23 FY</p> <p>Fremantle Recycle centre stats: - Number of users ~3,000 in 21/22 FY - 258 bags of FOGO compost to TOEF residents in 21-22 (28 August 2021 - 26 June 2022). 19% of total sales at Fremantle Recycling Centre (sales of compost began in August 2021)</p>	SWO	<p>FOGO Compost 121 bags of compost were sold to Town residents in 22-23 FY Fremantle Recycle centre stats 22-23: 3,636 residents used the site in the 22-23 FY. 18% of total residents in the Town use the facility 189.83t of waste from East Fremantle Residents 139 tonnes recovered</p> <p>Compost sales year to date 93 bags or 1,395kg July 2022 - December 2022 Number of users 1,760 from July 2022 - December 2022</p> <p>From October, the Fremantle Recycling Centre began the sale of kitchen caddy and liners to residents of the Town of East Fremantle. FOGO kitchen caddies - 7 FOGO caddy liners - 18</p>
4.2.1.3		Ongoing implementation of the Regional Waste Strategy	1		In-house		<p>Signed Waste to Energy contract executed - facility construction has been delayed - awaiting educational material from RRG to begin education process - Waste to Energy plant not expected to be operational until late 2024</p>	PEHO	no update
<b>Objective 4.3: Acknowledge the change in our climate and understand the impact of those changes</b>									
STRATEGY	ACTIONS							Quarterly Comments	Measures
4.3.1: Improve systems and infrastructure standards to assist with mitigating climate change impacts	4.3.1.1	Continue to support the Climate Action Reference Group to investigate further climate change and mitigation initiatives	1				CARG meets on a quarterly basis. CES endorsed. CEAP endorsed by Council in August 2023.	SWO	<p>As above in 4.1.3.1 - CSC comments: "insufficient action taken, lack of information, and poor comms regarding climate change"</p> <p>CARG hosted a treasure hunt at the East Fremantle George Street Festival in December 2022 - 32 people undertook the survey. CARG hosted a survey and stall at the George Street Festival in December 2023 - 183 people surveyed</p>
		- Established a Sustainability & Environmental Projects Reserve balance as at 30 September 2021	✓	000250	\$ 304,723	\$ 304,723	Reserve established and funds identified for various projects as per CEAP	SWO	Conservation & Environmental management measure has improved from 56 to 62/53 - Industry high 68
	4.3.1.2	Implement the Coastal Hazard Risk Management Adaptation Planning Program (CHRMAP) subject to funding	1				CHRMAP commenced and on Schedule to be completed February 2024.	EMRS	
		- Annual Street Tree program (Maintenance)	1	E12245	\$ 223,516	\$ 48,988	In 2022/23 150 trees were planted	EMTS	Planting ongoing, numbers to be knowing in next Qtr.
		- Annual Tree planting (replacement) program	✓	E12255	\$ 91,989	\$ 17,672	Annual planting to continue in Winter 2023. Trees for 23/24 to be ordered earlier than usual.	EMTS	21/22 Street trees x 80, urban canopy trees x 143 Total = 223, 22/23 Street Trees x 100, Urban canopy Trees x 249 Total = 349
		- Annual Tree watering program	1	E12256	\$ 91,688	\$ 3,622	Trees watered throughout summer, to be stopped once weather turns and rain arrives	EMTS	

4.3.1.3	Maintain gold certification under Waterwise program	✓	E10253	\$ 10,455	\$ 4,481	Update: The Town's water allocation has been updated to reflect the correct license information. The license has now increased from 95,000KL to 171,150KL. The Town has been re-accredited as a Gold Waterwise Council and ran a Water Sensitive Cities Workshop in mid-2023.  The Town is in conversation again with DWER regarding the Town's Water licencing. Under the current allocation the Town is unable to obtain Gold accreditation.	SWO	As above in 4.1.3.1 - comments like Insufficient action taken, advocate for renewable energy, solar power Town Awarded Gold accreditation as a Waterwise Council in Feb 2023. DWER allocations updated to reflect correct information.	
4.3.1.4	Ongoing implementation of the Asbestos Building Management Plan	!	E14438	\$ 10,250	\$ -	The redevelopment of East Fremantle Oval will see the majority of suspected Asbestos buildings reduced significantly	EMRS		
4.3.1.5	Implement actions under the Climate Emergency Strategy	!		\$ -	\$ -	All of the Town's Buildings and Street lights are powered from renewable energy The Town achieved Gold status as a Waterwise Council Project funding set aside for LED smart lighting.	EMRS	CARG crowdfunded the installation of Solar panels at the East Fremantle Kindy. All Town assets including Street Lighting are now powered through the PPA drastically reducing the Town's energy consumption. In March 2023, The Town was accredited as a Gold Waterwise Council.	
4.3.1.6	Replace street lights with LED lights and investigate smart technology	✗	E12810	\$ 310,000	\$ -	Project funding set aside for LED Street Lighting	EMTS	All street lights replaced by 2025	
<b>Leadership and Governance - A proactive, approachable Council which values community consultation, transparency and accountability</b>									
<b>Objective 5.1: Strengthen organisational accountability and transparency</b>									
STRATEGY	ACTIONS	Status		Budget	Actual	Quarterly Comments		Measures	
5.1.1: Strengthen governance, risk management and compliance	5.1.1.1	Maintain high level of legislative compliance across the organisation including an unqualified audit	!	E04235	\$ 57,502	\$ 1,700	Audit Opinion anticipated late November.	EMCS	Unqualified audit received & No significant issues recorded in the Annual Compliance Return  Rated above the Industry standard for governs local area 61/53 - Industry high 66
	5.1.1.2	Annual review the Policy Manual & Delegations				Delegated Authority next review due before June 2023 OCM	CEO	Reviews undertaken	
	5.1.1.3	Review the ICT Plan and IT Disaster Recovery Plan every 2 years	!	E04203	\$ 3,600	\$ -	A purchase order has been released. Project completion expected February 2024.	EMCS	Updated & Tested annually
	5.1.1.4	Implementation of the Audit Committee Work Plan & Risk Register	!				Reviewed by the Audit Committee at each committee meeting	EMCS	Identified Reg 17/ FMR risks actioned
							2024 Work Plan to be submitted to November Committee Meeting	Exe Group	
	5.1.1.5	Provide accurate & timely advice to Council	!					CEO/EMRS/EMCS/EMTS	
	5.1.1.6	Develop and implement an Elected Member Communications Plan	!				Work has not yet commenced - Dept Local Government yet to provide template plan	CEO	
	5.1.1.7	Implement the Integrity Framework	✓				TOEF Integrity Framework presented to the Audit Committee and endorsed by Council at its February 2023 OCM	CEO	
	5.1.1.8	5 year statutory review of RKP	!	E04203	\$ 15,000		A preferred consultant has been appointed. Project completion expected February 2024.	EMCS	New Records Management Plan endorsed
	5.1.2: Ensure effective engagement with community and stakeholders	5.1.2.1	Undertake a Community Perception Survey every 2 years	✓		\$ -	\$ -	A Community Perceptions Survey was conducted in 2023	CEO
5.1.2.2		Implement a Communications & Engagement Strategy subject to funding	✓	E04266	\$ 73,185	\$ 9,612		MCO	"Developed and communicated a clear vision" has declined from 46 to 38 (average 29) - Industry high 50
							Implementation of Communication & Engagement Strategy	MCO	"Community consultation" has declined from 60 in 2019 to 55 in 2021 to 49 in 2023 - Industry average of 41 and high of 55
			✓				Regular social media posts covering a wide variety of content from all service areas posted to Facebook, LinkedIn and Instagram as well as regular press releases: 3,411 Facebook followers in November 2023, up from 3,345 in March 2023 and 3,156 in November 2022 1,562 Instagram followers in November 2023, up from 1,455 in March 2023 and 1,066 LinkedIn followers in November 2023, up from 917 in March 2023.	MCO	"Social media presence" rated above the Industry Standard 54/53 - Industry high 64 Facebook - 3,411 Facebook followers in November 2023, up from 3,345 in March 2023 and 3,156 in November 2022 Instagram - 1,562 Instagram followers in November 2023, up from 1,455 in March 2023 and 1,284 in November 2022 LinkedIn - 1,066 LinkedIn followers in November 2023, up from 917 in March 2023 and 714 in November 2022
			✓				TownTalk (e-News) produced and distributed (at least) monthly with the addition of creating and distributing stand-alone, special editions of TownTalk when required. Major Projects Around Our Town produced and distributed as e-News as required, plus our printed Talk of the Town newsletter distributed to residential and commercial properties on a quarterly basis. All newsletters (TownTalk, Major Projects Around Our Town and Talk of the Town) are also available online. There is a solid focus on promoting all residents and businesses to subscribe to TownTalk through numerous publications including Talk of the Town and the Budget Bulletin.	MCO	Performance measure for E Newsletter 64/55 - Industry high 67 e-News Subscribers - 2,862 e-News subscribers in November 2023, up from 2,761 in March 2023 and 2,671 in November 2022
		✓				In January 2023 we introduced a monthly press campaign titled, 'Across the Town' which is a half page colour advertisements on page 7 in the Fremantle Herald. Specifically targeting the residents and ratepayers who do not subscribe to TownTalk (e-News) nor follow us on social media, these press ads provide readers with information and updates from across the Town. All advertisements are available on the Town's website.	MCO	This monthly campaign was introduced in January 2023	
		✓				Continuing work to upgrade the Town's website in order to make it more user friendly for residents and web users. Significant design changes to the website homepage and mega menu were implemented in 2022. There is ongoing work to improve the look and feel of content across various pages.	MCO	The Town's Website rated above the Industry Standard at 62/55 - Industry high 65 Between 12,000-19,000 website views per month in November 2023 (up from between 10,000-17,000+ views per month as recorded in March 2023) 5,824 new users recorded in October 2023, up from 4,601 new users recorded in February 2023	
5.1.3: Improve the efficiency and effectiveness of services	5.1.3.1	Develop Service Team Plans for all Business Units & Finalisation of Operations Review	!			Draft Department Service Plans have been prepared by each department.	Exe Group	Customer Service rated above the Industry standard at 60/57 - Courteous 72, Knowledgeable 59, & Responsive 59	
			!			Implement Operations Department Review recommendations, ongoing with several of the recommendations completed	EMTS	Numbers in relation to Operations review Status Total: 60 Ongoing: 40 61% Completed: 15 23% No Action: 11 17%	
5.1.3.2	Continue current service partnerships including library services and waste services								

		Fremantle Library & Recycle Centre with City of Fremantle	1				Refer to 1.1.12 & 4.2.1.2	Exe Group	New 5 year Service (Funding) Agreement with the City of Fremantle (August OCM 2020).
		Animal Care with City of South Perth	1				The Town has entered into a 2 year agreement with the City of South Perth for the use of their animal impound facility.	Rangers	
	5.1.3.3	Undertake market examination for future Enterprise Business Software or Enterprise Resource Planning	✓		\$ 20,000	\$ 20,000	Tango, an independent agnostic consultant, was engaged to assist with the finalisation of the Towns ERP Strategy. Completed	EMCS	
<b>Objective 5.2: Proactively collaborate with the community and other stakeholders</b>									
<b>STRATEGY</b>	<b>ACTIONS</b>						<b>Quarterly Comments</b>		<b>Measures</b>
<b>5.2.1: Foster and promote strategic collaborative relationships with neighbouring LGAs, State and Federal government representatives and agencies, NGOs</b>	5.2.1.1	Continue to improve the profile within and external to the community	✓		\$ -	\$ -	Refer to 5.1.2.2	MCO	Refer above 5.1.2.2
	5.2.1.2	Maintain working relationship with the South West Group (SWG) and Resource Recovery Group (RRG)	1				Actively participated in both groups, including attendance at meetings	CEO	
			1				SWG: Regularly attend meetings - Facilitation of regional project collaboration, Economic Development Group, Natural Resource Management Group and CEO Group.	CEO/EMRS/EMCS	The Town was represented at all meetings
			1				Council has resolved to withdraw from the RRG.	CEO/EMCS/EMTS	The Town was presented at all SMRC Council meetings No reduction in overheads, or significant reduction in gate fees SMRC to meet proposed 50% reduction in overhead charges
	5.2.1.3	Review the Stakeholder Relations Plan	1					CEO	Advocacy & Lobbying on behalf of the community declined from 56 to 47 yet higher than the industry average 43
			1				Maintained positive relationships with State and Federal Members	CEO	The Town Listens to & Respects Views declined from 35 to 33 yet higher than the industry average 27
			1				Established an annual engagement calendar for all stakeholders	CEO	Town has a good understanding of Community needs declined from 43 to 37 yet higher than the industry average of 29
<b>Objective 5.3: Strive for excellence in leadership and governance</b>									
<b>STRATEGY</b>	<b>ACTIONS</b>						<b>Quarterly Comments</b>		<b>Measures</b>
<b>5.3.1: Deliver community outcomes through sustainable finance and human resource management</b>	5.3.1.1	Annual Review of Workforce Plan and update within proposed budget and timelines	1					CEO/HR	Staff turnover for past 12 months
	5.3.1.2	Provide opportunities for training and development for staff and elected members	1				Learn Rite (in-house) online training provided to all staff		Participation Rate
		- Councillor Training Expenses	1	E04252	\$ 37,638	\$ 1,852		CEO	Completion of an Organisational Development Plan
		- Organisational Development	1	E04248	\$ 26,137	\$ 13,106		CHR	Staff participation rates
		- ELMO Training	1					HR	# workplace incidents
	5.3.1.3	Drive the implementation of the new Work, Health and Safety legislation	1	E04204	\$ 10,250	\$ -	A proposal has been received from Marsh to undertake a gap analysis.	CEO	OSH Audit Results - April 2021 (overall 89% achievement) Management Commitment 88% Planning 83% Consultation & Planning 94% Hazard Management 81% Training & Supervision 100%
			1				All OSH Audit recommendations in the process of being implemented.	CHR	Inductions provided to 12 Contractors (in-person) and 6 online so total inductions 18
			1					EMTS	
	5.3.1.4	Ensure the effective and accountable application of the financial and physical resources	1				The LTP is being updated and will be workshopped with Council as part of the budget process. Council adopted the updated LTP and Revenue Strategy each year.	CEO/EMCS	"Value for Money from Council Rates" has improved from 51 to 54 (highest measure in 10 years) - Industry average of 43 and high of 62
<b>5.3.2: Improve organisational systems with a focus on innovation</b>	5.3.2.1	Council to receive and endorse the Business Plan on the replacement of the ERP system	1				ERP Business Plan endorsed by ELT. Will be presented to December 2023 Concept Forum	EMCS	"How the Town embraces technology & Innovation" has improved slightly from 52 to 53 - Industry average of 48 and high of 60
	5.3.2.2	Continue to improve organisational systems and processes with a focus on innovation	1				Many fact sheets, procedures and processes have been developed. These knowledge articles have been uploaded in the customer service request system to develop the organisations knowledge base.	CSO	Adherence to Customer Service Charter - monthly customer service report
<b>5.3.3 Increase focus on strengthening and fostering a positive customer service experience</b>	5.3.3.1	Fully implement the Customer Service Charter and Customer Service Policy (and associated procedures, workflow, and management reporting)	1				The Snap Send Solve application is being used by Rangers and Outdoor staff to capture maintenance requests Monthly customer service reports provided to staff	CSO	monitor

13.7 LEASE - TOWN OF EAST FREMANTLE AND BELGRAVIA HEALTH AND LEISURE GROUP PTY LTD

<b>Report Reference Number</b>	OCR-2470
<b>Prepared by</b>	Peter Kocian, Executive Manager Corporate Services
<b>Supervised by</b>	Jonathan Throssell, Chief Executive Officer
<b>Meeting date</b>	Tuesday, 12 December 2023
<b>Voting requirements</b>	Simple
<b>Documents tabled</b>	Nil

**Attachments**

1. Lease – East Fremantle Oval Precinct (Separate Attachment)
2. Lease Plan

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**PURPOSE**

This report recommends that Council resolves to proceed with the lease of the East Fremantle Oval Precinct to Belgravia Health and Leisure Group Pty Ltd and provide three (3) months’ notice of the nominated lease commencement date.

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**EXECUTIVE SUMMARY**

Practical Completion of the East Fremantle Oval Redevelopment Project is scheduled for the 16 March 2024. To enable the commencement of operations from this date, various conditions precedent need to be met by the Town and Belgravia Health and Leisure Group Pty Ltd including agreement on the form of Lease and obtaining Ministerial consent. It is recommended that the 25 March 2024 be nominated as the lease commencement date.

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**BACKGROUND**

At its meeting of 13 December 2022, Council resolved to nominate Belgravia Leisure as the preferred tenderer for RFT 01-2022/23 East Fremantle Oval Precinct Facility Manager to enable compliance with section 3.59 of the *Local Government Act 1995*, including advertising a business plan for the proposed major trading undertaking for at least a six-week period.

RFT 01-2022/23 included the requirement for two agreements to be prepared and executed to enable the formalisation of a Contract – an Operator Agreement and a Lease Agreement. Clause 2.12 of the RFT document is extracted below:

## 2.12 Disposing of Property and other requirements under the Local Government Act

This Request for Tender will be subject to the Principal complying with the requirements of section 3.58 the *Local Government Act 1995 (LG Act)* in relation to the proposed lease of the relevant part of the Land to the City's preferred Tenderer. Compliance with this process is a condition of this Tender and respondents should inform themselves of the process and requirements of the Act.

Compliance with section 3.58 of the LG Act will be a condition precedent to the Operator continuing to perform the Services beyond the Pre-Opening Services specified in Part B of the Specification.

Before it enters into the Operator Agreement with the Principal's preferred Tenderer, the Principal will also need to make an assessment as to whether it needs to prepare a fresh business plan as required under section 3.59 of the LG Act by reason of:

- (a) the proposed transaction being significantly different to what was proposed in the business plan that Council resolved to proceed with on 20<sup>th</sup> April 2021; or
- (b) any proposed profit share arrangement under the terms of the Operator Agreement negotiated with the Principal's preferred Tenderer resulting in the proposed transaction being a major trading undertaking for the purposes of 3.59(2) of the LG Act.

The Principal reserves the right to carry out a fresh business plan process in accordance with section 3.59 of the LG Act before entering into the Operator Agreement and Lease with the Principal's preferred Tenderer.

At its meeting of 20 June 2023, Council endorsed the Business Plan for the East Fremantle Oval Precinct Facility Operator to be advertised as a proposed major trading undertaking in accordance with s3.59 of the *Local Government Act 1995*. The Business Plan was advertised between June and August 2023, with Council formally endorsing the Business Plan at a Special Meeting on the 5<sup>th</sup> September 2023 and resolving to authorise the Chief Executive Officer to finalise the Operator Agreement and Lease Agreement with Belgravia Leisure.

The Operator Agreement for the East Fremantle Oval Precinct has been finalised and was executed on 21 November 2023.

The Operator Agreement provides for the following, amongst other things, with respect to the Lease Agreement:

- The Town must give the Operator not less than three months' notice of the Town's nominated date for the lease commencement date.
- The Town must pay the Operator a monthly mobilization fee of \$7,500 ex GST for the three months preceding the nominated lease commencement date.
- Various conditions precedent is required prior to the lease becoming effective. These include:
  - (i) The Town fully discharging its obligations in accordance with s3.58 and s3.59 of the *Local Government Act 1995* and resolving to proceed with the lease.
  - (ii) The development achieving practical completion.
  - (iii) The Minister for Lands consenting to the lease.

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### CONSULTATION

Belgravia Leisure

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### STATUTORY ENVIRONMENT

Section 3.58 of the *Local Government Act 1995* outlines the requirements with regards to the disposal of local government property. 'Disposal' includes lease. Section 3.58 (5)(b) states that where a disposition of property is for the purpose of carrying on a trading undertaking as defined in section 3.59, section 3.58 does not apply. As detailed

in the background section of this report, the Town has complied with section 3.59, and therefore the property disposal by way of lease is exempt from the requirements of s3.58.

## POLICY IMPLICATIONS

There are no Council Policies relevant to this item.

## FINANCIAL IMPLICATIONS

Council has already resolved on the appointment of the Operator and the Business Plan for the major trading undertaking. Annexure F of the Operator Agreement includes the tendered budget which has been adjusted for the proposed food and beverage payment to the clubs. The five-year financial summary is provided below:

### BELGRAVIA NET RESULT

EAST FREMANTLE OVAL PRECINCT - SUMMARY							
	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
<b>Revenue</b>							
Net F & B Revenue after Club F&B Payment	\$ -	\$ 450,895	\$ 473,439	\$ 497,111	\$ 521,967	\$ 548,065	\$ 2,491,477
Net Health Club Revenue	\$ -	\$ 534,023	\$ 1,028,253	\$ 1,070,830	\$ 1,108,592	\$ 1,150,444	\$ 4,892,142
Other Net Revenue	\$ -	-\$ 207,420	-\$ 217,791	-\$ 228,681	-\$ 240,115	-\$ 252,120	-\$ 1,146,126
<b>Net Revenue</b>	\$ -	\$ 777,498	\$ 1,283,901	\$ 1,339,260	\$ 1,390,444	\$ 1,446,389	\$ 6,237,492
<b>Expenses</b>							
Total Precinct Expenses	\$ 245,522	\$ 768,706	\$ 858,167	\$ 902,264	\$ 929,332	\$ 957,212	\$ 4,661,204
<b>Profit/Loss</b>	-\$ 245,522	\$ 8,792	\$ 425,734	\$ 436,996	\$ 461,112	\$ 489,177	\$ 1,576,289

The following costs will be incurred by the Town under the Operator Agreement prior to commencement of facility operations:

- Pre-opening services fee of \$245,522 ex GST
- Lease mobilisation fees of \$22,500 ex GST

The Town's 2023/24 Budget includes an allocation of \$277,372 against E11251 to fund the above costs. A budget variation will be required during the mid-year budget review to cover the following expenses:

- Trading loss for the period 25 March 2024 – 30 June 2024 (forecast to be confirmed with Belgravia)
- Payment of pro-rata Management Fee (2% of forecast revenue) and Corporate Overhead Charge (4% of forecast revenue) to Belgravia for the period 25 March 2024 – 30 June 2024

## STRATEGIC IMPLICATIONS

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

### ***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***

- 1.1.3 *Facilitate or partner to ensure a range of quality services are provided at a local level*
- 1.1.4 *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 recreational, sporting and social facilities*
- 1.2.2 *Activate inviting open spaces that encourage social connection*

#### ***1.3 Strong community connection within a safe and vibrant lifestyle***

- 1.3.1 *Partner and educate to build a strong sense of community safety*
- 1.3.2 *Facilitate opportunities for people to develop community connections through events and celebrations.*
- 1.3.3 *Facilitate community group capacity building.*

The Town of East Fremantle **Recreation and Community Facilities Strategy** adopted in 2016 identified that *‘the East Fremantle Oval Precinct is a major recreation and sporting precinct in East Fremantle that is currently perceived as poorly planned as a precinct, is underutilised in terms of community use and access and is an ineffective use of major open space.*

## 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)
Failure to achieve conditions precedent will result in a delay to commencement of facility operations	Possible (3)	Major (4)	High (10-16)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1month	Accept Officer Recommendation
A delay in practical completion will impact the nominated date for the lease commencement date and result in additional cost	Possible (3)	Minor (2)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Risk

### 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	12
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 principal terms and conditions of the lease between the Town of East Fremantle and Belgravia Health and Leisure Group include:

- The lease area is the whole of East Fremantle Oval Precinct, excluding the residential housing and depot area.
- The lease term is five years plus a five-year option to mirror the Operator Agreement.
- Belgravia Group Pty Ltd are to provide a guarantee and indemnify the Town against all losses, costs, expenses and damages in respect of any event or default including an Insolvency Event.
- Peppercorn rental of \$1 payable on demand.
- \$20m public liability insurance.
- Permitted uses are detailed in Item 11 of the Lease Schedule and are consistent with the operating services required.
- Belgravia are required to pay all rates and taxes payable in respect to the premises. These, however, will appear as line items in the operating budget.
- The Lease provides for permitted sub-leases and licenses for the following:
  - (i) East Fremantle Football Club
  - (ii) East Fremantle Bowling Club
  - (iii) East Fremantle Croquet Club
  - (iv) Community Garden
  - (v) East Fremantle Playgroup
  - (vi) East Fremantle Child Health Clinic
- Compliance with Liquor Legislation.

The scheduled practical completion date for the Oval is 16 February 2024 and the current date for practical completion of the building and other works is 16 March 2024. Programmed will be contracted to maintain the oval until site handover to Belgravia. It is therefore recommended that the nominated date for the lease commencement date be as close as possible to the practical completion date for the main works to provide a seamless handover of responsibilities.

## CONCLUSION

It is recommended that Council proceeds with the Lease with Belgravia Leisure and authorises the Chief Executive Officer to provide three months' advance notice of the nominated lease commencement date of 25 March 2024.

## 13.7 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** Choose an item. Click or tap to enter a date.

### OFFICER RECOMMENDATION:

**That Council, with respect to the presented draft Lease between the Town of East Fremantle and Belgravia Health and Leisure Group Pty Ltd:**

1. resolves to proceed with the lease to satisfy condition precedent 4.1 (a) (i) under the Operator Agreement.
2. requests the Chief Executive Officer submit the lease to the Minister for Lands for consent to satisfy condition precedent 4.1 (a) (iii) under the Operator Agreement.
3. pursuant to 3.5 of the Operator Agreement, authorises the Chief Executive Officer to provide three months' notice of the Town's nominated date for the Lease Commencement Date – being 25 March 2024.

**4. notes the following financial implications associated with services provided under the Operator Agreement prior to the Lease Commencement Date of 25 March 2024:**

- **Pre-Opening Services Fee of \$245,522 ex GST**
- **three month's Lease mobilisation fee of \$22,500 ex GST**

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**REPORT ATTACHMENTS**

Attachments start on the next page



14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

17 NEW BUSINESS OF AN URGENT NATURE

18 MATTERS BEHIND CLOSED DOORS

**PROCEDURAL MOTION**

**That the meeting be closed to the public to discuss confidential items:**

- **18.1 CEO Employment Contract – Probationary Period**
- **18.2 Establishment of CEO Performance Criteria**

**under the terms of the Local Government Act 1995, Section 5.23 (2)(a) and (b) and:**

- **18.3 East Fremantle Football Club Commercial Agreement**

**under Section 5.23(2) (c) & (e).**

18.1 CEO EMPLOYMENT CONTRACT - PROBATIONARY PERIOD

(Confidential Report)

18.2 ESTABLISHMENT OF CEO PERFORMANCE CRITERIA

(Confidential Report)

18.3 EAST FREMANTLE FOOTBALL CLUB COMMERCIAL AGREEMENT

(Confidential Report)

18.4 FUTURE ARRANGEMENTS FOR WASTE MANAGEMENT WITHIN THE TOWN

(Confidential Report)

19 CLOSURE