

AGENDA

Council Meeting Tuesday, 15 October 2024 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.

Deputations	Presentations
A formal process where members of the community request permission to address Council or Committee on an issue.	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.

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 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 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 15 October 2024 at 6:30 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



JONATHAN THROSSELL
Chief Executive Officer
10 October 2024

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

Crs Collinson, Harrington & McPhail

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

6.1.1 D GASPAR, PRESTON POINT ROAD – EAST FREMANTLE COMMUNITY PARK

Question 1

In the space of one month, EFFC revenue, without playing one game at the facility, has a budgeted increase of 75% !! How is this possible "with no change to assumptions"? Please explain.

Council has formally approved the budget submitted by Belgravia Leisure with their original tender and then subsequently approved a revised budget that was submitted by Belgravia on the 15 April 2024. Whilst these budgets have been adopted, Belgravia has been requested to model different scenarios based on different assumptions, and re-forecast trading figures. This is an integral component of financial planning; forecast financial statements are updated as assumptions change (new information comes to hand) or sensitivity analysis is undertaken based on differing assumptions.

The original budget submitted by Belgravia assumed match day revenue of \$168,000 with yearly attendance of 56,000 and an average spend per person of \$10, assuming that 30% of attendees consume food and beverage. These assumptions were untested, in terms of total attendances and average spend per person. Thus, the budget was an estimate only, and it was always understood that this would be updated based on either actual results, or more robust assumptions.

Given that there are no actual results to re-forecast this budget (as EFFC has yet to be granted occupancy), Belgravia were requested to undertake some modelling based on information that was provided by Addy Wetzler, CEO of EFFC. Addy advised the Town (in an email dated 9 July 2024) that the EFFC has undertaken their own financial modelling, and as a minimum, they have used an average spend per person of \$15.74 attributed to match day crowds (based on empirical evidence at other WAFL clubs). Whilst Belgravia have not updated their Budget, one of the scenarios they looked at applied the following assumptions:

- 11 home matches
- Per person spend of \$15.74
- Variable crowd attendances

This is how the higher figure of club revenue was derived (based on EFFCs own assumptions).

Question 2

Where is the dividend to ratepayers that was outlined in your cashflows?

Council approved a five year budget submitted by Belgravia with their original tender. The approved budget for the initial period ended 30 June 2025 does not forecast a net profit (the subsidy to be funded within the Town's 2024/25 budget); however, budgets for subsequent periods do forecast a net profit. The performance benchmark for 2025/26 will be set by Council as part of the Annual Business Planning process with Belgravia Leisure and will be formally adopted by Council in March/April next year. This benchmark will be based on the most recent trading figures and will be adjusted based on a refinement of underlying assumptions.

The Town's Long Term Financial Plan, which was adopted by Council in June 2024 and is available on the Town's website, assumes that the operations of the East Fremantle Community Park are self sufficient (see disclosure/assumption against Commercial Activities on page 8) with the profit from trading being adequate to cover an annual sinking fund contribution of \$275,000 from 2025/26 onwards. It does further state that the cash flows from the operations of East Fremantle Community Park will be assessed following year 1 of operations and the Plan

updated. The Town is optimistic that the facility can derive an even greater profit over time which will then partially offset the loan repayments associated with the facility.

The Town has published a Revenue Strategy, which is also available on the website, that details a stable rates pricing pathway should all things remain equal. Thus, the Town does not anticipate any pressure on future rates pricing attributable to the operations of East Fremantle Community Park.

Question 3

How does the council reconcile its comments about the community outcomes, with the actual evidence of failure, for these members of the community?

The Town does not accept the premise of your question that there has been failure.

The East Fremantle Community Park was built for the entire community. We have received feedback from the community that the facility offers a substantial community benefit which has been embraced by many community groups and community members. The many users of the facility, being those attending the B-active gym, the playground, the skate zone, Carnaby's Restaurant and Café as well as the dog park attest to the success of this community facility.

There is one group that has not yet commenced its tenancy in the facility - the EFFC. The Town's objective is for the Club to be located there as soon as possible. We acknowledge that this is taking some time, however we will continue to negotiate with EFFC regarding the sublease and licence agreements to enable the Club to move in and be financially sustainable.

At a Special Council Meeting held on 5 September 2023 the Town considered the Business Plan for the East Fremantle Community Park. The Business Plan outlined:

- *proposed services and future management arrangements for the precinct;*
- *adherence to the Town's Community Plan; and*
- *information about the Town's ability to manage the project.*

This Plan was based on the findings of a detailed Business Plan and Operational Feasibility. The East Fremantle Oval Precinct Facility Operator plan was advertised for a six (6) week period between June and August 2023. The Town widely advertised the Plan on its home page, newspaper adverts were run every week (alternating between the Fremantle Herald and Perth Now) and the Town provided social media posts about the Plan. A total of four (4) submissions were received, none of which identified any concerns with the proposed uses or facilities provided.

6.2 PUBLIC QUESTION TIME

7 PRESENTATIONS/DEPUTATIONS

7.1 PRESENTATIONS

Nil

7.2 DEPUTATIONS

8 APPLICATIONS FOR LEAVE OF ABSENCE

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 MEETING OF COUNCIL (17 SEPTEMBER 2024)

OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 17 September 2024 be confirmed as a true and correct record of proceedings

9.2 SPECIAL MEETING OF COUNCIL (1 OCTOBER 2024)

OFFICER RECOMMENDATION

That the minutes of the Special meeting of Council held on Tuesday, 1 October 2024 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

Nil.

13 REPORTS OF OFFICERS

Reports start on the next page

13.1 53 CANNING HIGHWAY - CHANGE OF USE - SHORT TERM RENTAL ACCOMMODATION

Report Reference Number	OCR-3060
Prepared by	James Bannerman Planning Officer
Supervised by	Andrew Malone, Executive Manager Regulatory Services
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple majority
Documents tabled	Nil

Attachments

1. Location and Advertising Plan
2. Photos
3. Plan
4. Heritage Place Record

PURPOSE

The purpose of this report is for Council to consider a development application (DA P082/24) for a change of use for short term rental accommodation at 53 (Lot 2) Canning Highway, East Fremantle.

EXECUTIVE SUMMARY

The applicant is seeking Council approval for the operation of short term accommodation at a heritage listed single storey dwelling (Category B) that is located within a mixed use zone. The accommodation would operate from a previously approved single storey ancillary dwelling with kitchen, bathroom, and toilet located in a stand-alone structure at the rear of the existing residential building. Short term rental accommodation is an unlisted use within the Town's Local Planning Scheme No 3 (LPS3) and as such requires the approval of Council. It is noted that the regulations around hosted STRA are changing such that a development application will not be required.

It is considered that the proposal can be supported subject to conditions included in the final recommendation.

BACKGROUND

Zoning	Mixed Use
Site area	433m ²
Heritage	Category B (Local Planning Scheme No 3 Heritage List)
Fremantle Port Buffer	Yes but no physical development so no requirements imposed
Previous Decisions of Town and/or History of Issue	P019/23 – development application for carport and bedroom - withdrawn 30 May 2023 P046/23 – development approval subsequent to development for alterations and additions – 5 September 2023

CONSULTATIONAdvertising

Advertising was undertaken with the surrounding properties from 3 September to 19 September 2024 in accordance with the attached Location and Advertising Plan. Two submissions were received.

Submission	Applicant Response	Town Response
<u>Submission 1</u> I support this short term accommodation use at the rear studio at 53 Canning Highway.	Applicant provided signed plans supporting the proposal from the submitter.	Noted

<u>Submission 2</u> I have no objection of short term accommodation being run at 53 Canning Highway.	Applicant provided signed plans supporting the proposal from the submitter.	Noted
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External Referrals

Nil

Internal Referrals

Nil

STATUTORY ENVIRONMENT*Planning and Development Act 2005**Town of East Fremantle Local Planning Scheme No. 3 (LPS3)*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Built Environment

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

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

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

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

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

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

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS**RISKS**

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not approve the proposed development, and the	Unlikely (2)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

decision is appealed to SAT					
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RISK MATRIX

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

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

RISK RATING

Risk Rating	4
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

An external site visit was undertaken by the author.

COMMENT

Statutory Assessment

The applicant/owner is seeking Council approval for the operation of short term rental accommodation at 53 (Lot 2) Canning Highway East Fremantle. The accommodation would operate from a previously approved single storey ancillary dwelling at the rear of a Category B heritage listed dwelling. The site is within a mixed use zone. The applicant/owner lives in the main building at the front of the site and operates the accommodation.

The applicant/owner of the residence intends to continue to reside at the front section of the dwelling while guests stay in the studio at the rear. The studio is fully equipped for short term accommodation with a kitchenette, bathroom, toilet, and double bed.

The heritage status of the property should not be seen as an obstacle to the change of use to short term accommodation. By approving the rear studio for use as short term accommodation it allows the heritage nature of the site and the surrounding area to be enjoyed by visitors. The ancillary dwelling at the rear of the site has no heritage significance and does not impact on the original dwelling at the front of the site.

The State Government has created a new regulatory framework for STRA which is set to be introduced in full by 2025-2026. Under this new regime hosted STRA does not require development approval, but all STRA must be registered to operate with Department of Energy, Mining, Industry Regulation and Safety (DEMIRS). By 1 January

2025 it will be mandatory for STRA operators to have registered their accommodation with DEMIRS. It is noted that the regulations around hosted STRA are changing such that a development application will not be required.

The proposal has been assessed against provisions of the Town's Local Planning Scheme No 3 (LPS3) and the *Planning and Development (Local Planning Schemes) Regulations 2015* as well as the relevant sections of the Department of Planning Lands and Heritage's *Position Statement – Planning for Tourism*.

STRA is an unlisted use within LPS3 and as such requires the approval of Council. Council does not have any specific policies or local laws that regulate STRA. The proposed STRA is an "unlisted use" within a residential zone according to LPS3, however, local government may "determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted" (clause 4.4.2a of LPS3).

The application has been assessed with regard to the impact that the use could have on surrounding neighbours and conditions imposed accordingly. It is recognised that some of the requirements that are part of this assessment will become irrelevant once the full extent of State government regulations are implemented and amendments are made to the Town's local planning scheme.

Section 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* refers to matters to be considered by local government. In the words of the regulations;

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- (n) *the amenity of the locality including the following- (ii) the character of the locality;*
- (r) *the suitability of the land for the development taking into account the possible risk to human health or safety;*
- (s) *the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;*
- (t) *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- (v) *the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;*
- (x) *the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- (y) *any submissions received on the application;*
- (zb) *any other planning consideration the local government considers appropriate.*

The proposed short term accommodation will be carried out in the Mixed Use Zone as defined by LPS3. The aims of the Mixed Use zone include;

- To provide for a limited range of commercial, civic and community facilities to meet the day to day needs of the community, but which will not prejudice the amenities of the neighbourhood;
- To ensure future development within each of the Mixed Use Zones is sympathetic with the desired future character of each area, and that a significant residential component is retained as part of any new development;
- To promote the coordination of development within each of the Mixed Use Zones and to facilitate the safe and convenient movement of pedestrians to and within the area;
- To ensure the location and design of vehicular access and parking facilities do not detract from the amenities of the area or the integrity of the streetscape

It is noted that the proposed STRA will operate from a site that is adjacent to Canning Highway and in close proximity to the Trade Winds Hotel. It is close to public transport and high quality pedestrian footpaths to the surrounding area and within 280m of the George Street commercial precinct. There are no further physical changes to the existing building on site or the streetscape as a result of the operation of the proposed STRA.

It is noted that the ancillary dwelling that is to be used for the short term accommodation was the subject of a prolonged dispute between the neighbouring properties at 53 and 49 Canning Highway as a result of the discovery and rectification of the encroachment of the ancillary dwelling at 53 Canning Highway inside the boundaries of 49 Canning Highway. This matter has been resolved in terms of removing the parts of the ancillary dwelling that encroached into 49 Canning Highway and has no bearing on the development application for the change of use for STRA.

The following issues are relevant to the determination of this application:

- impact on residential amenity;
- number of people accommodated and number of bedrooms for accommodation purposes;
- adequacy of car parking; and
- management of the property.

Although the Tradewinds Hotel is operating on a site opposite this proposed short term accommodation, the product that is being offered is very different. The hotel has accommodation, restaurant and bar facilities operating on site, whereas this proposal involves accommodation only.

There are already many properties that have successfully applied for approval from Council to operate short term accommodation in the Plympton Precinct and East Fremantle.

Short term accommodation potentially has minimal impacts on the amenity of surrounding properties if matters including car parking, signage and noise, are well managed.

Management Plan

The applicant provided a management plan that describes the processes related to the operation of the proposed STRA. The Town will require the owner of the business to explain key elements of the management plan including;

- (i) that suitable parking is not available on site and that public transport is located nearby on Canning Highway
- (ii) emergency evacuation procedures
- (iii) reminder that the premises are surrounded by residential dwellings and that noise is to be kept to a minimum
- (iv) waste is to be collected in the Town provided rubbish bins.

Car Parking

As short term accommodation is an unlisted use there are no specified parking standards. Although parking can be at a premium along Hubble Street which is accessible from the subject site, the property currently has a single parking bay but not for the use of STRA guests, and a previous development application for alterations and additions was approved without the requirement for onsite parking.

The property is located within Plympton precinct, which was originally established in an era when cars were not the predominant mode of transport. The Town's own local planning policy, the Residential Design Guidelines, states that street parking is an acceptable development outcome for existing dwellings where it is not provided on site.

In line with the Residential Design Codes reduced parking provision is an acceptable outcome if proposed development occurs in close proximity to major public transport routes. In this case the property is located on Canning Highway which has high frequency bus services provided by Transperth. Guests may choose to utilise public transport and therefore will not require car parking. Alternatively, if they have a car then there is on street parking located along Hubble Street. It is stated on the management plan that guests will be informed that there is no off street parking and bus stops are located a short walk from the premises. A condition will be recommended that car parking is not reserved, but available on the street and users are not to park on the verge.

Signage

It is essential that issues that impact on the amenity of surrounding residents are mitigated, including matters such as excessive signage and advertising, which can create visual pollution. No signage is referred to in the development application. As such any requirement for signage should be addressed by the applicant through a separate development application at a later date. This is stated as a condition in the final recommendation.

Noise

Noise is a legitimate concern for surrounding residents of the proposed short term accommodation. It is considered that the day to day operations of the short term accommodation should not exceed normal household levels and the presence of the applicant/owner at the property while the rear studio is being used as short term accommodation will increase the likelihood that guests will not become too noisy. It is a requirement that all short term accommodation submit a management plan which outlines how the operator will manage noise. In this case it is stated that noise is to be kept to a minimum from 10am to 7am. If there is a problem with noise it can be addressed initially by the operator. A condition will be recommended that requires the operator to make guests aware of the key elements of the Management Plan including noise.

It has to be recognised that the proposed short term accommodation is being operated from a site that is adjacent to the Tradewinds Hotel and other businesses operating along Canning Highway and George Street, as well being in close proximity to Fremantle Harbour. Noise, light, vehicle traffic, and odour are produced from these uses which can have an impact on surrounding properties, but also may be in excess of the noise produced by the subject site operating STRA.

Additional Conditions

Conditions relating to both residual current devices (RCD) and smoke alarms are included as part of the final recommendation to increase the level of safety for future guests at the STRA.

Time Limit for Approval

A time limit of 12 months will be recommended as a condition of approval. However, this will fall away as a result of future state government regulation not requiring development approval to be sought as part of the operation of STRA.

CONCLUSION

Based on information supplied by the applicant the change of use for STRA at 53 (Lot 2) Canning Highway can be supported subject to the conditions of development approval.

It is noted that there are multiple properties within residential zones in East Fremantle that are currently approved for use as STRA. This proposal is no different to these and represents a relatively low risk proposal based on the information supplied by the applicant.

It will have minimal impact on the amenity of the nearby neighbourhood providing the management plan is adhered to and matters considered in this report are addressed by way of the recommended conditions of development approval.

Based on the preceding assessment approval to operate the STRA can be supported subject to the conditions included in the final recommendation.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council grants development approval for the change of use to operate short term rental accommodation at No. 53 (Lot 2) Canning Highway, East Fremantle, in accordance with correspondence and plans received on 26 August 2024, subject to the following conditions:

- (1) The maximum permitted accommodation is two (2) people.**
- (2) Hard wired smoke alarms as required by the National Construction Code are to be installed and proof of the instalment is to be provided to the Town to the satisfaction of the Chief Executive Officer and prior to the short term accommodation commencing operations.**
- (3) Residual current devices are to be provided to all power points and lights switches within the short term rental accommodation and proof of installation is to be provided to the satisfaction of the Chief Executive Officer and prior to the short term accommodation commencing operations.**
- (4) No occupants' vehicles are to be parked on the Council verge. On-street parking is subject to availability, but not reserved.**
- (5) The operator of the business is to advise guests of key elements of the management plan including;**
 - (i) that suitable parking is not available on site and that public transport is located nearby on Canning Highway,**
 - (ii) the emergency evacuation procedures,**
 - (iii) that the premises are surrounded by residential dwellings and that noise is to be kept to a minimum after 10.30pm and before 7am,**
 - (iv) waste is to be disposed of in the Town provided rubbish bins.**
- (6) Approval is for a temporary period of 12 months only from the date of this approval (subject to changes in State government planning regulations for short term rental accommodation).**
- (7) The approval may be revoked by Council, prior to the expiry of the 12 month period referred to in (6) above, if any adverse impacts involving noise, anti-social behaviour, waste removal, security or parking are unable to be controlled by the applicant/owner or their representative in a timely and effective manner and which is to Council's satisfaction.**
- (8) This planning approval does not include any planning approval for signage or advertising. A separate development application is to be made for signage and advertising.**

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (a) This decision does not include acknowledgement or approval of any unauthorised development which may be on the site.***
- (b) A copy of the approved plans as stamped by Council are attached.***
- (c) An annual renewal fee is required to be paid prior to the expiry date to enable continuation of the short term rental accommodation (subject to changes in State government regulations).***
- (d) The applicant is to ensure that the short term rental accommodation is registered with the State government and complies with relevant State government regulations.***

REPORT ATTACHMENTS

Attachments start on the next page

Location and Advertising Plan



Photos



Room Layout and Dimensions:

- Bed 1:** 12.450 x 12.450
- Bed 2:** 12.450 x 12.450
- Bed 3:** 12.450 x 12.450
- Bed 4:** 12.450 x 12.450
- Living:** 15.9 sq.m.
- Dining:** 15.9 sq.m.
- Kitchen:** 12.500 x 3.090
- Kitchenette:** 40.38 m²
- Garage:** 17.7 sq.m.
- Sleeping:** 21.00 x 2.810

Annotations and Notes:

- new 1 hour fire rated wall built on this property
- build new wall on slab, lift frames into position (with external cladding in place) and fix to slab as per S.E. details
- existing residence
- existing garage
- new 1 hour fire rated wall built on this property
- build new wall on slab, lift frames into position (with external cladding in place) and fix to slab as per S.E. details
- new 1 hour fire rated wall built on this property
- build new wall on slab, lift frames into position (with external cladding in place) and fix to slab as per S.E. details
- new 1 hour fire rated wall built on this property
- build new wall on slab, lift frames into position (with external cladding in place) and fix to slab as per S.E. details

Other Features:

- skylight
- highlight
- SW
- landscaping
- driveway
- adjoining 2 storey building
- boundary

PLACE RECORD FORM

PRECINCT	Plympton
ADDRESS	53 Canning Highway
PROPERTY NAME	N/A
LOT NO	Lot 532
PLACE TYPE	Residence
CONSTRUCTION DATE	C 1898
ARCHITECTURAL STYLE	Federation Bungalow
USE/S	Original Use: Residence/ Current Use: Residence
STATE REGISTER	N/A
OTHER LISTINGS	N/A
MANAGEMENT CATEGORY	Category B
PHYSICAL DESCRIPTION	<p>No 53 Canning Highway is a single storey house in rendered masonry with a hipped tiled roof. It is a much-modified expression of the Federation Bungalow style. The front elevation is asymmetrically planned with a full width hipped roofed verandah on timber posts over a concrete floor. Steps lead down to the garden. A centrally placed front door is flanked by large 'picture' windows. A thrust bay has been introduced to the west side of the elevation with a hipped roof over it.</p> <p>The place has been modified but retains its basic form.</p> <p>The place is consistent with the pattern of development in Plympton and plays an important role in the pattern of development of a working class suburb.</p>

HISTORICAL NOTES	Plympton is a cohesive precinct where most of the places were constructed in the late nineteenth century and the first quarter of the twentieth century. It is comprised primarily of homes for workers and their families with a high concentration of small lots with timber, brick and stone cottages.
OWNERS	Unknown
HISTORIC THEME	Demographic Settlements - Residential Subdivision
CONSTRUCTION MATERIALS	Walls – Rendered masonry Roof – Tiles
PHYSICAL SETTING	The residence is situated on a retained site and a brick and picket fence is located at the street boundary.
STATEMENT OF SIGNIFICANCE	No 53 Canning Highway is a single storey house constructed of rendered masonry with a tiled roof. The place has historic and aesthetic value for its contribution to Plympton with its high concentration of worker's cottages and associated buildings. It contributes to the local community's sense of place. The place has some heritage value for its intrinsic aesthetic value as a Federation Bungalow. The place retains a low degree of authenticity and a high degree of integrity.
AESTHETIC SIGNIFICANCE	No 53 Canning Highway has considerable aesthetic value as a typical Federation Bungalow. It retains some of the characteristic features of a dwelling of the type and period.
HISTORIC SIGNIFICANCE	No 53 Canning Highway has some historic value. It was part of the suburban residential development associated with the expansion of East Fremantle during the Goldrush period of the 1880s and 1890s.
SCIENTIFIC SIGNIFICANCE	N/A
SOCIAL SIGNIFICANCE	No 53 Canning Highway has some social value. It is associated with a significant area of worker's cottages which contributes to the community's sense of place.
RARITY	No 53 Canning Highway is not rare in the immediate context but Plympton has rarity value as a working class suburb.
CONDITION	No 53 Canning Highway is in fair condition.
INTEGRITY	No 53 Canning Highway retains a high degree of integrity.
AUTHENTICITY	No 53 Canning Highway retains a low degree of authenticity.
MAIN SOURCES	

13.2 MONTHLY FINANCIAL REPORT - SEPTEMBER 2024

Report Reference Number	OCR-3129
Prepared by	Phil Garoni, Manager Finance
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

1. Monthly Financial Report for the month ended 30 September 2024

PURPOSE

The purpose of this report is to present to the Council the Monthly Financial Report for the month ended 30 September 2024. A Capital Works report has been incorporated into the workbook.

EXECUTIVE SUMMARY

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

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

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

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

- a) 10% of the amended budget; or
b) \$10,000 of the amended budget;
whichever is greater.

In addition, that the material variance limit be applied to total revenue and expenditure for each Nature 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 Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

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

RISK RATING

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

SITE INSPECTION

Not applicable

COMMENT

This report presents the Statement of Financial Activity by Nature and Type for the month ending 30 September 2024.

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	September Actuals
Opening Surplus	191,387	910,805	910,805	910,805
Operating Revenue	12,434,476	12,203,476	10,382,641	10,552,975
Operating Expenditure	(13,246,239)	(13,414,876)	(3,407,996)	(3,123,161)
Capital Expenditure	(3,788,113)	(4,190,183)	(628,495)	(424,581)
Capital Income	1,657,483	1,742,047	318,271	403,128
Financing Activities	588,806	638,806	(20,042)	(20,042)
Non-Cash Items	2,162,200	2,162,200	557,886	557,887
Closing Surplus/(Deficit)	0	52,693	8,113,070	8,937,017

The YTD surplus of \$8,937,017 is favourable against the YTD budget of \$8,113,070 as a result of timing issues, with favourable variances being as follows:

- Income \$255,191 with the main areas being:
 - Grants, subsidies and contributions (\$70,444),
 - Other revenue (\$61,733) and
 - Proceeds from capital grants, subsidies and contributions (\$84,857).
- Expenditure \$488,749 with the main areas being:
 - Employee costs (\$45,825),
 - Finance costs (\$55,283),
 - Other expenditure (\$194,259) and
 - Capital activities (\$203,914).

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

- Rate Notices were issued on the 19 July. The Town received \$7.62m in rates and charges revenue (including rates, ESL, service charges) by the end of September, equating to 66.20% of total rates and charges paid.

- The end-of-year audit process for 23/24 is continuing, and there may be further adjustment to the carried forward surplus of \$910k. As the fixed asset register has not been finalised, no depreciation has been run in 24/25, although a manual entry has been applied in the Statement of Financial Activity.
- Capital works has yet to substantially commence in 24/25, with work continuing the Fremantle City Football Club project.

CONCLUSION

Council is requested to receive the Monthly Financial Report for the month ended September 2024.

CHOOSE AN ITEM. 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 September 2024, 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 \$8,937,017 for the month ended 30 September 2024.

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 September 2024

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

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**TOWN OF EAST FREMANTLE
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

KEY INFORMATION

Funding Surplus or Deficit Components

	Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.91 M	\$0.91 M	\$0.99 M	\$0.08 M
Closing	\$0.05 M	\$8.11 M	\$8.94 M	\$0.82 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$10.28 M	% of total		\$2.00 M	% Outstanding		\$0.30 M	% Collected
Unrestricted Cash	\$7.51 M	73.0%	Trade Payables	\$1.39 M		Rates Receivable	\$3.89 M	66.2%
Restricted Cash	\$2.77 M	27.0%	0 to 30 Days		0.0%	Trade Receivable	\$0.30 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		0.8%
			Over 90 Days		0.0%	Over 90 Days		34.9%

Refer to 3 - Cash and Cash Investments

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$9.52 M	% Variance	YTD Actual	\$0.25 M	% Variance	YTD Actual	\$0.62 M	% Variance
\$0.95 M	\$7.53 M	\$7.99 M	\$0.46 M	YTD Budget	\$9.52 M	(0.0%)	YTD Budget	\$0.18 M	38.5%	YTD Budget	\$0.61 M	1.6%

Refer to Statement of Financial Activity

Refer to 8 - Rate Revenue

Refer to 10 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.00 M	%	YTD Actual	\$0.05 M	% Spent	YTD Actual	\$0.27 M	% Received
(\$2.45 M)	(\$0.31 M)	(\$0.02 M)	\$0.29 M	Adopted Budget	\$0.11 M	(100.0%)	Adopted Budget	\$1.37 M	(96.1%)	Adopted Budget	\$1.63 M	(83.2%)

Refer to Statement of Financial Activity

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves			Report Preparation		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.00 M		Reserves balance	\$2.71 M		Prepared by:	Manager Finance	
\$0.64 M	(\$0.02 M)	(\$0.02 M)	\$0.00 M	Interest expense	(\$0.04 M)		Interest earned	\$0.00 M		Reviewed by:	Executive Manager Corporate Services	
				Principal due	\$4.73 M					Date Prepared:	4/10/2024	

Refer to Statement of Financial Activity

Refer to 9 - Borrowings

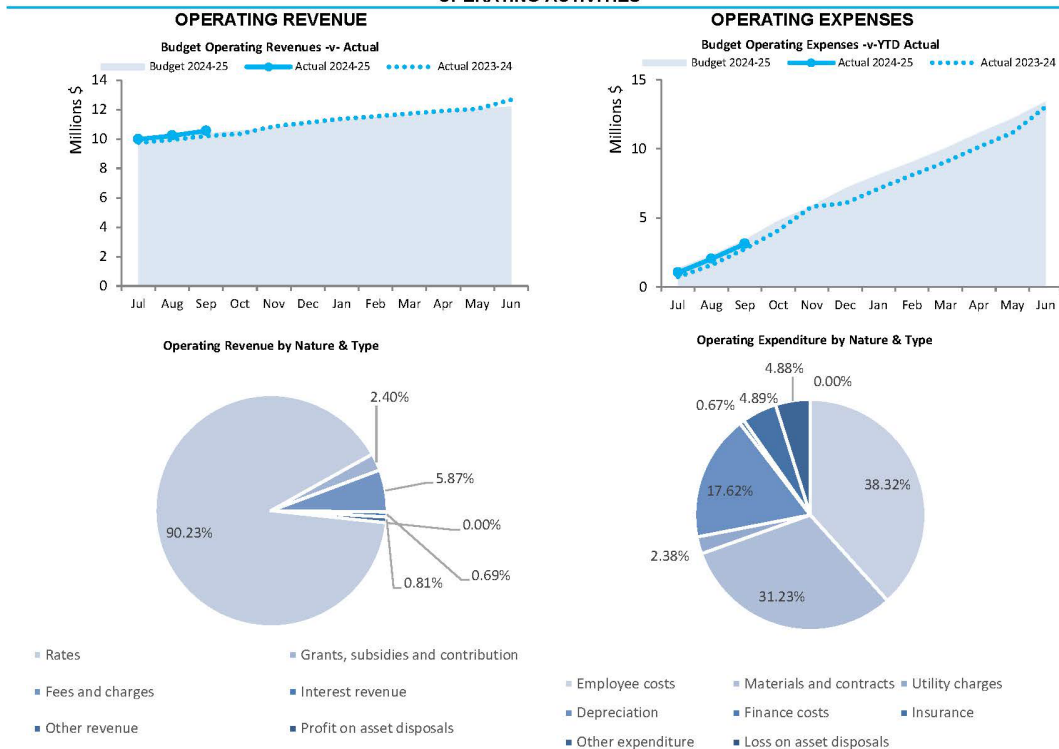
Refer to 4 - Cash Reserves

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

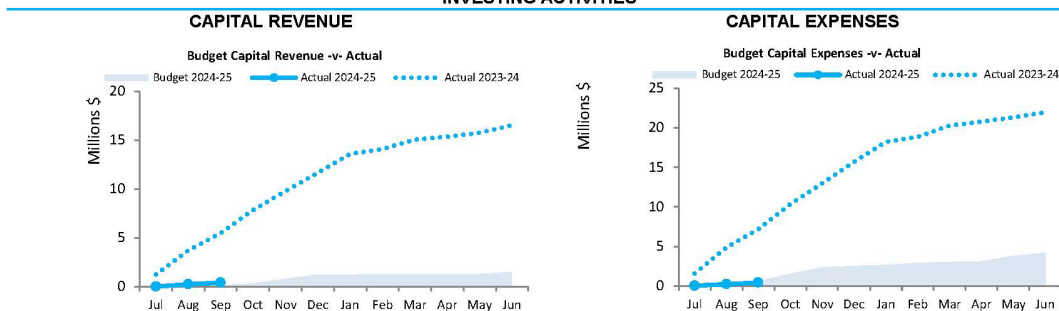
**TOWN OF EAST FREMANTLE
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

KEY INFORMATION - GRAPHICAL

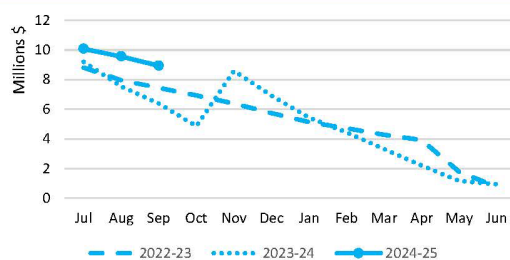
OPERATING ACTIVITIES



INVESTING ACTIVITIES



Closing funding surplus / (deficit)



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

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

	Note	Original Budget (a) \$	Current Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	8	9,537,944	9,537,944	9,522,944	9,521,836	(1,108)	(0.01%)	
Grants, subsidies and contributions	10	1,025,458	794,876	183,040	253,484	70,444	38.49%	▲
Fees and charges		1,535,567	1,535,567	610,120	619,772	9,652	1.58%	
Interest revenue		173,265	173,265	43,314	72,927	29,613	68.37%	▲
Other revenue		92,900	92,900	23,223	84,956	61,733	265.83%	▲
Profit on asset disposals	6	69,342	69,342	0	0	0	0.00%	
		12,434,443	12,203,894	10,382,641	10,552,975	170,334	1.64%	
Expenditure from operating activities								
Employee costs		(5,352,443)	(5,352,443)	(1,258,949)	(1,213,124)	45,825	3.64%	▼
Materials and contracts		(4,071,168)	(4,204,805)	(998,590)	(988,627)	9,963	1.00%	
Utility charges		(304,213)	(304,213)	(76,061)	(75,408)	653	0.86%	
Depreciation		(2,231,542)	(2,231,542)	(557,886)	(557,886)	0	0.00%	
Finance costs		(267,405)	(302,405)	(34,169)	21,114	55,283	161.79%	▼
Insurance		(267,536)	(267,536)	(133,768)	(154,916)	(21,148)	(15.81%)	▲
Other expenditure		(751,932)	(751,932)	(348,573)	(154,314)	194,259	55.73%	▼
Loss on asset disposals	6	0	0	0	0	0	0.00%	
		(13,246,239)	(13,414,876)	(3,407,996)	(3,123,161)	284,835	8.36%	
Non-cash amounts excluded from operating activities	2(b)	2,162,200	2,162,200	557,886	557,887	1	0.00%	
Amount attributable to operating activities		1,350,437	951,218	7,532,531	7,987,701	455,170	6.04%	
INVESTING ACTIVITIES								
Proceeds from capital grants, subsidies and contributions	10	1,549,483	1,634,047	318,271	403,128	84,857	26.66%	▲
Proceeds from disposal of assets	6	108,000	108,000	0	0	0	0.00%	
Payments for property, plant and equipment	5	(2,413,980)	(2,816,050)	(578,495)	(370,953)	207,542	35.88%	▼
Payments for construction of infrastructure	5	(1,374,133)	(1,374,133)	(50,000)	(53,628)	(3,628)	(7.26%)	
Amount attributable to investing activities		(2,130,630)	(2,448,136)	(310,224)	(21,453)	288,771	93.08%	
FINANCING ACTIVITIES								
Proceeds from new debentures	9	0	0	0	0	0	0.00%	
Transfer from reserves	4	1,166,309	1,216,309	208,293	208,293	0	0.00%	
Repayment of borrowings	9	(150,564)	(150,564)	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(52,049)	(52,049)	(20,042)	(20,042)	0	0.00%	
Transfer to reserves	4	(374,890)	(374,890)	(208,293)	(208,293)	0	0.00%	
Amount attributable to financing activities		588,806	638,806	(20,042)	(20,042)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		191,387	910,805	910,805	990,811	80,006	8.78%	▲
Amount attributable to operating activities		1,350,437	951,218	7,532,531	7,987,701	455,170	6.04%	▲
Amount attributable to investing activities		(2,130,630)	(2,448,136)	(310,224)	(21,453)	288,771	93.08%	▲
Amount attributable to financing activities		588,806	638,806	(20,042)	(20,042)	0	0.00%	
Surplus or deficit after imposition of general rates		0	52,693	8,113,070	8,937,017	823,947	10.16%	▲

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 SEPTEMBER 2024**

	Note	30 June 2024	30 September 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	5,278,266	10,279,459
Trade and other receivables		948,111	4,186,755
Contract assets		0	0
Other assets		231,260	57,665
TOTAL CURRENT ASSETS		6,457,637	14,523,879
NON-CURRENT ASSETS			
Trade and other receivables		98,356	98,355
Other financial assets		83,171	83,171
Investment in associate		0	0
Property, plant and equipment		62,178,065	62,224,948
Infrastructure		45,582,414	45,548,742
Right-of-use assets		142,490	142,490
TOTAL NON-CURRENT ASSETS		108,084,496	108,097,706
TOTAL ASSETS		114,542,133	122,621,585
CURRENT LIABILITIES			
Trade and other payables		1,609,730	2,002,332
Other liabilities		340,343	63,230
Lease liabilities		45,114	25,072
Borrowings	9	150,564	150,564
Employee related provisions		806,704	811,259
Other provisions	11	80,000	80,000
TOTAL CURRENT LIABILITIES		3,032,455	3,132,457
NON-CURRENT LIABILITIES			
Lease liabilities		152,623	152,623
Borrowings	9	4,576,802	4,576,802
Employee related provisions		193,595	193,595
TOTAL NON-CURRENT LIABILITIES		4,923,020	4,923,020
TOTAL LIABILITIES		7,955,475	8,055,477
NET ASSETS		106,586,658	114,566,108
EQUITY			
Retained surplus		54,044,324	62,023,774
Reserve accounts	4	2,710,049	2,710,049
Revaluation surplus		49,832,285	49,832,285
TOTAL EQUITY		106,586,658	114,566,108

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

Movement in Equity	7,979,450
Explained by:	
Amount attributed to operating activities	7,576,322
Proceeds from capital activities	403,128
Net reserves movement	0
	7,979,450

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

1 EXPLANATION OF MATERIAL VARIANCES

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

Description	Var. \$	Var. %	Var.	Timing / Permanent	Explanation
	\$	%			
Revenue from operating activities					
Rates	(1,108)	(0.01%)		No variance	No material variance
Grants, subsidies and contributions	70,444	38.49%	▲	Timing	\$39.7k due to timing and \$30.6K unbudgeted urban canopy grant received. To be offset by expenditure to the Town's urban canopy infrastructure.
Fees and charges	9,652	0.00%		Timing	No material variance
Interest revenue	29,613	68.37%	▲	Timing	No material variance
Other revenue	61,733	265.83%	▲	Timing	Unbudgeted Workcover compensation claims - \$15.5k and recovery of operational costs for the East Fremantle Community Park - \$50k. Offset by increase in operational expenditure.
Profit on asset disposals	0	0.00%		No variance	
Expenditure from operating activities					
Employee costs	45,825	3.64%	▼	Timing	Favourable
Materials and contracts	9,963	0.00%		Timing	No material variance
Utility charges	653	0.00%		Timing	No material variance
Depreciation	0	0.00%		No variance	Manual posting as asset register not yet finalised for 23/24
Finance costs	55,283	161.79%	▼	Timing	Reversal of accrued interest for the East Fremantle Community Park loan
Insurance	(21,148)	(15.81%)	▲	Timing	No material variance
Other expenditure	194,259	55.73%	▼	Timing	Contribution of the Fremantle Library \$138k South West Group contribution \$26k Councillor training not yet expended \$18k License and insurance \$8k
Loss on asset disposals	0	0.00%		No variance	
Non-cash amounts excluded from operating activities	1	0.00%		No variance	
Investing Activities					
Proceeds from capital grants, subsidies and contributions	84,857	26.66%	▲	Timing	See Note 10 Grants & Contributions for more detailed information
Proceeds from disposal of assets	0	0.00%		No variance	Schedule of disposal of vehicles and plant delayed.
Payments for property, plant and equipment	207,542	35.88%	▼	Timing	See Note 5 Capital Acquisitions for more detailed information
Payments for construction of infrastructure	(3,628)	(7.26%)		Timing	See Note 5 Capital Acquisitions for more detailed information
Financing Activities					
Proceeds from new debentures	0	0.00%		No variance	
Transfer from reserves	0	0.00%		No variance	
Repayment of borrowings	0	0.00%		No variance	
Payments for principal portion of lease liabilities	0	0.00%		No variance	
Transfer to reserves	0	0.00%		No variance	
Surplus or deficit at the start of the financial year	80,006	8.78%	▲	Permanent	Pending finalisation of annual report
Surplus or deficit after imposition of general rates	823,947	10.16%	▲	Timing	Due to variances described above

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

		Current Budget Closing 30 June 2025	Last Year Closing 30 June 2024	Year to Date 30 September 2024
Note		\$	\$	\$
	Current assets			
	Cash and cash equivalents	4,312,251	5,278,266	10,279,461
	Trade and other receivables	252,401	948,111	4,186,755
	Contract assets	0	0	0
	Other assets	52,099	231,260	57,665
		4,616,751	6,457,637	14,523,881
	Less: current liabilities			
	Trade and other payables	(1,854,815)	(1,609,730)	(2,002,332)
	Other liabilities	(71,910)	(340,343)	(63,230)
	Lease liabilities	(52,049)	(45,114)	(25,072)
	Borrowings	(157,911)	(150,564)	(150,564)
	Employee related provisions	(675,173)	(806,704)	(811,259)
	Other provisions	(43,530)	(80,000)	(80,000)
		(2,855,388)	(3,032,455)	(3,132,457)
	Net current assets	1,761,363	3,425,182	11,391,424
	Less: Total adjustments to net current assets	(1,708,670)	(2,434,371)	(2,454,413)
	Closing funding surplus / (deficit)	52,693	990,811	8,937,017

(b) Non-cash amounts excluded from operating activities

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

		Current Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
	Non-cash amounts excluded from operating activities			
	Adjustments to operating activities			
	Less: Profit on asset disposals	(69,342)	0	0
	Add: Loss on asset disposals	0	0	0
	Add: Depreciation	2,231,542	557,886	557,886
	- Pensioner deferred rates	0	0	1
	Total non-cash amounts excluded from operating activities	2,162,200	557,886	557,887

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Current Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 September 2024
		\$	\$	\$
	Adjustments to net current assets			
	Less: Reserve accounts	(1,918,630)	(2,710,049)	(2,710,049)
	- Current portion of borrowings	157,911	150,564	150,564
	- Current portion of lease liabilities	52,049	45,114	25,072
	- Current provision for equity contribution - Investment in Associate		80,000	80,000
	Total adjustments to net current assets	(1,708,670)	(2,434,371)	(2,454,413)

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 SEPTEMBER 2024

3 CASH AND CASH INVESTMENTS

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
Cash Deposits							
Municipal Bank Account	1,458,777	0	1,458,777	CBA	AA-		At Call
Municipal Bonds & Deposits Account	610,034	0	610,034	CBA	AA-		At Call
Cash On Hand	600	0	600	Petty Cash/Till Float			On Hand
Term Deposits							
Pooled (Muni, Reserves, Bonds and Grants)			2,500,000	NAB	AA-	4.95%	Nov 24
Pooled (Muni, Reserves, Bonds and Grants)			1,000,000	CBA	AA-	4.72%	Nov 24
Pooled (Muni, Reserves, Bonds and Grants)			2,710,048	SUNCORP	A-	5.17%	Oct 24
Pooled (Muni, Reserves, Bonds and Grants)			1,000,000	SUNCORP	AA-	4.72%	Jan 25
Pooled (Muni, Reserves, Bonds and Grants)			1,000,000	NAB	A-	5.17%	Dec 24
Total	7,506,182	2,773,278	10,279,459			4.99%	
Comprising							
Cash and cash equivalents	7,506,182	2,773,278	10,279,459				
	7,506,182	2,773,278	10,279,459				

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.

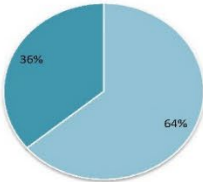
Comments/Notes - Investments and Cash Deposits

INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$3,068,811	AA-	29.86%
CBA (GREEN/ESTGD TD)	\$0	AA-	0.00%
NATIONAL AUST. BANK	\$3,500,000	AA-	34.05%
SUNCORP	\$3,710,048	AA-	36.09%
WESTPAC	\$0	AA-	0.00%
	\$10,278,859		100.00%

(LT) RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0%
AA-	MAX 100%	\$6,568,811	64%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$0	0%
A- (DIVESTMENT)	MAX 100%	\$3,710,048	36%
BBB+ (DIVESTMENT)	MAX 80%	\$0	0%
		\$10,278,859	100%

The Town obtains quotes from three (3) financial institutions prior to placing investments. This ensures the Town is receiving the best return on investment possible. The amount the Town invests is dependent on cash flow requirements for business operations and capital works for upcoming months. As the financial year progresses, the Town's cash holdings 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.

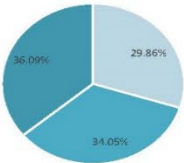
Divestment v Non-Divestment - Term Deposits



■ AAA

■ AA-

Values held by Institution

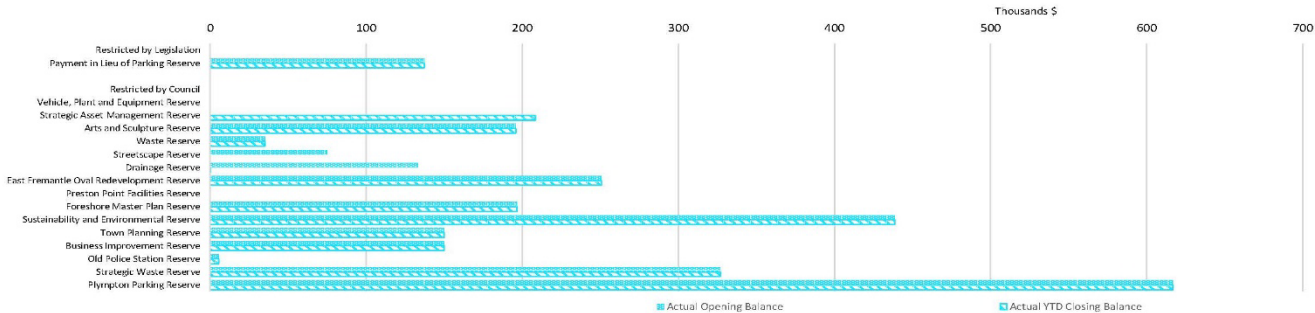


■ COMMONWEALTH BANK ■ CBA (GREEN/ESTGD TD) ■ NATIONAL AUST. BANK ■ SUNCORP ■ WESTPAC

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

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					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation													
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
Restricted by Council													
Vehicle, Plant and Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Asset Management Reserve	0	166,275	0	166,275	0	166,275	(50,000)	116,275	0	0	208,293	(0)	208,293
Arts and Sculpture Reserve	195,664	0	(45,000)	150,664	195,664	0	(45,000)	150,664	195,664	0	0	0	195,664
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	(75,000)	0	75,000	0	(75,000)	0	75,000	0	0	(75,000)	0
Drainage Reserve	133,293	0	(133,293)	0	133,293	0	(133,293)	0	133,293	0	0	(133,293)	0
East Fremantle Oval Redevelopment Reserve	250,529	0	(250,529)	0	250,529	0	(250,529)	0	250,529	0	0	0	250,529
Preston Point Facilities Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
Foreshore Master Plan Reserve	196,344	0	0	196,344	196,344	0	0	196,344	196,344	0	0	0	196,344
Sustainability and Environmental Reserve	438,553	137,197	(575,750)	0	438,553	137,197	(575,750)	0	438,553	0	0	0	438,553
Town Planning Reserve	150,000	40,000	0	190,000	150,000	40,000	0	190,000	150,000	0	0	0	150,000
Business Improvement Reserve	150,000	0	(70,000)	80,000	150,000	0	(70,000)	80,000	150,000	0	0	0	150,000
Old Police Station Reserve	5,305	31,418	(16,737)	19,986	5,305	31,418	(16,737)	19,986	5,305	0	0	0	5,305
Strategic Waste Reserve	326,684	0	0	326,684	326,684	0	0	326,684	326,684	0	0	0	326,684
Plympton Parking Reserve	616,666	0	0	616,666	616,666	0	0	616,666	616,667	0	0	0	616,667
	2,710,048	374,890	(1,166,309)	1,918,629	2,710,048	374,890	(1,216,309)	1,868,629	2,710,049	0	208,293	(208,293)	2,710,049



Attachment 1

TOWN OF EAST FREMANTLE SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 SEPTEMBER 2024

5 CAPITAL ACQUISITIONS

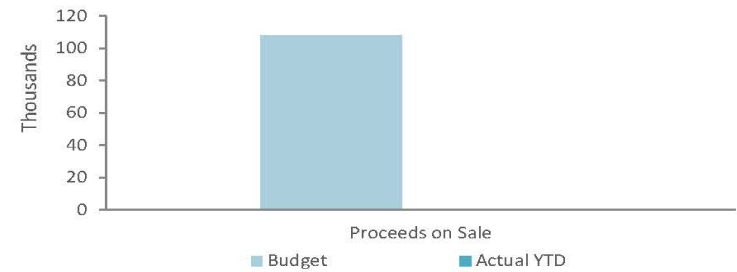
Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance (Under)/Over	Completion	Comments
	\$	\$				\$	\$		
Plant & Equipment	599,000	599,000	84,000	7,035	131,213	138,248	460,752	1%	
E04635 Upgrade of EV charger power connection adjacent to Town hall car park	20,000	20,000	20,000	395	0	395		2%	
E10648 VW Golf Alltrack Wagon (FMRS)	40,000	40,000	0	0	0	0		0%	
E11716 Upgrade canopy of Rangers vehicle	0	0	0	6,640	0	6,640		0%	
E11720 Kobota F3000	55,000	55,000	0	0	58,393	58,393		0%	
E11723 Two EV Charges for East Fremantle Community Park	44,000	44,000	44,000	0	0	0		0%	
E12642 Isuzu MKR100 truck	90,000	90,000	0	0	0	0		0%	
E12802 Kobelco SK175R-5	40,000	40,000	0	0	0	0		0%	
E12810 Upgrade street lights to LED, including smart lighting for major roads	310,000	310,000	0	0	0	0		0%	
E12812 Isuzu 4.5T Tipper	0	0	0	0	71,820	71,820		0%	
Furniture & Equipment	182,961	238,961	80,000	0	50,345	50,345	188,606	0%	
E04633 FRP Replacement - Nine Electronic Document Records Management System	70,000	70,000	20,000	0	0	0		0%	
E04634 Laptop Replacement Program (Investigate green finance lease)	35,000	0	0	0	0	0		0%	
E04605 General Allocation	17,951	17,951	0	0	0	0		0%	
E04610 AV Council Chambers (Recording Equipment + Replace end of life equipment)	60,000	60,000	60,000	0	50,345	50,345		0%	
E11685 Public art work including the East Fremantle Community Park	0	91,000	0	0	0	0		0%	
Buildings	1,632,029	1,070,099	434,466	363,918	427,763	791,671	1,186,428	19%	
E04604 Floorboard Sealing - enhancing thermal comfort	13,000	13,000	13,000	0	0	0		0%	
L02371 E11 Gray various upgrades	22,500	22,500	0	0	0	0		0%	
L02211 Building upgrade - Hurricanes - Lighting	9,000	9,000	0	0	0	0		0%	
E11737 Building upgrade - Camp Waller - Caves lining	4,500	4,500	0	0	0	0		0%	
E11738 East Fremantle Community Park - Miscellaneous Works	140,529	410,277	76,792	60,850	20,969	90,839		15%	
E11746 East Fremantle Community Park - Dog Park	0	0	0	600	1,195	1,195		0%	
E11748 Solar and Battery Installation East Fremantle Community Park. Solar installation Town Hall	707,500	707,500	0	0	0	0		0%	
E11672 East Fremantle Community Park - Scoreboard	0	50,000	0	0	0	0		0%	
E11739 Tricolore Soccer Club Upgrades	890,000	718,322	328,703	302,488	266,569	869,037		42%	
E14601 Buildings upgrade ICD's switchboards - Various	10,000	10,000	0	0	0	0		0%	
E14605 Buildings upgrade door locks - Various	35,000	35,000	0	0	0	0		0%	
Infrastructure - roads	483,733	483,733	0	0	0	0	483,733	0%	
E12849 Riverside Road (adjacent to Leeuwin Boat Ramp)	483,733	483,733	0	0	0	0		0%	
Infrastructure - drainage	55,000	55,000	0	20,824	0	20,824	34,176	39%	
E12672 Preston Point Road - Above carpark near Tennis Club - Investigate and upgrade storage prior to water entering pipe to river	20,000	20,000	0	20,824	0	20,824		106%	
E12707 George Street - Drainage investigation and upgrades to allow underground piped water flow	20,000	20,000	0	0	0	0		0%	
E12761 Upgrade old pits to SEPs	15,000	15,000	0	0	0	0		0%	
Infrastructure - parks & ovals	310,000	310,000	50,000	32,804	41,265	74,069	235,931	11%	
E11673 Limestone wall replacement - Glasson Park	40,000	40,000	0	0	0	0		0%	
E11679 Extend cricket practice nets hardstand by approx 6m - Henry Jeff & Preston Point	30,000	30,000	0	0	28,415	28,415		0%	
E11686 Roundabout replacement - Merv Cowan Park	55,000	55,000	0	0	0	0		0%	
E11743 Bin upgrades	10,000	10,000	0	6,613	0	6,613		66%	
E11726 Bore test/replacement - Foreshore Parks	30,000	30,000	(80,000)	0	0	0		0%	
E11726 Bore pump test - Stratford Street Park	10,000	10,000	0	0	0	0		0%	
E11726 Irrigation upgrade - Mayoral Green Park	10,000	10,000	0	0	0	0		0%	
E11726 Irrigation upgrade tie in to existing system - Locke Park	35,000	35,000	40,000	0	0	0		0%	
E11741 Upgrade of Retic - Preston Point	20,000	20,000	0	4,308	0	4,308		22%	
E11745 Drink Fountains	10,000	10,000	10,000	7,845	3,273	10,818		28%	
E11749 Roundabout replacement - Wayman Park	40,000	40,000	0	14,178	9,579	23,756		35%	
E11750 Wayman soft/fall upgrade for exercise equipment	20,000	20,000	0	0	0	0		0%	
Infrastructure - car parks	200,000	200,000	0	0	1,230	1,230	198,770	0%	
E10604 Paid Parking and Streetscape Design Work and Preliminaries - Silas Street and Leeuwin Carpark	180,000	180,000	0	0	0	0		0%	
E12609 Carparks - General Allocation	20,000	20,000	0	0	1,230	1,230		0%	
Infrastructure - footpaths	325,400	325,400	0	0	151,091	151,091	174,309	0%	
E12836 Pram ramp upgrades to DOA standards (to do 20 pram ramps)	20,000	20,000	0	0	9,091	9,091		0%	
E12845 Moss St. (west side), between Canning Hwy & George St (Remove Concrete and replace with Red asphalt, as per style guide)	86,400	86,400	0	0	72,000	72,000		0%	
E12846 George Street (north side), between Hubble St & Duke St (Remove brick paving and replace with red asphalt, as per style guide)	75,000	75,000	0	0	70,000	70,000		0%	
E12847 Riverside Road (West side), adjacent to Leeuwin Boat Ramp (do at same time as road upgrade)	49,500	49,500	0	0	0	0		0%	
E12848 Preston Point Rd (west side), between Bolton St & Pier St (Grey concrete) (420m length)	94,500	94,500	0	0	0	0		0%	
	3,788,113	4,190,183	828,466	424,681	802,898	1,227,479	2,962,704	10%	

● 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 SEPTEMBER 2024

6 DISPOSAL OF ASSETS

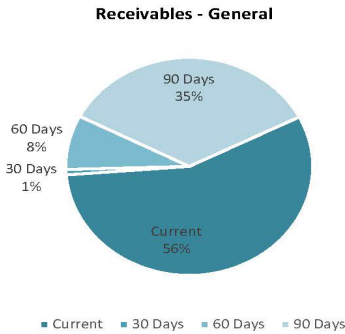
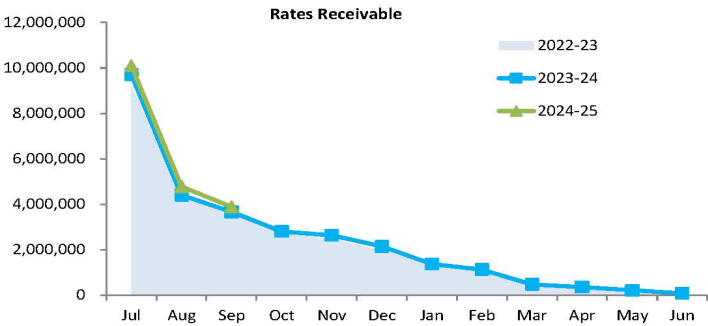
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
PEMV267	Isuzu MKR190 truck	15,000	45,000	30,000	0	0	0	0	0
PEMV272	EMRS Vehicle	8,658	25,000	16,342	0	0	0	0	0
PE284	Kobota F3690	5,000	22,000	17,000	0	0	0	0	0
PE274	Kobelco SK17SR-5	10,000	16,000	6,000	0	0	0	0	0
		38,658	108,000	69,342	0	0	0	0	0



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

7 RECEIVABLES

Rates receivable	30 Jun 2024	30 Sep 2024	Other Receivables	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening arrears previous years	77,232	78,272	Receivables - general	128,731	1,825	18,452	79,846	228,854
Levied this year	10,964,573	11,426,830	Receivables - infringements					62,813
Less - collections to date	(10,963,533)	(7,617,332)	East Fremantle Lawn & Tennis Club					12,000
Net rates collectable	78,272	3,887,770	Total receivables general outstanding					303,667
% Collected		66.2%	Amounts shown above include GST (where applicable)					

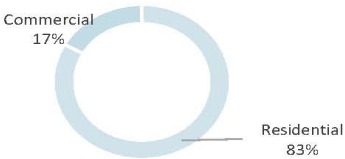
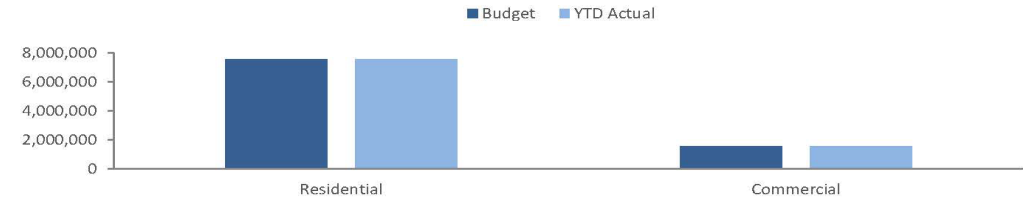


TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

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	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Residential	0.071860	2,966	104,808,540	7,531,492	20,000	7,551,492	7,534,084	0	7,534,084
Commercial	0.121806	120	12,621,985	1,537,430	0	1,537,430	1,537,434	0	1,537,434
Sub-Total		3,086	117,430,525	9,068,922	20,000	9,088,922	9,071,518	0	9,071,518
Minimum payment									
Gross rental value									
Residential	1,296.00	336	4,978,540	435,456	0	435,456	436,752	0	436,752
Commercial	1,938.00	7	79,940	13,566	0	13,566	13,566	0	13,566
Sub-total		343	5,058,480	449,022	0	449,022	450,318	0	450,318
Total						9,537,944			9,521,836



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

9 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
EF Oval Precinct Redevelopment	185	4,727,366	0	0	0	(150,564)	4,727,366	4,576,802	(37,783)	226,141
EF Oval Precinct Redevelopment - Loan guarantee	185	0	0	0	0	0	0	0	16,669	33,264
Total		4,727,366	0	0	0	(150,564)	4,727,366	4,576,802	(37,783)	226,141
Current borrowings		150,564					150,564			
Non-current borrowings		4,576,802					4,576,802			
		4,727,366					4,727,366			

All debenture repayments were financed by general purpose revenue.

Unspent borrowings

The Town has no unspent debenture funds as at 30th June 2024, nor is it expected to have unspent funds as at 30th June 2025.

**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**10 GRANTS, SUBSIDIES AND CONTRIBUTIONS
OPERATING CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
			\$	\$	\$	\$
General Purpose Funding						
Grants Commission - General	WALGCC	Untied - General Purpose	191,670	31,538	6,777	6,777
Grants Commission - Roads	WALGCC	Untied - Road	85,665	15,215	3,269	3,269
Education and Welfare						
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	691,978	691,978	172,994	173,087
Recreation and Culture						
East Fremantle Festival	Port Authority/LotteryWest	East Fremantle Festival Funding	20,000	20,000	0	12,273
Urban Canopy Grant Program	WALGA	Implementation of urban canopy program	0	0	0	30,609
Community Amenities						
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	4,100	4,100	0	0
Transport						
Direct Grant	Main Roads	Direct Grant	19,245	19,245	0	27,470
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	4,800	4,800	0	0
Stirling Bridge Verge Maintenance Agreement	Main Roads	Stirling Highway Verge Maint. Agreement	8,000	8,000	0	0
			1,025,458	794,876	183,040	253,484

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
				\$	\$	\$
Recreation and Culture						
East Fremantle Community Park		EV chargers for the Community Precinct	22,000	22,000	22,000	0
East Fremantle Community Park	Australian Government - Community Energy Upgrade Fund	Towards a solar system and battery storage	353,750	353,750	0	0
East Fremantle Community Park	AFL Facilities Fund		0	250,000	0	0
Fremantle City Womens Football Club	State Government	Election Commitment	653,636	488,200	275,733	241,974
Fremantle City Womens Football Club	Soccer Club Contribution		36,364	36,364	20,538	32,997
Transport						
Regional Road Group	Main Roads WA	Riverside Road Upgrade	322,489	322,489	0	128,157
Roads to Recovery	Department of Infrastructure	Riverside Road Upgrade	161,244	161,244	0	0
			1,549,483	1,634,047	318,271	403,128

**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

11 BUDGET AMENDMENTS

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

Description	Date	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
Annual Budget Adoption			0
Adjustment to budgeted surplus			0
Adjusted in respect to current position of 30 June 2024	20 Aug 24	719,418	719,418
Financial Assistance Grants			
General Purpose Grants - Grants Commission	20 Aug 24	-160,132	559,286
General Purpose Grants (Roads) - Grants Commission	20 Aug 24	-70,450	488,836
EF Community Park			
Capex - EF Oval Redevelopment	20 Aug 24	-269,748	219,088
AFL facilities grant	20 Aug 24	250,000	469,088
Scoreboard	20 Aug 24	-50,000	419,088
Public art	20 Aug 24	-46,000	373,088
Fremantle Womens Soccer Club Project			
Capex - Fremantle Womens Soccer Club Project	20 Aug 24	-26,322	346,766
Non-Operating Grants and Contributions	20 Aug 24	-165,436	181,330
Transfer from Strategic Asset Management Reserve	20 Aug 24	50,000	231,330
General			
Capital expenditure - Laptops	20 Aug 24	35,000	266,330
Operating expense - lease laptops	20 Aug 24	-35,000	231,330
Public art	20 Aug 24	-45,000	186,330
EF Community Park			
Estimated operational loss	17 Sep 24	-133,637	52,693
24/25 Budget Opening Surplus	191,387		
24/25 Actual B/F Surplus (as per AFS)	910,805	52,693	0

13.3 ACCOUNTS FOR PAYMENT SEPTEMBER 2024

Report Reference Number	OCR-3121
Prepared by	Natalie McGill Senior Finance Officer
Supervised by	Phil Garoni, Finance Manager
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple Majority

Documents tabled

Attachments

1. List of Payments – September 2024
2. Fuel Summary – August 2024

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 September 2024.

EXECUTIVE SUMMARY

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the Local Government (Financial Management) Regulations 1996. It is therefore recommended that Council receives the List of Accounts paid for the period 1 September to 30 September 2024, as per the summary table.

BACKGROUND

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations.

The Town provides payments to suppliers by electronic funds transfer, cheque, or credit card. Attached are itemised lists of all payments made under delegated authority during the said period.

The bulk of payments are processed by electronic funds transfer (EFT) with the exception of occasional reimbursements and refunds.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Regulation 13: Local Government (Financial Management) Regulations 1996 (as amended) requires local governments to prepare a list of payments made under delegated authority to be prepared and presented to Council monthly.

A new regulation has been added to the Local Government (Financial Management) Regulations 1996 to increase transparency and accountability in local government, through greater oversight of incidental spending.

Regulation 13A covers purchasing cards issued by local governments to their employees. Purchasing cards use a local government approved line of credit that allows for the timely payment of goods and services acquired in the ordinary course of business.

Purchasing cards include the following:

- business or corporate credit cards
- debit cards
- store cards
- fuel cards
- taxi cards

Other than debit cards, purchasing cards all require a separate payment to the card provider.

Purchasing cards do not include:

- non-reloadable gift cards – these cards are not connected to a local government account or intended to be used as a means of making ordinary business transactions
- pre-loaded purchase or credit card advances – these are cash advances and should be recorded and acquitted accordingly
- SmartRider cards that are centrally controlled for general use – if these cards are managed under the cash advance provisions.

POLICY IMPLICATIONS

Policy 2.1.3 Purchasing. All supplier payments are approved under delegated authority pursuant to the authorisation limits outlined in Council's Purchasing Policy.

FINANCIAL IMPLICATIONS

All expenditure is incurred by authorised officers and made in accordance with the adopted Annual Budget. All amounts quoted in this report are inclusive of GST.

STRATEGIC IMPLICATIONS

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

5.1 Strengthen organisational accountability and transparency

5.2 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the list of payments	Rare (1)	Moderate (3)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

Risk Rating	3
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

N/A

COMMENT

Payments for the period include the following significant items.

Payee	Particulars	Amount (GST inc)
DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2024/25 ESL B - 1ST QUARTER CONTRIBUTION	\$ 477,684.10
AE HOSKINS BUILDING SERVICES	FREMANTLE WOMENS SOCCER CLUB BUILDING UPGRADE - PROGRESS CLAIM NO. 5 TO 25/08/24 & RFT01 2023-24 FREMANTLE WOMEN'S SOCCER CLUB - BUILDING CONTRACTOR - VARIATIONS TO CONTRACT TO 25/08/24	\$ 180,687.53
GLYDE IN COMMUNITY GROUP (INC)	ANNUAL GRANT 24/25 - 1ST AND SECOND PORTION	\$ 51,475.60
VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	WASTE & RECYCLING FEES – AUGUST 24	\$ 44,721.04
SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	\$ 44,553.81
VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	WASTE & RECYCLING FEES – AUGUST 24	\$ 41,784.66
FOCUS NETWORKS	DEPLOY SYNERGYSOFT ONTO LOCAL COMPUTERS, VMWARE CRITICAL SECURITY UPDATE, PROJECT	\$ 31,922.74

	WORK RATE FOR OUT OF SCOPE WORKS - AUGUST 24, USB PRINT SERVER FOR LABEL PRINTER, OAG COMPLIANCE ITEMS (2023 MANAGEMENT LETTER), QU-7442G, MANAGEMENT OF TECHNICAL VULNERABILITIES, DATA LOSS PREVENTION, ENDPOINT SECURITY, PROJECT MANAGEMENT TASKS, MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES), MICROSOFT SERVER 201 EXTENDED SUPPORT ANNUAL LICENSE, 2021/22 SOFTWARE AS A SERVICE (SAAS) AND MANAGED HARDWARE - SEPTEMBER 24, COMPUTER PROFILE DELETION SCRIPT FOR VULNERABILITY REMEDIATIONS	
FULL FAT CONSULTING	CONSULTATION OF SERVICES SUPPORTING EAST FREMANTLE COMMUNITY PARK FROM HANDOVER TO BUSINESS AS USUAL OPERATION - FIRST STAGE - 26/08/24 - 20/09/24 & CONTINUATION OF CONTRACT MANAGEMENT SERVICES - EAST FREMANTLE COMMUNITY PARK - 26/08/24 - 20/09/24	\$ 19,197.75
LGISWA	LOCAL GOVERNMENT SPECIAL RISKS INSURANCE - PRACTICAL COMPLETION TO 30/06/24	\$ 14,013.43
ZIPFORM PTY LTD	RATES PRINTING & DISTRIBUTION SERVICES 2024/2025	\$ 12,557.68

CONCLUSION

Nil

CHOOSE AN ITEM. 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 September 2024.

September 2024		
Voucher No.	Account	Amount
Cheque	Municipal (Cheques)	\$0.00
EFT 38021—38196	Municipal (EFT)	\$1,235,930.49
Payroll	Municipal (EFT)	\$375,723.43
	Municipal (Direct Debit)	\$2,079,755.22
	Credit Card	\$12,060.58
	Total Payments	\$3,703,469.72

REPORT ATTACHMENTS

Attachments start on the next page

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for September 2024 submitted for the information of the Council Meeting to be held on Tuesday 15 October 2024					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
			CHEQUE TOTAL	-	-
EFTS		Supplier	Description	Inv Amount	EFT
EFT38021	05/09/2024	TOWN OF EAST FREMANTLE	PARTIAL REFUND OF MOORING PEN BOND	1,254.00	1,254.00
EFT38022	05/09/2024	GREAT AUSSIE PATIOS	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38023	05/09/2024	J FINGLETON	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38024	05/09/2024	YELLOWSTONE VIEW PTY LTD	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38025	05/09/2024	G WILLIAMS	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38026	05/09/2024	C JONES	INFRASTRUCTURE BOND REFUND	3,000.00	
			INFRASTRUCTURE BOND REFUND	1,500.00	4,500.00
EFT38027	05/09/2024	NINGALOO REEF DREAMING PTY LTD	REFUND OF MOORING PEN BOND	875.92	875.92
EFT38028	05/09/2024	RIVER COASTAL RESCUE	PARTIAL REFUND OF MOORING PEN BOND	1,246.00	1,246.00
EFT38029	05/09/2024	S BURGIO	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38030	05/09/2024	JAKERLIER PTY LTD	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
EFT38031	05/09/2024	R EDINGER	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38032	05/09/2024	OSMIN NOMINEES	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
EFT38033	05/09/2024	J BROWN	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38034	05/09/2024	B MASIA	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38035	05/09/2024	ZEN BUILDING COMPANY PL	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38036	05/09/2024	A NORDSTROM	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38037	05/09/2024	HOME & HERITAGE CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38038	05/09/2024	N KATIN	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
EFT38039	11/09/2024	AUSTRALIA POST	MONTHLY POSTAL CHARGES 24/25 - AUGUST 24	1,758.17	1,758.17
EFT38040	11/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS SEPTEMBER 24	367.63	367.63
EFT38041	11/09/2024	BUNNINGS BLDG SUPPLIES LTD	VARIOUS MATERIAL FOR ROAD WORKS - CONCRETE	144.60	
			MATERIALS AND PARTS FOR DEPOT MAINTENANCE	852.69	
			MAINTENANCE OF FITTINGS FOR JUNIOR FOOTBALL CLUB BUILDING	187.66	
			MATERIALS FOR TRAILER REPAIRS	56.86	1,241.81
EFT38042	11/09/2024	BOC LIMITED	CONTAINER SERVICE - 29/07/24 - 28/08/24	22.57	22.57
EFT38043	11/09/2024	CITY OF COCKBURN	TIP FEES - AUGUST 2024	2,150.00	2,150.00
EFT38044	11/09/2024	CITY OF FREMANTLE	REIMBURSEMENT OF 1/3 OF RRG LEGAL FEES - THOMPSON GREER	4,081.91	
			PUP CAMPAIGN - PRINTING OF FLYERS (ORGANISED BY CITY OF FREQ)	22.95	4,104.86
EFT38045	11/09/2024	GLYDE IN COMMUNITY GROUP (INC)	ANNUAL GRANT 24/25 - 1ST AND SECOND PORTION	51,475.60	51,475.60
EFT38046	11/09/2024	READYTECH (IT VISION)	SETUP OF PURCHASED LEAVE PAY ITEM IN DEFINITIV - INC LEAVE POLICY ACCRUAL TYPE & AWARD ADJUSTMENT	831.60	831.60
EFT38047	11/09/2024	S LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 26/08/24	15.00	15.00
EFT38048	11/09/2024	MCLEODS	PROFESSIONAL FEES - LEGAL ADVICE GOVERNANCE ISSUES	248.16	
			STANDING ORDER FOR LEGAL SERVICES BY MCLEODS FOR REGULATORY SERVICES 2024-25 - BUILDING COMPLIANCE ISSUES	4,045.80	
			PROFESSIONAL FEES - LEGAL ADVICE - LICENCE & FUNDING AGREEMENTS	1,613.04	5,907.00
EFT38049	11/09/2024	MELVILLE TOYOTA	MINOR SERVICE TOYOTA HI-ACE PLUS REPLACEMENT BATTERY AND WINDSCREEN WIPERS	637.74	637.74
EFT38050	11/09/2024	MARTINS TRAILER PARTS	REPLACEMENT LIGHTS FOR TRAILER	360.69	360.69
EFT38051	11/09/2024	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	495.53	495.53
EFT38052	11/09/2024	WA FIRE PROTECTION	FIRE EQUIPMENT INSPECTIONS & MAINTENANCE - AUGUST 2024 - VARIOUS SITES	1,709.40	1,709.40
EFT38053	11/09/2024	SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	44,553.81	44,553.81
EFT38054	11/09/2024	ZIPFORM PTY LTD	RATES PRINTING & DISTRIBUTION SERVICES 2024/2025	12,557.68	12,557.68
EFT38055	11/09/2024	LGISWA	LOCAL GOVERNMENT SPECIAL RISKS INSURANCE ADJUSTMENT- PRACTICAL COMPLETION TO 30/06/24	14,013.43	14,013.43
EFT38056	11/09/2024	MAJOR MOTORS	SERVICE OF WORKS TRUCK P5002	1,360.11	1,360.11
EFT38057	11/09/2024	FASTA COURIERS	COURIER COSTS 15/08 - 31/08	59.57	59.57
EFT38058	11/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF 24/25 FULL MEMBERSHIP FEES	560.00	560.00
EFT38059	11/09/2024	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	HSR REFRESHER TRAINING - 1 DAY	1,155.00	
			1 X COUNCILLOR REGISTRATION FOR WALGA 2024 CONVENTION ONE DAY	650.00	1,805.00
EFT38060	11/09/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2024/25 ESL B - 1ST QUARTER CONTRIBUTION	477,984.10	477,984.10
EFT38061	11/09/2024	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - ADMIN - 26/08/24	46.82	
			WOOLWORTHS PURCHASES - CHSP - 27/08/24	100.05	
			WOOLWORTHS PURCHASES - ADMIN - 02/09/24	16.00	
			WOOLWORTHS PURCHASES - CHSP - 03/09/24	63.58	
			WOOLWORTHS PURCHASES - ADMIN- 03/09/24	3.80	
			WOOLWORTHS PURCHASES - DEPOT - 04/09/24	33.40	
			WOOLWORTHS PURCHASES - DEPOT - 06/09/24	164.01	
			WOOLWORTHS PURCHASES - DEPOT - 09/09/24	23.00	450.66
EFT38062	11/09/2024	EAST FREMANTLE LAWN TENNIS CLUB	CHSP NEIGHBOURHOOD LINK - HALL HIRE 2024/2025 - 7,14,21 & 28 AUGUST	825.00	825.00
EFT38063	11/09/2024	SEEK LIMITED	ADVERT - SUSTAINABILITY OFFICER	506.00	506.00

EFT38064	11/09/2024	FOCUS NETWORKS	QU7726G - DEPLOY SYNERGYSOFT ONTO LOCAL COMPUTERS	1,221.00	
			QU7783G VMWARE CRITICAL SECURITY UPDATE	1,171.50	
			2024/25 PROJECT WORK RATE FOR OUT OF SCOPE WORKS - AUGUST 24	1,040.05	
			QU 7826G - USB PRINT SERVER FOR LABEL PRINTER	124.30	
			OAG COMPLIANCE ITEMS (2023 MANAGEMENT LETTER), QU-7442G, MANAGEMENT OF TECHNICAL VULNERABILITIES, DATA LOSS PREVENTION, ENDPOINT SECURITY, PROJECT MANAGEMENT TASKS	3,300.00	
			2024/25 RFT04 2021/22 MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES)	9,163.00	
			QU7878G MICROSOFT SERVER 201 EXTENDED SUPPORT ANNUAL LICENSE	3,709.20	
			2024/25 - RFT04 - 2021/22 SOFTWARE AS A SERVICE (SAAS) AND MANAGED HARDWARE - SEPTEMBER 24	10,972.69	
			QU7725G - COMPUTER PROFILE DELETION SCRIPT FOR VULNERABILITY REMEDIATIONS	1,221.00	31,922.74
EFT38065	11/09/2024	ENVIRO SWEEP	STREET SWEEPING - RFQ12-2020/21 - AUGUST 2024 (INC FUEL SURCHARGE)	4,794.86	4,794.86
EFT38066	11/09/2024	THE TURBAN INDIAN RESTURANT	CATERING FOR MEETING - 22/04/24 - NOT PREVIOUSLY INVOICED	503.60	
			24/25 CATERING FOR COUNCIL MEETINGS - 27/08/24	379.30	882.90
EFT38067	11/09/2024	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	REPLACEMENT OF DAMAGED BUS SHELTER (STOP 10277) AT RICHMOND QUARTER - INSURANCE CLAIM	12,005.00	12,005.00
EFT38068	11/09/2024	LANDGATE	GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 06/07/24 - 02/08/24	149.60	149.60
EFT38069	11/09/2024	MARKETFORCE	RFT01-2024/25 RIVERSIDE ROAD RESURFACING ADVERTISEMENT IN WEST AUSTRALIAN (10/8/24)	698.07	698.07
EFT38070	11/09/2024	L FERRIS	REIMBURSEMENT COST OF FLU INJECTION 23/08/24	25.00	25.00
EFT38071	11/09/2024	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	STANDING ORDER FOR ONGOING MONTHLY CHARGES - HOST CMS INCLUDING LICENSE & COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE & PARTS PER MONTH - AUGUST 24	182.91	182.91
EFT38072	11/09/2024	CELLARBRATIONS AT EAST FREMANTLE	REFRESHMENTS - UPSTAIRS KITCHEN	171.00	171.00
EFT38073	11/09/2024	REPEAT PLASTICS (WA)	BOLLARDS FOR ALLEN STREET (INC DELIVERY)	2,909.50	2,909.50
EFT38074	11/09/2024	SOUTH WEST CORRIDOR DEVELOPMENT FOUNDATION INCORPORATED	PERTH SOUTH WEST GROUP - REWILD WORKSHOPS (WHOLE OF REGION) x 2 WORKSHOPS -SEPTEMBER 19 2024 AND APRIL/MAY 2025	4,228.22	4,228.22
EFT38075	11/09/2024	WINC	OFFICE STATIONERIES AND COPYING PAPER ORDERED ON 21.08.2024	396.72	396.72
EFT38076	11/09/2024	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 28/08/24	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 30/08/24	10.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 04/09/24	19.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 06/09/24	20.00	64.50
EFT38077	11/09/2024	SHRED-X PTY LTD	240L SECURITY BIN EXCHANGE - TOWN HALL 18/06/24	23.41	
			240L SECURITY BIN EXCHANGE - DEPOT 18/06/24	11.70	35.11
EFT38078	11/09/2024	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT ROAD PATCHING - MARMION STREET & RIVERSIDE ROAD 6/9/24	1,079.00	1,079.00
EFT38079	11/09/2024	GRACE RECORDS MANAGEMENT (AUSTRALIA)	DOCUMENT SCANNING, DATA STORAGE, USER LICENCES AND HOSTING - AUGUST 24	517.91	
			STORAGE FEES 01/09/24 - 30/09/24 AND FILE RETRIEVAL AUGUST 24	458.55	976.46
EFT38080	11/09/2024	AZILITY	AZILITY SUBSCRIPTION JULY 2024- JUNE 2025 ANNUAL RENEWAL	11,770.00	11,770.00
EFT38081	11/09/2024	FRESH PROVISIONS BICTON	CHSP CLIENT SERVICES- CLIENT & VOLUNTEER LUNCHES - 07/08/24	290.95	
			CHSP - CLIENT & VOLUNTEER LUNCHES 07/08/24	131.41	
			CHSP - CLIENT & VOLUNTEER LUNCHES 14/08/24	89.91	
			CHSP - CLIENT & VOLUNTEER LUNCHES 21/08/24	88.89	
			CHSP - CLIENT & VOLUNTEER LUNCHES 28/08/24	154.16	755.32
EFT38082	11/09/2024	KYOCERA DOCUMENT SOLUTIONS	PRINTING COSTS 2024/25 - DOVENBY HOUSE, FINANCE, REG SERVICE & DEPOT- AUGUST 24	214.54	214.54
EFT38083	11/09/2024	PAATSCH CONSULTING PTY LTD	ONGOING PROJECT MANAGEMENT AS REQUIRED - AUGUST 24	5,775.00	5,775.00
EFT38084	11/09/2024	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD - SEPTEMBER 24	19.25	19.25
EFT38085	11/09/2024	PLANET OF THE SHAPES (FORMALLY PAPERSCOUT)	DESIGN AND DEVELOPMENT OF BUDGET PLUS INSERTION OF FINANCIALS PDF INCLUDING TWO ROUNDS OF AMENDMENTS	1,232.00	1,232.00
EFT38086	11/09/2024	TPG NETWORK PTY LTD	INTERNET CHARGES 01/08/24 - 31/10/24	1,920.60	1,920.60
EFT38087	11/09/2024	PROTEC ASPHALT	ROAD ASPHALT PATCHING - MARMION STREET & RIVERSIDE ROAD 6/9/24 14 TONNES, ROAD PROFILING - MARMION STREET & RIVERSIDE ROAD 6/9/24 14 TONNES 6 HOURS	11,000.00	11,000.00
EFT38088	11/09/2024	M LIMBERT	CHSP VOLUNTEER MEAL REIMBURSEMENT 26/08/24	15.00	15.00
EFT38089	11/09/2024	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 29/08/24	15.00	15.00
EFT38090	11/09/2024	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 05/09/24	20.00	20.00
EFT38091	11/09/2024	EFTSURE PTY LTD	12 MONTH SUBSCRIPTION FEES FOR EFTSURE 01/09/24 - 31/08/25	6,029.96	6,029.96
EFT38092	11/09/2024	JACKSON MCDONALD BARRISTERS & SOLICITORS	PROFESSIONAL FEES - LEGAL ADVICE EF OVAL REDEVELOPMENT 01/08/24 - 29/08/24	10,914.22	10,914.22
EFT38093	11/09/2024	P TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 23/08/24	15.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 30/08/24	18.00	33.00
EFT38094	11/09/2024	PHOENIX CONTAINERS PTY LTD	SOCCER CLUB - SEA CONTAINER HIRE - SEPTEMBER 2024	140.25	140.25

EFT38095	11/09/2024	BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD	CLEANING - JULY 2024 - TOWN HALL CLEANING, DEPOT, DOVENBY, SUMPTON GREEN, GLASSON PARK CLEANING & CONSUMABLES - JULY 2024	8,447.69	8,447.69
EFT38096	11/09/2024	DMG PROPERTY PTY LTD	PROJECT MANAGEMENT SERVICES - FREMANTLE WOMENS FOOTBALL CLUB BUILDING UPGRADE - AUGUST 2024 - CONTRACT MANAGEMENT	5,500.00	5,500.00
EFT38097	11/09/2024	A CONNELL	CHSP CLIENT ACTIVITY MOVEMENT WITH MUSIC CLASSES 24/25 - 07/08, 14/08, 21/08 & 28/08	240.00	240.00
EFT38098	11/09/2024	ILLION TENDERLINK	TENDERLINK FEES FOR PORTAL UPLOADS - AUGUST 24	181.50	181.50
EFT38099	11/09/2024	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 05/09/24	16.80	16.80
EFT38100	11/09/2024	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 22/08/24	10.70	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 29/08/24	15.00	25.70
EFT38101	11/09/2024	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL - 15/08/24 - 31/08/24	315.50	315.50
EFT38102	11/09/2024	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS SEPTEMBER 24	3,076.05	3,076.05
EFT38103	11/09/2024	AE HOSKINS BUILDING SERVICES	FREMANTLE WOMENS SOCCER CLUB BUILDING UPGRADE - PROGRESS CLAIM NO. 5 TO 25/08/24	173,791.26	
			RFT01 2023-24 FREMANTLE WOMEN'S SOCCER CLUB - BUILDING CONTRACTOR - VARIATIONS TO CONTRACT TO 25/08/24	6,896.27	180,687.53
EFT38104	11/09/2024	R & H PLUMBING AND GAS PTY LTD	INSTALLATION OF THE NEW WASH BASIN AND FITTINGS TO SKATE PARK TOILET BLOCK	1,958.00	1,958.00
EFT38105	11/09/2024	COASTLINE MOWERS	SERVICE KUBOTA F3690 OUT FRONT MOWER	993.40	
			SERVICE KUBOTA BARONESS MOWER	3,474.50	4,467.90
EFT38106	11/09/2024	SOURCE BUSINESS PARTNERS	EOY FINANCIAL ACCOUNTS AND ANNUAL FINANCIAL STATEMENTS PREPARATION FOR THE YEAR ENDED 2023/24 - PROGRESS INVOICE	1,202.44	1,202.44
EFT38107	11/09/2024	MORIN AND SON TREE SERVICES	STREET TREE PRUNING - VARIOUS LOCATIONS - 30/08/24 - SEWELL ST & MEMORIAL ROSE GARDENS	5,197.50	
			STREET TREE PRUNING - VARIOUS LOCATIONS - 06/09/24 - OAKOVER ST & LOCKE PARK	4,455.00	9,652.50
EFT38108	11/09/2024	UNITED RENTALS AUSTRALIA T/A ROYAL WOLF AUSTRALIA	ONGOING HIRE OF 2X TEMPORARY OFFICE UNITS FOR WAUHOP PARK - 01/08/24 - 31/08/24	1,898.01	1,898.01
EFT38109	11/09/2024	ASCENTION PROPERTIES T/AS CIVIL PRODUCTS WA	REPLACEMENT PARKING SIGNS AND BRACKETS	657.25	
			EFCP - DOG PARK DRAINAGE SUMP - NATURAL ACTIVE SWALE SIGNAGE X4	140.80	798.05
EFT38110	11/09/2024	QUENDA DESIGNS	DESIGN OF TWO HALF PAGE ADVERTISEMENT TEMPLATES INCLUDING ACROSS THE TOWN. INCLUDES PROJECT MANAGEMENT	374.00	
			EXTRACT GRAPHICS FROM STYLE GUIDE PDF AND SAVE FILES AS HI RES PDFS	127.60	501.60
EFT38111	11/09/2024	KWINANA ENERGY RECOVERY	JULY WASTE DISPOSAL -5.6 TONNES	897.45	897.45
EFT38112	11/09/2024	JIM'S CAR DETAILING FREMANTLE	MINI DETAIL OF TOWN EV - 03/09/24	130.00	130.00
EFT38113	11/09/2024	J MFUNE	CHARITABLE DONATION - SPONSORSHIP - TRAVEL COSTS U15 WATER POLO STATE TEAM - GOLD COAST CHAMPIONSHIPS SEPTEMBER 2024	300.00	300.00
EFT38114	11/09/2024	BELGRAVIA HEALTH & LEISURE GROUP PTY LTD - CARNABY'S	ROOM RESTRUCTURE FEES FOR EF PROBUS CLUB MEETING 17/07/24	227.00	
			ROOM RESTRUCTURE FEES FOR EF PROBUS CLUB MEETING 21/08/24	227.00	454.00
EFT38115	11/09/2024	A ROBINETT	PARTIAL REFUND OF DOG REGO - DOG NOW STERILISED	150.00	150.00
EFT38116	11/09/2024	MOBILE SENTINEL PTY LTD T/AS LITTLE RIPPERS TECHNOLOGY	COMPOSTABLE DOG WASTEDISPOSAL BAGS	632.50	632.50
EFT38117	11/09/2024	L MALES	CHARITABLE DONATION - SPONSORSHIP - TRAVEL COSTS - U14 BASKETBALL 2024 TOURING TEAM	300.00	300.00
EFT38118	11/09/2024	M HOUSHAM	REIMBURSEMENT OF COST OF CHSP GROCERY PURCHASE 10/09/24	46.55	46.55
EFT38119	11/09/2024	ALINTA ENERGY	GAS USE TRICOLORE 22/08/23 -21/11/23	90.55	90.55
EFT38120	11/09/2024	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL USE 01/08/24 - 31/08/24	5,320.02	5,320.02
EFT38121	26/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS SEPTEMBER 24	367.63	367.63
EFT38122	26/09/2024	BUNNINGS BLDG SUPPLIES LTD	PARKS - VARIOUS PARTS & EQUIPMENT	559.18	
			CONCRETE FOR DRAINAGE REPAIRS	105.48	
			EFFC - SUMPTON GREEN GATE & LATCH PARTS	72.20	736.86
EFT38123	26/09/2024	FREMANTLE HERALD	ADVERTS FOR THE ACROSS THE TOWN - 21/09/24	605.00	605.00
EFT38124	26/09/2024	READYTECH (IT VISION)	DELETE BATCHES TO REPAIR PAYROLL UPDATE ISSUE	554.40	
			REMINDER NOTICE - TEMPLATE AMENDMENTS FOR 2024/25 FINANCIAL YEAR	277.20	831.60
EFT38125	26/09/2024	MELVILLE TOYOTA	MAJOR SERVICE 180,000 KMS TOYOTA CAMRY - PLUS 4 x NEW TYRES, 1 x WHEEL ALIGNMENT, 1 x SWAY BAR REPLACEMENT, 1 x REPLACEMENT BATTERY	2,461.99	
			TOYOTA TARAGO SERVICE - PLUS 2 X FRONT BRAKE PADS & ROTORS	1,026.09	3,488.08
EFT38126	26/09/2024	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/08/24 - 21/09/24	170.51	170.51
EFT38127	26/09/2024	MAYOR O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE SEPTEMBER 24	5,909.42	5,909.42
EFT38128	26/09/2024	TELSTRA LIMITED	CEO MOBILE PHONE TO 01/09/24	139.98	
			STANDING ORDER FOR MONTHLY DATA FEES FOR OPERATIONS & RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 24/25 - 04/09/24 - 03/10/24	1,110.00	
			SUMPTON GREEN PHONES TO 07/09/24	65.62	1,315.60
EFT38129	26/09/2024	NUTRIEN WATER (PREVIOUSLY TOTAL EDEN	LEE PARK - IRRIGATION PARTS	143.09	143.09
EFT38130	26/09/2024	SYNERGY	POWER SUPPLY TOWN HALL 20/08/24 - 16/09/24	1,136.81	1,136.81
EFT38131	26/09/2024	YOUNGS PLUMBING SERVICE P/L	EFLTC - 6 MONTHLY SEWER PUMP INSPECTION & MAINTENANCE - VISIT 1	750.00	750.00

EFT38132	26/09/2024	ELLENBY PTY LTD (FORMALLY ELLENBY TREE	SUPPLY 5 X 75L ANGOPHORA COSTATA, 15 X 25L EUCALYPTUS	2,832.99	2,832.99
EFT38133	26/09/2024	RESOURCE RECOVERY GROUP (SMRC)	MIXED WASTE BIN FEES FROM 28/06/24 - BASED ON VEOLIA INVOICE 58884515 DATED 31/07/24 - NOT PREVIOUSLY BILLED TO TOEF	144.12	144.12
EFT38134	26/09/2024	DEPT OF MINES, INDUSTRY REGULATION & SAFETY (FORMALLY BUILDING COMMISSION)	BSL COLLECTED AUGUST 24	887.04	887.04
EFT38135	26/09/2024	THE TRUSTEE FOR THE MACRI PARTNERS UNIT TRUST (MACRI PARTNERS)	PROFESSIONAL FEES - AUDIT OF ROADS TO RECOVERY R2R YEAR ENDED 30/06/24	1,501.50	1,501.50
EFT38136	26/09/2024	WATERLOGIC AUSTRALIA PTY LTD	RENTAL & SERVICE - FREESTANDING WATER FILTER - SEPTEMBER OCTOBER NOVEMBER 2024	217.37	217.37
EFT38137	26/09/2024	SATELLITE SECURITY SERVICES	TOWN HALL SECURITY MONITORING - 01/09/24 - 31/12/24, DEPOT & RANGERS SECURITY MONITORING - 01/09/24 - 31/12/24, OLD POLICE STATION SECURITY MONITORING - 01/09/24 - 31/12/24	777.33	
			DEPOT - ALARM SYSTEM BACKUP BATTERY REPLACEMENT	201.74	979.07
EFT38138	26/09/2024	CR. HARRINGTON	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38139	26/09/2024	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - ADMIN - 11/09/24	138.54	
			WOOLWORTHS PURCHASES - DEPOT - 12/09/24	31.80	
			WOOLWORTHS PURCHASES - ADMIN - 13/09/24	56.30	
			WOOLWORTHS PURCHASES - ADMIN - 16/09/24	27.80	
			WOOLWORTHS PURCHASES - DEPOT - 17/09/24	32.70	
			WOOLWORTHS PURCHASES - ADMIN - 17/09/24	12.90	
			WOOLWORTHS PURCHASES - DEPOT - 25/09/24	16.00	316.04
EFT38140	26/09/2024	CR. COLLINSON	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38141	26/09/2024	HYDRO JET	GRAFFITI REMOVAL - MARJORIE GREEN & VARIOUS LOCATIONS	1,303.50	1,303.50
EFT38142	26/09/2024	LANDSCAPE YARD O'CONNOR	1x CUBIC METRE - LAWN SAND	99.75	99.75
EFT38143	26/09/2024	KONICA MINOLTA BUSINESS SOLUTIONS	WIPE HARD DRIVE AND FACTORY RESET - BIZHUB 368	249.70	249.70
EFT38144	26/09/2024	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP REGISTRATION REQUESTS - FINAL NOTICES - INFRINGEMENTS - AUGUST 24	241.15	241.15
EFT38145	26/09/2024	WILD HONEY AUSTRALIA	BEE HIVE REMOVAL - MARMION STREET	495.00	495.00
EFT38146	26/09/2024	LANDGATE	GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 03/08/24 - 16/08/24	146.80	
			GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS - DATED 17/08/24 - 30/08/24	37.40	184.20
EFT38147	26/09/2024	SNAP PRINTING	WINDOW ENVELOPES - QUOTE 32224	684.20	684.20
EFT38148	26/09/2024	CR MACPHAIL	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38149	26/09/2024	CR WHITE	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38150	26/09/2024	SONIC HEALTH PLUS	PRE-EMPLOYMENT MEDICALS - 24/09/24	248.60	248.60
EFT38151	26/09/2024	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	PAYABLE CREDIT CARD TRANSACTIONS VIA TILL PER MONTH - AUGUST 24	96.53	96.53
EFT38152	26/09/2024	EYERS ROCKET	YOUTH STAGE AND MENU MAGAZINE BOOKING - 50% PAYMENT PRIOR TO FESTIVAL	1,174.25	1,174.25
EFT38153	26/09/2024	CR. NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE SEPTEMBER 24	2,600.66	2,600.66
EFT38154	26/09/2024	TOTALLY WORKWARE FREMANTLE	4 x BLACK PEAKED CAPS WITH TOEF EMBROIDERY IN TEAL	80.40	80.40
EFT38155	26/09/2024	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	GENERAL WASTE PICKUP - 46 EAST STREET 26/07/24 - 26/08/24 PLUS MISSED SERVICE 31/05/24	842.89	
			FOGO GREEN BINS - RESIDENTIAL & PRIORITY, GENERAL WASTE RED BINS - RESIDENTIAL & PRIORITY, PARKS & RESERVES, STREET LITTER BINS, RECYCLING YELLOW BINS - RESIDENTIAL & PRIORITY, STREET LITTER BINS, GENERAL WASTE RED BINS - COMMERCIAL, RECYCLING YELLOW BINS - COMMERCIAL, RECYCLING YELLOW BINS & GENERAL WASTE RED BINS - 48-50 ALEXANDRA ROAD AUGUST 24	40,941.77	41,784.66
EFT38156	26/09/2024	S DANGEN	REIMBURSEMENT OF COST OF FIRST AID TRAINING	49.00	49.00
EFT38157	26/09/2024	WINC	OFFICE STATIONERIES ORDERED ON 16.09.2024	394.94	394.94
EFT38158	26/09/2024	AMBIUS (RENTOKIL INITIAL PTY LTD)	TOWN HALL PLANT HIRE 27/10/24 - 26/11/24	342.20	342.20
EFT38159	26/09/2024	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/09/24	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 18/09/24	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 20/09/24	18.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 25/09/24	20.00	78.00
EFT38160	26/09/2024	CONTRA-FLOW PTY LTD	TRAFFIC MANAGEMENT PLAN - COMMUNITY FACILITY EVENTS - EFCP	660.00	660.00
EFT38161	26/09/2024	LIVING TURF	WAUHOP RESERVE GROUND USAGE REPORT & RECOMMENDATIONS - CONSULTANCY FEES	913.00	913.00
EFT38162	26/09/2024	DELTA ROOFING	GUTTER CLEANING - EH GRAY MIDWIFE CENTRE, HURRICANES & EFLTC	2,838.00	
			GUTTER CLEANING - OLD POLICE STATION, DOVENBY HOUSE,	4,019.40	
			DOVENBY HOUSE - GUTTER & DOWNPIPE REPAIRS	1,018.60	
			TRICOLORE - GUTTER REPAIR WORKS	2,169.20	10,045.20
EFT38163	26/09/2024	PTC IRRIGATION	WATER ANALYSIS TEST FROM BORE AT EFCP	445.50	445.50
EFT38164	26/09/2024	NATALE GROUP AUSTRALIA PTY LTD	SECURITY ALARM CALL OUT - TOWN HALL 23/09/24	176.00	176.00
EFT38165	26/09/2024	CR DONOVAN	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38166	26/09/2024	TRAVELWEST PUBLICATIONS WA PTY LTD	FREMANTLE FOLD OUT MAP ADVERTISING IN HELLO PERTH 2024	1,331.00	1,331.00
EFT38167	26/09/2024	R K ROACH	RIVERSIDE ROAD - SURVEY PICKUP - CONSULTANCY FEES	1,430.00	1,430.00
EFT38168	26/09/2024	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 05/09/24	19.60	19.60
EFT38169	26/09/2024	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 19/09/24	20.00	20.00
EFT38170	26/09/2024	DONALD CANT WATTS CORKE (WA) PTY LTD	RFT05 2021-22 QUANTITY SURVEYING SERVICES - FEE VARIATION - ALLOCATION OF CONSTRUCTION COSTS	2,750.00	2,750.00
EFT38171	26/09/2024	CR. WILSON	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38172	26/09/2024	SPORTENG	RFQ05-2021/22 EAST FREMANTLE OVAL REDEVELOPMENT - FIELD OF PLAY CONSULTANCY - MARCH , APRIL AND MAY 24	4,803.60	4,803.60

EFT38173	26/09/2024	CALL ASSOCIATES PTY LTD	STANDING ORDER FOR AFTER HOURS CALL CENTRE SERVICES - AUGUST 24	278.30	278.30
EFT38174	26/09/2024	CLASSIC HIRE	HIRE OF CHEMICAL TOILET 01/07/24 - 01/08/24	1,197.07	1,197.07
EFT38175	26/09/2024	P TSEN	CHSP VOLUNTEER MEAL REIMBURSEMENT 06/09/24	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 13/09/24	20.00	40.00
EFT38176	26/09/2024	J & V EARTHMOVING CONTRACTORS	SUPPLY & INSTALL 1800X1800 SOAKWELL, BASE, CONCRETE SIDE ENTRY PIT LID, SUPPLY & INSTALL PRECAST CONCRETE PIPE 300 DIAMETER (5M LENGTHS)	9,034.19	9,034.19
EFT38177	26/09/2024	GO DOORS PTY LTD	MAINTENANCE / SERVICE OF 5X ROLLER DOORS	717.75	717.75
EFT38178	26/09/2024	PERTH PARTY HIRE	HIRE OF CIRCULAR STYLING - CLOTHING RACKS - x 7 - 14/07/24 - COMMUNITY EVENT	410.00	410.00
EFT38179	26/09/2024	PEACEFUL EARTH WELLBEING	CHSP CLIENT ACTIVITY - 18/09/24	50.00	50.00
EFT38180	26/09/2024	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/09/24	12.50	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 17/09/24	5.80	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 19/09/24	17.00	35.30
EFT38181	26/09/2024	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 19/09/24	20.00	20.00
EFT38182	26/09/2024	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL - 10/09/24 - 14/09/24	39.56	
			BULK VERGE COLLECTION DATES MAILOUT 2024/25	6,455.33	6,494.89
EFT38183	26/09/2024	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS SEPTEMBER 24	3,076.05	3,076.05
EFT38184	26/09/2024	CR. MAYWOOD	SITTING FEES & ICT ALLOWANCE SEPTEMBER 24	1,767.58	1,767.58
EFT38185	26/09/2024	MICHAEL RICHARD WARD	BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 20/08 - 4 HRS & 27/08 - 5 HOURS	900.00	
			BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 03/09/24 - 4 HOURS AND 10/09/24 - 4 HOURS	800.00	
			BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 17/09/24 - 3 HOURS & 24/09/24 - 5 HOURS	800.00	2,500.00
EFT38186	26/09/2024	R & H PLUMBING AND GAS PTY LTD	REPAIR DAMAGED WATERLINE/TAP - MOORING PEN JETTY B - TO BE ONCHARGED TO LEASEHOLDER	555.50	
			EFCP - RPZ & WATER METER CAGE COVER & INSTALLATION - LOCKE PARK	2,062.50	
			JETTY B - REPAIR LEAKING WATER SUPPLY LINE	5,050.00	7,668.00
EFT38187	26/09/2024	SOURCE BUSINESS PARTNERS	EAST FREMANTLE OVAL REDEVELOPMENT FINALISATION - PROGRESS INVOICE	453.74	
			EOY FINANCIAL ACCOUNTS AND ANNUAL FINANCIAL STATEMENTS PREPARATION FOR THE YEAR ENDED 2023/24 - PROGRESS INVOICE	6,057.57	6,511.31
EFT38188	26/09/2024	MORIN AND SON TREE SERVICES	STREET TREE PRUNING - VARIOUS LOCATIONS - NORM MCKENZIE PARK, DALGETY, STRATFORD & WALTER STREETS	5,324.00	
			STREET TREE PRUNING - VARIOUS LOCATIONS - CLAYTON, SEWELL, KING, MOSS, IRWIN & OAKOVER STREETS	5,148.00	10,472.00
EFT38189	26/09/2024	H HUDSON	REIMBURSEMENT OF COST OF FUEL FOR P5026	31.96	31.96
EFT38190	26/09/2024	FULL FAT CONSULTING	CONSULTATION OF SERVICES SUPPORTING EAST FREMANTLE COMMUNITY PARK FROM HANDOVER TO BUSINESS AS USUAL OPERATION - FIRST STAGE - 26/08/24 - 20/09/24	15,229.50	
			CONTINUATION OF CONTRACT MANAGEMENT SERVICES - EAST FREMANTLE COMMUNITY PARK - 26/08/24 - 20/09/24	3,968.25	19,197.75
EFT38191	26/09/2024	SIGNMAN	AFRAME WITH DIGITAL PRINT AND UV LAMINATE	1,331.00	1,331.00
EFT38192	26/09/2024	VEOLIA RECYCLING & RECOVERY (PERTH) PTY	WASTE DISPOSAL (GENERAL WASTE) - AUGUST 24	19,124.44	
			WASTE DISPOSAL (FOGO) AUGUST 24	21,145.87	
			WASTE DISPOSAL (COMINGLED) AUGUST 24	4,450.73	44,721.04
EFT38193	26/09/2024	LETS CELEBRATE WITH CAKE	CATERING - RUOK AFTERNOON TEA - CULTURE CLUB	222.00	222.00
EFT38194	26/09/2024	R J TAYLOR	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 15/09/24	98.00	98.00
EFT38195	26/09/2024	M DAVID	REIMBURSEMENT OF COST OF OBTAINING POLICE CLEARANCE	58.70	58.70
EFT38196	26/09/2024	N O'MALLEY	REIMBURSEMENT OF COST OF OBTAINING POLICE CLEARANCE	63.80	63.80
			EFT TOTAL	1,235,930.49	1,235,930.49
	Direct Debit - September 2024	Supplier	Description	Inv Amount	EFT
		CBA	INTEREST ADJUSTMENT	0.24	0.24
		CBA	OVERDRAFT LINE FEE	504.11	504.11
		CBA	REJECT RETURN FEE	2.50	2.50
		CBA	MERCHANT FEE	932.58	932.58
		CBA	MERCHANT FEE	6,914.71	6,914.71
		FLEETCARE	FLEETCARE PAYMENT	2,219.16	2,219.16
		AMEX	AMEX FEE	2,026.34	2,026.34
		TILL	TILL SIMPLEPAY FEE	190.76	190.76
		SUPERCHOICE	EMPLOYEE SUPERANNUATION -SEPTEMBER 24	64,484.77	64,484.77
		CBA	ACCOUNT SERVICE TRANSACTION FEES	32.50	32.50
		CBA	BPOINT TRANSACTION FEES	159.50	159.50
		CBA	BPAY TRANSACTION FEES	1,027.46	1,027.46
		SHERRIFS OFFICER PERTH	FER REGISTRATION FEES	1,118.00	1,118.00
		CBA	COMMBIZ TRANSACTION FEES	37.59	37.59
		NAB	INVESTMENT	1,000,000.00	1,000,000.00
		SUNCORP	INVESTMENT	1,000,000.00	1,000,000.00
		EXETEL	INTERNET ACCESS	105.00	105.00
				2,079,755.22	2,079,755.22

	Credit Cards - September 2024	Supplier	Description	Inv Amount	EFT
		CREDIT CARD - NICK KING	AQUASTREAM -REPLACEMENT WATER FILTERS	1,035.00	1,035.00
			EVENT & CONFERENCE CO - CONFERENCE REGISTRATION	747.04	747.04
			RENOWN TYRE CO FREMANTLE - 1 X TYRE	345.00	345.00
			FREMANTLE TYREPOWER - 1 X TYRE & DISPOSAL FEE	234.00	234.00
			DMIRS EAST PERTH - DANGEROUS GOOD LICENCE	270.00	270.00
		CREDIT CARD - PETER KOCIAN	GILBERTS FRESH - CATERING	25.99	25.99
			GILBERTS FRESH - CATERING	64.97	64.97
			DOMINOS EAST FREMANTLE - CATERING	250.00	250.00
			BROWNES DAIRY - MILK	29.75	29.75
			WORD OF MOUTH TECHNO - HEARING AUGMENTATION IR RECEIVES - EAST FREMANTLE OVAL	3,784.82	3,784.82
			ISENTIA - MEDIA MONITORING	577.50	577.50
			CANVA - SUBSCRIPTION	164.99	164.99
			BROWNES DAIRY - MILK	29.75	29.75
			MAILCHIMP - SUBSCRIPTION	87.42	87.42
			AUTODESK ADY - SUBSCRIPTION	3,239.50	3,239.50
			BROWNES DAIRY - MILK	29.75	29.75
			BROWNES DAIRY - MILK	29.75	29.75
		CREDIT CARD - ANDREW MALONE	DOMINOS EAST FREMANTLE - CATERING	23.50	23.50
			NESPRESSO NORTH SYDNEY - COFFEE PODS	174.20	174.20
			FRESH PROVISIONS - CATERING	257.00	257.00
			WOOLWORTHS ONLINE - CATERING	189.97	189.97
		CREDIT CARD - JANINE MAY	FREMANTLE CAMERA HOUSE - PRINTING OF PORTRAIT OF KING CHARLES FOR CITIZENSHIP CEREMONY	20.00	20.00
			MELVILLE DRYCLEANERS - DRYCLEANING OF TABLECLOTHS	70.00	70.00
		CREDIT CARD - REGINA TETI	PALMYRA SUPA NEWS - CLIENT CARDS	35.00	35.00
			OFFICEWORKS FREMANTLE - LABEL TAPE	14.50	14.50
			AMPOL EAST FREMANTLE - OIL FOR CHSP VEHICLE	41.90	41.90
			ST JOHN AMBULANCE - FIRST AID KIT FOR CHSP VEHICLE	157.50	157.50
			WOOLWORTHS PALMYRA - CATERING CLIENT LUNCH	48.77	48.77
			RTS TRAINING GROUP - FIRST AID TRAINING	65.00	65.00
			AUST WIDE FIRST AID - FIRST AID TRAINING	49.00	49.00
		CREDIT CARD - JONATHAN THROSSELL	AIRLO SINGAPORE -US SIM CARD	74.50	74.50
			REFUND - EB UNLEASH THE POWER OF COMMUNITY- 1 X STAFF ATTENDANCE CONFERENCE EVENT	105.49	105.49
			CREDIT CARD TOTAL	12,060.58	12,060.58
			Description	GROSS PAY	EFT
			PAYROLL FORTNIGHT ENDING 03/09/24	186,642.04	186,642.04
			PAYROLL FORTNIGHT ENDING 19/09/24	189,081.39	189,081.39
			PAYROLL TOTALS	375,723.43	375,723.43
			AMPOL FUEL CARDS- AUGUST 24	5,320.02	5,320.02
			GRAND TOTAL	3,703,469.72	3,703,469.72



Tax Invoice

Need help?

Self Service:
<https://cards.ampol.com.au>
Email:
ampolcard@ampol.com.au
Call:
1300 365 096
Ampol Customer Service:
8:30am - 6:00pm EST, Mon to Fri

000016 000
TOWN OF EAST FREMANTLE
PO BOX1097
FREMANTLE WA 6959

Invoice date: 31/08/2024

Your account details

Invoice ref no:
Account no:

Due date

21/09/2024

Total due inc GST

\$5,320.02

Your AmpolCard invoice summary

01/08/2024 – 31/08/2024

Description	Product	Quantity	Amount \$ excl GST	GST amount	Total inc GST \$
FLEET	Unleaded	952.28	1,507.76	150.77	1,658.53
	Premium 95 A	140.17	226.99	22.70	249.69
	Premium 98 A	296.31	533.56	53.35	586.91
	Premium Diesel A	1,549.14	2,568.05	256.84	2,824.89
	Total for Fleet		4,836.36	483.66	5,320.02
	Total		4,836.36	483.66	5,320.02

Payment options

Biller Code:
Ref:

EFT

Direct Payment

Credit Card

Visit pay.ampol.com.au or
Phone: 1300 138 469. Surcharges apply.

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

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Breakdown of account summary

Details of fleet transactions processed from 01/08/2024 - 31/08/2024

Invoice date: 31/08/2024

Account no: [REDACTED]

Invoice ref no: 0000487586

Transaction Effective Date	Transaction Number	Customer Total	Customer Total GST
//		0.00	0.00
Total		0.00	0.00

Breakdown of fleet summary

Details of fleet transactions processed from 01/08/2024 - 31/08/2024

Invoice ref no: 0000487586

Account no: [REDACTED]

Invoice date: 31/08/2024

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
1207 Rego 1GUV822 Crd Holder ADMINISTRATION												
Ampal Foodary Ascot	04/08	12:20	E21001	86491	Premium 95 A	51.09	183.40	93.70	0.00	93.70	8.52	0.00
Ampal Foodary Mount Lawley (I	13/08	16:12	E85	86985	Premium 95 A	38.23	173.40	66.29	0.00	66.29	6.03	0.00
Ampal Foodary Melville	20/08	08:52	E59530	87656	Premium 95 A	50.85	176.40	89.70	0.00	89.70	8.15	0.00
Card total						140.17		249.69	0.00	249.69	22.70	0.00
Domestic 4063												
2506 Rego 1DTJ953 Crd Holder HACC												
Ampal Foodary Fremantle East	09/08	07:34	E26571	98218	Unleaded	60.91	182.56	111.20	0.00	111.20	10.11	0.00
Ampal Foodary Fremantle East	19/08	13:28	E26929	98653	Unleaded	58.89	167.40	98.58	0.00	98.58	8.96	0.00
Ampal Foodary Fremantle East	27/08	11:24	E27218	99053	Unleaded	61.77	152.40	94.14	0.00	94.14	8.56	0.00
Card total						181.57		303.92	0.00	303.92	27.63	0.00
Domestic 4085												
0483 Rego 1GBT981 Crd Holder HACC												
Ampal Foodary Fremantle East	01/08	07:47	E26267	133721	Unleaded	25.79	185.61	47.87	0.00	47.87	4.35	0.00
Ampal Foodary Fremantle East	08/08	15:18	E26551	133975	Unleaded	24.64	183.78	45.28	0.00	45.28	4.12	0.00
Ampal Foodary Fremantle East	15/08	07:46	E26798	134270	Unleaded	30.36	182.25	55.33	0.00	55.33	5.03	0.00
Ampal Foodary Fremantle East	21/08	12:46	E27016	134574	Unleaded	30.15	181.25	54.65	0.00	54.65	4.97	0.00
Ampal Foodary Fremantle East	29/08	07:43	E27303	134804	Unleaded	25.13	177.10	44.51	0.00	44.51	4.05	0.00
Card total						136.07		247.64	0.00	247.64	22.52	0.00
Domestic 4088												
0467 Rego 1GCQ228 Crd Holder HACC												
Ampal Foodary O' Connor	05/08	11:06	E3549	185472	Unleaded	30.64	166.40	50.98	0.00	50.98	4.63	0.00
Ampal Foodary Fremantle East	07/08	15:33	E26510	185728	Unleaded	28.81	184.91	53.27	0.00	53.27	4.84	0.00
Ampal Foodary Fremantle East	12/08	14:30	E26659	185951	Unleaded	26.19	165.40	43.32	0.00	43.32	3.94	0.00
Ampal Foodary Fremantle East	20/08	15:17	E26979	186281	Unleaded	37.78	158.40	59.84	0.00	59.84	5.44	0.00
Ampal Foodary Fremantle East	27/08	15:33	E27233	186621	Unleaded	40.92	152.40	62.36	0.00	62.36	5.67	0.00

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Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampal Foodary O' Connor	30/08	15:05	E102904	186834	Unleaded	24.68	176.63	43.59	0.00	43.59	3.96	0.00
Card total						189.02		313.36	0.00	313.36	28.48	0.00
Domestic 4089												
0475 Rego 1GCQ227 Crd Holder HACC												
Ampal Foodary Fremantle East	31/07	15:44	E26254	94284	Premium 98 A	43.26	208.84	90.34	0.00	90.34	8.21	0.00
Ampal Foodary Fremantle East	05/08	14:31	E26404	94506	Premium 98 A	33.97	190.40	64.68	0.00	64.68	5.88	0.00
Ampal Foodary Fremantle East	07/08	15:40	E26511	94668	Premium 98 A	23.49	208.14	48.89	0.00	48.89	4.44	0.00
Ampal Foodary Fremantle East	12/08	14:18	E26657	94905	Premium 98 A	35.70	188.40	67.26	0.00	67.26	6.11	0.00
Ampal Foodary Fremantle East	14/08	16:23	E26788	95025	Premium 98 A	17.69	204.43	36.16	0.00	36.16	3.29	0.00
Ampal Foodary Fremantle East	16/08	15:08	E26854	95327	Unleaded	39.35	182.72	71.90	0.00	71.90	6.54	0.00
Ampal Foodary Fremantle East	19/08	14:40	E26934	95503	Premium 98 A	24.60	190.40	46.84	0.00	46.84	4.26	0.00
Ampal Foodary Fremantle East	21/08	15:46	E27023	95740	Premium 98 A	35.05	204.31	71.61	0.00	71.61	6.51	0.00
Ampal Foodary Fremantle East	23/08	14:45	E27094	95922	Unleaded	27.57	178.88	49.32	0.00	49.32	4.48	0.00
Ampal Foodary Fremantle East	26/08	14:30	E27189	96098	Premium 98 A	21.73	183.40	39.85	0.00	39.85	3.62	0.00
Ampal Foodary Fremantle East	28/08	15:36	E27285	96259	Premium 98 A	23.38	199.41	46.62	0.00	46.62	4.24	0.00
Ampal Foodary Fremantle East	30/08	15:06	E27358	96511	Premium 98 A	37.44	199.41	74.66	0.00	74.66	6.79	0.00
Card total						363.23		708.13	0.00	708.13	64.37	0.00
Domestic 4091												
6959 Rego 1GDV315 Crd Holder												
Ampal Foodary Fremantle East	08/08	12:50	E26539	66419	Premium Diesel A	68.17	185.90	126.73	0.00	126.73	11.52	0.00
Card total						68.17		126.73	0.00	126.73	11.52	0.00
Domestic 4096												
6967 Rego 1GFU278 Crd Holder WORKS												
Ampal Foodary Fremantle East	26/08	08:35	E27170	49829	Premium Diesel A	51.52	178.90	92.17	0.00	92.17	8.38	0.00
Card total						51.52		92.17	0.00	92.17	8.38	0.00
Domestic 4099												
7007 Rego 1GJE260 Crd Holder WORKS												
Ampal Foodary Fremantle East	08/08	10:37	E26535	220	Premium Diesel A	22.44	185.90	41.72	0.00	41.72	3.79	0.00
Card total						22.44		41.72	0.00	41.72	3.79	0.00

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Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Domestic 5000												
7122 Rego 1GIY952 Crd Holder WORKS												
Ampal Foodary Fremantle East	22/08	07:14	E27028	450	Premium Diesel A	20.80	182.90	38.04	0.00	38.04	3.46	0.00
Card total						20.80		38.04	0.00	38.04	3.46	0.00
Domestic 5002												
7015 Rego 1GKM815 Crd Holder WORKS												
Ampal Foodary Fremantle East	12/08	07:04	E26631	62889	Premium Diesel A	81.03	184.66	149.63	0.00	149.63	13.60	0.00
Ampal Foodary Fremantle East	22/08	10:46	E27045	63320	Premium Diesel A	110.35	182.90	201.83	0.00	201.83	18.35	0.00
Card total						191.38		351.46	0.00	351.46	31.95	0.00
Domestic 5007												
4047 Rego 1GPJ542 Crd Holder WORKS												
Ampal Foodary Fremantle East	09/08	12:04	E26585	17617	Premium Diesel A	51.44	185.40	95.37	0.00	95.37	8.67	0.00
Ampal Foodary Fremantle East	23/08	10:27	E27081	358	Premium Diesel A	9.54	181.99	17.36	0.00	17.36	1.58	0.00
Card total						60.98		112.73	0.00	112.73	10.25	0.00
Domestic 5008												
8765 Rego 1GQD688 Crd Holder GARDENS												
Ampal Foodary Melville	29/08	08:32	E60400	59839	Premium Diesel A	66.89	175.90	117.66	0.00	117.66	10.70	0.00
Card total						66.89		117.66	0.00	117.66	10.70	0.00
Domestic 5020												
3076 Rego 1HMC350 Crd Holder WORKS												
Ampal Foodary Fremantle East	20/08	11:54	E26962	30469	Premium Diesel A	114.68	182.90	209.75	0.00	209.75	19.07	0.00
Card total						114.68		209.75	0.00	209.75	19.07	0.00
Domestic P5015												
7072 Rego 1GYB392 Crd Holder												
Ampal Foodary Fremantle East	06/08	07:09	E26424	1244	Premium Diesel A	29.05	182.90	53.13	0.00	53.13	4.83	0.00
Ampal Foodary Fremantle East	09/08	10:09	E26580	1250	Premium Diesel A	22.17	185.40	41.10	0.00	41.10	3.74	0.00
Ampal Foodary Fremantle East	14/08	07:00	E26750	1257	Premium Diesel A	26.90	184.03	49.50	0.00	49.50	4.50	0.00
Ampal Foodary Fremantle East	26/08	07:03	E27162	1263	Premium Diesel A	24.29	178.90	43.45	0.00	43.45	3.95	0.00

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Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampal Foodary Fremantle East	28/08	07:05	E27260	1270	Premium Diesel A	24.53	178.84	43.87	0.00	43.87	3.99	0.00
Card total						126.94		231.05	0.00	231.05	21.01	0.00
Domestic P5016												
7106 Rego 1GYB393 Crd Holder												
Ampal Foodary Fremantle East	06/08	11:30	E26440	800	Premium Diesel A	32.29	182.90	59.06	0.00	59.06	5.37	0.00
Ampal Foodary Fremantle East	28/08	12:49	E27278	805	Premium Diesel A	26.13	178.84	46.73	0.00	46.73	4.25	0.00
Card total						58.42		105.79	0.00	105.79	9.62	0.00
Domestic P5018												
7406 Rego 1HHZ552 Crd Holder												
Ampal Foodary Fremantle East	02/08	08:24	E26306	73054	Premium Diesel A	39.62	182.90	72.46	0.00	72.46	6.59	0.00
Ampal Foodary Fremantle East	05/08	14:44	E26405	73287	Premium Diesel A	35.55	182.90	65.02	0.00	65.02	5.91	0.00
Ampal Foodary Fremantle East	06/08	15:54	E26457	73398	Premium Diesel A	16.54	183.00	30.27	0.00	30.27	2.75	0.00
Ampal Foodary Fremantle East	12/08	08:18	E26635	73730	Premium Diesel A	61.29	184.66	113.18	0.00	113.18	10.29	0.00
Ampal Foodary Fremantle East	13/08	15:12	E26728	73952	Premium Diesel A	26.42	183.58	48.50	0.00	48.50	4.41	0.00
Ampal Foodary Fremantle East	14/08	15:10	E26784	74094	Premium Diesel A	26.76	184.03	49.25	0.00	49.25	4.48	0.00
Ampal Foodary Fremantle East	16/08	08:12	E26832	74210	Premium Diesel A	24.13	184.90	44.62	0.00	44.62	4.06	0.00
Ampal Foodary Fremantle East	19/08	08:21	E26904	74384	Premium Diesel A	22.13	183.90	40.70	0.00	40.70	3.70	0.00
Ampal Foodary Fremantle East	19/08	14:31	E26933	74555	Premium Diesel A	26.65	183.90	49.01	0.00	49.01	4.46	0.00
Ampal Foodary Fremantle East	23/08	14:47	E27095	74841	Premium Diesel A	49.67	181.99	90.39	0.00	90.39	8.22	0.00
Ampal Foodary Fremantle East	26/08	14:33	E27190	74988	Premium Diesel A	24.11	178.90	43.13	0.00	43.13	3.92	0.00
Ampal Foodary Fremantle East	28/08	16:00	E27289	75162	Premium Diesel A	30.57	178.84	54.67	0.00	54.67	4.97	0.00
Ampal Foodary Fremantle East	30/08	14:56	E27357	75387	Premium Diesel A	41.48	178.90	74.21	0.00	74.21	6.75	0.00
Card total						424.92		775.41	0.00	775.41	70.51	0.00
Domestic P5019												
6876 Rego Crd Holder OPERATIONS												
Ampal Foodary Fremantle East	01/08	07:16	E26266	0	Unleaded	125.04	185.61	232.08	0.00	232.08	21.10	0.00
Card total						125.04		232.08	0.00	232.08	21.10	0.00

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Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Domestic P5022												
5194 Rego 1HSK094 Crd Holder												
Ampal Foodary Midvale	07/08	17:29	E2470	53011	Unleaded	40.68	169.40	68.91	0.00	68.91	6.26	0.00
Ampal Foodary Midvale	16/08	17:36	E3782	53852	Unleaded	42.24	170.40	71.98	0.00	71.98	6.54	0.00
Ampal Foodary Fremantle East	23/08	14:41	E27093	54574	Unleaded	38.38	178.88	68.66	0.00	68.66	6.24	0.00
Card total						121.30		209.55	0.00	209.55	19.04	0.00
Domestic P5025												
5727 Rego 1IEM002 Crd Holder OPERATIONS												
Ampal Foodary Fremantle East	31/07	09:50	E26238	5991	Premium Diesel A	64.61	182.90	118.17	0.00	118.17	10.74	0.00
Ampal Foodary Fremantle East	15/08	07:26	E26797	6759	Premium Diesel A	68.39	184.90	126.45	0.00	126.45	11.50	0.00
Ampal Foodary Fremantle East	29/08	11:27	E27316	7461	Premium Diesel A	61.14	178.90	109.38	0.00	109.38	9.94	0.00
Card total						194.14		354.00	0.00	354.00	32.18	0.00
Domestic P5026												
7100 Rego 1IDR863 Crd Holder CHSP												
Ampal Foodary Melville	02/08	11:13	E57878	3953	Unleaded	23.62	175.40	41.43	0.00	41.43	3.77	0.00
Ampal Foodary Murdoch	09/08	11:13	E16652	4272	Unleaded	22.71	182.35	41.41	0.00	41.41	3.76	0.00
Ampal Foodary Fremantle East	26/08	10:18	E27174	4509	Unleaded	18.44	160.40	29.58	0.00	29.58	2.69	0.00
Card total						64.77		112.42	0.00	112.42	10.22	0.00
Domestic P5027												
7118 Rego 1IDR864 Crd Holder CHSP												
Ampal Foodary O'Connor	06/08	13:06	E3556	4657	Unleaded	20.71	161.40	33.43	0.00	33.43	3.04	0.00
Ampal Foodary Fremantle East	16/08	12:41	E26846	5066	Unleaded	27.11	182.72	49.54	0.00	49.54	4.50	0.00
Ampal Foodary Fremantle East	23/08	10:15	E27079	5352	Unleaded	19.77	178.88	35.37	0.00	35.37	3.22	0.00
Card total						67.59		118.34	0.00	118.34	10.76	0.00
Domestic P5028												
8902 Rego 1IFJ756 Crd Holder RANGERS												
Ampal Foodary Fremantle East	14/08	08:14	E26753	1044	Premium Diesel A	17.72	184.03	32.61	0.00	32.61	2.96	0.00
Ampal Foodary Fremantle East	18/08	10:12	E26885	1352	Premium Diesel A	39.35	183.90	72.36	0.00	72.36	6.58	0.00
Ampal Foodary Fremantle East	21/08	10:39	E27011	1550	Premium Diesel A	25.05	182.90	45.82	0.00	45.82	4.17	0.00

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Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampal Foodary Fremantle East	24/08	15:03	E18283	1809	Premium Diesel A	32.41	178.90	57.98	0.00	57.98	5.27	0.00
Ampal Foodary Fremantle East	28/08	15:54	E27287	2088	Premium Diesel A	33.33	178.84	59.61	0.00	59.61	5.42	0.00
Card total						147.86		268.38	0.00	268.38	24.40	0.00

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13.4 2024 GENERAL COMPUTER CONTROL AUDIT

Report Reference Number	OCR-3116
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 15 October 2024
Voting requirements	Part 2 of the Officer's Recommendation requires an absolute majority
Documents tabled	Nil
Attachments	<ol style="list-style-type: none"> 1. Information Systems Management Letter (Confidential) 2. 2024 Capability Maturity Assessment (Confidential) 3. Quote for Implementation of Audit Findings (Confidential)

PURPOSE

Council is requested to receive the Management Letter and Capability Maturity Assessment resulting from the 2024 General Computer Control/Information Systems Audit and approve a budget variation to enable project work to implement audit findings.

EXECUTIVE SUMMARY

At its meeting of 28 August 2024, the Audit Committee was provided with an overview of the 2024 external audit framework, which included the General Computer Control/Information Systems Audit. The Audit Committee was also provided with the Office of Auditor General's report on the Information Systems Audit Results for 2022/23. The Management Letter and Capability Maturity Assessment has now been provided for the 2023/24 Audit which will enable benchmarking against prior year.

BACKGROUND

The key objectives of the Information System Audit are to:

- Provide a preliminary conclusion over the General IT Controls covering the following:
 - IT Risk Management
 - Information and Cyber Security
 - Information Security Framework
 - Human Resource Security
 - Access Management
 - Network Security
 - Endpoint Security
 - Physical Security
 - Change Management
 - IT Operations Management
 - Manage Continuity
- Assess the adequacy of these controls
- Conduct testing (operating effectiveness) on selected IT controls as per our test plans
- Follow up of IS Audit issues raised in previous audits; and

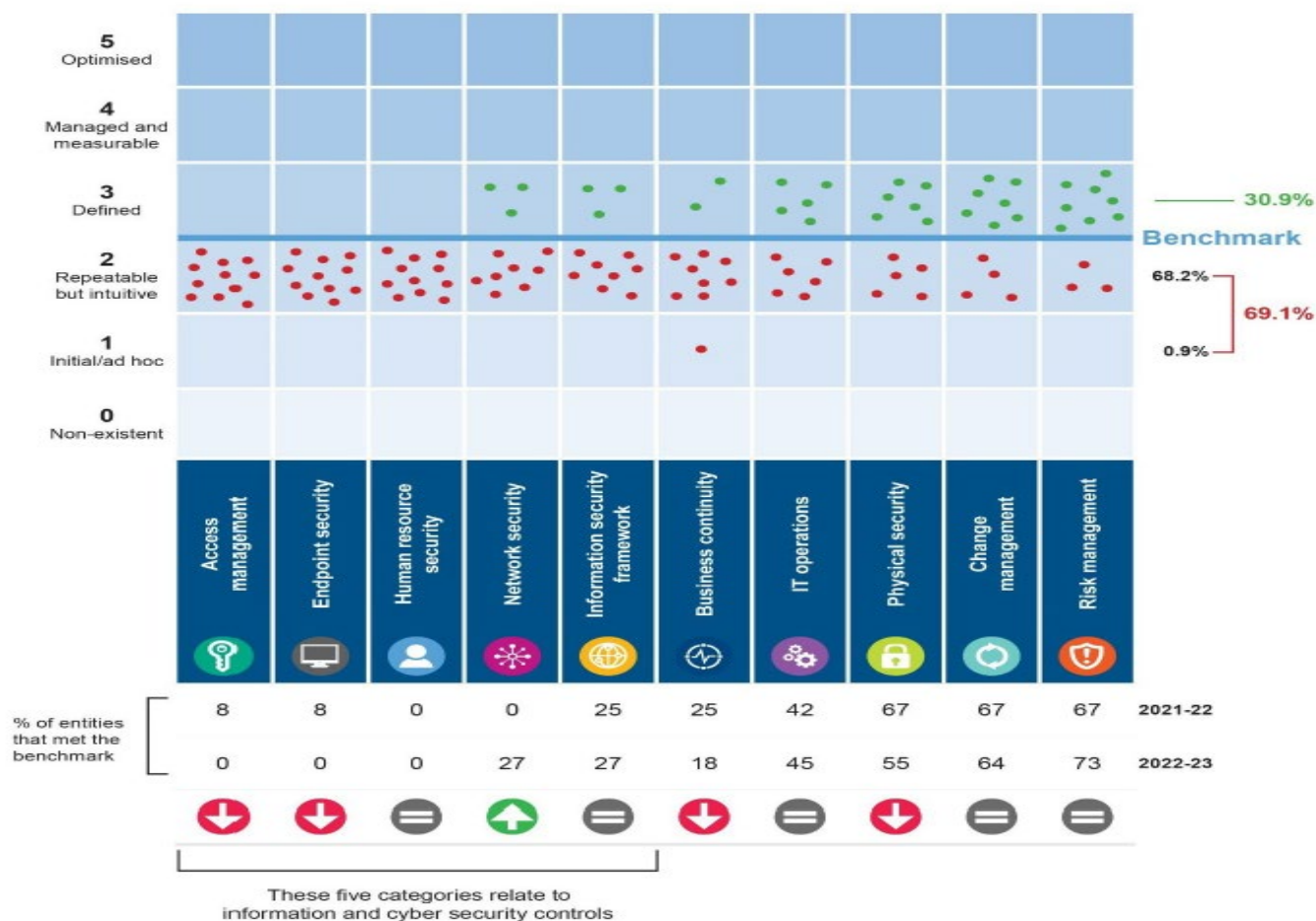
- Complete the IS Capability Maturity Assessment.

The 2023/24 Audit was the Town's fourth Information Systems Audit in the last six years.

The following information was provided to the Audit Committee at its meeting of 28 August 2024. The Town of East Fremantle was one of eleven local governments that was subject to a capability maturity assessment in 2022/23 as part of the Information Systems Audit. To meet the benchmark, entities need to achieve a level 3 (defined) rating or better:



Figure 4 shows the results of our capability maturity assessments.



CONSULTATION

The Office of the Auditor General
Manager Corporate Services
Manager Finance
Focus Networks

STATUTORY ENVIRONMENT

Council is requested to approve a budget variation pursuant to section 6.8 (1) (b) of the *Local Government Act 1995*.

POLICY IMPLICATIONS

There are numerous ICT Policies relating to the Town's ICT Framework:

- Strategic ICT Plan
- IT Disaster Recovery Plan
- Access Control Policy
- Bring your own Device Policy
- Change Management Policy
- Data Backup Policy
- Data Destruction and Disposal Policy
- Incident Management Plan

- Information Security Policy
- IT Risk Treatment Plan
- Password Policy
- Patching and Vulnerability Management Policy
- Remote Access Policy
- Use of Information Technology

FINANCIAL IMPLICATIONS

The Town's indicative audit fee for 2023/24 is \$65,000 ex GST compared to a prior year audit fee of \$53,750 ex GST.

Council is requested to approve the attached quote for \$7,625 for required project work as well as a further \$10,000 for an external penetration test. This will require a budget adjustment against account E04221 Computer System Support and Licenses, increasing the budget from \$342,990 to \$360,615.

STRATEGIC IMPLICATIONS

The following section applies from the Town's Strategic Community Plan 2020-2030:

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 key findings from the external audit are not actioned	Possible (3)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1 month	Accept Officer Recommendation

RISK MATRIX

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives:

occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating is provided below. Any items with a risk rating over 16 will be added to the Risk Register, and any item with a risk rating over 16 will require a specific risk treatment plan to be developed.

RISK RATING

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

SITE INSPECTION

Not applicable.

COMMENT

As per the attached Management Letter, there were nine audit findings resulting from the 2024 Information Systems Audit; eight findings are assessed to be 'minor' and one finding assessed to be 'moderate'. Finding #7 has already been closed. These findings will be added to the audit status log for ongoing review and monitoring.

It is relevant to note that the 2024 findings are more administrative in nature as opposed to technical requirements/controls. This has resulted in an improvement in the maturity level, with the Town now achieving benchmark across seven categories, and one step below benchmark in the other three categories. This is an improvement on prior year, and following the implementation of 2024 audit findings, the Town could possibly achieve benchmark across all categories, which would place the Town in the top 25% of public entities.

CONCLUSION

The Town's Administration would like to progress project work to close out on audit findings in a timely manner; thus, a budget variation is requested to enable this work to commence.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council, with respect to the 2024 General Computer Control/Information Systems Audit:

- 1. Receives the Management Letter and Capability Maturity Assessment presented as confidential attachments.**
- 2. Notes the improvement in the maturity assessment compared to prior year.**
- 3. Pursuant to section 6.8 of the *Local Government Act 1995*, approves by absolute majority, an increase of \$17,625 to the operating budget (Account E04221) for computer support and licenses to enable the implementation of audit findings.**

REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

Confidential Attachment

Attachment -2

Confidential Attachment

Attachment -3

Confidential Attachment

13.5 EAST FREMANTLE'S GEORGE STREET FESTIVAL - EXTREME RISK EVENT ENDORSEMENT

Report Reference Number	OCR-3101
Prepared by	Nadia O'Malley
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple Majority
Documents tabled	

1. East Fremantle's George Street Festival 2024 Risk Management and Response Plan

PURPOSE

Council is requested to endorse the approval of East Fremantle's George Street Festival 2024.

EXECUTIVE SUMMARY

The Town of East Fremantle has an event notification process in order to capture and review public events that are being hosted within the Town's boundaries.

Events are classified as "low", "moderate", "high" and "extreme" based on the evaluation of a number of factors:

- Activities / Entertainment
- Alcohol / Food
- Attendance – numbers and audience
- First Aid – requirements in line with Department of Health recommendations
- Impact on neighbours/residents
- Insurance – opportunity to check suitable in place
- Other Agencies – consideration of sponsors
- Parking / Traffic Management, including site plan
- Risk Management, including temporary structures
- Time – with a view to lighting and duration
- Toilets – availability
- Waste – Go2Cup, monitored bin stations and post event audit
- Water – access to water tank and refill stations

East Fremantle's George Street Festival 2024 is classified as an "Extreme" event, due mainly to its venue (including road closures and traffic management), the number of people expected (over 10,000) and the presence of food / alcohol, therefore Council's approval is required.

This year's festival will be on Sunday 1 December from 11am to 6pm.

BACKGROUND

The **George Street Festival** was, anecdotally, born in 1989 as a collaboration between the businesses located on George Street. The Town of East Fremantle has been facilitating the **East Fremantle Festival** since the 1990s. For a number of those years, the event was coordinated by a consultant third party with direction from the Town.

The Town has established an Event Classification Risk Tool. Any event with a risk score greater than 30 requires Council approval. The assessed score for East Fremantle's George Street Festival 2024 is 41, per the attached event classification.

CONSULTATION

Executive team, local businesses, community groups and sporting clubs.

STATUTORY ENVIRONMENT

Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, Food Act 2008, Environmental Protection Act 1986 and all regulations thereunder.

POLICY IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The endorsement and the approval of this event as part of the event notification process has no financial implication for the Council.

The total budget for this event is \$163,485. This is inclusive of budgeted grants and stallholder fees of \$15,252. Successful grants so far include Fremantle Ports (\$8,000 inc GST) and DBCA Plastic Free Riverpark Grant (\$10,000 exc. GST).

STRATEGIC IMPLICATIONS

"Town of East Fremantle Strategic Community Plan 2020 to 2030"

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

- 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 to develop community connections through events and celebrations.
 - 1.3.3 Facilitate community group capacity building.

Strategic Priority 2 - Economic - Sustainable, "locally" focused and easy to do business with.

- 2.2 Continue to develop and revitalise local business activity centres
 - 2.2.1 Facilitate local small business access through planning and activation to support community and business growth.

Strategic Priority 5 – Leadership and Governance – A proactive, approachable Council which values community consultation, transparency and accountability

- 5.1 Strengthen organisational accountability and transparency
 - 5.1.1 Strengthen governance, risk management and compliance
 - 5.1.2 Ensure an effective engagement process is undertaken with community and stakeholders.
 - 5.1.3 Improve the efficiency and effectiveness of services

"Town of East Fremantle Public Health Plan 2022 to 2027"

Key Area 1: Healthy People and Community

Programs, events and facilities that support and promote a physically active lifestyle.

- Promote and support festivals and events throughout the town that promote active living, healthy eating and mental health and wellbeing.

Access to safe, sustainable and healthy food

- Encourage and promote healthy food vendors at festivals and events.

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)
	Possible (3)	Major (4)	High (10-16)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Treat through the attached Risk Management Plan.

RISK MATRIX

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

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

RISK RATING

Risk Rating	12
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	Yes

SITE INSPECTION

Multiple site inspections have been conducted by the Manager Community Engagement and Communications, Communications Officer, Environmental Health Officers, Waste and Sustainability Officer, Operations department and Stallholder Coordinator.

COMMENT

The Town's Administration has undertaken due diligence and seeks Council endorsement of this public event, East Fremantle's George Street Festival 2024. The traffic management plan is being reviewed and approved by the Technical Services officers.

This annual event is assessed as an 'Extreme' event because of the venue (including road closures and traffic management), the number of people expected (over 10,000) and the presence of food/alcohol. Whilst is an

'Extreme' event, administration and the engaged subcontractors has significant experience in running this successful event.

It is recommended Council's approval the 2024 East Fremantle's George Street Festival.

CONCLUSION

That Council endorses East Fremantle's George Street Festival 2024.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council endorses the East Fremantle's George Street Festival 2024 risk assessment and associated risk management and response plan.

REPORT ATTACHMENTS

Attachments start on the next page

East Fremantle's George Street Festival 2024

RISK MANAGEMENT AND RESPONSE PLAN



1. CONTEXT

East Fremantle's George Street Festival will be held on Sunday 1 December from 11am to 6pm. This community event will be coordinated by the Town of East Fremantle. The event will be located on George Street, East Fremantle. Up to 10,000 people – predominantly families – are expected to attend.

2. SETTING

- 2.1 Location:** George Street, East Fremantle, with a road closure in place from East Street to Duke Street.
- 2.2 Buildings:** George Street is a mixed use street within the Town, with both residences and business premises located along the street.
- 2.3 Temporary Structures:** there will be several small marquees utilised during the event, with some minor staging and other infrastructure.
- 2.4 Crowded Places Assessment:** a self-assessment has been undertaken, with a low-risk score of 28 achieved.

3. KEY STAKEHOLDERS

- **EVENT ORGANISER** – on site, Town of East Fremantle
- **EMERGENCY SERVICES** – on call, Fire and Emergency Services
- **FIRST AID** – on site, St John Ambulance
- **POLICE** – on call, WA Police
- **SECURITY** – on site,
- **TRAFFIC MANAGEMENT** – on site, Contraflow
- **RANGER SERVICES** – 2 on site, Town of East Fremantle
- **CONTRACTORS / VOLUNTEERS / STAFF** – in attendance prior to and at event

This Plan will be communicated with the key stakeholders via email prior to the event and internal staff and contractors via a briefing a week prior to the event.

4. RESPONSE

- 4.1 Coordination:** an emergency response at East Fremantle's George Street Festival will be coordinated by the Event Organiser, who will be assisted as required by other agencies.
- 4.2 Egress Points:** in case of an evacuation visitors will be directed, by the Event Organiser, Security Staff and nominated volunteers, to the egress points highlighted on the attached map – Appendix 1.
- 4.3 Response Team**
 - 4.3.1** The Event Organiser is responsible for initiating a response. Duties include contacting and liaising with the local Police. The public will be advised via the public address system located at the Main Stage.
 - 4.3.2** The Event Organiser, in the case of an emergency, initially directs all volunteers and / or staff.
 - 4.3.3** In the unlikely event of an emergency, coordination of emergency services is the responsibility of the local Police.
 - 4.3.5** Identification: the Event Organiser, will wear a **High-Vis** vest to ensure easy identification by the public and volunteers. Volunteers will have

Festival Event Ambassador Tops to ensure easy identification by the public.

- 4.3.6 Communication: The Event Organiser will be in contact with security and staff via two-way radios, and with other volunteers and stallholders by mobile phone.

5. COMMUNICATIONS

- 5.1** In the event of an emergency the Event Organiser is to be advised in person or via mobile phone, the Event Organiser will then;
- 1 Advise the public via public address.
 - 2 Call 000.
 - 3 Establish contact with the local Police coordinate the emergency.
- 5.2** In the event of the requirement to cancel the event the following steps will be undertaken by, or under the direction of, the Event Organiser;
- 1 Signage to be placed at the event site to advise of cancellation.
 - 2 Stallholders / entertainers to be contacted via telephone to advise of cancellation.
 - 3 Main media outlets to be contacted via telephone to advise of cancellation.
 - 4 Social media platforms to be utilised to share the information.
- 5.3 Emergency Contacts and Mobile Numbers – see Appendix 2**

6. THE RISKS

6.1 Primary Objective

The purpose of this plan is to identify potential risks and hazards, their likelihood of occurring and create a treatment plan to ensure risks are minimised at the event.

Overview

The following Risk Management Plan has been developed utilising the steps outlined below (based on the Australian and New Zealand Standard for Risk Management (AS/NZS 4360:2004):

- Risk assessment process
- Risk assessment tables
- Risk treatment plan

6.2 Risk assessment process

- a. Risk identification** - Identify individual risks associated with an event including flow-on effects of consequences. Risks can be location specific, event specific or outside the control of the event organiser. Identify all the risks or accidents that could arise from the event. Group them into risk types and list in the 'risk' column of the risk management plan.

1 Risk assessment tables

- a Likelihood of risk occurring.** What is the likelihood of the risk occurring?

CATEGORY	LIKELIHOOD	DESCRIPTION
A	Almost Certain	Expected to occur in most circumstances
B	Likely	Probably occur in most circumstances

C	Possible	Might occur some time
D	Unlikely	Could occur at some time
E	Rare	May occur in exceptional circumstances

- b Consequence rating.** What is the consequence of the risk occurring? This rating refers to the degree of loss or damage which may result from its occurrence.

LEVEL	CONSEQUENCE	DESCRIPTION
1	Insignificant	Very small impact, consequence would be dealt with by routine operation
2	Minor	Easily remedied, consequence would not threaten the efficiency or effectiveness of some aspect of the event but would be dealt with internally
3	Moderate	Some objectives may be affected. Consequences would not threaten the event but would mean the event would be subject to manageable changes
4	Major	Consequences would threaten the continued effective functioning of the event organisation and therefore the event
5	Catastrophic	Consequence would threaten the event and the event organisation

- a Level of risk and risk priority (risk rating).** Analysing the likelihood of the risk occurring against the consequence of the risk occurring determines the risk rating.

E: Extreme risk – Immediate action required	M: Medium risk – Management responsibility must be specified
H: High risk – Senior management attention needed	L: Low risk – Manage by routine procedures

LIKELIHOOD	CONSEQUENCE				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
A (Almost certain)	M	M	H	E	E
B (Likely)	L	M	M	H	E
C (Possible)	L	M	M	H	H
D (Unlikely)	L	L	M	M	M
E (Rare)	L	L	L	M	M

Risk Management Plan

2 Risk treatment plan

Event Name: East Fremantle's George Street Festival 2024

Event location: George Street, East Fremantle

Event date: 1 December 2024

Event times: 11am to 6pm

Expected attendance: 10 000 over the duration of the event.

Event Manager: Nadia O'Malley

Mobile: 0459 667 372

Email: nomalley@eastfremantle.wa.gov.au

Date Risk Management Plan completed: 10/09/2024

Hazard	Risk	Likelihood Consequence Risk Rating Before controls			Risk treatment / control measures	Likelihood Consequence Risk Rating After controls			Timetable/ Monitoring	Responsibility
Event site infrastructure	<ul style="list-style-type: none">Lack of public toilets on site	C	3	M	<ul style="list-style-type: none">Event Manager to coordinate sufficient portable toilets & a minimum of one accessible portable toilet based on the expected number of attendees and delivered to site prior to event start	C	1	L	Bump in / out Event duration	Event manager
Bump in of Event infrastructure	<ul style="list-style-type: none">Damage to road and footpath caused by heavy vehicles and equipment	C	3	M	<ul style="list-style-type: none">Brief event crew that all vehicles must always stay on the road.Use traffic cones or similar to identify areas to be kept clear due to uneven or damaged areas	C	2	L	Bump in / out Event duration	Event manager Event crew
Slip, trip, fall, knock	<ul style="list-style-type: none">Bodily injury to public/participants/staff	C	3	M	<ul style="list-style-type: none">Serious trip/fall/knock hazards identified and confined.Ensure all equipment is secured/contained e.g., electrical cables/signage/marqueesSite to be kept tidy and free of hazardsSuppliers responsible for securing their own	C	1	L	Bump in / out Event duration	Event manager Suppliers All staff

Attachment 1

					equipment					
Litter & broken glass	<ul style="list-style-type: none"> Potential cuts & lacerations to patrons/staff 	C	2	M	<ul style="list-style-type: none"> Sufficient bins within event zone Site inspection prior to start of event Cleaning staff onsite (regular/post event clean) Suppliers responsible for removal of equipment/tools First aid officer on-site for event duration 	C	1	L	Bump in / out Event duration	Event manager Cleaners First aid officer Suppliers
Wind/Storm	<ul style="list-style-type: none"> Bodily injury to patrons and staff from flying debris/falling objects 	B	3	M	<ul style="list-style-type: none"> All structures/equipment to be suitably secured / weighted as per manufacturers specifications Site to be kept tidy and free of hazards Event Manager to monitor weather conditions Activities cancelled where required by Event Manager Evacuation of structures and removal subject to certain weather conditions 	B	2	M	Bump in/out Event duration	Event manager Suppliers All staff
Criminal activity	<ul style="list-style-type: none"> Injury to public and staff. Destruction or loss of equipment/property. Damage reputation of event 	C	3	M	<ul style="list-style-type: none"> Event Manager to brief Security prior to shift Security onsite to monitor event site, attendees, and equipment. 	B	2	M	Bump in/out Event duration	Event manager Contractors
Power failure	<ul style="list-style-type: none"> Loss of power resulting in no audio for MC P/A equipment failure 	B	1	L	<ul style="list-style-type: none"> All electrical equipment tested and tagged prior to event. Cable covers used to reduce electrical cords being exposed. Backup generator onsite 	D	1	L	Bump in/out Event duration	Event manager Suppliers All staff
Food poisoning	<ul style="list-style-type: none"> Unhygienic cooking environment. Food vendor providing out of date food. Outdated food license 	B	3	M	<ul style="list-style-type: none"> All food vendors to send through temporary food stall application prior to event to be assessed by the EHO. All supporting information reviewed. 	D	2	L	Event duration	Event manager Food Vendors

Attachment 1

	▪ Damage reputation of event									
Manual handling	▪ Injury sustained from incorrect manual handling ▪ Staff fatigue resulting in injury.	A	2	M	▪ Ensure manual handling training has been completed by staff. ▪ Provision of trolleys to assist with moving items as well as other tools to assist all staff and contractors in handling of equipment.	B	1	L	Bump in/out Event duration	Event manager Suppliers All staff
Animal Incident	▪ Injury from animals, dog attack.	D	2	L	▪ All dogs to be on leash or lead, signage is displayed. Animals attending as part of the Animal Farm will be contained in yards.	D	2	L	Event duration	Event Manager Ranger Animal farm supplier
Children's activity Incident	▪ Injuries from activities	D	2	L	▪ Ensure risk management plans received from all children's activities and control measures and risk treatments are in place.	D	2	L	Event duration	Entertainment suppliers Event manager
Lack of Disability Access and Inclusion	▪ Access issues around the event	C	2	M	▪ Undertake site walk through prior to event and identify hazards and any access issues. ▪ Site to be kept tidy and free of hazards. ▪ Suppliers responsible for ensuring accessibility. ▪ Allocate drop off zones for those that require. ▪ Ensure event information is available in a variety of mediums.	D	2	L	Bump in / out Event duration	Event manager Suppliers All staff
Electrical Cabling / Devices	▪ Unsafe electrical and trip hazards	C	3	M	▪ All electrical equipment tested and tagged prior to event. ▪ Cable covers used to reduce electrical cords being exposed. ▪ Backup generator onsite	D	2	L	Bump in/out Event duration	Event manager Suppliers All staff
Fire	▪ Fire to building, bush, vehicle or food vendor.	C	3	M	▪ The Town's Ranger Services will ensure that all risks are mitigated through ongoing property and firebreak maintenance. ▪ The application process for food vendors will reduce the risk through education. The checklist requires access to a fire extinguisher.	D	2	L	Bump in/out Event duration	Rangers EHOs Suppliers
Flooding	▪ Storm or				▪ All drains to be inspected by Operations during the					

	localised flooding	C	2	M	week before the event to ensure the drains are cleared.	D	2	L	Prior to the event	Operations
Parking	<ul style="list-style-type: none"> Inadequate parking 	B	2	M	<ul style="list-style-type: none"> Parking is available in the grounds of East Fremantle Primary School along with street parking in other locations within walking distance. Public transport, bikes and walking will be promoted. 	C	1	L	Bump in/out Event duration	Rangers Event Manager

6. APPENDICES

- 6.1 Appendix 1 – Egress Points
- 6.2 Appendix 2 – Emergency, and other, Contacts
- 6.3 Appendix 3 – Event Classification
- 6.4 Appendix 4 – Crowded Place Self-Assessment
- 6.5 Appendix 5 – Medical Risk Factor Rating

Appendix 1 – Egress Points



Appendix 2 – Emergency Contacts

The following list will be carried by the Event Organiser and be available at the Event Information Tent. The Event Organiser's contact number will be made available to all suppliers, volunteers, staff and stallholders.

East Fremantle's George Street Festival Contact List	
Event Organiser, Town of East Fremantle (Nadia)	0459 667 372
Ambulance (<i>St John on site</i>)	000
Doctor (<i>91 Hampton Rd, Fremantle: Sun 12-4pm</i>)	9239 0200
Hospital (<i>11 Robin Warren Dve, Murdoch</i>)	6152 2222
Police (<i>88 High St, Fremantle</i>)	9430 1222
Town Ranger (<i>on site</i>)	0418 947 312
Town EHO (<i>on site Sarah or Megan</i>)	0423 820 400 0408 667 738
Town Operations (<i>on call</i>)	TBA
Electrician Kool Line (<i>on site</i>)	0409 102 600
Plumber R&H Plumbing and Gas (<i>on call</i>)	0431 716 939
Contractors	
Corporate Security (<i>security</i>)	0421 771 578
Contraflow (<i>traffic</i>)	0405 700 385
Marquee Magic (<i>major infrastructure</i>)	0413 435 500
Cockburn Party Hire (<i>major infrastructure</i>)	9418 8418
Picnic Tables Hire (<i>major infrastructure</i>)	0406 448 286
Stallholders / Entertainers	<i>Refer to separate list</i>

Appendix 3 – Event Classification

Town of East Fremantle Event Classification			
Event:	2024 George Street Festival		
Date:	1-Dec-24		
Time:	11am - 6pm		
Venue:	George Street East Fremantle		
Contact:	Nadia O'Malley		
Email:	nomalley@eastfremantle.wa.gov.au		
ITEM	RISK FACTORS	WEIGHT	REG
Activities	Stalls (115) + Interactive (craft, light exercise, supervised activities)	3	PEHO
Alcohol	Bar Sales (RGL permits required)	3	PEHO
Attendance	10 000 over day	5	PEHO
Duration	Over 6 hours	2	PEHO
Electrical	Various items / cables + generator/s	5	PEHO
Entertainment	Interactive, including band/s	2	PEHO
Fees	N/A	0	FRONT
First Aid	Check requirement via Medical Risk Calculator	Medium	
Food	Stalls / vans: certification required	3	PEHO
Impact	Business / Groups, general information (via CCB emails)		
Impact	Provide written advice to affected residents (21 days)		PC
Impact	Newspaper advertisements (3) The West Australian		PC
Impact	Temporary signage (21 days)	2	PC
Insurance	At least \$10M PLI for Organiser, Stallholders & Suppliers	Provided	
Lighting	Good: daylight / equivalent artificial	0	
Noise	Possible issue (advise neighbours)	1	PEHO
Parking	Probable issue (needs Parking Plan, with 'Staff')	3	OPS
Patrons	Children / Adults (family)	0	
Risk Management	Moderate / High / Extreme require a Plan	REF #	PEHO
Security	Required for events over 250 people with alcohol	NOTE	
Shelter	Infrastructure supplied (refer Temporary Structures)	1	PEHO
Signage	Refer to guidelines	0	REG
Site Plan	Basic plan / route map to be provided with application	REF #	
Temp. Structures	Large marquees / minor staging (with certification)	3	PEHO
Time	Between 6am and 6pm	0	
Toilets	onsite and hired as per guidelines	NOTE	PEHO
Traffic M'ment	Provided if applicable, incl Road Closures	5	OPS
Venue Type	Public place, road closures required	5	RNGR
Waste (bins)	Will be provided Go2cup. TOEF bins 10 Fogo sets	NOTE	OPS
Water	Adequate potable drinking water + tanker available	NOTE	
Other Agencies	Dept of Transport	N/A	
Other Agencies	Marine & Coastal (DoT)	N/A	

Other Agencies	Neighbour LGAs	REF #
Other Agencies	Swan River Trust (Form 7 Permit application)	N/A
Other Agencies	WA Police	REF #
Other Agencies	Working with Children	REF #
Other Agencies	Swan / East Fremantle Yacht Clubs (access)	N/A
Other Agencies	Department of Health	10/9/24
Other Agencies	Other:	REF #
Event Calendar Link		(insert)
TOTAL:		<u>41</u>
APPROVAL REQUIREMENTS		
Low	Principal Environmental Health Officer	1 to 10
Moderate	Executive Manager Regulatory Services	11 to 20
High	Chief Executive Officer	21 to 30
Extreme	Report to Council for endorsement - REFER TO EMRS	31+

Appendix 4 – Crowded Place Self-Assessment

CROWDED PLACES SELF ASSESSMENT			
George Street Festival - Sunday 1 December 2024			
Category	Score		Event
The location is symbolic – historical, iconic, religious, cultural or political	1 - not at all symbolic	7 - extremely symbolic	4
The location attracts a large number of people at any one time	1 - not at all large	7 - extremely large	4
People gather at the location on a predictable basis	1 - not at all predictable	7 - extremely predictable	4
The density of people at the location is high	1 - very low density	7 - extremely high	5
The location has significant social importance for the nation, state or territory	1 - very low social importance	5 - extremely high social importance	3
If the location was interrupted in its function it would have a significant economic impact upon the nation, state or territory	1 - very low economic impact	5 - extremely high social importance	2
According to a potential attacker, the protective security at the location (people, physical, or technical) would be able to detect, control, delay or stop their access	1 - always	5 - never	2
An offender would be able to enter, attack the location and leave without detection	1 - not at all likely	5 - extremely likely	1
An offender undertaking planning for an attack could easily access information about the location - online or elsewhere	1 - not at all easy	5 - extremely easy	3
Score			28

Appendix 5 – Medical Risk Factor Rating

MEDICAL RISK FACTOR RATING			
Category	Grouping	Score	Event
Event Description	Cat 1 - e.g. Classic Music / Children's concert / Youth camp	1	2
	Cat 2 - e.g. Family events & shows / local sporting events	2	
	Cat 3 - e.g. Festivals/ Major sporting event	4	
	Cat 4 - e.g. Rock Concert / Extreme Sporting events	8	
Number of people	<2000	1	4
	2001-5000	2	
	5001-10,000	4	
	10,001 - 50,000	8	
	50,001 - 100,000	16	
	>100,000	32	
Type of people	Families	1	1
	Fan clubs / support groups	2	
	International stars / competitors / visitors	3	
	VIPs	4	
Age Group	30 to 65 inc family	1	10
	>65 / 0 - 12	2	
	12 to 16	3	
	16 to 30	4	
Event location	Outside - open area	1	1
	Outside - confined area	2	
	Inside - space	3	
	Inside - crowded	4	
Available Health Resources	Tertiary Hospitals	1	1
	Regional / General hospitals	2	
	Integrated district health services	3	
	Small hospital	4	
	Multi purpose centre	5	
Distance to Local Health Resources	< 10 kms	1	2
	10 - 50 kms	2	
	50 - 100 kms	4	
	> 100 kms	8	
Time to Tertiary Health Resources	< 30min	1	2
	31 – 60 mins	2	
	61 - 90 mins	4	
	91 – 120 mins	8	
	121 - 152 mins	16	
	> 153 mins	32	
Duration of event	<1 hour	1	3
	2 - 4 hours	2	
	4 – 8 hours	3	
	8 - 12 hours	4	
	12 – 24 hours	5	
Alcohol	None	1	2
	Restricted	2	
	Readily available	4	

Attachment 1

	No controls	8	
Probability of drugs	None	1	1
	Possible	2	
	Probable	4	
Time of event	Morning	1	4
	Afternoon	2	
	Evening	3	
	All day	4	
Date of event	Spring / Autumn	1	2
	Summer / Winter	2	
THIS EVENT (Min - 13 / Max - 120)			35

Risk Categories

Low	<13
Medium	14 to 49
High	50 to 85
Extreme	86 +

13.6 AMENDMENT TO DELEGATION 1.2.20 DISPOSING OF PROPERTY AND DELEGATION 4.1 CAT REGISTRATIONS

Report Reference Number	OCR-3103
Prepared by	Janine May, EA/Governance Coordinator
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 15 October 2024
Voting requirements	Absolute majority
Documents tabled	Nil
Attachments	
	1. 1.2.20 Disposing of Property
	2. 4.1.1 Cat Registration

PURPOSE

Council is requested to approve an amendment to delegation 1.2.20 Disposing of Property and note that an amendment has been made to sub-delegation conditions for delegation 4.1.1 Cat Registration.

EXECUTIVE SUMMARY

The proposed changes to both delegations are highlighted in red within the report attachments and are recommended for adoption.

BACKGROUND

Following a comprehensive review and rewrite of Council's Delegation Register (based on the WALGA template) by an independent consultant, the revised register was adopted by Council on 18 June 2024.

Since that time, a couple of issues have come to light:

1. the previous authority to consider, determine and issue mooring pens and residential leases was not carried through to this new register
2. minor adjustments are required to 4.1.1 Cat Registration delegation in relation to limitations for subdelegates. Whilst sub-delegations do not require the approve of Council, as Council adopted the original Delegation Register in its entirety inclusive of sub-delegations, this information is being presented.

CONSULTATION

Executive Manager Corporate Services
Manager Corporate Services

STATUTORY ENVIRONMENT

Under section 5.42 of the *Local Government Act* any of the duties designated in the Local Government Act 1995 may be delegated to the CEO except for those stated in section 5.43, which are:

- Any duty requiring an absolute or higher majority of Council
- Accepting a tender greater than an amount set by Council
- Appointing an auditor

- *Disposing of or acquiring property valued higher than an amount set by Council*
- *Deciding fees payable to elected members*
- *Borrowing money*
- *Determining objections to a Council decision of a kind referred to in Section 9.5*

and the *Planning and Development Act 2005* section 214(2), (3) or (5).

Powers delegated to the CEO may be further delegated (with or without conditions) by the CEO to other officers, as deemed appropriate by the Chief Executive Officer.

The delegation of any power from Council to the Chief Executive Officer and from the Chief Executive Officer to any other officer must be in writing and when the delegated power is used it must be recorded by the officer exercising it.

A Chief Executive Officer cannot exercise delegated powers or duties if the CEO has an interest in the matter. The nature of the interest must be disclosed to the Mayor as soon as practicable after the CEO becomes aware of the interest.

The following Acts also permit delegated authority:

- Building Act 2011
- Bush fires Act 1954
- Dog Act 1974
- Cat Act 2011
- Food Act 2008
- Graffiti Vandalism Act 2016
- Public Health Act 2015
- Planning and Development Act 2005

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

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

Strategic Priority 5: Leadership and Governance

5.1 Strengthen organisational accountability and transparency.

5.1.3 Improve the efficiency and effectiveness of services.

5.3 Strive for excellence in leadership and governance.

5.3.2 Improve organisational systems with a focus on innovation.

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)
Not approving minor amendments to these delegations will disrupt efficient administration procedures causing delays and may cause confusion for subdelegates	Unlikely (2)	Moderate (3)	Moderate (5-9)	COMPLIANCE Some temporary non-compliances	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

N/A

COMMENT

Delegation 1.2.20 Disposing of Property

It is proposed to include:

- reference to the authority to consider, determine and issue mooring pens and residential leases.
- the Manager Corporate Services as a subdelegate to exercise this added function.

Delegation 4.1.1 Cat Registration

The sub-delegation will be amended as follows:

- restrict subdelegation for Customer Service Officers and the Revenue Officer to Functions 1, 2 & 4

- remove the Ranger as a subdelegate as this role does not involve administration of cat registrations.

CONCLUSION

It is recommended that the proposed minor amendments to Delegations 1.2.20 & 4.1.1 be approved.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council:

1. pursuant to sections 5.45 and 5.46 of the *Local Government Act 1995*, by absolute majority, approves the amendment to the following delegation to consider, determine and issue mooring pens and residential leases:
 - Delegation 1.2.20 Disposing of Property
2. notes the amendment to sub-delegation conditions in Delegation 4.1.1 Cat Registration.

REPORT ATTACHMENTS

Attachments start on the next page

Delegation	1.2.20 Disposing of Property
Head of power	01 LOCAL GOVERNMENT ACT 1995 DELEGATIONS
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property s.9.49(a) Execution of Documents
Function	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to consider, determine and issue mooring pen and residential leases
Delegates	CEO
Conditions	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$50,000 or less. c. When determining the method of disposal, this delegation is limited to a maximum of \$50,000: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, this delegation is limited to a maximum value of \$20,000 or less [st4] and authority to: <ul style="list-style-type: none"> ○ Negotiate the sale of the property up to a -10% variance on the valuation; and ○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and

	<ul style="list-style-type: none"> In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal <p>e. Mooring pen lease payments to be in accordance with relevant charges as prescribed in Council's annual budget.</p> <p>f. Residential leases as per market rental advice</p> <p>g. All leases to be a maximum of 12 months</p>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Services Executive Manager Regulatory Services Executive Manager Technical Services Manager Corporate Services
Subdelegate conditions	Manager Corporate Services – 3 above.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58 Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record keeping	In accordance with provisions of r. 19 <i>Local Government (Administration) Regulations</i> . All mooring pen leases to be recorded in Mooring Pen Register
Date adopted	
Adoption references	

Delegation	4.1.1 Cat Registrations
Head of power	04 CAT ACT DELEGATIONS
Delegator	Local Government
Express power to delegate	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express power or duty delegated	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Function	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Town's District [Regs. Sch. 3 cl.1(4)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express power to subdelegate	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Subdelegates	Customer Service Officer Executive Manager Technical Services Ranger Revenue Officer
Subdelegate conditions	Customer Service Officer – 1, 2 & 4 above Revenue Officer – 1, 2 & 4 above
Statutory framework	<i>Cat Regulations 2012</i> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2))

	Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i> .
Record keeping	In accordance with provisions of r. 19 <i>Local Government (Administration) Regulations</i> .
Date adopted	
Adoption references	

13.7 ENDORSEMENT OF RECORDKEEPING PLAN 2024015

Report Reference Number	OCR-2877
Prepared by	Bron Browning, Manager, Corporate Services
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Recordkeeping Plan 2024015
2. Identified Areas for Improvement Report
3. Elected Member Record Keeping Policy

PURPOSE

It is recommended that Council endorse the attached Recordkeeping Plan 202415, which is inclusive of the Elected Member Record Keeping Policy.

EXECUTIVE SUMMARY

The *State Records Act 2000* (the Act) provides for the keeping of State records and related purposes. Section 19 of the Act requires every government organisation to have a Recordkeeping Plan, approved by the State Records Commission (SRC). SRC Standard 1 “Government Recordkeeping” require government organisations to ensure records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 “Recordkeeping Plans” establishes minimum compliance requirements for an organisation’s Recordkeeping Plan.

BACKGROUND

The Town of East Fremantle is involved in a range of activities and make decisions on a daily basis that directly impacts our local community. These activities include waste management, recreational facilities, planning approvals, property lease arrangements, health inspections and pet management. In addition, councillors debate, set policy and make local government rules and resolutions: all of these activities generate records.

The purpose of the Recordkeeping Plan is to set out the matters regarding the creation and storage of the Town’s records. Recordkeeping Plans provide an accurate reflection of the organisation’s recordkeeping program, which includes recordkeeping system(s), disposal arrangements, policies, processes and procedures. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and ensuring best practices have been implemented across the organisation.

In accordance with Section 17 of the Act, the Town of East Fremantle including elected members, all employees and contractors are legally required to comply with the contents of this Recordkeeping Plan.

CONSULTATION

The Recordkeeping Plan has been approved by the State Records Commission.

STATUTORY ENVIRONMENT

The Recordkeeping Plan has been developed to meet the requirements of the *Local Government Act 1995*, *State Records Act 2000* and *Freedom of Information Act 1992*.

POLICY IMPLICATIONS

Appendix 5 of the RKP details relevant Policies:

- Elected Member Communication
- Information Classification
- Information Security
- Information Technology
- RKP for Elected Members
- Vital Records

FINANCIAL IMPLICATIONS

The Town engaged an external consultant to assist with the review of the RKP. This engagement was contained within the approved budget.

STRATEGIC IMPLICATIONS

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

5.1 Strengthen organisational accountability and transparency and

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)
<ul style="list-style-type: none"> • Missed Deadlines. • Loss of Corporate History and Knowledge. • Workflow Inefficiencies. • Poor Response Time. • Mishandling of Information Due to Insufficient Controls. • Lack of Regulatory Compliance. • Inadequate Cash Flow. • Billing Practices. 	Possible (3)	Moderate (3)	Moderate (5-9)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

N/A

COMMENT

Section 28 (5) of the *State Records Act 2000* requires that no more than five years must elapse between approval of a government organisations record keeping plan and a review of it. Thus, the Town's Record Keeping Plan was due to be reviewed in 2024, with the next review to be undertaken in 2029.

As part of the review, the Town also commissioned a maturity assessment of its record keeping framework which effectively was an internal audit activity. This document provides a roadmap of activities to drive continuous improvement.

CONCLUSION

The Recordkeeping Plan has been approved by the State Records Commission and endorsement of the Plan by Council is sought.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council with respect to the Town of East Fremantle Record Keeping Plan 2024:

1. endorses the State Records Office approved Town of East Fremantle Recordkeeping Plan 2024015, and
2. adopts the Elected Member Record Keeping Policy which comprises part of the Town of East Fremantle Record Keeping Plan 2024.

REPORT ATTACHMENTS

Attachments start on the next page



State Records
Commission

OFFICIAL

Our reference: RKP/L/2004/094

12 September 2024

Mr Jonathan Throssell
A/Chief Executive Officer
Town of East Fremantle
PO Box 1097
FREMANTLE WA 6959

Emailed to: admin@eastfremantle.wa.gov.au
Cc'd to: bbrowning@eastfremantle.wa.gov.au

Dear Mr Throssell

Amended Recordkeeping Plan RKP 2024015

At its meeting on 27 August 2024 the State Records Commission APPROVED the amended Recordkeeping Plan (the Plan) for the Town of East Fremantle (the Town).

I acknowledge that the Plan indicates a strong commitment to address certain matters, as identified in the attachment, and I would expect that the next review will reflect progress towards those improvements.

In accordance with section 28 of the *State Records Act 2000*, the Town's Plan is to be reviewed within five years of its approval date. Once completed, a report of the review must be submitted to the State Records Office by 27 August 2029.

Please contact my officer, Ms Tina Hoyland, if you require further assistance or clarification.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Damian'.

Damian Shepherd
State Archivist and Executive Director
State Records Office

Address all correspondence to :
State Archivist and Executive Director, State Records Office
Alexander Library Building, Perth Cultural Centre, 25 Francis Street Perth WA 6000
Telephone 61 8 9427 3600 Email: sro@sro.wa.gov.au Website: www.sro.wa.gov.au

ATTACHMENT

Under SRC Standard 2:

Principle Two: Policies and Procedures

- Completion of the review of policies and procedures to reflect business process improvements to the Town's records management function.

Principle Four: Preservation

- Development and implementation of a Physical Record Disaster Recovery Plan to cover physical records held by the Town.
- Preparation of a Records Disaster Recovery Kit.

Principle Six: Compliance

- Provide a records management awareness session to Elected Members.
- Develop an annual refresher records and information management training for staff.
- Develop statistical reporting to determine the system usage and staff compliance levels of recordkeeping.

SRC Standard 6: Outsourced Functions

- Development of recordkeeping requirements into outsourced function contracts, covering each of the principles of SRC Standard 6: Planning, Ownership, Control, Disposal, Access, Custody & Contract Completion.



RECORDKEEPING PLAN

2024

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's record keeping plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government record keeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Record keeping plans* comprises six record keeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Town of East Fremantle and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the record keeping program within the organisation, including information regarding the organisation's record keeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice record keeping within the organisation.

The objectives of the Town of East Fremantle RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Record keeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Town of East Fremantle and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Town of East Fremantle Employees;
- Town of East Fremantle Contractors;
- Organisations performing outsourced services on behalf of the Town of East Fremantle; and
- Town of East Fremantle Elected members.

Note: *The policy approach of the State Records Commission in monitoring the record keeping obligations in respect to local government elected members is:*

“In relation to the record keeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their

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participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local governments are to address the management of elected members' government records in accordance with this policy, in their record keeping plans.

This Recordkeeping Plan supersedes RKP-2018037 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."

(State Records Act, 2000)

1 Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

East Fremantle, like the Melville Road Board district, originally formed part of the Fremantle Road Board and was incorporated with the Fremantle Municipality. The Municipality of East Fremantle was created on the 2nd of April 1897 when it separated from the greater Fremantle area. The first meeting of the East Fremantle Council was held on 14 August 1897. The Town is bound to the north and west by the Swan River. To the east it shares a common boundary with the City of Melville and to the south and west it shares a common boundary with the City of Fremantle.

1.2 Strategic Focus and Main Business Activity

The Town of East Fremantle has a Strategic Community Plan (2020 - 2030) which is a long-term planning document that sets out the community's vision, aspirations for the future, and the key strategies required to meet the community's aspirations.

Our Vision:

"Inclusive community and lifestyle, balancing growth and sustainability"

This reflects the new emphasis on embracing the diversity in the Town's community, including recognition of the Town's Aboriginal history and its contemporary Whadjuk community, and the priority given by the community to addressing challenges posed by climate change and its impacts on the Town's natural environment.

Key Focus Areas:

The vision of the Town will be realised by achieving positive results in the following key focus areas.

- A socially connected, inclusive and safe community;
- Sustainable, locally focused and easy to do business with;
- Accessible, well-planned built landscapes in balance with the Town's unique heritage and open spaces;
- Maintaining and enhancing our River foreshore and other green, open spaces with a focus on environmental sustainability and community amenity; and
- A proactive, approachable Council which values community consultation, transparency and accountability.

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1.3 Functions, including those outsourced

The Town of East Fremantle undertakes those functions indicated at **Appendix 1**.

The following services are outsourced:

- **IT Support Services:** Focus Networks
- **Archives and inactive records storage:** Grace
- **Waste Collection:** Veolia (merged with Suez)
- **Legal services:** McLeods
- **External auditors:** Office of the Auditor General
- **Library Services:** City of Fremantle
- **Building Services:** Inclusive Building Consultants
- **Website Host:** Market Creations

Refer to **Appendix 1** for further details.

1.4 Major Stakeholders

The Town of East Fremantle's major stakeholders are the East Fremantle community, elected members, employees, ratepayers and the general public.

The Town also recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal government agencies.

1.5 Enabling Legislation

The Town of East Fremantle was established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Town of East Fremantle

Refer to **Appendix 2**.

1.7 Other Legislation Affecting the Town of East Fremantle

Refer to **Appendix 3**.

1.8 Major Government policy and/or Industry Standards

Refer to **Appendix 4**.

2 Principle Two: Policies and Procedures

Government organisations ensure that record keeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Town of East Fremantle uses Synergy Soft as its primary corporate records management system. The Town is currently reviewing its utility as an EDRMS and considering options for its replacement.

2.1.1 Records Management System

Synergy Soft integrated business system was implemented in early 2000 and has implemented the following processes within the Town's hybrid electronic / physical record environment:

Electronic Records

Electronic records are contained in either Synergy Soft, Office 365 SharePoint or on the Network Y Drive (corporate share drive).

- **SynergySoft**

The Town of East Fremantle uses Synergy Soft to store the following categories of records:

- Building and planning
- Finances, including Rates and Payroll
- Property mapping
- Animal management
- Infringements

- **Network Y Drive**

The Town acknowledges that the following categories of records are held in the corporate share drive:

- Building and planning
- Finances, including Rates and Payroll
- Animal management
- Infringements

- **SharePoint**

The Town of East Fremantle uses SharePoint to store the following categories of records:

- Registers (Contract Management/Risk Management)
- Knowledge Based Documents (Templates/Internal Policies/Forms/Procedures)
- External Council Policies
- Minutes and Agendas

These records will be migrated into the new EDRMS replacing the existing SynergySoft system, as per **Section 2.1**, by 2029. This migration timeframe is due to the size and cost of the replacement EDRMS project, and the time required for system implementation.

Incoming and Outgoing Correspondence and Emails

All incoming and outgoing mail is dealt with according to the following processes:

- Incoming physical mail is scanned in PDF(A) format and distributed to Action Officers;
- Incoming email to the Town's primary email address is registered in Synergy Soft prior to distribution to Action Officers;
- Outgoing documents and emails are registered into Synergy Soft by the individual Action Officer at time of creation.
- Emails received by Action Officers are registered into Synergy Soft by the individual staff member at the time of receipt.

Human Resource Records

Hard copy records pertaining to staff are secured in a locked filing cabinet in the HR Manager's office. These physical records are only accessible to HR staff. All digital human resource records are contained in Synergy Soft (Archived Records), H Drive and Definitiv (Current Records).

Hardcopy Records

Hard copy records are placed on folders relating to individual properties and the Town's functions and activities once the registration process above has been completed.

Property Plans

Hard copy property plans are stored onsite in the Records Room with archived plans stored off-site at the Grace Records storage facility in Forrestfield. These records are progressively digitised as part of a scan on demand service with Grace Consulting which is currently ongoing. All electronic property plans are stored in Y Drive and Synergy Soft.

Elected Member Records

The Town has adopted a Record Keeping Policy for Elected Members which is included as an appendix to this Record Keeping Plan. All Elected Members must ensure that all vital and significant records are sent as soon as practicable to the Records Officer / Admin Mailbox for capture into the record keeping system.

2.1.2 Business Information System/s

Other business information systems implemented by the Town include:

- **Definitiv**

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The Definitiv business information system is used to process payroll and contains payroll records. It is not integrated to the EDRMS.

- **CRM**

Record related to staff and client information are held in CRM. It is integrated into the EDRMS.

2.2 Records Management Policy and Procedures

The creation and management of records is coordinated by the Town of East Fremantle's Records Officer.

The Town has limited resources for administrative support; however, staff are made aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan with an initial induction session further ad-hoc sessions on recordkeeping responsibilities.

- For the record keeping policies of the Town of East Fremantle, please refer to **Appendix 5**
- For the record keeping procedures of the Town of East Fremantle, please refer to **Appendix 6**

Table 2.1

Record keeping activities covered in the Town of East Fremantle's Policies and Procedures	Yes	No
Correspondence capture and control	✓	
Capture & Control including Elected Members Records	✓	
Digitisation	✓	
Mail distribution	✓	
File creation and closure	✓	
Access to corporate records	✓	
Authorised disposal Please see Appendix 9	✓	✓
Electronic records management	✓	
Email management	✓	✓ for elected members
Website management	✓ for social media	✓

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Record keeping activities covered in the Town of East Fremantle's Policies and Procedures	Yes	No
Metadata management	Currently, services outsourced to Focus Networks. Systems management and migration strategy procedures are managed by the outsourced IT support service. The Town acknowledges that if at any time, the function of IT systems management is resumed by the Town then appropriate policies and procedures will be developed.	
System/s management		
Migration strategy		

Additional Information Regarding Recordkeeping Activities

- **Social Media Management**

The current social media policy only outlines the code of conduct for staff social media use. This policy will be amended to include guidelines for capture and storage of social media posts and records.

- **Website Management**

There is currently no existing policy for website management. This policy will be developed to amend this gap in the existing suite of records management policies.

2.3 Certification of Policies and Procedures

The policies and procedures of the Town of East Fremantle are not currently endorsed by senior management. The endorsement of all current policies will be undertaken as a matter of priority and has been listed as an improvement in Section 2.5.

2.4 Evaluation of Policies and Procedures

The record keeping policies and procedures for the Town of East Fremantle do not cover the following categories: digitisation of records, email records for Elected Members, and website management and will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by December 2025.

2.5 Identified Areas for Improvement

The Town of East Fremantle has identified records that need to be migrated from the corporate share drive and MS Teams to the EDRMS. This is an area for improvement to be addressed in the coming year. The current Elected Member Communication policy and procedure does not clearly indicate the capture of emails and will be amended to

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address this. The Elected Members Recordkeeping Policy has been drafted and is under discussion. A full review of all the records management policies identified in section 2.4 will be undertaken by December 2024.

In future, the Town plans to change from Synergy Soft to another EDRMS that will be more suited to the evolving needs of Town and its records management requirements.

Task	Timeline
Formal adoption of policies requires development by 2025. Seek Senior Management endorsement of policies and ensure Policies are communicated to staff and reinforced.	December 2024
Work with outsourced provider to review controls around location of network servers, security measures for access to servers and network access.	December 2024
Elected Members Recordkeeping Policy has been drafted pending approval. Elected Members Recordkeeping Policy to be adopted by Council.	December 2024
Review all existing records management policies and update as required and seek formal adoption of policies.	December 2025
Review all existing records management procedures and update as required.	December 2025
Develop Website Management Policy and senior management endorsement of policy.	December 2025
Develop Website Management Procedure including capture of changes and creation of backups.	December 2025
Review and update naming conventions, business rules, classification scheme, and metadata captured.	December 2025
Develop Digitisation Policy according to SRO Digitisation Specifications and senior management endorsement of policy.	December 2025
Develop Digitisation Procedure to ensure the Town's source record digitisation meets the SRO Digitisation Specifications.	December 2025
Review and update the Social Media Policy.	December 2026
Finalise and implement Vital Records Policy and SharePoint Application.	December 2029
Develop a Microsoft 365 Compliance Framework for Records Management using SRO guidelines.	December 2029
Investigate the framework for working towards establishing a fully digital information management environment using SRO guidelines.	December 2029

3 Principle Three: Language Control

3.1 List of Authorised Headings

The Town of East Fremantle has developed a list of authorised headings to control the titling of records. The Records Index covers both administrative and functional records. The list of authorised headings is attached, please refer to **Appendix 7**.

3.2 Assessment of its Effectiveness

The list of authorised headings is inadequate for the business requirements of the Town of East Fremantle. It will be revised where necessary, amended and implemented for use by December 2024.

3.3 Identified Areas for Improvement

The list of authorised headings has been shown to be inadequate for the requirements of the Town of East Fremantle. The Town is currently undergoing review of the Records Index in order to make it fit for purpose and acknowledges that there are currently no policies for naming conventions to guide the titling of documents within the Synergy Soft system and corporate share drive. This has been marked as an issue and the Town plans to address these tasks as part of the project to implement a new EDRMS to replace Synergy Soft.

The Town plans to commence a project to review and migrate the records contained within the corporate share drive and Synergy Soft to the new EDRMS. The corporate share drive will be decommissioned at the closure of this project, as outlined in **Section 2.5**.

Task	Timeline
Records Index and Update Review to be undertaken and implemented.	December 2024
Naming Conventions for Electronic Documents to be developed and implemented.	December 2025
Naming Conventions for Y:\ Drive folders to be developed and implemented.	December 2025

4 Principle Four: Preservation

For the *IT Disaster Recovery Plan* for the Town of East Fremantle please refer to **Appendix 8**.

4.1 Assessment of Risks

4.1.1 On Site Storage

The Town of East Fremantle has its current and active records located in onsite storage at the Town's Administration Offices located at 135 Canning Highway East Fremantle. The storage facility includes:

- Metal shelving and compactus,
- Fire retardant safe,
- Secure premises,
- Fire detection system, and
- Air Conditioning during business hours.

The main disaster threatening records stored at this facility come from fire, vandalism or pests. With the storage conditions as described here, the risk is assessed as low.

4.1.2 Offsite Storage

The Town of East Fremantle has its non-current, inactive and archival records located in an offsite storage facility at Grace, located in Forrestfield, Western Australia. Grace provides:

- Security of facility;
- Fire detection and suppression system;
- Fire retardant cabinets;
- Air Conditioning for 24 hours per day;
- Metal shelving.

The main disaster threatening records stored at the offsite records storage facility comes from fire, vermin or pests. With the storage conditions as described here, the risk is assessed as low.

Records Stored by Other Offsite Organisations

The City of Fremantle's City Library stores 4 boxes of archival materials from the Town dated from 1928 to 1996. Conditions are appropriate for types of records and are held with existing collections held by the City of Fremantle.

The main disaster threatening records stored at the offsite records storage facility comes from fire, vandalism and vermin or pests. With the storage conditions as described here, the risk is assessed as low.

4.1.3 Data Centre and Cloud Storage

The Town of East Fremantle has entered into an arrangement with a third party to store electronic data and records in data centres as detailed in the table below. The arrangement includes provisions for security and access; preservation; and return of the data. A risk assessment was undertaken prior to the commencement of the data storage arrangement. As part of Town of East Fremantle's service agreement with Focus Networks, Focus Networks provides a data centre on behalf of the Town.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
All back up data as per retention policy	Focus Networks	Malaga, Western Australia	Malaga, Western Australia	Y

4.1.4 Storage of Archives

The Town's archives waiting for transfer to the State Archives Collection are stored in offsite facilities at Grace, and are maintained in accordance with the 'Directions for Keeping State Archives'. These records are to undergo an assessment to determine quantity.

4.1.5 Storage of Backups

Electronic backups of the Town of East Fremantle's electronic information are created by Focus Networks, who are contracted to undertake backups for the Town of East Fremantle. The backup regime ensures that server(s) are backed up hourly between the hours of 5AM to 9PM onto an onsite server. This process occurs 16 times every 24 hours 7 days per week.

The onsite server backups are replicated onto the Focus Networks offsite server which resides on Focus Networks premises. Military grade AES 128-bit encryption is utilised. This process occurs 16 times every 24 hours 7 days per week between the hours of 5AM and 9PM.

An onsite backup server is physically located onsite to retain six months' worth of backup history locally onsite. All backup data is encrypted (AES 128-bit) and replicates off site via encrypted Internet traffic to a secondary facility. This offsite location maintains an identical six-month repository of backup data before being archived to tape every six months. Tape archiving is performed on the 1st of July and the 1st of January to capture the previous complete six months of backup history. Tape archives are retained for seven years in a NT017 certified fireproof safe.

4.1.6 Quantity of Records

The Town of East Fremantle has custody of:

- 89.6 linear metres of active records stored in onsite storage;
- 307 linear metres of non-current, inactive and archival records stored offsite at Grace which includes hard copy State archives, as identified under a relevant approved retention and disposal authority; and
- 1.3 linear metres stored offsite at City of Fremantle Library.

4.1.7 Security and Access

Electronic Records

The Town has assessed the access to electronic records held in the EDRMS for risk and determined that the risk is low; due to Synergy Soft providing secure access to records to individual users based on their access requirements.

Physical Records

The risk to the security of the Town's physical records has been assessed as low; based on their location in secure storage, accessible only to staff with appropriate security provision. For further information, please refer to **Sections 4.1.1 / 4.1.2 / 4.1.4**.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Town of East Fremantle has been assessed as low to medium. The impact of a disaster on the organisation's records has therefore been assessed as low to medium. Currently, there are not sufficient strategies in place for physical records to ensure that business activities of the organisation are not unduly affected in the event of the more likely disasters occurring. The Town plans to create a Records Disaster Recovery Plan by the timeframe outlined in **Section 4.3** to address this concern.

4.3 Strategies in Place for Preservation and Response

The following strategies have been implemented by the Town of East Fremantle in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

A vital records program has been developed for the Town of East Fremantle. Vital records have been identified as:

- Council Minute books;
- Personnel records;
- Lease Agreements; and
- Contracts.

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Vital records in hard copy are stored in a locked, fire resistant safe, accessible to the Chief Executive Officer, Executive Manager Corporate Services, Manager Corporate Services and the Records Officer. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities. The copied electronic vital records are held in Synergy Soft; where backups are managed as per **Section 4.1.5**.

4.3.2 Backup Procedures for Electronic Records

Please refer to **Section 4.1.5**.

4.3.3 Preservation of Electronic Records

Focus Networks is contracted to provide all IT management services to the Town of East Fremantle, and as such they are responsible for implementing the following processes to ensure that electronic records are accessible and readable for as long as required:

- Media used to store electronic information is periodically checked by Focus Networks according to backup frequency to ensure the information is accessible and readable;
- Digital storage media, including removable storage devices, is refreshed as necessary to prevent data loss as outlined in **Section 4.1.5** and
- Electronic records requiring long term retention are maintained in an appropriate format for long term preservation as outlined in **Section 4.1.5**.

4.3.4 Security

The following security measures have been implemented by the Town of East Fremantle to prevent unauthorized access to records:

- Hard copy records are stored in a locked, secure room accessible only to records staff. A digital label system is in place to enable the tracking of records.
- Hard copy records stored offsite are located at Grace, located in Forrestfield, WA. For further details regarding storage conditions please refer to section 4.1.2.
- Electronic records have varying degrees of electronic access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.
- Access to server rooms is restricted to authorised staff using swipe card access.

4.3.5 Storage Reviews

The records storage facilities utilised by the Town of East Fremantle are reviewed regularly on a weekly basis to ensure that conditions are appropriate for the organisation's records. For details of the last storage facility review please refer to section 4.1.1. The last review was undertaken on 12 March 2024. The Town intends to undertake a quarterly review of its offsite catalogue and verify the physical existence of the containers.

4.3.6 Recovery of Lost Information

The Town of East Fremantle has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur:

- Duplication of hard copy vital records;
- Back up of electronic records;
- Offsite storage of backups; and
- an IT Disaster Recovery plan.

4.4 Identified Areas for Improvement

At present, the Town does not have a *Physical Records Disaster Plan* and a *Physical Records Disaster Recovery Kit* comprising of equipment for use in the event of a disaster. The Town is currently identifying strategies to put in place for prevention and make recovery procedures more robust. The strategies in place to ensure that business activities of the organisation are not currently adequate. The current IT Disaster Recovery Plan only provides guidelines for the recovery of electronic records. Based on this, we plan to create a Records Disaster Recovery Plan by December 2024 to address this concern.

Task	Timeline
Development and implementation of a Physical Record Disaster Recovery Plan to cover physical records held by the Town.	December 2024
Prepare a Records Disaster Recovery Kit.	December 2024

5 Principle Five: Retention and Disposal

Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Retention and Disposal Authority for Local Government Information (GRDALG)

The Town of East Fremantle has not yet implemented the *General Retention and Disposal Authority for Local Government 2023*, produced by the State Records Office, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Town of East Fremantle has established procedures to scan all incoming, hard copy, correspondence which will be updated to meet the requirements of the *General Disposal Authority for Source Records* and the *Digitisation Specification*.

The original hard copy correspondence, once reproduced electronically, will be treated as copies/duplicates and as such will be retained for the period required to meet operational requirements in line with the retention periods specified by the *General Disposal Authority for Source Records* and then destroyed, with the electronic duplicate treated as the original source and retained in line with the *General Retention and Disposal Authority for Local Government Information*.

Please see Section 5.10 for further information regarding these improvements.

5.3 Existing Ad Hoc Retention and Disposal Authorities

The Town of East Fremantle has no approved Ad Hoc retention and disposal authorities which have been implemented.

5.4 Existing Disposal Lists

The Town of East Fremantle does not have any existing Disposal Lists.

5.5 Restricted Access Archives

The Town of East Fremantle does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.6 Transfer of Archives

The Town of East Fremantle is aware that:

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- Historical data is held by the State Records Office. Reference Code AU WA S2-cons5273EF1-5 Dates: 01.01.1980 – 31.12.1987.

An Archives Transfer Request form has not been submitted to the SRO.

The Town of East Fremantle will transfer State archives once identified to the State archives collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

The Town of East Fremantle has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.8 Retention and Disposal Program Implemented

The Town of East Fremantle has not yet implemented the *General Retention and Disposal Authority for Local Government 2023*. Disposal processing is currently on hold until the implementation of a replacement EDRMS.

No recent authorised list of records for disposal is available.

5.9 Authorisation for Disposal of Records

A list of records due for destruction is reviewed and authorised by the CEO, and Executive Manager Corporate and Community Service prior to disposal being undertaken.

For the *Data Destruction & Disposal Plan* for the Town of East Fremantle please refer to **Appendix 9**.

5.10 Identified Areas for Improvement

Task	Timeline
Scanning procedures to be updated in accordance with the requirements of the General Disposal Authority for Source Records and the Digitisation Specification.	December 2025
Implement <i>General Retention and Disposal Authority for Local Government 2023</i> into replacement EDRMS.	December 2029
Disposal is unable to be undertaken due to lack of functionality within current EDRMS. The disposal program will recommence with the implementation of a replacement EDRMS.	December 2029
Identify archives for transfer to SRO.	December 2029

6 Principle Six: Compliance

Government organisations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Town of East Fremantle has implemented the following activities to ensure that all staff are aware of their record keeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

Activities to ensure staff awareness and compliance	Yes	No
Presentations on various aspects of the Town of East Fremantle's record keeping program are conducted. These are delivered to all staff on a regular basis.	✓	
In-house record keeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a record keeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.		✓
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Town of East Fremantle provides brochures or newsletters to publish record keeping information, highlight issues, or bring particular record keeping matters to staff attention.	✓	
The Town of East Fremantle's Office365 SharePoint is used to publish record keeping information, highlight issues, or bring particular record keeping matters to staff attention.	✓	
The Town of East Fremantle's Induction Program for new employees includes an introduction to the organisation's record keeping system and program, and information on their record keeping responsibilities.	✓	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

New employees are provided with the following information to ensure they are aware of their role and responsibilities in terms of record keeping within the Town of East Fremantle:

- Induction manual - please refer to Appendix 10
- Training program provided by the records manager - please refer to Appendix 11

Induction programs are provided for all staff coming into the Town of East Fremantle.

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6.2 Performance Indicators in Place

The following performance indicators have been developed to measure the efficiency and effectiveness of the Town of East Fremantle's record keeping systems:

- List of outstanding correspondence that requires action;
- Percentage of correspondence registered or captured into the record keeping system reports generated by Synergy Soft; and
- A staff survey eliciting feedback on the use & effectiveness of both the record keeping system and its respective training.

Records Survey – please refer to **Appendix 11**.

6.3 Agency's Evaluation

There is a need for a review of the Town of East Fremantle's record keeping systems in the following areas: policy and procedures, language control, preservation, retention and disposal and compliance. These will be addressed as per the *Identified Improvements* in each overarching section, with an overarching completion date of December 2029.

Please refer to **Appendix 11** for the previous evaluation.

6.4 Annual Report

An excerpt from the Town of East Fremantle's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

Please refer to **Appendix 12**.

6.5 Identified Areas for Improvement

The following tasks have been identified as areas for improvement for the Town:

Task	Timeline
Provide a records management awareness session to Elected Members.	Each election cycle
Develop an annual refresher records and information management training for staff.	December 2024
Develop records staff skills and knowledge.	December 2024
Survey staff bi- annually to identify improvements and focus areas.	December 2024
Develop statistical reporting to determine the system usage and staff compliance levels of recordkeeping.	December 2025
Create a list of performance indicators that will be regularly reviewed.	December 2025
Report feedback from staff surveys and staff participation in training.	December 2025

7 SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

Refer to **Section 1.3** and **Appendix 1** for those functions identified.

7.2 Record keeping Issues Included in Contracts

7.2.1 Planning

The Town of East Fremantle plans to include the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the planning process for the outsourced functions.

7.2.2 Ownership

The Town of East Fremantle will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Town of East Fremantle will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with record keeping standards, policies, procedures and guidelines stipulated by the Town of East Fremantle.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract with the Town of East Fremantle and a contractor will be disposed of in accordance with the *General Retention and Disposal Authority for Local Government Information*, produced by the State Records Office.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract will be agreed between the Town of East Fremantle and the contractors.

7.2.6 Custody

Custody arrangements between the Town of East Fremantle and the contractors for State records stored on and off site by the contractor will be specified in the contract as outlined in **Section 7.3**.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contracts will be formally specified in the contracts as outlined in **Section 7.3**.

7.3 Identified Areas for Improvement

Task	Timeline
Develop recordkeeping for outsourced services agreement clauses and implement.	December 2024.
Develop checklist to guide future agreements and recordkeeping requirements.	December 2024
Include recordkeeping requirements into outsourced function contracts, covering the each of the principles of SRC Standard 6: Planning, Ownership, Control, Disposal, Access, Custody & Contract Completion.	December 2024

8 APPENDICES

(Please contact TOEF for further inspection of these attachments if not included within the attached submission folder)

APPENDIX 1

FUNCTIONS OF THE LOCAL GOVERNMENT			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public. Library Services: City of Fremantle	✓	✓
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA). Inclusive Building Consultants	✓	✓
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources. Focus Networks		✓

Town of East Fremantle Recordkeeping Plan <RKP2024>

FUNCTIONS OF THE LOCAL GOVERNMENT			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	
Financial Management	The function of managing the LG's financial resources. External auditors: Office of the Auditor General	✓	✓
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format. Archives and inactive records storage: Grace Records Management	✓	✓
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG. IT Support Services: Focus Networks Website Host: Market Creations		✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG. McLeods Lawyers		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	

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FUNCTIONS OF THE LOCAL GOVERNMENT			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	✓	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works. Waste Collection: Veolia		✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction. Veolia Recycling & Recovery		✓
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		✓

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APPENDIX 2

LEGISLATION AND REGULATIONS THAT MAY BE WHOLLY OR PARTLY ADMINISTERED BY LOCAL GOVERNMENT, AND LOCAL LAWS OF THE LOCAL GOVERNMENT	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Animal Welfare Act 2002	✓
Biosecurity and Agricultural Management Act 2007	✓
Building Act 2011	✓
Building and Construction Industry Training Fund and Levy Collection Act 1990	✓
Bush Fires Act 1954	✓
Building Service (Complaint Resolution and Administration) Act 2011	✓
Caravan Parks and Camping Grounds Act 1995	✓
Cat Act 2011	✓
Cemeteries Act 1986	✓
Child Care Services Act 2007	✓
City of Perth Act 2016	✓
Commercial Tenancy (Retail Shops) Agreements Act 1985	✓
Control of Vehicles (Off-road Areas) Act 1978	✓
Disability Services Act 1993	✓
Dividing Fences Act 1961	✓
Dog Act 1976	✓
Dog Amendment (Stop Puppy Farming) Act 2021	✓
Electoral Act 1907	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	✓
Food Act 2008	✓
Health (Miscellaneous Provisions) Act 1911	✓
Heritage Act 2018	✓

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LEGISLATION AND REGULATIONS THAT MAY BE WHOLLY OR PARTLY ADMINISTERED BY LOCAL GOVERNMENT, AND LOCAL LAWS OF THE LOCAL GOVERNMENT	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government Amendment Act 2023	✓
Local Government Regulations	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Amendment (COVID-19 Response) Act 2020 (Amendment Act)	✓
Local Government Grants Act 1978	✓
Local Government Regulations Amendment Regulations	✓
Main Roads Act 1930	✓
Marine and Harbours Act 1981	✓
Metropolitan Redevelopment Authority Act 2011	✓
Mining Act 1978	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Public Health Act 2016	✓
Public Works Act 1902	✓
Radiation Safety Act 1975	✓
Rates and Charges (Rebates and Deferments) Act 1992	✓
Residential Parks (Long-stay Tenants) Act 2006	✓
Rights in Water and Irrigation Act 1914	✓
Road Traffic (Administration) Act 2008	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	✓
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 2018 (Commonwealth)	✓
Transfer of Land Act 1893	✓

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LEGISLATION AND REGULATIONS THAT MAY BE WHOLLY OR PARTLY ADMINISTERED BY LOCAL GOVERNMENT, AND LOCAL LAWS OF THE LOCAL GOVERNMENT	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Valuation of Land Act 1978	✓
Waste Avoidance and Resource Recovery Act 2007	✓
Water Services Act 2012	✓
Waterways Conservation Act 1976	✓
Local Laws of the Town of East Fremantle	
Cat Local Law 2016	✓
Dog Local Law 2016	✓
Fencing Local Law 2016	✓
Keeping of Poultry By-law 1985	✓
Meeting procedure Local Law 2016	✓
Public Places and Local Government Property Local Law 2016	✓
Parking Local Law 2016	✓
Penalty Units Local Law 2016	✓
Waste Amendment Local Law 2017	✓
Waste Local Law 2017	✓
Repeal Local Law 2017	✓

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APPENDIX 3

OTHER LEGISLATION AND REGULATIONS AFFECTING THE FUNCTIONS AND OPERATIONS OF THE LOCAL GOVERNMENT	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Aboriginal Heritage Act 1972	✓
Aquatic Resources Management Act 2016	
Auditor General Act 2006	
Biodiversity Conservation Act 2016	
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Corruption, Crime and Misconduct Act 2003	
Country Housing Act 1998	
Criminal Code Act Compilation Act 1913	✓
Defamation Act 2005	
Electronic Transactions Act 2011	✓
Education and Care Services National Law (WA) Act 2012	
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Mental Health Act 2014	
Museum Act 1969	✓
National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018	✓
Parliamentary Commissioner Act 1971	✓
Port Authorities Act 1999	
Plumbers Licensing and Plumbing Standards Regulations 2000	

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OTHER LEGISLATION AND REGULATIONS AFFECTING THE FUNCTIONS AND OPERATIONS OF THE LOCAL GOVERNMENT	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Police Act 1982	✓
Public Interest Disclosure Act 2003	✓
Public Transport Authority Act 2003	
Regional Development Commissions Act 1993	
Residential Tenancies Act 1987	
Retail Trading Hours Act 1987	
Royalties for Regions Act 2009	
Salaries and Allowances Act 1975	
Soil and Land Conservation Act 1945	
State Administrative Tribunal Act 2004	
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Statistics Act 1907	
Swan and Canning Rivers Management Act 2006	✓
Trustees Act 1962	
Work Health and Safety Act 2020	✓
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Screening / Criminal Record Checking) Act 2004	✓

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APPENDIX 4

GOVERNMENT AND INDUSTRY STANDARDS AND CODES OF PRACTICE THAT HAVE BEEN IMPOSED UPON OR ADOPTED BY THE LOCAL GOVERNMENT	
<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Retention and Disposal Authority for Local Government Information	✓
National Competition Policy	✓
Residential Design Codes of WA	✓
International Organisation for Standardization (ISO) 27001	✓
Australian Signals Directorate (ASD) Essential Eight Maturity Model	✓
NIST Special Publication 800-88 - Guidelines for Media Sanitisation	✓
State Records Office Guidelines	✓

Town of East Fremantle Recordkeeping Plan <RKP2024>

APPENDIX 5

Full Documents in Submission folder

POLICIES AND PROCEDURES	
	<i>Tick if YES</i>
Policy - Elected Member Communication (1.1.6)	✓
Policy - Information Classification	✓
Policy - Information Security	✓
Policy - Information Technology	✓
Policy - RKP for Elected Members	✓
Policy - Social Media 1.3.1	✓
Policy - Vital Records	✓

APPENDIX 6

Full Documents in Submission folder

PROCEDURES	
	<i>Tick if YES</i>
Central-Records-Administrators-User-Guide	✓
Central-Records-Essentials	✓
Creating a file in synergy	✓
Customer-Services-Quick-Reference-Cards-V1	✓
Elected Member Communication	✓
Electronic Mail Procedure	✓
Email Protocols	✓
Email registering through Outlook Help Sheet	✓
Filing Colours	✓
How to complete a Customer Request	✓
How to save a PDF document in Central Records (Synergy)	✓
How to save a Word document in Central Records (Synergy)	✓
Incoming Emails	✓
Incoming hardcopy mail	✓
Names-and-Addresses-Names-and-Addresses-Matching-program-SR114558	✓
Names-and-Address-Request-for-changes-to-names-and-addresses-SR124386	✓
PRD-DOC-CDMS-002033-Names-and-Addresses-User-Guide	✓
Recording of Vital Records	✓
Records-Recommended-Files	✓
Titling of Records - Style Guide	✓

Town of East Fremantle Recordkeeping Plan <RKP2024>

APPENDIX 7

Full Document in Submission folder

LIST OF AUTHORISED HEADINGS	
New Filing Index	✓

APPENDIX 8

Full Document in Submission folder

IT DISASTER PLAN



I.T. Disaster Recovery Plan

June 2021

5, 443 Albany Hwy
Victoria Park, WA, 6100

p. 1300 664 136

info@focusnetworks.com.au
www.focusnetworks.com.au

I.T. Disaster Recovery Plan

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APPENDIX 9

Full Document in Submission folder

Disposal of Data	
Policy - Data Destruction & Disposal	✓

Town of East Fremantle Recordkeeping Plan <RKP2024>

APPENDIX 10

Full Document in Submission folder

INDUCTION MANUAL	
Induction Manual	✓

APPENDIX 11

Full Documents in Submission folder

STAFF TRAINING	
	<i>Tick if YES</i>
Basics of Records Cheat Sheet	✓
Basics of Records Staff Checklist	✓
Lunch Time Learning Records	✓
Records Training	✓
Records Staff Survey	✓
Town of East Fremantle - Identified Areas for Improvement Report	✓
East Fremantle Synergy Soft Central Records Health Check V.1 - Reviewed	✓
Central-Records-Quick-Reference-Cards	✓

APPENDIX 12

ANNUAL REPORT EXTRACT 2022 - 2023

Record Keeping Plan (RKP)

The Town has an ongoing commitment to recordkeeping in accordance with the *State Records Act 2000* and *Records Management Standard AS ISO 15489* which is supported through the use of a corporate electronic document management system (EDRMS). The Town's Recordkeeping Plan (RKP) details the process for management and disposal of records which are entered into the electronic records system.

The Town is currently reviewing its RKP as the existing document is reaching five (5) years. The activities involved with the review include:

- Undertaking a maturity audit of the Town's record keeping practices.
- Amend the RKP as required using the State Records Office Local Government RKP template.
- Consult with staff on the development of an action plan, resources and timeline for all identified areas of improvement.

National Competition Policy

The Competition Principles Agreement is an intergovernmental agreement between the Commonwealth and State / Territory Governments that sets out how government will apply National Competition Policy (NCP) principles to public sector organisations within their jurisdiction.

The State Government released a Policy Statement effective from July 1996 called the Clause 7 Statement, which forms part of the Competition Principles Agreement. The Clause 7 policy document sets out nominated principles from the Agreement that now apply to Local Government.

The provisions of Clause 7 of the Competition Principles Agreement require local government to report annually as to the implementation, application and effects of the Competition Policy. The Competition Principles Agreement, under Clause 7, specifies three broad areas of reporting. These are:

- Competitive Neutrality.
- Structural Review of Public Monopolies.
- Legislative Review.

In accordance with the requirements of the National Competition Policy, the Town of East Fremantle makes the following disclosures for 2022-2023:

Competitive Neutrality

The objective of competitive neutrality is introducing measures which effectively remove any net competitive advantages arising as a result government ownership of a business entity. The Town of East Fremantle has previously assessed its operations and considers that it does not have any business activity that would be classed as significant under the current guidelines.

The Town of East Fremantle does not operate a business enterprise that has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or Public Financial Enterprise. All activities within the Town are continually being examined to identify opportunities to generate efficiency improvements. This must be balanced with the type and level of service provision and statutory requirements.

The number of activities to which competitive neutrality principles have been applied in the reporting period is Zero (0). The number of activities to which competitive neutrality principles have been considered but not applied in the reporting period is zero (0).

During the reporting period the Town did not become aware of any allegations of non-compliance with the competitive neutrality principles made by a private entity against the Town. In the year under review the Town undertook no activities that met the financial benchmark.

Legislative Review

All local laws have been reviewed for compliance with NCP and all amendments to existing, and all future local laws are monitored to ensure no anti-competitive practices are included. In the year under review the Town undertook no activities that met the financial benchmark.

Structural Reform of Public Monopolies

The Town of East Fremantle is not classified as a natural monopoly, nor does it conduct any business activities that could be classified as public monopolies.

Freedom of Information

The *Freedom of Information Act 1992* allows the public the right to apply for access to information held by the Town of East Fremantle. The Act requires the adoption of a Freedom of Information Statement, to be reviewed annually. A copy of the current statement is available on the Town's website. During the year under review the Town received nine (9) applications for information under the Act.



Town of East Fremantle

Identified Areas for Improvement Report

PREPARED FOR:

Town of East Fremantle

1 March 2024

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Notice of Confidentiality

The information contained in this document is of a commercial and confidential nature and was prepared exclusively for the Town of East Fremantle. It should not and must not be disclosed to third parties without the written permission of Information Proficiency.

Revision History

Date	Version	Author	Description
9/01/2024	0.1	Tabitha Walker	Initial Draft
1/3/2024	0.2	Jade White	Review
1/3/2024	1.0	Tabitha Walker	Final version – submitted to Client

INTRODUCTION

Information Proficiency has completed the following Identified Areas for Improvement Report as per instructions from Town of East Fremantle.

The report has been provided in a table which outlines the previous improvements and estimated timelines listed within the 2018 Recordkeeping Plan and the current status of these improvements and the tasks still outstanding for these improvements. This review is based on review of existing documentation and staff interviews.

The following staff members were interviewed as a part of this assessment:

- Fiona Hackett – Records Management Officer
- Peter Kocian – Executive Manager Corporate Services
- Larisa Motton – Manager Marketing and Communications

The following staff members were unavailable for interview:

- Bron Browning – Manager Corporate Services

A list of documentation provided by the Town of East Fremantle and reviewed by the consultant is listed in Appendix A.

IDENTIFIED AREAS FOR IMPROVEMENT

PRINCIPLE NUMBER	TASK	PERSON RESPONSIBLE / COMPLETION TIMELINE STATED IN 2018 RKP	EVALUATION OF PROJECT
Principle 2 – Policies and Procedures	<ul style="list-style-type: none"> Develop policies and procedures, as deemed necessary, to cover the following: <ul style="list-style-type: none"> Website management; Digitisation; Elected Members. Current records management policies and procedures require a review and updating. 	<p>Person Responsible: Records Officer to develop or coordinate development.</p> <p>2018/2019 Elected Members Recordkeeping Policy to be adopted by Council.</p> <p>2020 Develop Website Management policy.</p> <p>2022 Develop Digitisation policy/procedure.</p> <p>2023 Complete review and update of all records management policies and procedures as deemed necessary.</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Elected Members Recordkeeping Policy has been drafted and is under discussion. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> Elected Members Recordkeeping Policy to be adopted by Council. Development of Website Management Policy and formal adoption of policy. Development of Website Management Procedures including capture of changes and creation of backups. Development of Digitisation Policy according to SRO Digitisation Specifications and formal adoption of policy. Development of Digitisation Procedures to ensure the Town's source record digitisation meets the SRO Digitisation Specifications. Review all existing records management policies and update as required and formal adoption of policies. Review all existing records management procedures and update as required.

PRINCIPLE NUMBER	TASK	PERSON RESPONSIBLE / COMPLETION TIMELINE STATED IN 2018 RKP	EVALUATION OF PROJECT
Principle 3 – Language Control	<ul style="list-style-type: none"> ■ Arrange review of Records Index and update as required. 	Person Responsible: Executive Manager Corporate and Community Services to coordinate review and update. Completion Timeline: 2020	COMPLETED TASKS <ul style="list-style-type: none"> ■ Inquiries have been made. OUTSTANDING TASKS <ul style="list-style-type: none"> ■ Records Index and Update Review to be undertaken and implemented.
	<ul style="list-style-type: none"> ■ Develop naming conventions for electronic documents. 	Person Responsible: Records Officer Completion Timeline: 2021	COMPLETED TASKS <ul style="list-style-type: none"> ■ This task has been paused and will be implemented with future EDRMS system. OUTSTANDING TASKS <ul style="list-style-type: none"> ■ Naming Conventions for Electronic Documents to be developed and implemented.
	<ul style="list-style-type: none"> ■ Develop naming conventions for folders on the Y Drive. 	Person Responsible: Records Officer Completion Timeline: 2021	COMPLETED TASKS <ul style="list-style-type: none"> ■ This task has been paused and will be implemented with future EDRMS system. OUTSTANDING TASKS <ul style="list-style-type: none"> ■ Naming Conventions for Y:\ Drive folders to be developed and implemented.
	<ul style="list-style-type: none"> ■ Develop plan for migration of documents to Synergy Soft and closure of Y Drive. 	Person Responsible: Executive Manager Corporate and Community Services to coordinate. Completion Timeline: 2022	COMPLETED TASKS <ul style="list-style-type: none"> ■ This task has been paused and will be implemented with future EDRMS system. OUTSTANDING TASKS <ul style="list-style-type: none"> ■ Development of Network Drive Migration Plan for records to future EDRMS. ■ Migration of records to future EDRMS. ■ Closure of Y:\ Drive after record migration.

PRINCIPLE NUMBER	TASK	PERSON RESPONSIBLE / COMPLETION TIMELINE STATED IN 2018 RKP	EVALUATION OF PROJECT
Principle 4	<ul style="list-style-type: none"> Digitisation project for Planning and Building Records. 	<p>Person Responsible: Executive Manager Corporate and Community Service to coordinate with Records Officer to arrange for external provider to provide services.</p> <p>Completion Timeline: 2021/2022</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Relocation of hard copy records. Records digitised by Grace – by request on demand. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> This task is completed.
	<ul style="list-style-type: none"> Basement records storage project transfer to ZircoData. 	<p>Person Responsible: Records Officer</p> <p>Completion Timeline: 2020</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Case study has been undertaken. Originally this project was to be completed with ZircoData, which was listed in the 2018 Recordkeeping Plan. Due to change of offsite records provider to Grace, the full project has been completed with Grace. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> This task is completed.
	<ul style="list-style-type: none"> Inventory of records stored offsite by external organisations. 	<p>Person Responsible: Records Officer</p> <p>Completion Timeline: 2021</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Full project has been completed with Grace. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> This task is completed.
	<ul style="list-style-type: none"> Develop Disaster Plan for Records. 	<p>Person Responsible: Executive Manager Corporate and Community Service to coordinate with Records Officer to arrange for external provider to provide services.</p> <p>Completion Timeline: 2019</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> An IT Disaster Recovery Plan has been created for the Town and outlines the disaster recovery process for electronic records. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> Development and implementation of a Physical Record Disaster Recovery Plan to cover physical records held by the Town.

PRINCIPLE NUMBER	TASK	PERSON RESPONSIBLE / COMPLETION TIMELINE STATED IN 2018 RKP	EVALUATION OF PROJECT
Principle 6	<ul style="list-style-type: none"> Development of Performance Indicators as deemed necessary. 	<p>Person Responsible: Records Officer</p> <p>Completion Timeline: 2019</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Staff survey has been undertaken. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> Development of records management statistics to determine the system usage and staff compliance levels of recordkeeping. Annual refresher training to be implemented. Staff survey to be implemented annually.
	<ul style="list-style-type: none"> Record awareness session for Elected Members. 	<p>Person Responsible: Records Officer</p> <p>Completion Timeline: 2019</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> Records awareness session has been held for Elected Members within last 3 years. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> This task is completed
Standard 6	<ul style="list-style-type: none"> Ensure that the requirements of Standard 6 are included in all contracts for any subsequent outsourced function where deemed necessary. 	<p>Person Responsible: Executive Manager Corporate and Community Service to coordinate.</p> <p>Completion Timeline: 2020</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> The Town currently applies AS General Conditions of Contract for the relevant supply category however this contains limited clauses regarding the requirements of handling of agency records. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> Inclusion of recordkeeping requirements into outsourced function contracts, covering the each of the principles of SRC Standard 6: Planning, Ownership, Control, Disposal, Access, Custody & Contract Completion.

PRINCIPLE NUMBER	TASK	PERSON RESPONSIBLE / COMPLETION TIMELINE STATED IN 2018 RKP	EVALUATION OF PROJECT
	<ul style="list-style-type: none"> Develop policy and procedures to meet requirements of Standard 6. 	<p>Person Responsible: Executive Manager Corporate and Community Service to coordinate.</p> <p>Completion Timeline: 2020</p>	<p>COMPLETED TASKS</p> <ul style="list-style-type: none"> No tasks have been completed. <p>OUTSTANDING TASKS</p> <ul style="list-style-type: none"> Development of Recordkeeping for Outsourced Services Policy and formal adoption of policy. Development of Outsourced Services Recordkeeping Procedures to ensure any Town records received, handled, stored or produced by outsourced services are kept according to the State Records Act 2000 and other legislation requirements and the Town's Recordkeeping Plan.

APPENDIX A – LIST OF PROVIDED DOCUMENTATION

NAME OF DOCUMENT	DESCRIPTION OF DOCUMENT CONTENTS
1.1.6 Elected Member Communication	Elected Member Communication entails protocols for the Town of East Fremantle official communications with the community.
1.3.1 Social Media.pdf	Policy for official and personal use of social media
Amended Recordkeeping Plan RKP 2018037 FINAL.pdf	2018 RKP
Annual Budget 2023-2024.pdf	Annual Budget 2023-2024
Annual Report 2021-2022	Annual Report 2021-2022
General Conditions of Contract for Consultants.docx	AS General Conditions of Contract
Basics of Records Cheat Sheet	2 page infographic promoting good recordkeeping
Basics Records Staff Checklist	List of recordkeeping capabilities staff should have
Central Records Administrators User Guide	SynergySoft Central Records Administrators User Guide Version 11
Central Records Essentials	SynergySoft Central Records Essentials User Guide Version 6
Central Records Quick Reference Cards	Itvision Quick Reference Cards for Finding and using Central Records
City of Fremantle Case Study	Case Study: Town of East Fremantle
Content.png	Data Destruction and Disposal Policy (Only page 1 of 2 was provided)
Customer Services Quick Reference Cards V1.pdf	Itvision Quick Reference Cards for completing & searching for customer service requests
Data Destruction & Disposal Policy	Data Destruction and Disposal Policy published August 2023
East Fremantle Synergy Soft Central Records Health Check V.1 - Reviewed	Itvision Central Records Health Check Report for Town of East Fremantle published March 2023
Electronic Mail Procedure.docx.pdf	Electronic Mail Procedure published 2017 to be next reviewed 2019
Email Protocols	EMAIL PROTOCOLS - no date published provided
Email registering through Outlook Help Sheet	Document details the staff responsibilities for recordkeeping as per the TOEF recordkeeping plan 2013 & a guide on how to register emails through outlook via the central records add in.
Filing Colours	Legend of program colours and their respective property types as categorised in the filing cabinet.
General Disposal Authority for Local Government Records	DA 2015-001/1 General Disposal Authority for Local Government Records
GIM-Digital - AP - Proposal - Town of East Fremantle - 20220928 - v1.1	Information management proposal for Grace digital office - statement of works & Automated accounts payable for Town of East Fremantle - September 2022
Grace Information Management oMail Specification 20230214	oMail Inbound Mail Service Pilot Project - Automated Mail Processing Implementation Specification - Prepared by Grace - February 2023
IT Disaster Recovery Plan 2021	I.T. Disaster Recovery Plan - June 2021
Lunch Time Learning Records.ppt	PowerPoint presentation for Records Lunchtime Learning - Prepared by Wendy Read
Names-and-Addresses-Names-and-Addresses-Matching-program-SR114558	SynergySoft Names & Addresses N&A Matching Program Version 2 (itVision)

NAME OF DOCUMENT	DESCRIPTION OF DOCUMENT CONTENTS
Names-and-Address-Request-for-changes-to-names-and-addresses-SR124386	SynergySoft Names & Addresses Request Changes to Names and Addresses Version 1 (itVision)
New Filing Index.xlsx	List of records and their respective metadata
oMail Pilot Technical Specification 1-0	oMail+ Pilot Inbound Mail Service Automated Processing Technical Specification Prepared for: Town of East Fremantle Version 1-0 February 2022 (eCloud Business Services)
oMail Proposal 20220427	Grace / eCloud Statement of Works – oMail for Town of East Fremantle
PRD-DOC-CDMS-002033-Names-and-addresses-User-Guide	SynergySoft USER GUIDE Names and Addresses Version 9
Records Management Induction	Records Management Procedures - Information For Town Of East Fremantle Officers
Records Staff Survey 2021	Records Staff Survey Results Summary
Records Training.xlsx	List of staff who have undergone 1 hour records training with Fiona Hackett.
Records-Recommended-Files	SynergySoft Central Records Recommended Files Version 1(itvision)
Request For Tender (RFT)	Town of East Fremantle Request for Tender Template (Blank)
Social Media Policy	Social Media Policy Last reviewed February 2022
T5475 RFQ Response - ERP Business Plan - Town of East Fremantle	Town of East Fremantle ERP Business Case (Tango IT) Published December 2022
Titling of Records - Style Guide.xls	List of Record titles divided by structure
TOEF As Is To Be Revised 20211013 1-4 eCloud	Town of East Fremantle <ul style="list-style-type: none"> • Review of Current Inbound Mail / Email • Manual Processing Methods and Issues • Compared to the Benefits of Introducing Mail Processing Automation Conducted by Desi Lorand & Tony Edge Senior Consultants – eCloud Business Services Date of Review – 13 October 2021 Version 1-4 (Grace Consulting)
Town of East Fremantle RKP Review 2018 Amended version 17.12.2018	Incomplete version of RKP 2018 – Only Appendices 1-4 included.
Town of East Fremantle RKP Self Evaluation Checklist 2018.docx	Town of East Fremantle RKP Self Evaluation Checklist 2018
Vital Records Policy	Vital Records Policy - No date published provided
Create a file in synergy.vsd	Files with the suffix .vsd are Visio files and cannot be opened as proprietary software unavailable for use.
Recording of Vital Records.vsd	
How to save a Word document in Central Records (Synergy).vsd	
Incoming Emails.vsd	
Incoming hardcopy mail.vsd	
How to complete a Customer Request.vsd	
How to save a PDF document in Central Records (Synergy).vsd	



1.1.12 Recordkeeping for Elected Members **DRAFT**

Type:	Office of the CEO
Legislation:	State Records Act 2000
Delegation:	
Other Related Document:	

Objective

The State Records Act 2000 is the primary legislation that governs recordkeeping in Western Australia.

The State Records Commission was established under the terms of Part 8 of the State Records Act 2000.

The State Records Commission's policy for Local Government Elected Members records is as follows:

"In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision-making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision-making processes of Council."

This policy has been prepared for Elected Members to assist them in meeting their recordkeeping requirements.

Policy Scope

The Town of East Fremantle recognises that its records are an important information resource and that sound records management practices will contribute to the overall efficiency and effectiveness of the organisation.

Good records management practices also enable:

- Access to accurate information
- Demonstration of accountability
- Evidence of events and decisions
- Compliance with legislative requirements; and

- Provision of a historical record for the business and society

Complete and accurate records of all business decisions and transactions regardless of format are to be retained by all Elected Members. If requested by the Town of East Fremantle's administration, these are to be provided to the Records Officer to be recorded in the Town of East Fremantle's recordkeeping system and managed in accordance with legislative requirements, the Town of East Fremantle Recordkeeping Plan and Records Management Policies and Procedures.

Policy

Creating and Keeping Records

All Elected Members are to create and maintain records relating to their role as an Elected Member, which convey information relating to local government business or functions. These records can be forwarded to the Records Officer/Governance Officer for capture into the Town of East Fremantle's recordkeeping system.

Elected Members must ensure that:

- Records relating to the business of the local government are distinguished from those that relate to their political responsibilities or any personal matters.
- Records in their possession are securely stored and protected from damage and unauthorised access.
- All records created are dated and the originator is identified.
- Records are factual and non-emotive as they could be subject to Freedom of Information application/s.

Refer to Appendix 1 – Information Sheet produced by the State Records Office of WA "Local Government Elected Members Records: Which Records to Capture?" for examples of what should be captured into the Town of East Fremantle's recordkeeping system.

Disposal of Records

Disposal of records is by way of archiving (either with the State Records Office or within the local government as a state archive), permanent retention within the local government, or destruction.

Elected Members must not personally undertake destruction of any records.

At the end of an Elected Member's term in office, any original records in their possession must be retained by the Elected Member or, alternatively, returned to the Town of East Fremantle's Records Management Services via the Personal Assistant to the Mayor.

Records Management Services will then arrange for the destruction or retention of the records in accordance with the General Disposal Authority for Local Government Records*.

Any copies of records held by an Elected Member can be destroyed by way of shredding at the end of their term in office. Alternatively, the copies (clearly marked as such) can be returned to the Personal Assistant to the Mayor who will arrange for them to be destroyed.

Procedures

Incoming Correspondence

All mail received by the Town of East Fremantle addressed to Elected Members, excluding that which is marked private, personal or confidential, will be opened by the Records Officer and processed with the rest of the organisation's incoming mail.

The hard copy documents will be retained within the Records department and filed accordingly, in compliance with the General Disposal Authority for Local Government Records.

Incoming mail for Elected Members that is considered to be ephemeral*, party political or personal will not be scanned into the recordkeeping system and instead will be given to the Personal Assistant to the Mayor who will arrange for it to be forwarded to the Elected Member.

Mail received directly by Elected Members at their personal address, that relates to local government business, should be forwarded to the Town of East Fremantle's Records Officer via admin@eastfremantle.wa.gov.au for recording in the recordkeeping system and for appropriate storage and retention.

Elected Members Responses

If an Elected Member responds directly to a ratepayer / customer (other than simply providing a routine reply or information), a copy of the response should be provided to the Town of East Fremantle for capture into the recordkeeping system. This can be done by:

- Cc'ing or forwarding a copy of the emailed response to the Records Officer/Governance Officer who will register the email in the recordkeeping system, or
- Scanning the response and emailing it to the Records Officer/Governance Officer who will register the response in the recordkeeping system, or
- Sending a hard copy of the response to the Records Officer/Governance Officer who will scan and register the response in the recordkeeping system.
- Making a record of a verbal response in the form of a file note or record of conversation and sending a copy by email or in hard copy to the Records Officer/Governance Officer who will register it into the recordkeeping system.

It is acknowledged that a lot of ratepayer / customer communication is done on an informal basis and where these discussions do not impact on the business outcomes of the Town of East Fremantle; a record does not need to be captured into the Town of East Fremantle's recordkeeping system.

Emails

All emails that are Records sent to, or by, the Mayor will be registered into the recordkeeping system by the Personal Assistant to the Mayor.

Emails marked to the attention of an Elected Member/s (including those that are cc'd to an Elected Member or include an Elected Member in the To field) that are sent to the Town of East Fremantle's main email address admin@eastfremantle.wa.gov.au will be registered into the recordkeeping system by the Records Officer.

If an Elected Member receives an email directly to their Town of East Fremantle email address (or to any other personal email address) that relates to local government business; and has not been sent to or cc'd to admin@eastfremantle.wa.gov.au; a copy of the email (and any responses sent by the Elected Member) must be forwarded to the Records Officer/Governance Officer who will register the email/s into the recordkeeping system.

Definitions

Ephemeral Records

Ephemeral records include information that has a very short-term value and typically does not need to be captured into a business information system for the purposes of retention.

General Disposal Authority (GDA) for Local Government Records

The General Disposal Authority for Local Government Records is approved by the State Records Commission and is designed to provide consistency throughout local government in disposal activities and decisions. It is the official and continuing authority for the disposal of local government records within Western Australia.

Business, Corporate or Government Records

A business, corporate or government record is information recorded in any form that is created or received and maintained by an organisation in the transaction of business and kept as evidence of such activity.

Significant Records

Significant records are records that are designated as State archives.

If the activity has any of the following characteristics, it is deemed significant:

- substantially impacts the whole-of-local-government function
- substantially impacts the implementation or development of legislation, regulations or local government policy
- substantially impacts the local government's business, structure or policy
- substantially impacts obligations, responsibilities or liabilities of local government or the State
- sets a legal or substantive precedent
- generates or involves substantial community or public interest, debate or controversy
- involves innovative, unique or precedent-setting practices, techniques or methods

Many functions/activities will have records that are Significant and records that are not hence the GRDA having **Significant** and **Other** at many entries in the GRDA, e.g.


No	Function/Activity	Description	Disposal Action	Custody
63	INSPECTIONS	Official examinations...		
63.1	Significant	Significant inspections or tests, that may relate to:...	Archive	Retain as State Archive
63.2	Other	Other inspections, not included in previous section. Includes: • routine inspections relating to...	Destroy	Retain 7 years after action completed, then Destroy

Vital Records


Vital Records are records that are required to operate the organisation during a disaster and/or required to re-establish the organisation after a disaster situation.

Responsible Directorate:	Office of the CEO
Reviewing Officer:	Chief Executive Officer
Decision Making Authority:	Council
Policy Adopted:	
Policy Amended Reviewed:	
Former Policy No:	N/A

Appendix 1



Government of Western Australia
 Department of Local Government, Sport and Cultural Industries
 State Records Office of Western Australia



Records Management Advice
October 2019

Local Government Elected Members' Records: Which records to capture?

Elected members have a unique and pivotal role within the local government and the community. They represent the interests of electors, residents and ratepayers, participate in local government decision making at council and committee meetings, and facilitate communication between the community and the Council.

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

This policy applies regardless of a record's format or where it was received.

Under the *Local Government Act 1995*, the CEO of a local government is responsible for ensuring that all records of that local government are kept in accordance with relevant legislation. Accurately created and managed records provide reliable, legally verifiable evidence of decisions and actions.

Records created or received by elected members that relate to local government business must be captured as part of the local government's corporate memory in accordance with the local government's Recordkeeping Plan.

Government records include:

- Correspondence and communications
- File notes made after verbal communications, meetings, phone calls etc.
- Video and audio recordings
- Photographs
- Email
- Social Media posts (e.g. Facebook, Twitter)
- Databases
- Websites
- Messages from Apps (e.g. WhatsApp, Messenger)
- TXT messages

When to create and capture a record:

- Information is related to council business
- An action is required
- A decision or commitment is made
- Business need: for future reference by yourself or others
- Historical: identifies Council activity over time.

State Records Office of Western Australia
www.sro.wa.gov.au



Which records should be captured?

YES – forward to your local government administration
Communications, such as: <ul style="list-style-type: none"> • complaints and compliments • correspondence concerning corporate matters • submissions, petitions and lobbying • information for Council's interest relating to local government business activity and functions
Lobbying – correspondence or petitions, relating to lobbying matters
Telephone, meetings and other verbal conversations – regarding local government projects or business activities
Social Media – where the posts: <ul style="list-style-type: none"> • create interest from the public or media • communicate decisions or commit the local government to an action • seek feedback • address issues of safety, and/or • relate to sensitive or contentious issues
Work diaries / Appointment books – containing information that may be significant to the conduct of the elected member on behalf of the local government
Allowances, benefits and gifts records
Addresses / Speeches / Presentations – delivered as part of an elected member's official duties

NO – do not need to be forwarded to your local government
Duplicate copies – of Council meeting agenda, minutes and papers
Draft documents or working papers – which are already captured at the local government
Publications – such as newsletters, circulars and journals
Invitations – to community events where an elected member is <i>not</i> representing Council or the local government
Telephone, meetings and other verbal conversations which: <ul style="list-style-type: none"> • convey routine information only; or • do not relate to local government business or functions
Electioneering – or party-political information
Personal records – not related to an elected member's official duties



Confidential Documents / Records

Records held within an information system or on hard copy files can be restricted so that only the appropriate officers can access them. If the elected member believes that some of the documentation required for capture into the IMS is of a highly sensitive or confidential nature, the Elected Member should advise the local government to treat the information as confidential and restrict access to those records.

For further information, contact your local government administration or the State Records Office on (08) 9427 3661 or via email at sro@sro.wa.gov.au

13.8 LOCAL GOVERNMENT ELECTIONS - ADVOCACY POSITIONS

Report Reference Number	OCR-3089
Prepared by	Janine May, EA/Governance Coordinator
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 15 October 2024
Voting requirements	Simple majority
Documents tabled	Nil
Attachment	Nil

PURPOSE

To consider providing a Town decision on WALGAs advocacy positions as they relate to Local Government Elections.

EXECUTIVE SUMMARY

WALGA recently undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost of conducting Local Government elections in Western Australia.

BACKGROUND

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation)

Following requests from several Zone's, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

CONSULTATION

Local Government sector through WALGA

STATUTORY ENVIRONMENT

Local Government Amendment Act 2023

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

N/A

STRATEGIC IMPLICATIONS

N/A

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)
To not provide a position on the issues raised	Unlikely (2)	Minor (2)	Low (1-4)	COMPLIANCE Minor regulatory or statutory impact	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

N/A

COMMENT

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

WALGA State Council current advocacy positions:

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> 1. Four year terms with a two year spill 2. Greater participation in Local Government elections 3. The option to hold elections through: <ul style="list-style-type: none"> • Online voting • Postal voting, and • In-person voting 4. Voting at Local Government elections to be voluntary 5. The first past the post method of counting votes <p>The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.</p>
Background	<p>The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.</p>
State Council Resolution	<p>February 2022 – 312.1/2022 December 2020 – 142.6/2020 March 2019 – 06.3/2019 December 2017 – 121.6/2017 October 2008 – 427.5/2008</p>
Supporting Documents	<p>Advocacy Positions for a New Local Government Act WALGA submission: Local Government Reform Proposal (February 2022)</p>

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement	<p>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</p>
State Council Resolution	<p>February 2022 – 312.1/2022 March 2019 – 06.3/2019 December 2017 – 121.6/2017</p>

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement	<p>The <i>Local Government Act 1995</i> should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.</p>
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Background Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.

State Council Resolution May 2023 – 452.2/2023
March 2019 – 06.3/2019
December 2017 – 121.6/2017
March 2012 – 24.2/2012

WALGA has requested the following advocacy positions be considered by councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

2. TERMS OF OFFICE

(a) The sector continues to support four-year terms with a two year spill;

OR

(b) The sector supports four-year terms on an all in/all out basis.

3. VOTING METHODS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

4. INTERNAL ELECTIONS

(a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

(b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

(a) Electronic voting; and/or

(b) Postal voting; and/or

(c) In-Person voting.

6. METHOD OF ELECTION OF MAYOR

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

CONCLUSION

Council's previous position has been generally in line with the WALGA Advocacy Positions listed above.

CHOOSE AN ITEM. OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council recommends WALGA adopts the following Local Government Election Advocacy Positions:

- 1. PARTICIPATION**
The sector continues to support voluntary voting at Local Government elections.
- 2. TERMS OF OFFICE**
The sector continues to support four-year terms with a two year spill.
- 3. VOTING METHODS**
The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections
- 4. INTERNAL ELECTIONS**
The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.
- 5. VOTING ACCESSIBILITY**
The sector supports the option to hold general elections through:
 - (a) Electronic voting; and/or
 - (b) Postal voting; and/or
 - (c) In-Person voting.
- 6. METHOD OF ELECTION OF MAYOR**
The sector supports return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.

REPORT ATTACHMENTS

Nil Attachments

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

15 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

17 NEW BUSINESS OF AN URGENT NATURE

18 MATTERS BEHIND CLOSED DOORS

19 CLOSURE