

AGENDA

Council Meeting Tuesday, 18 March 2025 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.

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

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

Notice of deputations need to be received **by 5pm on the day before the meeting** and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au 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 18 March 2025 at 6:30 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.



JONATHAN THROSSELL
Chief Executive Officer
13 March 2025

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:

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

4 RECORD OF ATTENDANCE

4.1 ATTENDANCE

4.2 APOLOGIES

4.3 APPROVED

Cr Wilson

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

Nil

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 (18 FEBRUARY 2025)

OFFICER RECOMMENDATION

That the minutes of the Ordinary meeting of Council held on Tuesday, 18 February 2025 be confirmed as a true and correct record of proceedings

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Reports start on the next page

12.1 COMPLIANCE AUDIT RETURN

Report Reference Number	OCR-3395
Prepared by	Janine May EA/Governance Coordinator
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	

1. Letter and report from Chris Liversage, Conway Highbury (*This attachment can be viewed within Minutes of Audit Committee Meeting 26/02/2025*)
2. Draft 2024 Compliance Audit Return

PURPOSE

To facilitate the adoption of the Compliance Audit Return 2024 for submission to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March 2025.

EXECUTIVE SUMMARY

The statutory Compliance Audit Return runs on a calendar year basis and is for the period 1 January to 31 December 2024.

All questions contained in the statutory Compliance Audit Return have been completed by the Executive Assistant/Governance Coordinator and Executive Manager Corporate Services. Consultant Chris Liversage of Highbury Conway has subsequently provided an independent audit of the draft Return.

BACKGROUND

The Compliance Audit Return is required to be:

1. reviewed by the Audit Risk and Improvement Committee,
2. presented to an Ordinary Meeting of Council,
3. adopted by Council; and
4. recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return (CAR) has been presented to Council, a certified copy of the return signed by the Mayor and Chief Executive Officer, along with the relevant section of the minutes and any additional information detailing the contents of the return are to be submitted to the DLGSC by 31 March 2024.

The Audit Risk and Improvement Committee considered the draft Return on 26 February 2025 and recommended:

Committee Resolution 012602

OFFICER RECOMMENDATION

Moved Cr White, seconded Cr Natale

That Council adopts the 2024 Compliance Audit Return for submission to the Department of Local Government, Sport & Cultural Industries by 31 March 2025.

(CARRIED UNANIMOUSLY 5:0)

For: Mr Chauvel, Crs Wilson, Natale, McPhail, White

Against: Nil

CONSULTATION

Chris Liversage (Conway Highbury)
Audit Risk and Improvement Committee

STATUTORY ENVIRONMENT

Section 7.13(i) of the *Local Government Act 1995* requires that each local government carry out a compliance audit for the period 1 January to 31 December each year.

Regulations 14 & 15 of the *Local Government (Audit) Regulations 1996* specify requirements with respect to the compliance audit.

POLICY IMPLICATIONS

There are no Council Policies relevant to this item.

FINANCIAL IMPLICATIONS

The cost of the independent audit is \$2,500 ex GST. This is funded from the approved budget of \$10,250 (Account E04240 for internal audit projects).

STRATEGIC IMPLICATIONS

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

Strategic Priority 5: Leadership and Governance

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

5.1 Strengthen organisational accountability and transparency.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non-compliance with statutory requirements	Rare (1)	Major (4)	Low (1-4)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Treat through independent review of CAR

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	4
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 independent audit of the statutory Compliance Audit Return has been completed and independently audited by Chris Liversage of Conway Highbury, who has worked in local government and subsequently as a local government consultant for many years.

Mr Liversage found no evidence of non-compliance.

CONCLUSION

It is recommended that the draft 2024 Compliance Return Audit attached to this report be adopted.

12.1 COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION

That Council adopts the 2024 Compliance Audit Return for submission to the Department of Local Government, Sport & Cultural Industries by 31 March 2025.

REPORT ATTACHMENTS

Attachments start on the next page

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



East Fremantle - Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	The Town completed a business plan for redevelopment of facilities at East Fremantle Oval in a prior year.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	Council Meeting 18/06/24
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Refer Council Resolution 18/6/24



6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Adopted 16 February 2021
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	New leases in 2024 relate to East Fremantle Oval where a head Lessee was appointed by public tender and a number of other entities as sub lessees. Note the appointment of the East Fremantle Playgroup as a licensee was an exempt disposal under R 30(2)(b) of the Local

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



				Government (Administration) Regulations 1996.
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A	

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	N/A	There was no election in 2024
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Established 2019. No gifts registered.

Finance				
No	Reference	Question	Response	Comments

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	6 December 2024
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No significant matters raised
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Exit meeting held 22 November 2024

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	The Town did not undertake recruitment of a CEO in 2024. There are no positions designated as 'senior employees' under s5.37 of the Act.
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	Register of Authorisations considered at June 2024 Council Meeting. CEO is Complaints Officer by default. Executive Manager Corporate Services is Code of Conduct Complaints Officer.
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Register of Minor Breaches established in 2018/19. No complaints were registered in 2024.
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Annual audit of purchase reqs presented to Audit Committee

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	RFT01/2024-25 – Riverside Road Upgrade Project
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Published on Website under Tender and Contracts section
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	No EOIs in 2024
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	No Panel appointed.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	No price preference awarded

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	8/12/2020
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	19/11/2024 Corporate Business Plan 2024-2028 adopted 18/6/2024. Reviewed 19/11/2024.
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December	Yes	21/03/2023 Report dated January 2023 Presented to February Audit Committee meeting and March Council meeting.

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



		2024? If yes, please provide the date of council's resolution to accept the report.		
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	21/03/2023 Report dated January 2023 Presented to February Audit Committee meeting and March Council meeting.
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	One employee gift, registered 19 January 2024
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Policy 1.1.7
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Policy 1.1.8
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Attachment -2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - East Fremantle



Chief Executive Officer

Date

Mayor/President

Date

12.2 REVIEW OF PURCHASING POLICY

Report Reference Number	OCR-3409
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple
Documents tabled	Nil

Attachments

1. ToEF Purchasing Policy – new Proposed Draft
2. ToEF Purchasing Policy – December 2024 Draft (*This attachment can be viewed within Minutes of Audit Committee Meeting 26/02/2025*)
3. City of Cockburn Procurement Policy ToEF Purchasing Policy – December 2024 Draft (*This attachment can be viewed within Minutes of Audit Committee Meeting 26/02/2025*)

PURPOSE

Council is requested to endorse the proposed draft of the Town of East Fremantle Purchasing Policy as presented as attachment 1 to this report.

EXECUTIVE SUMMARY

The Town's Purchasing Policy has been subject to eight (8) revisions since 2018. The revised draft as presented is considered to meet statutory requirements and provides a concise framework to govern the Town's procurement framework for the supply of goods or services under \$250,000 in value.

BACKGROUND

A revised Purchasing Policy was presented to the December 2024 Audit Committee Meeting. The Committee determined that the Policy be deferred to the February 2025 meeting so that further changes as suggested by the Committee could be made.

From recollection, the Committee discussed the following:

- The existing Policy includes detailed information on what is already prescribed in the *Local Government (Functions and General) Regulations 1996*. As the Policy states that procurement activities must comply with the Act and Regulations, the Committee suggested that this detailed prescriptive information can be removed.
- The Audit Committee receives an annual report on an audit of all purchase requisitions over \$5k. Whilst the Town maintains a high level of compliance with the Purchasing Policy, the requirement for two quotes for purchases between \$5,001 and \$20,000 could be more flexible. Pages 5 and 6 of the draft Policy details supply categories where quotation requirements are exempted.
- That the Town review other local government Policies as a point of reference. The Procurement Policy from the City of Cockburn is attached to this report and some changes have been made to the Town's draft Purchasing Policy, such as the preamble, based on this review. Several quotation exemptions have also been copied from Cockburn's Policy as these relate to purchases of a recurrent and operational nature.

The Audit Risk and Improvement Committee considered this report at its meeting on 26 February 2025 and recommended:

Committee Resolution 082602

OFFICER RECOMMENDATION

Moved Cr White, seconded Mr Chauvel

That the Audit Committee receives the Consolidated Status Report on items relevant to its Terms of Reference.

(CARRIED UNANIMOUSLY 5:0)

For: Mr Chauvel, Crs Wilson, Natale, McPhail, White

Against: Nil

CONSULTATION

Senior Finance Officer

December 2024 & February 2025 Audit Committee Meetings

STATUTORY ENVIRONMENT

Regulation 11A of the *Local Government (Functions and General) Regulations 1996* requires local governments to adopt and implement a purchasing policy in relation to the supply of goods or services where consideration under the contract is, or is expected to be, \$250,000 or less.

The purchasing policy must make provision in respect of:

- the form of quotations acceptable; and
- the minimum number of quotations that must be obtained; and
- the recording and retention of written information in respect of all quotations received and all purchases made.

The Town's Purchasing Policy is assessed to meet the above requirements.

POLICY IMPLICATIONS

A revised Purchasing Policy is presented for consideration.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this item.

STRATEGIC IMPLICATIONS

Town of East Fremantle Strategic Community Plan 2020-2030

Strategy 5.1.1 Strengthen governance, risk management and compliance

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Town's Purchasing Policy does not meet minimum legislative requirements	Rare (1)	Extreme (5)	Moderate (5-9)	COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed	Accept Officer Recommendation
That the Town's Purchasing Policy is administratively inefficient	Unlikely (2)	Moderate (3)	Moderate (5-9)	SERVICE INTERRUPTION Short term temporary interruption - backlog cleared <1 day	Accept Officer Recommendation
That the Town's Purchasing Policy does not deliver value for money	Possible (3)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

Not applicable.

COMMENT

The revised draft of the Town's Purchasing Policy has resulted in a reduction from 17 pages to 10 pages, with Policy objectives and requirements easier to identify. The following changes have been made:

- Requirements prescribed in the *Local Government (Functions and General) Regulations 1996* has been removed from the Policy as these requirements cannot be negated/varied by the Purchasing Policy.

- Policy Objectives and the Policy Statement have been amended to provide a more concise summary.
- A \$250,000 maximum procurement threshold over a three-year period has been clarified for quotation exempt supply categories.
- Further exemptions from quote have been inserted based on the City of Cockburn's Procurement Policy:
 - a. annual renewals for software maintenance, support and licensing fees,
 - b. engagement of artists or performers,
 - c. memberships and subscriptions,
 - d. provision of advertising services,
 - e. provision of utility services,
 - f. provision of software and support by a third-party provider from a software developer that is known to the Town, that demonstrates value for money.

CONCLUSION

The revised Purchasing Policy is presented to Council for endorsement.

12.2 COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION

That Council adopts the revised Purchasing Policy (February 2025) as presented in Attachment 1.

REPORT ATTACHMENTS

Attachment starts on the next page



2.1.3 Purchasing

Type:	Corporate Services – Financial Management
Legislation:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Delegation:	DA35 Ordering Thresholds
Other Related Document:	Purchasing Procedures PRO2.1.3

Policy

The Town of East Fremantle (the "Town") is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "Act") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "Regulations"). Procurement processes and practices to be complied with are defined within this Policy and the Town's prescribed procurement procedures.

This Policy aims to ensure all procurement decisions are made in a consistent manner using an equitable process that will help to mitigate risk, demonstrate value and achieve the most advantageous outcome for the Town.

Policy Statement

Procurement decisions will be made using the following principles:

(1) Ethical Behaviour and Fair Dealing

Employees of the Town must conduct all procurement and business relationships with honesty, integrity, fairness, diligence and a high degree of care, ensuring processes are appropriate and compliant. Procurement processes must be transparent and free from bias and will be supported by Employee Code of Conduct and a Statement of Business Ethics, approved by the CEO outlining the behavioural standards expected by the Town from its employees, suppliers and contractors in conducting its business. Any canvassing of the Town's Elected Members or staff is strictly prohibited on current procurement activity.

(2) Value for Money (VFM)

Achieving value for money reflects the best possible outcome by considering cost and non-cost factors in procurement decisions. Non-cost factors are important in reducing risk and determining whole of life outcomes that do not adversely impact the community or environment.

These include safety and quality considerations, fit for purpose (specification), timeliness, sustainability (social and environment – circular supply), economic (local & regional) and relevant service benchmarks. Where a higher cost conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced conforming offer.

The Town recognises that in achieving long term value for money, appropriate strategic business partners may be developed with suppliers for specific supply categories. All strategic procurement partners will be reviewed on a periodic basis as per their associated arrangement, to a minimum period of every three (3) years from the commencement of the partnership. The acceptance of higher priced submissions must always be supported by justification, presenting demonstrable benefits proportionate to the level of activity.

All pre-qualified, approved, and strategic business partnership suppliers will be systematically reviewed in line with contract terms and performance criteria (at least three yearly or as required).

This requirement will assess whether VFM continues to be achieved by the Town with any renewal or extension of contract arrangements.

(3) Open and Effective Competition

Competition is encouraged through the sourcing requirements of the procurement thresholds (below) and any allowable exemptions as outlined within this Policy.

The expected level of effective competition will depend on the pre-determined market engagement strategy (public, selective, pre-qualified) as identified in the procurement plan and the assessed level of procurement risk to the Town. Town employees are to source across a range of diverse suppliers, to ensure market opportunities are considered.

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Town will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Purchasing Thresholds

The table below prescribes the purchasing process that the Town must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000 (exc GST)	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Town, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government Common Use Arrangement (CUA); or • from the open market.

<p>Over \$5,001 and up to \$20,000 (exc GST)</p>	<p>Request at least two (2) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price.
<p>Over \$20,001 and up to \$50,000</p>	<p>Request at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a written brief outline of the specified requirement for the goods; services or works required; and • value for money criteria, not necessarily the lowest price. <p>The procurement decision is to be represented using the Brief Evaluation Report Template.</p>

<p>Over \$50,001 and up to \$250,000 (exc GST)</p>	<p>Request at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program (e-Quotes) or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Town through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the supplier's response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>
<p>Over \$250,000 (exc GST)</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 8 of this Policy, conduct a public Request for Tender process in accordance with the Regulations, this policy and the Town's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>The purchasing decision is to be based upon the supplier's response to:</p> <ul style="list-style-type: none"> • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be represented using the Evaluation Report template.</p>

Unless otherwise approved in writing by the Chief Executive Officer, the Town will maintain a principal period of three (3) years for all initial procurement activities and contracts. The Town will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Town will have continuing need, and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

The assessment of aggregated expenditure for the same category of supply capable of being supplied by a single supplier will determine the Purchasing Value threshold applicable to future purchasing activity.

Waiver of Quotation

Where this policy requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavors must be used to obtain as many quotes as possible.

If it is not possible to obtain the required number of quotations then:

1. the requirement to obtain that number of quotations may be waived by the Chief Executive Officer or Executive Manager Corporate Services if the purchase is below **\$20,000** and justification has been provided by an officer with appropriate authority to incur the liability. The following are examples of where an exemption may be approved:
 - Supplier is a sole provider registered in the Town of East Fremantle
 - Supplier is an Aboriginal Business
 - Supplier is Disability Enterprise
 - Delivery of goods or services is time critical
 - The local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier
2. all other requirements of this policy applicable to that type or value of purchase apply.

The following supply categories are also exempt from quotation requirements, provided that the total value of Procurement does not exceed \$250,000 ex GST over a three-year period.

1. Purchasing from Legal Service Providers

The Town of East Fremantle will utilise the WALGA preferred supplier contract for legal services. The selection of the service provider will be undertaken by the Chief Executive Officer or relevant Executive Manager (under delegated authority) based on factors including the panel provider undertaking similar work on behalf of the Town, specialist expertise as well as being based on standard contract performance. This supply category is exempt from the minimum quotation requirements.

2. Procurement of labour hire

The Town of East Fremantle will ensure due diligence is carried out when procuring labour hire from recognised personnel providers in the market, with suppliers to be registered with WALGA. The Town will undertake to ensure the most qualified and suitable person is hired under an arrangement with the labour hire provider. Whilst cost will be considered as part of the evaluation of suppliers, the most important criteria will be that the hired person is best fit for the Town and someone who will carry out their duties and responsibilities in-line with the Town's ethos. This does not preclude the value for money section of the Town's purchasing policy. This supply category is exempt from the minimum quotation requirements.

3. Purchasing from Uniform Providers

The Town of East Fremantle will utilise the WALGA Preferred Panel for the procurement of uniforms. Purchasing for Corporate Uniforms and Protective Clothing is exempt from the general requirements of this Policy, and only requires one quote to be obtained. All purchases are still subject to a value for money judgement prior to issuing a Purchase Order.

4. Purchasing from Stationery Suppliers

The Town of East Fremantle will utilise either the WALGA preferred supplier contract or Social Enterprises (Disability and Aboriginal Corporations) for stationery purchases. The Town will endeavour to ensure value for money is realised as well as purchasing sustainable office supplies where possible. This supply category is exempt from the minimum quotation requirements.

5. Purchasing of Accounting and Strategic Financial Services

The Town of East Fremantle will utilise the WALGA preferred supplier contract for Accounting and Strategic Financial Services. The selection of the service provider will be undertaken by the Chief Executive Officer or relevant Executive Manager (under delegated authority) based on factors including

the panel provider undertaking similar work on behalf of the Town, specialist expertise as well as being based on standard contract performance. This supply category is exempt from the minimum quotation requirements.

6. Specific Organisational Expertise

The Town of East Fremantle acknowledges that on occasion, contractors may have a unique understanding of Council procedures and/or software obtained through previous experience with the Town.

In cases where this specific expertise or knowledge of the Council is demonstrated to be beneficial to the Town or provides significant cost savings, purchases may be made from these contractors without obtaining the minimum number of quotations required. This exception recognises that such specialised knowledge and experience may lead to enhanced efficiency, reduced risk, and cost and time savings. This supply category is exempt from the minimum quotation requirements.

7. Other Exemptions

The Town is also not required to undertake a competitive procurement process for the following where the total value of Procurement does not exceed \$250,000 ex GST over a three-year period:

- (a) annual renewals for software maintenance, support and licensing fees,
- (b) engagement of artists or performers,
- (c) memberships and subscriptions,
- (d) provision of advertising services,
- (e) provision of utility services,
- (f) provision of software and support by a third-party provider from a software developer that is known to the Town, that demonstrates value for money.

Sustainable Procurement and Corporate Social Responsibility

The Town is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Town's sustainability objectives.

For formal procurement decisions, the Town may weight sustainability up to a total of 20%, with a maximum of 10% able to be assigned for any one of the following elements:

1. Environmental

Procurement that minimises unnecessary resource consumption, considers whole of life costs and delivers beneficial environmental economic outcomes is encouraged.

The Town will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Town's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used and disposed; and
- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.
- (d)

2. Social

Procurement from organisations such as Aboriginal controlled businesses and social enterprises including Australian Disability Enterprises is encouraged.

Where possible, Australian Disability Enterprises and Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to these businesses, or businesses that demonstrate a high level of employment diversity.

3. Local Economy (with boundaries of the Southwest Group)

The Town will provide supply opportunities for local organisations that can demonstrate economic benefits, either through being a local business, the use of local sub-contractors or local employees. This will be dependent on the extent to which the local business can demonstrate a contribution to the local economy but does not include any preferential; treatment of pricing in the evaluation process.

Requests for Quotation and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Examples of criteria include the following:

1. The Tenderer must provide details of the benefits to the local community from their involvement in this contract. Examples may include, but should not be limited to things such as:
 - Local employment
 - Use of local service providers
 - Use of local food and beverage providers
 - Sourcing of materials and consumables locally
2. Community Participation and Benefits – provide commentary on initiatives to support Aboriginal business and indigenous community, local trade support, Australian manufacturing, and community benefit (i.e. corporate philanthropy or employment development programs for Corporate Social Responsibility such as disability enterprise or special needs)

Authorisation of Expenditure

Acceptance of tenders and quotations and the authorisation of expenditure is to comply with the Town's purchasing requirements, associated policies and procedures and within the relevant delegation or limit of authority.

All purchases of goods or services other than those goods or services deemed an emergency or those outside of normal business hours are only to be purchases after the approval of an appropriate purchase requisition and the receipt of a relevant purchase order.

The confirmation of any purchase after the completion of a quotation / tender process must be authorised by an officer to whom authority to incur a liability has been delegated ensuring that sufficient funds have been provided for in the Town's annual budget.

Record Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA); the Town's Records Keeping Plan and associated procurement procedures.

For each procurement activity, such documents may include:

- the Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- request for Quotation/Tender documentation;
- copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- copies of quotes/tenders received;
- evaluation documentation, including individual evaluators note and clarifications sought;
- approval of award documentation;
- all correspondence to respondents notifying of the outcome to award a contract;
- contract Management Plans which describes how the contract will be managed; and
- copies of contract(s) with supplier(s) formed from the procurement process.

Responsible Directorate:	Corporate Services
Reviewing Officer:	Chief Executive Officer
Decision making Authority:	Council
Policy Adopted:	16/8/16
Policy Amended/Reviewed:	19/6/18, 17/9/19, 19/11/19, 10/12/19, 19/5/20, 15/9/20, 8/12/20, 20/7/21
Former Policy No:	4.2.4

PURCHASING PROCEDURES (PRO2.1.3)

1. Council purchase orders are to be signed only by Officers authorised by Council, namely the:
 - Chief Executive Officer; (unlimited)
 - Executive Manager Corporate Services; Limit \$50,000
 - Executive Manager Regulatory Services; Limit \$50,000
 - Executive Manager Technical Services; Limit \$50,000
 - Operations Supervisor; Limit \$15,000
 - Supervisor Infrastructure and Assets, Limit \$15,000
 - Finance Manager, Limit \$15,000
 - Manager People and Culture; Limit \$5,000
 - Coordinator Corporate Services; Limit \$5,000
 - Executive Assistant/Governance Coordinator; Limit \$5,000
 - Coordinator Regulatory Services; Limit \$5,000
 - Coordinator – Operations; Limit \$5,000
 - Manager CHSP (CHSP related purchases only); Limit \$5,000
 - Manager Community Engagement and Communication; \$5,000
 - Senior Ranger; Limit \$2,000
 - Principal Environmental Health Officer; Limit \$1,500

or those Officers acting in the positions

All of the above thresholds are GST exclusive.
2. Authority limitations apply to any purchase including signing contracts in accordance with Delegation DA8 and DA9;
3. An official purchase order must be placed for all goods or services (including consultants' opinions, e.g. legal, engineering, town planning, etc.) ordered, prior to an invoice being received by the Town. Should an invoice be received without a purchase order having been created, a Creditor Request Form must be completed and authorised prior to payment of the invoice;
4. Standing Purchase Order – these are commitments made against a particular supplier for goods or services that are regularly procured over a specified period, usually one financial year. The full value of the commitment is restricted to the amount in the approved budget, allowing for a spread over more than one supplier. Standing order numbers will need to be quoted to the supplier for inclusion in their invoice. Standing orders will be expedited by Finance at the end of each financial year and will need to be re-established in the new financial year.
5. Emergency Order – emergency orders can only be processed outside the procurement process when any of the following events are likely to occur:
 - Possible cause of injury or loss of life
 - Potential to result in destruction of property
 - Possible loss or disruption to the Town's stakeholders or core functions
 - Will seriously impair the reputation of the Town in the local or wider community

In such cases, the purchaser will initially make a purchase commitment with a third party without following all the processes in this procedure. The purchase order is to be raised as soon as possible following the initial commitment and prior to the invoice being received.

6. When ordering by telephone a purchase order number must be quoted and the original of the order to be forwarded to the supplier endorsed "Confirmation of Telephone Order on "(date)".
 7. Should an exception to the purchasing policy be applied to an order, an authorised 'exception form' **must** be attached to the Requisition/Purchase order in Synergysoft for the exemption to be valid.
 8. All Officers are to ensure that when issuing a Council order for goods or services that a current account number (which will reflect the Budget estimate for those goods or services) be quoted on the Council order. This will ensure that:-
 - 8.1 expenditure is allocated to the correct Budget item (with the job number account being noted on the Council order); and
 - 8.2 that sufficient funds are identified against the job number account before expenditure is authorised.
 9. In order that costs are adequately controlled before issuing a Council purchase order Officers must check against their current Budget estimates for the current financial year and monthly expenditure reports to ensure that there are sufficient funds to cover the cost of the goods or services being ordered;
 10. Roles of Finance:
 - Finance Officers will provide initial training and support to Authorised Purchasing Officer;
 - Finance staff will review purchase orders on a periodic basis to ensure compliance with the Purchasing Policy including ensuring that all relevant quotes are attached. An email will be sent to the Purchaser seeking a valid reason why the Purchasing Policy was not complied with and they will be asked to provide the requested number of quotes to be attached to the purchase order. A report will be prepared yearly for presentation to the Audit and Risk Committee.
 - Goods receipt amounts will be matched to supplier's invoice and processed for payment in line with their terms. Any variance greater than 10% will be referred to the Purchaser.
 - Purchase orders will be reviewed every three months to ensure obsolete orders are expedited.
 11. Where possible, The Town is to use environmentally friendly paper products including recycled paper;
 12. All purchases must also comply with Policy 2.1.3 – Purchasing Policy.
-

12.3 RATES COLLECTION - MID YEAR

Report Reference Number	OCR-3403
Prepared by	Richard Olson, Revenue Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

PURPOSE

The purpose of this report is to update Council on the progress of rates collections as at 10 January 2025.

EXECUTIVE SUMMARY

This report will advise Council on the progress of rates accounts, in both monies collected and balance outstanding for the 2024/25 financial year.

Of the Total Rates & Services Charges Levied for 2024/2025 (inclusive of the Emergency Services Levy), being \$11,513,146 (includes arrears from prior year), \$9,880,638 or 85.82% has been collected as at 10 January 2025.

Payment Option 2 (2nd and Final Instalment) and Payment Option 3 (3rd Instalment) were both due and payable on 3 January.

Only the 4th instalment remains, due 7 March 2025.

Last year's mid-year report was based on figures to 10 January 2024 (before that, 10 January 2023).

BACKGROUND

Rates income is the most important source of revenue for the Town of East Fremantle. Ratepayers have the following options to paying their rates accounts:

- i. Payment in full - due date 23/08/2024
- ii. Instalment Options
 - a. two instalments (due dates 23/08/24 and 3/01/25)
 - b. four instalments (due dates 23/08/24, 25/10/24, 3/01/25 and 7/3/2025), or
- iii. Payment Plan - Special Payment Arrangement.

This report was considered by the Audit Risk and Improvement Committee at its meeting on 26 February 2025 where the following was recommended:

Committee Resolution 062602

OFFICER RECOMMENDATION

Moved Cr White, seconded Mr Chauvel

That the Audit Committee recommend Council:

That, pursuant to Part 6 of Council's Debt Collection Policy and regulation 5 of the *Local Government (Financial Management) Regulations 1996*, Council receive this Rates Collection report as at 10 January 2025.

(CARRIED UNANIMOUSLY 5:0)**For: Mr Chauvel, Crs Wilson, Natale, McPhail, White****Against: Nil****CONSULTATION**

Manager Finance

Audit Risk and Improvement Committee

STATUTORY ENVIRONMENT

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* outlines the CEO's duties as to financial management of the local government which includes:

- That efficient systems and procedures are to be established for the proper collection of all money owing to the local government.

Section 6.49 of the *Local Government Act 1995* states that a local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

POLICY IMPLICATIONS

Council's Debt Collection Policy includes options to recover rates debt where rates are in arrears between one (1) and three (3) years.

Part 6 of this Policy requires management and Council reporting. The Town has adopted a benchmark target of 5% for its outstanding rates ratio. A status report on rates outstanding is required to be presented to Council.

FINANCIAL IMPLICATIONS

There are no Financial Implications resulting from the recommendations of this report.

STRATEGIC IMPLICATIONS

Town of East Fremantle Strategic Community Plan 2020-2030

Objective 5.1 Strengthen Organisational Accountability and Transparency.

RISK IMPLICATIONS**RISKS**

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Inadequate debt recovery processes will result in excessive bad debts	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation
Inefficient use of staff time and financial resources to pursue bad debts	Unlikely (2)	Minor (2)	Low (1-4)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

Not Applicable.

COMMENT

Rates Collected

The amount of Rates, Services Charges and Emergency Services Levy collected for 2024/25 as at 10 January 2025 is \$9,880,638 which represents 85.82% of total rates & charges levied. This compares to \$9,433,332 (85.63%) collected as at 10 January 2024. This is an increase in rates collection of 0.19% (absolute change).

Although a slight increase in comparison (year on year), the recovery appears to reflect ratepayer habit, now consistent for 4 years. In addition, the comparison around rebate properties not on instalments sees 58 properties with a combined total of \$246,334 outstanding (and not required until 30 June 2025), whereas this time last year the figures were 74 properties with a combined total of \$246,873.

If the rebate figures were excluded from the scenario (considering there is no avenue for accelerating payment), the percentage of recoverable is 12.04% (87.96% recovered) for 2024/2025 compared to 12.13% (87.87% recovered) in 2023/2024.

Comparison rates collection statistical data for 2024/25 through 2019/20 is detailed in **Table 1** below.

TABLE 1

Rating Year	Rates & Service Charges Levied (includes ESL and arrears) \$	Rates Collected \$	Rates collected %	Rates Uncollected \$	Rates Uncollected %
2024/2025	\$11,513,146	\$9,880,638	85.82%	\$1,632,508	14.18%
2023/2024	\$11,016,917	\$9,433,332	85.63%	\$1,583,585	14.37%
2022/2023	\$10,478,968	\$8,962,122	85.52%	\$1,516,846	14.48%
2021/2022	\$10,110,069	\$8,666,250	85.72%	\$1,443,819	14.28%
2020/2021	\$ 9,905,984	\$7,750,155	78.82%	\$2,155,829	21.18%

2019/2020	\$ 9,965,089	\$7,500,972	76.00%	\$2,464,117	24.00%
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Rates Uncollected

The total uncollected rates and charges for 2024/25 as at 10 January 2025 is \$1,632,508 which represents 14.18% of total rates & charges levied. This compares to \$1,583,585 (14.37%) uncollected as at 10 January 2024. This is a decrease of -0.19% (absolute change).

Uncollected rates accounts can be broken down into four category types.

1. Instalments

Instalment payments comprise of two (2) or four (4) payments, the total number of rate payers electing to pay their rates by instalments was 1,280 or 37.32% of assessable properties within the Town (3,430 properties).

However, as the due date of payment option two (2) has now passed, 937 rates accounts (27.32%) remain on instalments (option 3). The fourth instalment is due by 7 March 2025.

The remaining assessments now overdue from option 2 comprising 61 assessments for \$67,813 (not including rebated properties, previously on option 2) will now be subjected to recovery in the form of reminder and final notices though do not factor within Category 3 at present.

2. Payment Plans

Council offers alternative special payment arrangements to ratepayers who are unable to pay in full or by the instalment options. 1 payment arrangement was carried over into the 2024/25 financial year. Current arrangements represent \$26,346 (1.61%) of rate accounts unpaid, however, are currently represented within the instalments.

3. Overdue/Unpaid

Unpaid rate accounts that have not committed to any type of payment plan are represented by those in Recovery/Court or Miscellaneous.

Recovery (nothing current) & Court (nothing current).

Miscellaneous are recent Interim Rates, small balances (late payment penalties) and remaining Ratepayers who have had reminders, finals, demands, emails and soon to receive phone calls/recovery action. These ratepayers represent 9.32% percent (\$152,083) of recoverable.

Please refer the report at table 2 for an outstanding summary.

Debt recovery for the 2024/2025 financial year commenced with the issuing of Reminder Notices 6 September, Final Notices 4 October, Final Demands on 18 October followed by email/phone calls prior to a Final Notice which is next to be issued by ARMA Debt Resolution.

4. Pensioners

When a ratepayer becomes eligible for a Senior and/or a Pensioner Rebate, they have the option to pay their Rates and Charges by 30 June of the current financial year. Those rebated properties who previously did not elect to pay by either instalment option (at no cost) equate to \$246,334 from 58 properties or 15.09% of rates uncollected.

Current rebated properties on instalments and recognised within Category 1 are 267 properties comprising \$340,863.

Local Government Rates & ESL charges will be automatically deferred if the amount required to be paid on the rates notice is not paid by 30 June of the current financial year.

Table 2 2024/25 Rates Outstanding Accounts Summary

Rating Year	Account Status	Property Count	Total Outstanding	Total Outstanding	Comment
2024/2025	Instalments	998	\$1,207,745	73.98%	Due 7 March 2025
	Court action	0	\$0.00	0.00%	N/A
	Debt Recovery	0	\$0.00	0.00%	N/A
	Payment Arrangements	13	\$26,346	1.61%	Those heavy in instalment arrears will be removed and recovery commence.
	Pensioners (non instalments)	58	\$246,334	15.09%	Reminders will be issued in April, expecting \$151k be received through 30 June. Deferred to be around \$95k.
	Miscellaneous	91	\$152,083	9.32%	Nothing remaining by 30 June 2025.
	Total	1,160	\$1,632,508	100.00%	

CONCLUSION

Rates collections are progressing well and will continue to be monitored closely.

12.3 COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION

That pursuant to Part 6 of Council's Debt Collection Policy and regulation 5 of the *Local Government (Financial Management) Regulations 1996*, Council receives the Rates Collection report as at 10 January 2025.

REPORT ATTACHMENTS

Nil

12.4 COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) - QUALITY AUDIT

Report Reference Number	OCR-3400
Prepared by	Peter Kocian, Executive Manager Corporate Services
Supervised by	Jonathan Throssell, Chief Executive Officer
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple
Documents tabled	CHSP Policies and Procedures (Separate Attachment)
Attachments	
1. Quality Audit Report (Confidential)	<i>(This attachment is contained within the Minutes of Audit Committee Meeting 26/02/2025)</i>

PURPOSE

Council is requested to receive the Quality Audit Report arising from the audit of the Town's Commonwealth Home Support Programme service.

Council is also requested to note the significant compliance requirements that exist for Providers and the risk/administrative burden this presents for small Providers.

EXECUTIVE SUMMARY

An assessment team of quality assessors conducted a quality audit of the Town's Commonwealth Home Support Programme (Neighbourhood Link), with an on-site visit on the 23/24 January 2025.

The assessment team undertook interviews with consumers and staff, including the Manager CHSP, Support Officer's and the Executive Manager Corporate Services.

The Town was deemed to meet five out of the seven applicable Quality Standards.

BACKGROUND

The Town of East Fremantle has been providing home support services since the commencement of the Home and Community Care (HACC) Programme in 1987.

The service employs 8 permanent staff, who largely work part-time, as well as casual employees and volunteers.

This service has been formally reviewed by Council on two occasions since 2019 when the HACC program transitioned from a State-based system to the Commonwealth Home Support Programme.

15 October 2019:

AMENDED RECOMMENDATION/COUNCIL RESOLUTION 071019

Moved Cr M McPhail, seconded Cr Natale

That Council:

- 1. receive and note all options presented in the attached Business Plan considering future service delivery options under the Commonwealth Home Support Program.**

2. *endorse Option 2 Centre Based Social Support Services Model as the preferred service delivery model post 1 July 2020, and make future application to the Commonwealth to be an approved provider to continue to provide the following CHSP services:*
 - (a) *Centre Based Day Care, including summer programs*
 - (b) *Centre Based Meals;*
 - (c) *Centre Based Transport, including social support outings and summer holiday outings program;*
 - (d) *Centre Based Respite;*
 - (e) *Flexible Respite;*
 - (f) *Social Support – Individual; and*
 - (g) *Social Support – Group.*
3. *request a further report be provided by 30th June 2021 in relation to the program's performance.*
4. *request that the Town produces a communication/transition plan to support existing clients receiving Domestic and Home Maintenance Services to transition to another provider from 1 July 2020.*
5. *pursuant to section 6.8 of the Local Government Act 1995, approve a budget allocation of \$20,000 for marketing and promotion activities of social services provided by the Town, which may include the following strategies:*
 - *Production of marketing material for placement in local GP surgery's and library notice boards;*
 - *Production of marketing material for distribution to Aged Care Assessment Teams (ACAT) at hospitals;*
 - *Production of marketing material for distribution and promotion at local festivals;*
 - *Advertisement in the DPS publication "Guide to Aged Care in Western Australia"; and*
 - *Advertisement in "The Senior" local newspaper*

(CARRIED UNANIMOUSLY)

15 February 2022:

Council Resolution 061502**OFFICER RECOMMENDATION**

Moved Cr Natale, seconded Cr Donovan

That Council, with respect to the Town's Commonwealth Home Support Program service:

1. endorse the Commonwealth Home Support Program extension offer for 2022/23 as attached to this report.
2. receive the Independent Audit of Town's CHSP Service as attached to this report.
3. note that the Commonwealth Home Support Program will be replaced by a new Support at Home Program from 1 July 2023, and the Town will lose its entitlement to as of right block funding for the provision of services from this date.
4. note that a monthly table on the performance of the Commonwealth Home Support Program will be provided to the monthly Concept Forum Briefing, with a formal report to be submitted to the September Ordinary Meeting assessing the viability of the service under the new funding model.
5. pursuant to section 6.16 of the *Local Government Act 1995*, impose the following fees with an effective date of 1 March 2022, and provide local public notice:

Description of Fee	Adopted Budget 21/22 (Ex GST)	Proposed Fee (Ex GST)	Comment
Home Care Package			
- Social Support Individual (per hour)	\$30.48	\$50.00 + Mileage \$1 per km	The proposed fee has been benchmarked to 6 nearby providers, and fees range from \$50-\$74
Cancellation Fee	Nil	Up to 100% of Client Contribution	Cancellation Policy: "If you need a cancel a scheduled service, please provide at least 24 hours' notice. Otherwise, a cancellation charge may apply. We understand that sometimes unavoidable emergencies happen at the last minute. If services need to be cancelled due to an unavoidable emergency, the service will not be charged to your invoice".

(CARRIED UNANIMOUSLY)

This report was considered by the Audit Risk and Improvement Committee on 26 February 2025 which recommended:

Committee Resolution 032602**OFFICER RECOMMENDATION**

Moved Cr White, seconded Cr Natale

That the Audit Committee recommend Council:

1. receives the Quality Audit Report from the assessment of the Town's Commonwealth Home Support Programme Service.
2. notes that audit findings will be inserted into the consolidated audit status log for the Audit Committee's ongoing review and monitoring.
3. notes the significant compliance and quality framework for registered Aged Care Providers and the administrative demands to ensure that the quality standards are being met.
4. notes that Council and the Audit Committee will need to adopt a more proactive role in overseeing the governance of the Town's service, which will increase administrative requirements. It is recommended that a monthly information report be submitted to the Council Concept Forum which will include the following headings:
 - Service Output Summary

- **Client Incidents**
- **Adverse Events**
- **Services**
- **Staff**
- **Vehicles and Equipment**
- **CHSP Updates**
- **ACQSC Updates**

(CARRIED UNANIMOUSLY 5:0)

For: Mr Chauvel, Crs Wilson, Natale, McPhail, White

Against: Nil

CONSULTATION

Manager CHSP

Audit Risk and Improvement Committee

STATUTORY ENVIRONMENT

The delivery of CHSP services is subject to the following regulation:

- The Australian Government: Department of Health Legislation: '*Aged Care Act 1997*'
- The Australian Government: Aged Care Quality and Safety Commission Charter – *Charter of Aged Care Rights*, which engages, empowers, and guides consumer rights.
- The Australian Government: Australian Commission on Safety and Quality in Health Care – *National Safety and Quality Health Service Standards*, which, through 8 standards, facilitates the level of care and service that participants can expect from providers; and enables providers to self-assess their service to ensure the focus is on rights, quality of care and accountability.

POLICY IMPLICATIONS

The Australian Government has announced that the CHSP, Home Care Packages, Short-Term Restorative Care and Residential Respite Programs will be replaced by a new Support at Home Program commencing in July 2027 (previous timelines were 1 July 2023 and then 1 July 2025). This means that the Town will lose block funding for service delivery at this time.

FINANCIAL IMPLICATIONS

The Town has provided the Department of Health and Aged Care with advice that it intends to continue delivering CHSP services for the period 2025-2027.

The Town's total indicative funding amount for CHSP 2025-2027 is \$1,415,788.30.

Current Service Name Up to 30 June 2025	New Service Name From 1 July 2025	Funding 2025-2026 (ex GST.)	Outputs 2025-2026
Centre Based Respite and Flexible Respite	Home or community general respite	\$67,306.65	1245
CHSP Transport	Transport	\$120,134.97	4314
Social Support - Group	Group social support	\$276,759.56	13978

Social Support - Individual	Individual social support	\$243,692.97	5365
Total Funding		\$707,894.15	

Grant Agreements will be provided to approved Providers before 10 June 2025.

The following tables depicts the Town's actual service outputs for 2023/24, whereby the Town achieved 92% of overall service outputs.

FUNDING - Commonwealth Home Support Program (CHSP)															
SERVICE TYPE	Funded Unit Rate	CHSP Funding for 2023-24	Contracted Units for Year	Contracted Units for a month	Units delivered in June 2024	Contracted Units YTD	Price per Unit	Monthly Contracted Funding	YTD Contracted Funding	6 months Units Delivered June 2024 YTD	12 months Units Delivered YTD	Current month Variance (Units/%)	YTD Variance from Contracted Hrs	YTD Funding from Service delivered for 2023/24	YTD Variance from Contracted Funding
Centre Based Respite - Care Relationships and Flexible Respite - Care Relationships and Care Support	\$39.41	\$14,818	376	31	0	376	\$39.41	\$1,235	\$14,818	0	0	-100%	-100%	\$0	-\$14,818
Direct Transport	\$26.30	\$113,463	4,314	360	24	4,314	\$26.30	\$9,455	\$113,463	176	231	-93%	-95%	\$6,076	-\$107,387
Social Support - Individual	\$42.90	\$230,159	5,365	447	409	5,365	\$42.90	\$19,180	\$230,159	2,006	5,117	-9%	-5%	\$219,519	-\$10,639
Social Support Group - CBDC	\$18.70	\$261,389	13,978	1165	110	13,978	\$18.70	\$21,782	\$261,389	454	1,149	40%	43%	\$374,673	\$113,285
Social Support Group - Outings					1,520					8,782	18,887				
Annual Total		668,578	24,902	2,075	2,083	24,902		\$55,715	\$668,578	11,529	25,640			\$614,630	-\$53,949

STRATEGIC IMPLICATIONS

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

Facilitate appropriate local services for the health and wellbeing of the community

RISK IMPLICATIONS

RISKS

Whilst the Town is very proud of this social service that has been provided for over 30 years, there are significant compliance requirements that providers must meet. Council does not have visibility on this level of corporate governance and oversight:

- Compliance requirements increased from 1 July 2022, with monthly reporting (as opposed to biannual reporting) required through the Data Exchange System.
- All service providers are required to meet the following aged care standards (noting that the Town was last audited under the State-base system in 2018):
 - Standard 1: Consumer dignity and choice
 - Standard 2: Ongoing assessment and planning with consumers
 - Standard 3: Personal care and clinical care
 - Standard 4: Services and supports for daily living
 - Standard 5: Organisation's service environment
 - Standard 6: Feedback and complaints
 - Standard 7: Human Resources
 - Standard 8: Organisational governance

The Town has been working with an aged care expert for advice with Policy and Procedure. The Town has completed comprehensive documentation and checklists for each of the eight standards since 2021. This documentation also allows for an internal compliance assessment for each of the Standards.

In addition, since 1 December 2022, the Aged Care Quality and Safety Commission has required all providers to have a Serious Incident Response Scheme (SIRS) in place. A providers incident management and prevention responsibilities are set out on the Aged Care Act and addresses the following:

- how incidents are identified, recorded, and reported, and to whom incidents must be reported;
- how the provider will provide support and assistance to those affected by an incident to ensure their health, safety, and wellbeing (e.g. providing information about access to advocates);
- how those affected by an incident (or their representatives) will be involved in managing and resolving the incident;
- when and how the provider will require an investigation into an incident to work out the cause, any harm, and any operational issues that may have contributed to the incident occurring;
- when remedial action is required and what that action should be; and
- who is responsible (e.g. a staff member) for notifying all reportable incidents to the Commission under the SIRS.

There have been no Priority 1 or 2 incidents since SIRS was introduced. The Town does need to develop a CHSP SIRS Action Handbook (chart, diagram, timeline, phone numbers, contacts etc) to ensure that other CHSP staff are conversant with requirements in the event that the Manager CHSP is unavailable.

The above represent significant compliance requirements that the Manager CHSP is primarily responsible for with oversight and support provided by the Executive Manager Corporate Services.

Thus, there is key point of failure should the incumbent Manager CHSP not be available for any reason. If this was to transpire, the Town will be unable to continue service delivery.

SITE INSPECTION

Not applicable.

COMMENT

The Town's Audit Assessment was pleasing and provides an assurance that services generally meet the quality standards. The Manager CHSP is to be congratulated for the audit performance, recognising there is limited administrative support. The Town does not have economies of scale to expand administrative resources as staffing is directed to client services to ensure that the Town is meeting funding obligations to deliver contracted service outputs.

The Committee's attention is brought to the two standards that were not met:

Standard 6 Feedback and Complaints

Improvements to be implemented:

- Establish a formal survey and feedback process with consumers to improve the quality of care and services provided. Management Comment: A more integrated process is being worked on to tie up feedback, continuous improvement and periodic survey (beyond the means used through the activity program, care plan and client review).

Standard 8 Organisational Governance

Improvements to be implemented:

- Engage consumers in the development, delivery and evaluation of care and services.

- Ensure Council/Audit Committee is more involved in reviewing matters to promote quality care and services.
- Implement governance systems relating to continuous improvement and feedback and complaints.
- Implement systems to assess and understand consumer risk, report incidents, and use the information to minimise risks for consumers and staff.

The implementation of audit findings will create further demands on limited administrative resources. The Executive Manager Corporate Services will work closely with the Manager CHSP to monitor audit findings and assess resourcing requirements.

CONCLUSION

That Council receive the information contained within this report.

12.4 COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION

That Council:

1. receives the Quality Audit Report from the assessment of the Town's Commonwealth Home Support Programme Service.
2. notes that audit findings will be inserted into the consolidated audit status log for the Audit Committee's ongoing review and monitoring.
3. notes the significant compliance and quality framework for registered Aged Care Providers and the administrative demands to ensure that the quality standards are being met.
4. notes that Council and the Audit Committee will need to adopt a more proactive role in overseeing the governance of the Town's service, which will increase administrative requirements. It is recommended that a monthly information report be submitted to the Council Concept Forum which will include the following headings:
 - Service Output Summary
 - Client Incidents
 - Adverse Events
 - Services
 - Staff
 - Vehicles and Equipment
 - CHSP Updates
 - ACQSC Updates

REPORT ATTACHMENTS

Nil

12.5 RISK REGISTER UPDATE

Report Reference Number	OCR-3406
Prepared by	Bron Browning, Manager, Corporate Services
Supervised by	Peter Kocian, Executive Manager, Corporate Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	

1. Updated Risk Register *((This attachment can be viewed within Minutes of Audit Committee Meeting 26/02/2025))*

PURPOSE

It is recommended that Council receives the attached Risk Register for review.

EXECUTIVE SUMMARY

The Town's Risk Management Framework recommends that the Audit Committee provide oversight of risk matters that meet any of the following criteria:

- Risks with a level of risk of extreme
- Risks with inadequate control ratings
- Risks with a consequence rating of extreme

BACKGROUND

Following direction provided by the Audit Committee, a summary risk register has been developed identifying the key risks determined by the Executive Team which includes:

- Description of key risks
- Assessment of inherent risk rating
- Identification of appropriate risk treatments and controls
- Evaluation of the effectiveness of treatments and controls
- Assessment of residual risk rating

This report was considered at the Audit Risk and Improvement Committee meeting on 26 February 2025 where it was recommended:

Committee Resolution 072602

OFFICER RECOMMENDATION

Moved Cr White, seconded Cr McPhail

That the Audit Committee recommend Council:

1. receives the attached Risk Register for review.
2. notes the risk treatment activities that are currently underway.

(CARRIED UNANIMOUSLY 5:0)

For: Mr Chauvel, Crs Wilson, Natale, McPhail, White

Against: Nil

CONSULTATION

Executive Team
Audit Risk and Improvement Committee

STATUTORY ENVIRONMENT

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of local government systems and procedures in relation to risk management, internal control and legislative compliance separately or all at the one time, on the provision that each matter is reviewed at least once every three years. The CEO is also required to report the results of that review to Council.

POLICY IMPLICATIONS

Council has adopted Policy 2.2.4 Risk Management.

FINANCIAL IMPLICATIONS

Not applicable

STRATEGIC IMPLICATIONS

Strategic Priority 5 – Leadership and Governance
5.1 Strengthen organisational accountability and transparency
5.3 Strive for excellence in leadership and governance

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
A major function of the Audit Committee is to oversee the treatment/management of extreme risks. Failure to do so may result in adverse consequences.	Unlikely (2)	Major (4)	Moderate (5-9)	SERVICE INTERRUPTION Prolonged interruption of services - additional resources; performance affected <1 month	Manage by active monitoring

RISK MATRIX

Consequence 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	8
Does this item need to be added to the Town's Risk Register	No
Is a Risk Treatment Plan Required	No

SITE INSPECTION

Not applicable

COMMENT

The Executive Leadership Team has identified the following risk profiles as the key risks for the Town of East Fremantle:

- Political
- Financial
- Commercial, Community and Economic
- Governance and Compliance
- Human Resource Management
- Business Interruption
- Climate Change and Environmental Management
- Sustainability
- Security and Confidentiality

These risk profiles are aligned to the Town's Strategic Community Plan.

Three risks have been identified with an inherent risk rating of extreme (20) or higher:

- Inability to manage community expectations, increased service level expectations. Council and strategic direction misalignment with the community.
- Inadequate performance of East Fremantle Community Park.
- Failure to plan and respond to climate impacts.

However, after evaluating the effectiveness of risk treatments and controls, and determining the residual risk rating, there are four risks with a residual risk rating of more than ten (10) that require ongoing monitoring by the Audit Committee:

- Performance of East Fremantle Community Park (community, financial, reputational).
- Financial sustainability.
- WHS Framework.
- Failure to plan and respond to climate impacts.

The Town's WHS Framework has been included above as existing controls (taken as a whole) are assessed to be inadequate and require resourcing. Council has been briefed on the independent audit of the Town's WHS Framework undertaken by Marsh and an action plan has been developed.

Update:

The Risk Register was last presented to the August 2024 Audit Committee Meeting. Since this time, the following risk treatments/activities have been implemented:

Risk Description	Risk Treatment	Impact on Residual Risk Rating
Financial	Mid-Year Budget Review has been completed and presented to the February Council Meeting.	The budget review has resulted in a forecast deficit of \$350k. As the forecast deficit is greater than \$250k, the rating level for measure of consequence has been amended from a '3' to a '4'. As the budget deficit has been realised, the measure of likelihood has also been amended from a '2' to a '5'. The residual risk rating is now 20 which is assessed to be 'extreme'.
Commercial, Community and Economic	An independent review of the commercial operations of EFCP is underway.	Given the forecast operating deficit of more than \$1m for EFCP for the preliminary period, the residual risk rating has been amended to 25 which is assessed to be 'extreme', which is unacceptable. The effectiveness of controls will be reviewed once the review has been completed.
Human Resource Management	Marsh Pty Ltd has been engaged to implement the WHS Action Plan.	Controls are currently assessed to be inadequate. This will be reviewed once the Action Plan has been implemented (expected by June 2025), and the residual risk rating will be revised at this time.
Security and Confidentiality	An external Penetration Test has been completed.	Controls are now assessed to be adequate, and the residual risk rating amended from a '8' to '4'.

CONCLUSION

Council is requested to note the risk treatments discussed above and the two risks that currently have an unacceptable residual risk rating. Both risks are intrinsically related as the forecast operating deficit of EFCP is impacting the Town's overall financial health.

12.5 COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION

That Council:

1. receives the Risk Register for review; and
2. notes the risk treatment activities that are currently underway.

REPORT ATTACHMENTS

Nil

13 REPORTS OF OFFICERS

Reports start on the next page

13.1 SCHEME AMENDMENT NO. 20 – IMPLEMENTATION OF STATE GOVERNMENT PLANNING REFORMS FOR SHORT TERM RENTAL ACCOMMODATION

Report Reference Number	OCR-3220
Prepared by	Christine Catchpole, Senior Planner
Supervised by	Fraser Henderson, Executive Manager Regulatory Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple majority
Documents tabled	Nil

Attachments

1. Local Planning Scheme No. 3 - Scheme Amendment No. 20 Report
2. Proposed changes to LPS 3 Zoning Table

PURPOSE

The purpose of this report is to consider the adoption of a Scheme Amendment to update the text of Local Planning Scheme No. 3. New and revised land use classes and general definitions will be introduced to the Scheme text and the Zoning Table. This is to align the Scheme with the State Government reforms and legislation changes for Short-Term Rental Accommodation (STRA).

EXECUTIVE SUMMARY

In November 2023, the Western Australian Planning Commission (WAPC) released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

The Position Statement foreshadowed a series of amendments to Schedule 1 and 2 of the *Planning and Development (LPS) Regulations, 2015* (LPS Regulations), which as of September 2024 have been in force. These include new 'deemed' general land use definitions to ensure 'hosted' and 'unhosted' short term rental accommodation are considered as dedicated land use classes in planning schemes. The new land use class of 'tourist and visitor accommodation' is to supersede and consolidate a number of land use terms for traditional accommodation. A State-wide development approval exemption for 'hosted short-term rental accommodation' (includes ancillary dwellings) and a 90-night (cumulative) exemption within a 12-month period for 'unhosted short-term rental accommodation' in the Perth metropolitan area has also been introduced.

The planning changes have triggered the need for the Town to amend its Planning Scheme, so it complements and aligns with the new 'deemed' land use classes. The amendments are required to be completed by mid-2025, to allow for development approvals to be obtained by 1 January 2026 so applicants can register on the State government registration platform.

The Department of Planning; Lands and Heritage (DPLH) has prepared standard templates for scheme amendments for local governments to expedite the process. As Local Planning Scheme No. 3 (LPS 3) contains no reference or provisions in relation to short-term rental accommodation and only refers to now superseded land use terms, the proposed Scheme Amendment follows the DPLH template. However, because the permissibility classification of the

new ‘*tourist and visitor accommodation*’ land use term (replacing motel) will be allocated slightly different permissibility classifications in the various zones of the Zoning Table to that of ‘*motel*’ it is necessary to classify the amendment as a ‘standard’ amendment. As advised by the DPLH a ‘standard’ classification will require the amendment to be advertised for a period of 42 days, before the Council can consider the amendment for final adoption.

Considering the legislative changes and the DPLH directive to amend LPS 3, is recommended Council initiate (adopt) the amendment in relation to short-term rental accommodation, as outlined in the Scheme Amendment No. 20 Report (Attachment 1) and proceed to advertising the Amendment.

BACKGROUND

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and has become a popular means of booking accommodation.. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the WAPC released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government’s goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Town to amend its Planning Scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

CONSULTATION

A ‘standard’ scheme amendment is required to be advertised. The DPLH have stated that the classification and therefore the advertising requirements is at the discretion of individual local governments. The DPLH advice specifies that scheme amendments that propose to replace superseded land uses, without changing the permissibility in the zoning table, can generally be processed as a ‘basic’ amendment. However, as the Town’s administration is proposing to change some permissibility classifications in the Zoning Table it is necessary to advertise the amendment.

The administration is proposing minor changes in respect to the permissibility classifications for ‘*tourist and visitor accommodation*’ which will replace the superseded term of ‘*motel*’ in LPS 3. As the proposed scheme amendment is required to be advertised for 42 days, the following means of advertising is recommended:

- Town’s website – *Consultations* and *Latest News* pages
- Advertisement in the Local Paper – *Fremantle Herald*
- Town reception TV screen and Notice Board
- Town’s newsletters

Individual letters to ratepayers and residents are considered unnecessary. The proposed changes are in line with State government legislated and administrative changes which are already enacted and are amendments to LPS 3 required by the State government. Also, the STRA legislation and changes to the planning system have received media attention which has further informed the public of the changes.

STATUTORY ENVIRONMENT

Planning and Development Act, 2005

Planning and Development (Local Planning Schemes) Regulations, 2015

Local Planning Scheme No. 3 (LPS 3)

POLICY IMPLICATIONS

WAPC Position Statement: Planning for Tourism and Short-Term Rental Accommodation and associated Guidelines – Nov 2023

Planning Bulletin 115/2024 – Short-Term Rental Accommodation – Guidance for Local Government – Sept 2024

Local Planning Strategy 2022

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Built Environment

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

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

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

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

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

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

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
	Unlikely (2)	Insignificant (1)	Low (1-4)	REPUTATIONAL Unsubstantiated, low impact, low profile or 'now news' item	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

N/A.

COMMENT

All local governments are required to incorporate two new 'deemed' STRA land use classes into the zoning table of their local planning scheme by either:

- including '*hosted short-term rental accommodation*' and '*unhosted short-term rental accommodation*' where no uses of a similar nature have existed previously; or
- deleting superseded uses – in most cases '*bed and breakfast*' and '*holiday house*' – and replacing these with '*hosted short-term rental accommodation*' and '*unhosted short-term rental accommodation*'.

In all schemes, both metropolitan and regional, '*hosted short-term rental accommodation*' should be listed as 'P' use in all zones where any type of dwelling is capable of approval, reflecting the state-wide development approval exemption in the LPS Regulations.

For local governments within the boundaries of the Metropolitan Region Scheme (MRS), '*unhosted short-term rental accommodation*' should be listed as a 'D' or 'A' use in zones where any type of dwelling is capable of approval, a 'P' use in Tourism zones and a 'X' use within all other zones, reflecting the direction set in the Position Statement.

The changes also introduce a new 'model' land use class of '*tourist and visitor accommodation*', which supersedes traditional accommodation uses including '*holiday accommodation*', '*motel*', '*serviced apartment*', '*tourist development*' and similar. '*Motel*' is the only term included in LPS 3. This new definition sits separately to the retained '*hotel*' use class and is also intended to include farm stays and larger bed and breakfast style accommodation that do not fall within the definition for '*hosted short-term rental accommodation*'.

While '*tourist and visitor accommodation*' is not a 'deemed' definition, the DPLH is strongly encouraging its inclusion in local planning schemes going forward, ensuring a clearer differentiation between STRA and traditional accommodation uses. This new use, and deletion of relevant superseded uses, may be incorporated into schemes as part of the same amendment as the above-mentioned STRA uses.

This new model use class is not intended to replace other accommodation types such as lodging houses. These are not considered STRA or traditional accommodation for the purposes of these changes. Such land uses will continue to be classed as '*residential buildings*'.

Revised general definitions of '*cabin*' and '*chalet*' and the amended land use definition of '*road house*' can also be introduced, along with deletion of the general definition for '*short-term accommodation*'. However, this is not considered necessary for the Town of East Fremantle as they are not uses previously included in the Planning Scheme text nor are they likely to be proposed within the Town.

'Deemed' Development Approval Exemptions

Development Approval – New Exemptions

Amendments to the LPS Regulations have introduced two new 'deemed' development approval exemptions. '*Hosted short-term rental accommodation*' is exempt statewide and applies to all dwelling types with no time restrictions. The State government's position on this matter was set through the release of the Position Statement in November 2023. It is important to note that '*hosted short-term rental accommodation*' will still require registration with the STRA Register, ensuring regulatory oversight. Ancillary dwellings (granny flats) are considered to be '*hosted short-term rental accommodation*' when the 'host' resides on site in either the primary or ancillary dwelling. This is because, by definition, ancillary dwellings can only occur on the same site as another type of dwelling (i.e. single, grouped or multiple). This is further reinforced by the general deemed definition of '*short-term rental arrangement*', which provides the ability for a dwelling, or part of a dwelling, to be used as STRA.

Unhosted STRA (i.e., '*Unhosted short-term rental accommodation*') within the Perth metropolitan area is exempt from requiring development approval for a period of up to 90-nights (cumulative) within a 12-month period from the date of registration. This exemption is intended for ad hoc situations in a person's primary place of residence, such as when they are away on holidays. The exemption cannot be undone through a local planning policy. The STRA Register will track bookings to monitor compliance with this exemption. Notifications will be sent to operators who are approaching the 90-night limit advising of the requirement to obtain development approval to continue the use beyond the exemption period. A change of use development application requirement is triggered once the 90-night exemption has been exhausted.

Development Assessment and Approval – Unhosted STRA

DPLH have stated that the assessment of development applications for changes of use to '*unhosted short-term rental accommodation*' will generally be a matter for the local government to consider on a case-by-case basis, having regard to the local planning framework. It should be noted that the premises must first be classified as a type of 'dwelling' to enable the change of use, given reference to this term within the 'deemed' general definition for '*short-term rental accommodation*'. In this regard, the Residential Design Codes (R-Codes) will, in most instances, continue to apply to works associated with a short-term rental accommodation proposal. This has been the practice of the administration in dealing with STRA applications.

Local governments have the flexibility to condition occupancy numbers for '*unhosted short-term rental accommodation*' through development approvals, should the maximum of 12 persons be considered inappropriate in relation to the size of the dwelling. The Town has applied such conditions in the past when assessing this type of development application.

It should also be noted that in zones where a type of '*dwelling*' is discretionary, it is possible for a site to have multiple active development approvals in-force at any one time allowing for changes of use between STRA and a '*dwelling*' without the need to obtain further approval. Where a development approval is required under a scheme for '*unhosted short-term rental accommodation*', a local government can consider any relevant matter under clause 67 of the Deemed Provisions.

All STRA is required to register prior to operation regardless of whether they are '*hosted*' or '*unhosted*' or whether they qualify for development approval through exemption through the LPS Regulations. Registration is completed by the STRA owner or the tenant (with owner's consent) and is renewed annually.

Under the *Short-Term Rental Accommodation Act, 2024* and associated regulations, it is mandatory for applicants to ensure that either a development approval is not required, or the status of their development approval at the point of registration. This includes whether an application has been approved (including the development approval number) submitted, refused or not obtained.

The recommended amendments to LPS 3 are outlined in the *Scheme Amendment No. 20 Report* (Attachment 1 and 2) and in the Officer Recommendation below.

CONCLUSION

This report considers the adoption of a Scheme Amendment (for advertising) to update LPS 3 in accordance with the recently enacted planning and other State government legislation in relation to STRA. New and revised land use classes and general definitions will be introduced. These include the new ‘deemed’ general land use definitions to ensure ‘hosted’ and ‘unhosted’ short-term rental accommodation are considered as dedicated land use classes in LPS 3. The new land use class of ‘tourist and visitor accommodation’ is to supersede and consolidate a number of land use terms for traditional accommodation such as ‘bed and breakfast’. These changes require further amendments to the Zoning Table and other parts of the Scheme which refer to these uses. This will involve inclusion of the above land use classes, a change in the permissibility classification for the previous land use of ‘motel’ which is now ‘tourist and visitor accommodation’ and other minor changes to the Scheme Text.

The proposed Scheme Amendment follows the standard amendment template prepared by the DPLH. The Town’s planning scheme currently contains no reference or provisions in relation to short-term rental accommodation and only refers to now superseded land use terms such as ‘motel’ and ‘bed and breakfast’. However, because the permissibility classifications for the new ‘tourist and visitor accommodation’ land use term (replacing motel) will be different to the previous classification for ‘motel’ in some of the zones in the Zoning Table, it is necessary to classify the amendment as a ‘standard’ amendment. This will require the amendment to be advertised for a period of 42 days, before the Council can consider the amendment for final adoption. Standard internet, newsletter and newspaper advertising is considered adequate in these circumstances.

The amendment is required to be completed by mid-2025, to allow for development approvals to be obtained by 1 January 2026 so applicants can register on the State government registration platform.

The new legislation has also introduced a State-wide development approval exemption for ‘hosted short-term rental accommodation’ (includes ancillary dwellings) and a 90-night (cumulative) exemption within a 12-month period for ‘unhosted short-term rental accommodation’ in the Perth metropolitan area.

Given the Town is required to initiate the Amendment to respond to State government legislation changes which have already been enacted, it is recommended the Council initiate (adopt) the amendment for advertising as outlined in the Scheme Amendment No. 20 Report (Attachment 1 and 2) and proceed to advertising.

The final part of the Officer Recommendation addresses the request by the DPLH that the Town formally acknowledge the classification type of the Amendment and advise the WAPC as to whether referral of the amendment to the Environmental Protection Authority (EPA) is required and therefore what section of the Planning and Development Act will apply. This is required before the Commission can make a recommendation to the Minister for Planning to determine the Amendment. In this case referral to the EPA is not required.

13.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council:

1. resolves the Local Government (Town of East Fremantle), pursuant to Section 75 of the *Planning and Development Act 2005*, adopts Amendment No. 20 to Local Planning Scheme No. 3 by amending the Scheme Text as follows:
 - A. In ‘Schedule 1: Dictionary of Defined Words and Expressions’ –
 - (i) Delete the definitions for:
 - a. *bed and breakfast*; and

- b. *motel*; and
 - (ii) Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions.
 - B. In the '*Zoning Table*' (Clause 4.3 refers) insert in alphabetical order the following land uses and permissibility:
 - (i) *hosted-short term rental accommodation*; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones;
 - (ii) *unhosted short term rental accommodation*; designate as 'A' uses in zones where a dwelling is permissible and 'X' in all other zones; and
 - (iii) *tourist and visitor accommodation* and designate as 'A' in (Mixed Use, Special Business, Town Centre and Special Zone – Royal George Hotel) and 'X' in all other zones (Residential).
 - C. In clause 4.3 '*Zoning Table*', delete all references to:
 - (i) *bed and breakfast*; and
 - (ii) *motel*.
 - D. In Schedule 10: Car Parking Standards (Sub-Clause 5.5.2 and 5.8.5) in the *Development (Use)* column delete reference to *motel* and replace with *tourist and visitor accommodation*.
 - E. Undertake administrative and formatting edits as required.
- 2. under Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 20 to the Town of East Fremantle Local Planning Scheme No. 3 is a 'standard' amendment for the following reasons as listed in the Regulations:
 - (i) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
 - (ii) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - (iii) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - (iv) any other amendment that is not a complex or basic amendment.
- 3. advises the Western Australian Planning Commission that under Section 33C of the Environmental Protection Amendment Regulations 2024 that the amendment is considered to be of the prescribed classes (as listed below) that does not require referral to the Environmental Protection Authority, and accordingly that Section 81(2) of the Planning and Development Act, 2005 will apply:
 - (i) an amendment to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1; and
 - (ii) an amendment to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.

REPORT ATTACHMENTS

Attachments start on the next page.



Town of East Fremantle Local Planning Scheme No. 3 Amendment No. 20

Summary of Amendment Details

Update Planning Scheme Text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

**Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME**

**Town of East Fremantle Local Planning Scheme No. 3
Amendment No. 20**

1. Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act, 2005*, amend the above Local Planning Scheme by:
 - A. In '*Schedule 1: Dictionary of Defined Words and Expressions*' –
 - (i) Delete the definitions for:
 - a. *bed and breakfast*; and
 - b. *motel*; and
 - (ii) Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions.
 - B. In the '*Zoning Table*' (Clause 4.3 refers) insert in alphabetical order the following land uses and permissibility:
 - (i) *hosted-short term rental accommodation*; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones;
 - (ii) *unhosted short term rental accommodation*; designate as 'A' uses in zones where a dwelling is permissible and 'X' in all other zones; and
 - (iii) *tourist and visitor accommodation* and designate as 'A' in (Mixed Use, Special Business, Town Centre and Special Zone – Royal George Hotel) and 'X' in all other zones (Residential).
 - C. In clause 4.3 '*Zoning Table*', delete all references to:
 - (i) *bed and breakfast*; and
 - (ii) *motel*;
 - D. In Schedule 10: Car Parking Standards (Sub-Clause 5.5.2 and 5.8.5) in the *Development (Use)* column delete reference to *motel* and replace with *tourist and visitor accommodation*.
 - E. Undertake administrative and formatting edits as required.

2. Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 20 to the Town of East Fremantle Local Planning Scheme No. 3 is a 'standard' amendment for the following reasons as listed in the Regulations:
 - (i) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
 - (ii) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - (iii) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - (iv) any other amendment that is not a complex or basic amendment.
3. Advise the Western Australian Planning Commission that under Section 33C of the Environmental Protection Amendment Regulations 2024 that the amendment is considered to be of the prescribed classes (as listed below) that does not require referral to the Environmental Protection Authority, and accordingly that Section 81(2) of the Planning and Development Act, 2005 will apply:
 - (i) an amendment to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1; and
 - (ii) an amendment to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.

Dated this _____ day of _____ 2025

Jonathan Throssell
(Chief Executive Officer)

Scheme Amendment No. 20 Report

1. Introduction

The purpose of this amendment is to amend the Town's local planning scheme to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Town.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and has become a very popular method of arranging accommodation for work and leisure. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Town to amend its Scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the

Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's STRA reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- i. new 'deemed' land use classes of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation* to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- ii. new 'deemed' general terms to define *'short-term rental accommodation'* and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- iii. a new 'model' land use class of *'tourist and visitor accommodation'* to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from *'hotel'*), as well as other changes to general definitions;
- iv. a state-wide development approval exemption for *'hosted short-term rental accommodation'* (this includes ancillary dwellings); and
- v. a 90-night (cumulative) exemption within a 12-month period for *'unhosted'* short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Town are detailed further in the following sections of this report.

3. Local Planning Context

The Town's administration has effectively dealt with development applications for STRA up to this point by classifying the use as a 'use not listed' (i.e., the use does not fall within any use class as defined in LPS 3). Clause 4.3.3 requires the Council to determine that the use is consistent with the objectives of the relevant zone and is therefore permitted or otherwise and follow the advertising procedures of the Scheme which are specified in clause 64 of the Deemed Provisions.

Each application is assessed on its merits and the Town has had an informal policy of only granting approval for a 12-month period, requiring a renewal after that time. This temporary approval is intentional so the use can be monitored for any untoward impact on surrounding properties and/or other occupants of a dwelling/building on the site. This allowed the Council the option of refusing

the use upon renewal if it was not operating in accordance with conditions of development approval and/or verified complaints had been received in relation to such matters as anti-social behaviour, parking and resident amenity.

The Council has only refused a very small number of applications in circumstances where complaints were received mostly in relation to resident amenity and parking impacts. This mostly occurred where the use was operating without approval in the first instance and involved a large number of guests at the one property.

Currently, there are approximately 21 STRA properties in the Town that have been granted formal development (planning) approval. The administration is now aware there are other properties that have not sought development approval, however, the properties that are operating and that will be subject to development approval requirements will be flagged either when they apply for registration on the official government website (i.e., when they are recorded as operating for more than 90-days in a calendar year). If they are unhosted and/or recorded as operating for more than 90-days then the registration will not be permitted without the appropriate approval documentation from the Town. Keeping in mind there will be some properties in this group that are currently operating without approvals but due to the legislation changes are now exempt from gaining development approval.

Given the Town does not have a regular or high number of development applications for STRA, the Town's administration will likely continue to assess development applications in the same manner under the new regulations, using the *Planning for Tourism and Short-term Rental Accommodation Guidelines* adopted by the WAPC in November 2023 as an assessment tool.

The practice of recommending the 12 month temporary approval may still be appropriate in some circumstances as will the application of the standard conditions in regard to the number of bedrooms, guests, parking (if required) and other amenity and safety matters which if not abided by would be subject to compliance action. Also, advertising of the application to surrounding properties considered impacted will be required.

4. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the Town's planning scheme. The new exemptions are also 'deemed' and as such are already operative, (as of September 2024 included in the Deemed Provisions). However, this amendment includes changes to the Zoning Table to reflect the hosted STRA exemption as a permitted use (i.e., 'P' permissibility classification).

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the Town's planning scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Town's planning framework (i.e., the uses 'motel' and 'bed and breakfast').

To implement the required changes, this amendment requires deletion of all references to the land use classes of 'bed and breakfast' and 'holiday house' (not included in LPS 3) and replaced with the new 'deemed' definitions of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' (which are automatically read into the LPS 3 Scheme Text). This includes amending the Zoning Table and Definitions schedules of LPS 3 accordingly.

In addition to the LPS Regulations, the *Position Statement and Planning Bulletin 115* provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following permissibility designations for these new land use classes:

- *'Hosted short-term rental accommodation'* is proposed as a Permitted 'P' use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions'; and
- *'Unhosted short-term rental accommodation'* is proposed to be listed as an 'A' use in zones where any type of 'dwelling' is capable of approval, that being (Residential; Mixed Use, Special Business; Town Centre and Special Zone – Royal George Hotel);

Aside from the above, where the uses of *'holiday house'* (not included in LPS 3) and *'bed and breakfast'* are referenced in other sections of the Scheme Text, these are to be cross-referenced accordingly.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of *'Tourist and Visitor Accommodation'* has been introduced to supersede various traditional accommodation land use types (excluding *'hotel'*) and provide a clearer delineation between these uses and *'short-term rental accommodation'*. In the context of the Town's Planning Scheme, the only use to be deleted through this change is:

- *motel* – specifically referenced in the new land use class definition.

Note: The land use *'motel'* in Schedule 10: Car Parking Standards of LPS 3 will also be changed to *'tourist and visitor accommodation'* in line with the recommended removal of the term *'motel'* and to ensure consistency across the planning scheme provisions.

The Town is not seeking to retain any other existing model land use classes that may conflict with the legislative changes.

New and Revised Land Uses and General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new STRA land use terms. These include deletion of the definition for *'short-term accommodation'*, which has been removed to avoid confusion with new terms relating to *'short-term rental accommodation'*. This has consequentially resulted in modifications to the general model terms of *'cabin'* and *'chalet'*, as well as the land use term for *'road house'*. The new model terms are proposed to be introduced into scheme texts through this amendment. This is not relevant to the Town of East Fremantle as none of these terms were included in LPS 3. Similarly, it is not necessary to delete the general term *'short term residential accommodation'* from the Scheme Text because it was not included in the first place.

Changes to the Zoning Table

The administration is following the instructions of the DPLH in regard to the recommended changes to LPS 3 in respect to the *'hosted'* and *'unhosted'* short term rental accommodation.

However, in respect to the permissibility classifications for *'tourist and visitor accommodation'* the administration is recommending that these be revised so this change will not reflect that of the existing classifications for *'motel'* accommodation (which is being removed as instructed). Attachment 2 – Zoning Table highlights the changes in respect to *'motel'* and the required changes by

the DPLH for new STRA use classes. Therefore, the Scheme Amendment cannot be classified as a 'basic' Amendment and as such will require advertising as a 'standard' Amendment.

The changes in regard to *tourist and visitor accommodation* are recommended as it is reasonable that Council could consider approval of this use in these zones subject to advertising and consideration of LPS 3 provisions and any submissions received.

5. Conclusion

This Scheme Amendment Report considers the adoption of a Scheme Amendment to update LPS 3 in accordance with the recently enacted planning and other State government legislation in relation to STRA. New and revised land use classes and general definitions will be introduced. These include new 'deemed' general land use definitions to ensure 'hosted' and 'unhosted' short-term rental accommodation are considered as dedicated land use classes in LPS 3. The new land use class of *tourist and visitor accommodation* is to supersede and consolidate a number of land use terms for traditional accommodation such as *bed and breakfast*. These changes require further amendments to the Zoning Table which will involve inclusion of the above land use classes and a change in the permissibility classification for the previous land use of *motel* which is now *tourist and visitor accommodation*.

The proposed Scheme Amendment follows the standard amendment template prepared by the DPLH. The Town's planning scheme currently contains no reference or provisions in relation to short-term rental accommodation and only refers to the now superseded land use terms such as *motel* and *bed and breakfast*. However, because the permissibility classifications for the new *tourist and visitor accommodation* land use term (replacing motel) will be different to the previous classification for *motel* in some of the zones in the Zoning Table, it is necessary to classify the amendment as a 'standard' amendment.

Given the Town is required to initiate the Amendment to respond to State government legislation changes which have already been enacted, it is recommended the Council proceed with the amendment as required under the LPS Regulations.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME
Town of East Fremantle Local Planning Scheme No. 3
Amendment Number No. 20

1. Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:
 - A. In '*Schedule 1: Dictionary of Defined Words and Expressions*' –
 - (i) Delete the definitions for:
 - a. *bed and breakfast*; and
 - b. *motel*; and
 - (ii) Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions.
 - B. In the '*Zoning Table*' (Clause 4.3 refers) insert in alphabetical order the following land uses and permissibility:
 - (i) *hosted-short term rental accommodation*; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones;
 - (ii) *unhosted short term rental accommodation*; designate as 'A' uses in zones where a dwelling is permissible and 'X' in all other zones; and
 - (iii) *tourist and visitor accommodation* and designate as 'A' in (Mixed Use, Special Business, Town Centre and Special Zone – Royal George Hotel) and 'X' in all other zones (Residential).
 - C. In clause 4.3 '*Zoning Table*', delete all references to:
 - (i) *bed and breakfast*; and
 - (ii) *motel*.
 - D. In Schedule 10: Car Parking Standards (Sub-Clause 5.5.2 and 5.8.5) in the Development (Use) column delete reference to *motel* and replace with *tourist and visitor accommodation*.
 - E. Undertake administrative and formatting edits as required.

2. Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that Amendment No. 20 to the Town of East Fremantle Local Planning Scheme No. 3 is a 'standard' amendment for the following reasons as listed in the Regulations:
 - (i) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
 - (ii) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
 - (iii) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
 - (iv) any other amendment that is not a complex or basic amendment.
3. Advise the Western Australian Planning Commission that under Section 33C of the Environmental Protection Amendment Regulations 2024 that the amendment is considered to be of the prescribed classes (as listed below) that does not require referral to the Environmental Protection Authority, and accordingly that Section 81(2) of the Planning and Development Act, 2005 will apply:
 - (i) an amendment to make the planning scheme consistent with the model provisions set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 1; and
 - (ii) an amendment to include or alter a definition of a land use category if the Western Australian Planning Commission considers that the amendment would not materially impact the operation of the planning scheme.

FORM 6A

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Town of East Fremantle at the Ordinary Meeting of the Council held on the 18th day of March, 2025.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Town of East Fremantle at the Ordinary Meeting of the Council held on the 18th day of March 2025, proceed to advertise this Amendment.

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for by resolution of the Town of East Fremantle at the Ordinary Meeting of the Council held on the [number] day of [month], 2025 and the Common Seal of the Town of East Fremantle was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
DELEGATED UNDER S.16 OF
THE P&D ACT 2005

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

ZONING TABLE (Clause 4.3 Refers)

USE CLASS	RESIDENTIAL	MIXED USE	SPECIAL BUSINESS	TOWN CENTRE	SPECIAL ZONE – ROYAL GEORGE HOTEL
Advertising Sign	A	A	A	A	A
Aged or Dependent Persons Dwelling	D	P	P	A	P
Amusement Parlour	X	X	D	A	X
Ancillary Accommodation	A	P	P	A	P
Bed and Breakfast	A	A	A	A	A
Caretaker's Dwelling	X	D	D	D	D
Child Care Premises	A	A	D	P	A
Cinema / Theatre	X	A	D	D	A
Civic Use	A	P	P	P	P
Club Premises	X	A	D	D	A
Community Purposes	A	D	P	D	D
Consulting Rooms	X/D ¹	D	P	P	D
Convenience Store	X	A	D	D	A
Educational Establishment	A	A	D	A	A
Exhibition Centre	X	P	P	P	P
Family Day Care	A	D	D	A	D
Fast Food Outlet (Refer 5.8.9)	X	A	A	A	A
Funeral Parlour	X	A	A	A	A
Grouped Dwelling	D ²	P	P	P	P
Home Business	D	D	D	D	D
Home Occupation	P	D	D	D	D
Home Office	P	P	P	P	P
Home Store	D	D	D	D	D
Hospital	X	X	X	A	X
Hosted Short-Term Residential Accommodation	P	P	P	P	P
Hotel	X	X	X	A	X
Industry – Cottage	A	D	D	D	D
Industry – Service	X	D	D	D	D
Market	X	A	A	A	A
Medical Centre	X	A	P	P	A
Motel	X	X	D	A	X
Multiple Dwelling	X/A ³	A	A	A	A
Night Club	X	X	X	X	X
Office	X/D ¹	D	P	P	D
Place of Worship	X	A	A	D	A
Pre-School / Kindergarten	A	D	D	P	D
Recreation – Private	X	A	D	A	A
Residential Building	X	A	D	A	A
Restaurant	X	D	P	P	D
Service Station	X	X	X	X	X
Shop	X	P	P	P	P
Showrooms	X	A	D	D	A
Single House	P	P	P	X	P
Small Bar	X	A	A	A	A
Tavern	X	A	A	A	A
Telecommunications Infrastructure	A ⁴	A ⁴	A ⁴	A ⁴	A ⁴
Tourist and Visitor Accommodation	X	A	A	A	A
Unhosted Short-Term Rental Accommodation	A	A	A	A	A
Veterinary Centre	X	A	P	A	A

1. Consulting Rooms and Office are a 'D' use only for those residential dwellings that are located adjacent to Canning Highway.
2. In areas with a density coding of R12.5, where a density bonus is sought for Grouped Dwellings on corner lots, applications shall be dealt with as an 'A' use. (Sub-clause 5.3.1)
3. In areas with a density coding of less than R40, Multiple Dwelling is an 'X' use.
4. Subject to the provisions of: the Telecommunications Act 1997; the Telecommunications (Low-Impact Facilities) Determination 1997 and Amendment No. 1; and the Telecommunications Code of Practice 1997.

13.2 EAST FREMANTLE'S GEORGE STREET FESTIVAL 2025

Report Reference Number	OCR-3381
Prepared by	Nadia O'Malley, Manager Community Engagement and Communications
Supervised by	Jonathan Throssell, CEO
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

1. Festival Contract Information (Confidential)

PURPOSE

To discuss the scope of East Fremantle's George Street Festival 2025 and present options for Town events in the future.

EXECUTIVE SUMMARY

This paper outlines possible strategies to address future challenges faced by the Town in delivering East Fremantle's George Street Festival 2025.

Strategies include pausing the event in 2025 and using the year to survey the community. Feedback from the community engagement will be used to develop an events strategy and annual events calendar for the Town, in line with the capacity of staff to deliver agreed events and within budget.

BACKGROUND

The George Street Festival was born in the late 1980s 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. Traditionally the festival is held annually on the first Sunday in December.

The cost of delivering this well-loved event to meet community expectations has risen considerably. Since 2017, the total budget for this festival has increased by almost 50%.

At least one essential cost (traffic management) doubled between 2023 and 2024, and other costs rose by between 5% and 21% during this time (e.g. event infrastructure and cultural activities).

Coupled with challenges faced by the Town to secure key sponsors from year to year, and the capacity of staff to deliver it, considerations about the scope and long-term sustainability of this event began in mid-2024.

Additionally, the time required for Town staff to organise an event of this scale – to the expected standard – is likely to require a reduction of support for other key areas, particularly in the Community Engagement space.

In conjunction with a post event report on the 2024 festival, five options considering the future scope of the festival were presented at the Council Concept Forum in February 2025:

1. Continue to deliver the festival as per the 2024 footprint.
2. Reduce the festival run time.

3. Review and reduce the festival scope and source external events support to deliver the festival on the Town's behalf.
4. Pause the festival for 2025 and use the year to survey the community to consider other uses for the funds (such as a biennial festival on George Street, move it to other locations within the Town, or develop an annual events calendar focused on several smaller events throughout the year), within the capacity of Town staff to deliver the alternatives.
5. No longer deliver the festival. This option involved acknowledging and celebrating the history of the success of the festival over many years and communicating to our community that rising overheads, inconsistent external funding and increased risk have made it increasingly challenging for a local government of the Town's size to deliver an annual, large-scale festival.

Following considerable discussion at the Concept Forum, elected members favoured Option 4.

They also requested that:

- consideration be given to a smaller event (similar in scope to the East Fremantle Community Park Opening on 1 February 2025), taking place at East Fremantle Community Park over the summer of 2025/26; and.
- an extensive survey be conducted to gauge community sentiment about Town events.

CONSULTATION

Executive leadership team and Council.

Community members, businesses and staff were consulted after the 2024 festival, with future consultation planned. A contractor who has an open contract in place with the Town until the end of 2025.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

6.1.3 Sustainable Event Policy

East Fremantle's George Street Festival has been the main Town event to showcase this policy in action, with the Town considered a leader in delivering sustainable events.

FINANCIAL IMPLICATIONS

Council Budget

In 2024, East Fremantle's George Street Festival cost approximately **\$153,000** (exc. GST) to deliver, including a **\$74,700** Council contribution allocated to the festival within the 2024/25 Annual Budget and **\$17,258.18** of staff costs over the festival weekend only. The direct Council cost was approximately **\$97,000** when offset by the **\$44,644.26** of external funding secured for the 2024 festival plus stallholder fees of **\$16,659.82**.

It is recommended that the budget that would have been allocated for East Fremantle's George Street Festival 2025 within the 2025/26 Annual Budget be directed towards engaging a consultant that can assist the Town to develop an events strategy, beginning with extensive community engagement.

As an estimate, up to **\$30,000** (exc. GST) would be required for this work.

It is also recommended that from either the budget that would have been allocated to East Fremantle's George Street Festival 2025 or within the Community Event account **\$15,000** (exc. GST) be allocated to delivering a community event at East Fremantle Community Park in late 2025/early 2026.

Open contract

See Confidential Attachment for details.

Indicative budget for future events calendar

If the option to develop an events strategy and annual events calendar was explored, below is an indicative budget detailing potential individual future events:

Event size/examples	Estimated budget
Small weekday or weekend event e.g.: <ul style="list-style-type: none"> Town activation at the Samson Tree and Wildlife Festival Sustainability education or CARG event Volunteer morning tea Skateboard or basketball youth clinic Halloween on George Street collaboration with Mint Real Estate School holiday craft activity NAIDOC Week Business networking Look Local or budget briefing Have a go day with local sporting clubs 	\$500 to \$2,500 for goods and services Plus, staff costs dependent on date and duration of event
Mid-sized: <ul style="list-style-type: none"> Similar to the East Fremantle Community Park opening event – band, food trucks, family activities (no traffic management required) Christmas or other concert Part activation of George Street Art exhibition Movies in the Park 	\$5,000 to \$15,000 depending on expected numbers Plus, staff costs dependent on date and duration of event
Large-scale, street festival style event in 2026	\$160,000 plus (Stallholder income potential of approx. \$16,000 to \$18,000) Sponsorship target: \$40,000

Please note:

- If the Town was to run six to eight key events a year (e.g. four to six small and two mid-sized), a full-time Events Coordinator would be required to manage the workload.
- If an annual events calendar was developed, external sponsorship opportunities could be explored.

STRATEGIC IMPLICATIONS**Strategic Community Plan 2020-2030***Strategic Priority 1: Social***1.3 Strong community connection within a safe and vibrant lifestyle****1.3.2 Facilitate opportunities to develop community connections through events and celebrations**

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 delivering a festival in 2025	Possible (3)	Moderate (3)	Moderate (5-9)	REPUTATIONAL Substantiated, public embarrassment, moderate impact, moderate news profile	Accept Officer Recommendation and deliver a clear communications plan to explain reasons for decision
Increased cost of delivering a festival in 2025	Likely (4)	Moderate (3)	High (10-16)	FINANCIAL IMPACT \$50,000 - \$250,000	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

Risk Rating	12
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 option to pause East Fremantle's George Street Festival for 2025 will provide the Town an opportunity to:

- Review the scope of the festival
- Survey the community to learn more about which events and event outcomes are important to residents, businesses, Clubs and Groups

Development of an events strategy and annual events plan would allow the Town to take a more strategic approach to its events program, including the budget, and support the Community Engagement and Communication team as it manages myriad competing priorities.

CONCLUSION

In accordance with the feedback provided by council members at the February 2025 Council Forum and the information detailed in this report, it is recommended Council determines to pause the George St Festival for 2025, to undertake community consultation to inform an events management strategy, and agree to delivery of a mid sized event in late 2025.

13.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

Council Resolution Choose an item.1803

OFFICER RECOMMENDATION:

That Council:

1. pauses East Fremantle's George Street Festival for 2025.
2. authorises the CEO to negotiate any open contracts to reflect the changing nature of the Town's needs in relation to East Fremantle's George Street Festival.
3. allocates funds during the 2025/26 Budget process to engage a consultant to develop an events strategy and annual events calendar for the Town, including undertaking extensive community consultation.
4. allocates approximately \$15,000 during the 2025/26 Budget process to facilitate the delivery of a mid-sized event at the East Fremantle Community Park in late 2025.

REPORT ATTACHMENTS

Confidential Attachment

13.3 PERTH SOUTH WEST METROPOLITAN ALLIANCE CORPORATE GOVERNANCE CHARTER

Report Reference Number	OCR-3375
Prepared by	Janine May EA/Governance Coordinator
Supervised by	Jonathan Throssell Chief Executive Officer
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	

1. PSWMA Corporate Governance Charter and MOU 2025/26 – 2030/31

PURPOSE

To consider accepting the revised Perth South West Metropolitan Alliance (PSWMA) Governance Charter and entering into a new Memorandum of Understanding for the period 2025/26 – 2030/31.

EXECUTIVE SUMMARY

PSWMA operates under a Governance Charter and Memorandum of Understanding (MOU) which require periodic endorsement to ensure the continuation of its operations. The updated documents are recommended for endorsement.

BACKGROUND

Since 1983 the Perth South West Metropolitan Alliance (formerly known as the South West Group) has provided a platform for collaboration between the six local governments of the region, advancing regional priorities in a coordinated manner.

Over the years, PSWMA has demonstrated its value in addressing environmental, economic, and social priorities at a regional level. By working together, the region has been able to advocate more effectively and achieve better outcomes.

A key role of the PSWMA is to provide a strong voice for the region and to make clear statements to the Government and/or relevant sectors on matters that affect the Local Governments in the region.

PSWMA is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities. It was established in 1983 as the South West Group, to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

PSWMA seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles. The PSWMA will be forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

The Chair of the PSWMA Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair	Deputy Chair	Chair CEO Forum	Deputy Chair CEO Forum
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn
2026	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2027	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2028	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2029	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2030	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2031	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

The Board and PSWMA director are currently focused on the Federal election campaign and leveraging opportunities to highlight required investment in the region. Capitalising on the local announcements for Westport and Defence investment, PSWMA is advocating for improved planning outcomes and specific capital infrastructure upgrades to major roads and freight networks.

Withdrawal from the arrangement is defined in the Charter at item 3.1.9 and requires at least 12-months' notice, during which time membership fees must be paid if they fall due.

CONSULTATION

PSWMA member local governments

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Member councils are levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- \$25,000 minimum fee
- 22.95 cents per head of population
- 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and funding for work plan projects.

The table below shows the calculations for membership contributions for 2023/24 including total project funding of \$130,000. These contributions were held at the same level for 2024/25. Any proposed increase to the Town's contributions for 2025/26 will be included in the annual budget for Council's consideration.

Member Council	(a + b+ c) Base Contribution Total	Equivalent Member Contribution % Split	Contribution to project funding	Base Membership Total 2024/25
Town of East Fremantle	\$29,638	7.28%	\$9,466	\$39,104
City of Cockburn	\$95,547	23.47%	\$30,516	\$126,063
City of Fremantle	\$53,195	13.07%	\$16,989	\$70,184
City of Kwinana	\$52,694	12.95%	\$16,830	\$69,524
City of Melville	\$79,913	19.63%	\$25,523	\$105,435
City of Rockingham	\$96,048	23.60%	\$30,676	\$126,724
Total Base Member Contribution	\$407,035	100.00%	\$130,000	\$537,035

STRATEGIC IMPLICATIONS

STRATEGIC PRIORITY 5: Leadership & Governance

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

5.2.1 Foster and promote strategic collaborative relationships with neighbouring LGAs, non government organisations, State and Federal government representatives and agencies.

RISK IMPLICATIONS

RISKS

Risk	Risk Likelihood (based on history & with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not endorse the new MoU	Unlikely (2)	Moderate (3)	Moderate (5-9)	FINANCIAL IMPACT \$10,000 - \$50,000	Accept Officer Recommendation

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

N/A

COMMENT

The Town has been a long-term partner in the PSWMA. By remaining in the PSWMA, the Town can leverage the regional advocacy opportunities and ensure that the best interests of East Fremantle residents and ratepayers is considered.

The current MOU with PSWMA will extinguish on 30 June 2025. Membership of the proposed MOU shall expire on 30 June 2031.

Should the Town withdraw from the PWSMA, it will not be represented as part of the unified approaches to Government and its agencies. This may be detrimental in the AUKUS related discussions and infrastructure pre-planning currently underway and will require the Town to procure additional resources to lobby on these matters.

The updated Charter & MOU, endorsed by the Board at its December 2024 meeting, remains largely consistent with the previous version, with the following key updates:

- References to the South West Group have been replaced with the Perth South West Metropolitan Alliance
- The agreement term has been extended from five years to six years, allowing each council to chair the Alliance over a calendar year at least once within the term
- The prescribed post-council reimbursements have been adjusted to a flat 5% of income to account for inflation
- Provisions covering conflicts of interest and disclosures have been removed, recognising that the Alliance Board and staff are already bound by the Local Government Act.

CONCLUSION

It is recommended Council accepts the revised PSWMA Governance Charter and authorises the Mayor and CEO to enter into the proposed MOU.

13.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

OFFICER RECOMMENDATION:

That Council:

1. **accepts the Perth South West Alliance Governance Charter 2024; and**
2. **authorises the Mayor and CEO to enter into the Memorandum of Understanding 2025/26 – 2030/31 on behalf of Council.**

REPORT ATTACHMENTS

Attachments start on the next page



CORPORATE GOVERNANCE CHARTER

PERTH SOUTH WEST METROPOLITAN ALLIANCE

December 2024
Version 7

Restrictions

This document may be released to any party on the authority of the Director.

Acknowledgement

This Charter uses material from the Corporate Governance Charters of Silver Chain, Care Options and the City of Cockburn.

Version History

No	Date	Date Approved	Resolution	Effective Date
1	February 2010		Modified by CEO Forum and the Board	
2	June 2010	14 June 2010	Approved by the Board	14 June 2010
3	February 2011	14 February 2011	Approved by the Board	14 February 2011
4	May 2015		Modified by the Board	
5	August 2015	3 August 2015	Approved by the Board	3 August 2015
6	November 2019	2 December 2019	Approved by the Board	2 December 2019
7	December 2024	2 December 2024	Approved by the Board	

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1 INTRODUCTION

The Perth South West Metropolitan Alliance (hereafter referred to as “the Alliance”) is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 as the South West Group, to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

The Alliance seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

Governance has become an increasingly important concept and impacts on all sectors of the community including industry and government. The practice of good governance requires that there is a clear understanding of roles and responsibilities, systems to provide for internal and external accountability and that decisions are taken in the interests of stakeholders.

The Alliance Board has adopted this Corporate Governance Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the Alliance and its affiliated bodies.

2 GOVERNANCE ROLES

2.1 Role of the Board

The Board is responsible for and has the authority to determine the policy, practices, management and operations of the Alliance and shall work towards a secure and long term future of the organisation by:

- 1 In conjunction with management:
 - 1.1 Determining the Alliance Vision, providing directions in the context of the South West Metropolitan Region's strategic needs and ensuring the plans encompass the Vision
 - 1.2 Setting the short and long term goals for the Alliance
 - 1.3 Determining the framework governing the operations of the Alliance from which the Memorandum of Understanding, all operational policies and actions are developed
 - 1.4 Identifying areas of risk to the sustainability of the Alliance and ensuring arrangements are in place to adequately manage those risks
- 2 Approving the Annual Work Plan, operating plans, annual and long term budgets.
- 3 Monitoring the financial operations of the Alliance.
- 4 Approving items of capital expenditure in accordance with approval limits.
- 5 Ensuring organisational compliance with laws, regulations and statutory requirements including environmental and occupational health and safety requirements.
- 6 In conjunction with the CEO Forum, appointing the Director and responding to issues reported to the Board regarding the Director's performance as required.
- 7 Deciding what matters are to be delegated to specific Board members or management and what controls are to be put in place to monitor the operation of delegated powers. This includes the delegation of authority to the Director.
- 8 Undertaking succession planning for the Director.
- 9 In conjunction with the CEO Forum, endorsing the key terms and conditions of senior management appointments.
- 10 Approving significant internal and external communications policies.
- 11 Ensuring a sound and transparent link with key stakeholders, both internal and external.
- 12 Promoting and considering opportunities for cooperative service delivery and positive working relationships amongst member local governments.
- 13 Establishing and detailing the powers and functions of all Board Committees.

2.2 Board Structure

It is essential that the Board structure provides for strong regional cooperation and equitable involvement by all member local governments.

The Alliance will be managed by a Board consisting of the Mayor and the CEO of each member local government authority.

Board members are *ex officio* and their appointments are for the same term for which they hold office. If a Board member for whatever reason is not exercising the authority of Mayor or CEO in their respective local government authority, they are also excluded from participating as a Board member of the Alliance.

To further assist Board members in their deliberations and to facilitate regional development, the Board establishes Committees and Sub-committees which report directly to the Board.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Board approves the ongoing operation and role statements for Alliance Committees and Sub-committees on an annual basis.

The Alliance is also affiliated with, and provides administrative support to, the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) – by the Director or delegate performing the role of SWCDEF Secretary.

2.3 Role of Individual Board Members

Each Board member is accountable for the successful operation of the Alliance including:

- 1 Contributing as an individual Board member to ensure that the Board effectively carries out its role as set out in Clause 2.1.
- 2 Complying with the agreed provisions of the Memorandum of Understanding.
- 3 Complying with the Board members' Code of Conduct at all times.
- 4 Being forthright in Board meetings, requesting information, raising any relevant issue, fully canvassing all aspects of any issue confronting the Alliance and voting on any resolution in the best interests of the region.
- 5 Understanding the business risks facing the Alliance and the mechanisms in place to manage such risks.
- 6 Providing advice to the Director when appropriate.
- 7 Disclosing to the Chair any potential conflicts of interest.
- 8 Disclosing in writing to the Board any related party transactions.
- 9 Acting in a manner to and with staff that creates respect and a sense of leadership and team approach.

2.4 Board Members' Code of Conduct

The Alliance Board has adopted and has agreed to be bound by the Code of Conduct (refer to Appendix A).

2.4.1 Code of Conduct Principles

A Board member:

- 1 Must act honestly, in good faith and in the best interests of the Alliance and the region as a whole.
- 2 Has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3 Must use the powers of office for a proper purpose, in the best interests of the Alliance and the region as a whole.
- 4 Must recognise that his or her primary responsibility is to the Alliance but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- 5 Must not make improper use of information acquired as a Board member.
- 6 Must not take improper advantage of the position of Board member.
- 7 Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the Alliance.
- 8 Has an obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- 9 Should not engage in conduct likely to bring discredit to the Alliance.
- 10 Has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of the adopted Code of Conduct.
- 11 Shall attend as many meetings as practicable and provide for a fully briefed delegate acceptable to the Chair when absent from scheduled meetings.

2.4.2 Confidential Information

Confidential information received by a Board member in the course of the exercise of Board duties remains the property of the Alliance and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Alliance, or the person from whom that information is provided, or is required by law.

2.5 Role of the Chair

The Chair will:

- 1 In conjunction with the Chair of the CEO Forum, provide guidance to the Director.
- 2 Ensure that the Board acts efficiently and effectively and provides leadership to the Alliance.
- 3 Ensure that the Board has the right balance of participation and discussion.
- 4 Chair Board Meetings and operate in the manner identified in the MOU.
- 5 In consultation with the Director and the CEO Forum, establish the agenda for Board meetings.
- 6 Establish a clear understanding with the Director on their respective roles when communicating with the media, outside sources and the general community.
- 7 Represent the policy positions agreed by the Alliance.
- 8 Lead Alliance Mayoral Delegations and tours.
- 9 Resolve dispute involving Board members or the Director relating to the operation and resourcing of the Board.

The position of Chair will be filled by annual rotation by Alliance Mayors according to the following rolling schedule:

Rockingham 2025
Cockburn 2026
Town of East Fremantle 2027
Fremantle 2028
Kwinana 2029
Melville 2030

The Deputy Chair will be the Mayor who will next Chair the Alliance.

2.6 Role of the Director

The Director will be appointed by the CEO Forum, in conjunction with the Board, and will be responsible for the on-going management of the Alliance in accordance with the strategies, policies and programs approved by the Board to achieve agreed goals.

The Director's responsibilities will include:

- 1 Developing, with the Board:
 - 1.1 A consensus for the Alliances' Mission, Vision, Values and strategic direction
 - 1.2 Plans that encompass the Mission, Vision and Values
 - 1.3 Short and long term goals for the Alliance
 - 1.4 The framework governing the operations of the Alliance and
 - 1.5 Information resources and promotional material
- 2 Establishing programs and initiatives to implement the Alliances' Mission, Vision and Values.
- 3 Ensuring sound operational and financial performance in accordance with the strategic plans and budgets.

- 4 Establishing an appropriate framework for risk management.
- 5 Providing strong leadership to, and effective management of, the Alliance in order to:
 - 5.1. Encourage co-operation and teamwork and
 - 5.2. Build and maintain staff morale and a sense of allegiance to the Alliance
- 6 Recommending to the CEO Forum the key terms and conditions of appointment of contractors and consultants.
- 7 Signing agreements and contracts with third parties in accordance with Board approval.
- 8 Keeping the Board informed, at an appropriate level, of all activities of the Alliance and its affiliated bodies through a written report to the Board meeting and at other times when appropriate or necessary.
- 9 Maintaining a sound working relationship and dialogue with all relevant government departments, statutory authorities, associations, health and medical providers and other groups and bodies having relevance to the Alliance.
- 10 Maintaining a high profile for the Alliance in the general community by maintaining good public relations with all media.
- 11 The level of supervision, delegations and Extent of Authority for the Director is as follows:
 - 11.1 The Director will receive supervision from the Chair of the CEO Forum and the CEO of the host local government
 - 11.2 Delegations include \$100,000 where the project or activity has been explicitly approved by the Alliance Board or \$10,000 where the project or activity is clearly consistent with the Strategic Plan, Board Policy or Annual Work Plan
 - 11.3 Sponsorship approval is limited to \$2,000
 - 11.4 Travel approval is limited to \$2,000
 - 11.5 Engagement of contractors and consultants limited to \$10,000 per annum for each instance and subject to the above project limitations in aggregate

2.7 Administrative Arrangements

1. The Alliance administrative arrangements and office support for the Director will be provided by a "Host Council", being one of the member Councils. The administrative arrangements include Executive Assistant support functions, office accommodation, communication equipment and computer support.
2. The City of Kwinana currently is the Host Council, however this function may be provided by another member Council depending upon availability of office accommodation and other matters.
3. Given that the Alliance is not a legal entity, the Host Council is delegated by the Board as the "Employer" of the Director Alliance and administers the Director's Contract of Employment.
4. An outline of provisional costs associated with the Host Council arrangement are provided in Appendix B, noting these are subject to negotiation with the Board, Director and Host Council and therefore may change through mutual agreement.

3 BOARD PROCESSES

3.1 Board Meetings

3.1.1 Meeting Frequency and Attendees

Unless otherwise determined, the Board will meet on a quarterly basis.

Three Board members or the Chair can convene a Board meeting.

Seven Board members constitute a quorum.

Attendees will comprise Board members, the Chair of the South West Corridor Development and Employment Foundation Incorporated, the Director and the Executive Officer. Only Board members have voting rights.

The meeting dates and times for Board, committee and sub-committee meetings are approved annually by the Board through the adoption of a Meeting Planner.

3.1.2 Board Meeting Agenda

The Director, in consultation with the Chair and the CEO Forum, will prepare the agenda for each meeting.

Items on the agenda will generally include the items listed below:

- 1 Confirmation of the minutes of previous meeting
- 2 Committee minutes
- 3 Budget Report
- 4 Director's Report on priorities identified in the work plan
- 5 Items for Decision
- 6 General Business

3.1.3 Board Papers

The Director is responsible for the circulation of Board papers to Board members at a working week prior to the meeting. Papers should clearly indicate whether a resolution of the Board is required and should include the recommended resolution.

As a minimum, the Board papers must contain:

- 1 The minutes of the previous meeting
- 2 Agenda items with recommendations, and for information.
- 3 Finance Report
- 4 Director's Report

3.1.4 Board Minutes

The minutes must contain a brief review of the discussion at the meeting and record the resolutions adopted by the Board.

Board members who dissent can ask to have their decision noted in the minutes.

The Director will maintain a complete set of papers for each Board meeting at the Alliance principal office. Draft (unapproved) minutes will be circulated by email within ten working days of the Board meeting and formally considered at the next Board meeting.

3.1.5 Board Decision and Compliance Timetable

Prior to the commencement of each calendar year, the Director will provide Board members with a Decision and Compliance Timetable outlining key decision dates for the forthcoming year.

Key decision dates for compliance issues include:

- 1 Approval Role Statements for Alliance Committees and Sub-committees
- 2 Financial contributions from member Councils
- 3 Annual budget for Alliance
- 4 Adoption of Decision and Compliance Timetable
- 5 Commission of Annual Financial Audit
- 6 Approval to publish Annual Report
- 7 Adoption of Annual Meeting Planner
- 8 Adoption of Director's Annual Work Plan

3.1.6 Memorandum of Understanding

The Board members will enter into a Memorandum of Understanding that establishes resources and funding requirements to support the Alliance, Chair and Deputy Chair rotations, contributed funds or 'member equity' reporting and the terms of the agreement.

The Memorandum of Understanding will be based on a six-year commitment to ensure the strategic focus and regional activities of the Alliance can be undertaken with a level of certainty and timeframes consistent with the Director's Contract of Employment.

The Memorandum of Understanding is provided in Appendix C.

3.1.7 Board Proceedings and Dispute Resolution

Decisions of the Board will be made by resolution with Robert's Rules used as a guide to procedure (refer to Appendix D).

It is recognised that from time to time it may not be possible for the Board to reach a consensus position on a potentially conflicting issue that may disadvantage one or more of its member local government authorities. The Chair will in the first instance seek to resolve a potentially conflicting issue or dispute involving Members of the Board or the Director.

The Board may reach a conclusion that it is not in the best interests of the Alliance to pursue further dialogue or establish a position on a particular matter or issue.

This approach accepts that the differing views expressed by member Councils, or established through member Council resolutions, should be respected and that the solidarity and unity of members is a core value and paramount for the ongoing and effective operation of the Alliance. In accordance with this philosophy, decisions on such contentious issues will be dealt with through consensus, rather than by voting to achieve a majority position, to protect the membership of the Alliance.

In the limited cases where it is not possible for the Alliance to adopt a regional perspective and position on a particular issue or proposal, the Board will maintain a neutral position on the issue or matter and defer any stakeholder interest on the issue or matter to the respective member Council.

Any disputes involving the Director Alliance will be dealt with in accordance with the Director's Contract of Employment.

3.1.8 Audit and Review

The Board will ensure that the Alliance and the South West Corridor Development and Employment Foundation are the subject of independent review by a qualified auditor each year.

The South West Corridor Development and Employment Foundation is an independent association whose accounts are managed externally and therefore appoints its auditor according to the rules of association contained in its Constitution.

3.1.9 Withdrawal from the agreement

A member council may at any time give notice of its intention to withdraw from the Alliance. The member council intending to withdraw from the Alliance must notify the Chair in writing no later than one year before its intended withdrawal.

The withdrawal of the member council shall take effect from the end of the financial year following the date that it provides written notice of its intention to withdraw. For example, a member council could provide written notice of its intention to withdraw in June 2026 – the withdrawal would take effect at the end of the financial year following, on 1 July 2027.

3.2 Committees

3.2.1 CEO Forum

The CEO Forum comprises the CEO's of all member local government authorities.

The role of the CEO Forum is to:

1. Provide advice on finances of the Alliance
2. Oversee the employment and activities of the Director Alliance
3. Provide a forum to progress and resolve complex or controversial regional issues
4. Provide advice on areas of member local government activity to be assessed for potential shared service assessment
5. Consider future agenda items for the Alliance Board
6. Consider future project activity, policies and procedures for the Alliance
7. Undertake the annual performance review of the Director Alliance and report on the review outcome to the Board.

The CEO Forum is to be chaired on annual rotation from its members in a manner aligned to the rotation of the Alliance Chair.

The CEO Forum's Role Statement is reviewed and adopted annually by the Alliance Board.

3.2.2 Committees and Sub Committees

The Board may establish Committees and Sub-committees to assist it carry out its role.

The Committees and Sub-committees of the Alliance currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 South West Environmental Reference Forum
- 4 Economic Development & Advocacy Forum

The Membership and Role Statements for the Committees and Sub-committees are reviewed and adopted annually by the Alliance Board. Other Forums and/or Committees may be established to support delivery of the Strategic Plan and work plan, with the approval of the Board.

3.3 Key Board Functions

3.3.1 Delegation of Authority

The Board empowers the Director to manage the affairs of the Alliance within a wide range of authorities that are defined in his role as Director but within specified constraints as determined from time to time.

3.3.2 Monitoring

To assist the Board in carrying out its role, the Board will monitor the performance of the Alliance by reference to:

- 1 Key performance indicators as defined in the Director's work plan.
- 2 Key compliance reports including audited statements

3.3.3 Strategy Formulation

The Board's role in the strategic planning process is one of input, review and approval on an annual basis.

3.3.4 Advice

A key aspect of each Board member's duties is to feedback for the Director and his or her ideas.

Board members should provide frank and honest advice to the Director.

Where appropriate, Board members should recommend possible alternative advisors with skills to assist the Board in dealing with specific issues.

3.3.5 Contacts

Board members are expected, where possible and appropriate, to further the Alliance's interests with outside contacts and networks.

3.3.6 Director Evaluation and Annual Performance Review

The Chair of the CEO Forum and Host CEO will evaluate and discuss with the Director his or her performance on an annual basis as part of an Annual Performance Review process, usually on the anniversary of Director's appointment, and report to the Board accordingly. This will include consultation with the CEO Forum.

4 BOARD MEMBER PROTOCOLS

4.1 Obtaining Information

Generally, Board members should only seek information on an issue involving Alliance directly from a staff member, contractor or consultant with the knowledge of the Director, Chair of the CEO Forum or Board Chair.

4.2 Access to Information

The Director must hold a set of Board papers for Board members to access for a period of seven years. Board members are entitled to access these papers on request.

Former Board members are entitled to access Board papers dated up to and including the date they ceased to be a Board member for a period of seven years after such date.

4.3 Insurance Arrangements

The Alliance does not maintain Director's and Officer's Insurance for each Board member as the activities as members of the Alliance are consistent with their roles as Mayor or CEO and therefore covered by member Council insurance policies.

The Host Council, as the delegated employer of the Director Alliance, is to include the Director under its Director's and Officer's Insurance during the period he or she is employed and for 7 years after the date on which he or she ceased to be a Director.

4.4 Board Evaluation

On an annual basis the Board will discuss and evaluate its performance and undertake a review of the Alliance through the Annual Report process.

4.5 Board Member Development

Board members are encouraged and expected, to undergo continued professional and self-development.

4.6 Board Member Induction

Induction of new Board members into their role on the Alliance Board will entail:

- 1 The Director and/or Chair discussing the responsibilities, conduct and contribution expectations of Board members with the new Board members.
- 2 Advising new Board members of this Corporate Governance Charter, the Memorandum of Understanding and relevant strategic documents.
- 3 Providing guidelines on Board processes.
- 4 Providing background information on and contact information for key people in the Alliance including an outline of their roles and capabilities.
- 5 The Director providing an industry background briefing and give the new Board members a package consisting of:

- 5.1. Key performance indicators
- 5.2. Last year's Annual Report
- 5.3. Current strategic directions
- 5.4. Relevant brochures and advertising material
- 5.5. Corporate Governance Charter
- 5.6. Memorandum of Understanding

APPENDIX A – CODE OF CONDUCT

Perth South West Metropolitan Alliance CODE OF CONDUCT

OBJECTIVES

The Board is the body responsible for administration of the Alliance as a voluntary regional organisation of Councils. It is in the best interests of the constituent local governments, the local community, as well as the public in general that a Code of Conduct applies to the operation of the Alliance and is approved by the Board.

The public and constituent local governments are entitled to expect that:

- the business of the Alliance and its affiliated bodies will be conducted with efficiency, impartially and with integrity;
- Members and employees will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments;
- duty to the public will always be given absolute priority over the private interests of Members and employees.

The Code does not override or affect the legislation applicable to local government. It provides a guide and a basis of expectations for Alliance Board Members, committee members, members of affiliated bodies, the Director and employees and encourages a commitment to ethical and professional behaviour.

DEFINITIONS

In this Agreement:

Act means the *Local Government Act 1995*.

Affiliated body means entities supported by the Alliance or who operate in conjunction with the Alliance such as the South West Corridor Development Foundation Inc.

CEO means Chief Executive Officer of the Host Local Government.

Chair of the Chief Executive Officer Forum means the Executive appointed by the Members of the Alliance Board to that position.

Council means any Council (as defined in the Act) of the Local Government comprising the Alliance.

Director means the Director of the Alliance.

Confidential Information means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Alliance or any undertaking from time to time carried out by the Alliance and Local Governments.

Host Local Government means: the local government housing the Director and staff of the Alliance. At the time of signing this contract, the Host Local Government is the City of Kwinana.

Intellectual Property means any and all intellectual property belonging to the Local Government including:

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trade marks, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) the Director's Intellectual Property.

Local Government means any of the Local Governments (as defined in the s1.4 of the Act) comprising the Alliance.

Member means any member of a Alliance Board, committee, working group or affiliated body.

Perth South West Metropolitan Alliance means the City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville and City of Rockingham as a voluntary regional organisation of Councils operating through the Host Council.

Perth South West Metropolitan Alliance Board means the Mayors and Chief Executive Officers of member local governments of the Alliance or persons formally appointed to act in those positions.

Policies means all guidelines, policies, practices and procedures of the Alliance and Local Governments as varied from time to time.

POLICY STATEMENT

CONFLICT AND DISCLOSURE OF INTEREST

1. Conflict of Interest

- a) Members, the Director and employees will ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfillment of their public or professional duties.
- b) The Director and employees will not engage in private work without the consent of the Chair of the Chief Executive Officer Forum.
- c) The Director and employees will lodge written notice with the Chair of the Chief Executive Officer Forum describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) The Director and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- e) The Director and employees will refrain from partisan political activities that could cast doubt on the neutrality and impartiality of employees acting in their professional capacity.

2. Disclosure of Interest

- a) Members, the Director and employees will adopt the principles of disclosure of financial interest and impartiality interest as contained within the Act and the Local Government (Administration) Regulations.
- b) Whenever disclosure is required by legislation, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing to the Chair of the meeting prior to the meeting. In cases of urgency disclosure of an interest should be made orally at the start of the meeting and confirmed in writing.

PERSONAL BENEFIT**3. Use of Confidential Information**

- a) Members, the Director and employees will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways in which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.
- c) Members requesting information of a legal or sensitive nature shall make written application setting out reasons for requesting the document to the Director, accompanied by a Declaration of Interest that may be relevant or appropriate.
- d) The Freedom of Information rules shall apply at all times.
- e) Legal opinions can be read, but copies will not be provided.
- f) Members accessing Alliance records shall do so in the presence of the Director or his nominee, and in accordance with such procedures as deemed appropriate by the Alliance Board.
- g) In accordance with obligations of fidelity to the organisation the Director will inform the relevant Chair of the committee of any request from any Member wishing to access information which, in the opinion of the Director, the Member has a conflict or financial interest in accordance with the relevant legislation.
- h) Members be aware of the Director's legal obligation to report matters (to the relevant government agency) involving improper use of, or access to, information as "serious improper conduct".

4. Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the Alliance or Local Governments upon its creation unless otherwise agreed by separate contract.

5. Improper Use of Undue Influence

Members, the Director and employees will not take advantage of their position to improperly influence other Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

6. Gifts and Bribery

Members and Alliance Staff are bound by the Local Government Act rules relating to acceptance and disclosure of gifts, and should be noted in the relevant Local Government registers.

CONDUCT OF MEMBERS AND EMPLOYEES**7. Personal Behaviour**

a) Members, the Director and employees will:

- i) act, and be seen to act, properly and in accordance with the requirements of the law and terms of this Code;
- ii) perform their duties impartially and in the best interests of the Alliance and Local Governments, uninfluenced by fear or favour;
- iii) act in good faith (ie: honestly, for the proper purpose, and without exceeding their powers) in the interests of the Alliance and Local Governments and the community;
- iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- v) always act in accordance with their obligation of fidelity to the Alliance and Local Governments.

8. Honesty and Integrity

Members, the Director and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the Alliance Chair or the relevant Committee Chair any dishonesty on the part of any other Member and, in the case of an employee, to the Director;
- c) be frank and honest in their official dealing with each other.

9. Performance of Duties

While on duty, employees will give their whole time and attention to Alliance business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Alliance and Local Governments.

10. Compliance with Lawful Orders

- a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Director.
- b) Employees will give effect to the lawful policies of the Alliance and Local Governments, whether or not they agree with or approve of them.

11. Administrative and Management Practices

Members, the Director and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Any Member, who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair.

Any employee who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director.

If the Director, the Chair of the Chief Executive Officer Forum or the Alliance Board Chair is unable to reach a satisfactory conclusion, then the matter is to be submitted to the Alliance Board for determination. Any member of the Alliance Board who is a party to a grievance process shall be ineligible to sit on the Board whilst it is acting as a grievance panel. The proceedings of the Alliance Board sitting as a grievance panel shall be confidential.

The Alliance Board may also convene a separate grievance panel which shall be comprised according to resolution of the Alliance Board. However, any member of the grievance panel found to be in breach of the Code of Conduct shall be ineligible to sit on the grievance panel for a period determined by the Alliance Board.

Should the grievance panel be unable to reach a satisfactory conclusion, then the matter may be submitted to the Alliance Board for determination.

Should a Member have any grievance in relation to an Officer (other than the Director), then the Director shall be advised of the matter in a timely manner. The Director shall deal with all grievance issues involving staff members.

The Local Government Act provisions relating to financial and conflicts of interest shall apply.

Nothing in this procedure shall prevent a Member/Officer from reporting matters as required under the Corruption and Crime Commission Act 2003.

DEALING WITH ALLIANCE PROPERTY**12. Use of the Alliance Facilities, Funds, Employees and Equipment**

Members, the Director and employees will:

- a) be scrupulously honest in their use of the Alliance or Local Governments' resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body. Resources are defined, for the purpose of this clause, as being funds, facilities, employees and equipment;
- b) use the Alliance or Local Government resources entrusted to them effectively and economically in the course of their duties;
- c) not use the Alliance or Governments' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Director).

13. Travelling and Sustenance Expenses

Members and employees will only claim or accept travelling and sustenance expenses arising out of travel related to matters which have a direct bearing on the services, policies or business of the Alliance and Local Governments in accordance with Policy and the provisions of the Act.

14. Access to Information

Members, the Director and employees will ensure that Members are given access to all information necessary for them to properly perform their functions and responsibilities.

CORPORATE OBLIGATIONS**15. Communication with Community**

- a) Members, the Director and employees will ensure that effective communication is promoted to the community, in order to achieve proper accountability and responsibility.
- b) Members, the Director and employees will respect the decision making process of the Alliance and ensure their effective implementation.

16. Communication and Public Relations

- a) All aspects of communication by employees (including verbal, written or personal), involving the Alliance and Local Governments activities should reflect the status and objectives of the Alliance and Local Governments. Communications should be accurate, polite and professional.
- b) The Alliance Board Chair or the Director will only make statements to the press on behalf of the Alliance.

This shall not prejudice an individual Member's right to express a personal opinion on issues of public interest.

17. Standard of Dress

Members, the Director and employees are expected to comply with neat and responsible dress standards at all times. The right to raise the issue of dress with individual employees is reserved.

18. Health, Well Being and Safety

Members, the Director and employees shall ensure that the premises used by the Alliance are adequate to ensure the health, safety and well being of their employees and members of the public.

19. Professional Advice

Members, the Director and other employees shall ensure that no restrictions are placed on the ability of employees to give professional advice to Alliance committees.

20. Entrepreneurial Activities

Members, the Director and employees should ensure that the Alliance impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment of private subdivision, development and/or building applications.

APPENDIX B – ADMINISTRATIVE ARRANGEMENTS

ACTIVITY	ARRANGEMENT	FINANCIAL IMPLICATIONS	COMMENT
Staffing	Staff employed by the Host Council	Fully recouped	CEO Forum set Director Conditions and monitor performance
Accommodation, Computing and Financial Services	Provided by Host Council	Recouped through 5% charge on income for the Alliance	
Mobile Telephone	As per Director's Contract		
Travel	Approved by Host Council CEO	Paid by the Alliance	In consultation with the CEOs Forum Chair for interstate travel
Photocopying	Provided by Host Council	Fully recouped	
Credit Card	Provided by Host Council	Fully recouped	Supplied by Host Council - limit \$10,000

Director is employed under a fixed-term contract.

Additional Staff are employed under normal arrangements by the host Council and is funded by the Alliance.

Financial support services for the Alliance are provided by the host Council through their Financial Services.

Audit costs are directly paid by Alliance.

APPENDIX C – MEMORANDUM OF UNDERSTANDING

ALLIANCE

MEMORANDUM OF UNDERSTANDING

2025/26 – 2030/31

SIGNED XXXXXX

1. Introduction

The Perth South West Metropolitan Alliance (the Alliance) operates to represent the combined regional interests of its member Councils and their constituents in promoting growth and development of the South West Metropolitan Region of Perth. In particular member Councils accept that key infrastructure is best planned and promoted on a regional basis.

2. Alliance Board

The strategic direction and management of the Alliance will be subject to guidance and direction of a Board comprising the Mayors and Chief Executive Officers of member Councils.

In making any determination primary consideration will be given to the impact on the overall region rather than individual Council interests, subject to clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

3. Vision and Mission

Local Governments in South West Metropolitan Region of Perth, through cooperation with industry, community and the other spheres of government seek to capture a wide range of opportunities to enhance economic growth and support a diversity of quality lifestyles for the benefit of the member Councils and their communities.

The partnership approach adopted by the Alliance will extend to maximising cooperation with each other and consideration of shared services and resources. Members of the Alliance commit to discuss major information technology acquisitions and initiatives to allow for common approaches to be adopted where feasible.

The Alliance will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that affect the growth and sustainable development of South West Metropolitan Region of Perth.

4. Resources

The member Councils agree to support the operations of the Alliance for the six years from 1 July 2025 to 30 June 2031.

Member Councils will be levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- a) \$25,000 minimum fee, and
 - b) 22.95 cents per head of population, and
 - c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and
- Funding for work plan projects.

As an example, the table below shows the calculations for membership contributions for 2023/24 including total project funding of \$130,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Contribution to project funding	MEMBERSHIP TOTAL 2024/25
City of Cockburn	\$95,547	23.47%	\$30,516	\$126,063
Town of East Fremantle	\$29,638	7.28%	\$9,466	\$39,104
City of Fremantle	\$53,195	13.07%	\$16,989	\$70,184
City of Kwinana	\$52,694	12.95%	\$16,830	\$69,524
City of Melville	\$79,913	19.63%	\$25,523	\$105,435
City of Rockingham	\$96,048	23.60%	\$30,676	\$126,724
TOTAL - Base member contribution	\$407,035	100.00%	\$130,000	\$537,035

5. Contributed funds

At the end of each financial year, a calculation will be made of the equity that notionally accrues to each member Council. The calculation will be based on the previous year's 'equivalent member % split'. The equity identified will be retained by the Alliance.

6. Chair of the Alliance Board

The Chair of the Alliance Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair Alliance	Deputy Chair Alliance	Chair CEO Forum	Deputy Chair CEO Forum
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn
2026	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2027	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2028	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2029	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2030	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2031	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

7. Communications

Contact with the media on Alliance issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.

8. Agreement

The undersigned member Councils of the Alliance agree to:

- a) Financially support the Alliance for the period 1 July 2025 to 30 June 2031.

- b) Actively participate in the Alliance Board, related committees, delegations and events.
- c) Consider issues and projects according to their regional impacts.
- d) Work cooperatively with other member Councils in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- e) Where reasonable, allocate resources to support the activities of the Alliance.

XXXXXX

CITY OF COCKBURN

Mayor
.....

CEO
.....

TOWN OF EAST FREMANTLE

Mayor
.....

CEO
.....

CITY OF FREMANTLE

Mayor
.....

CEO
.....

CITY OF KWINANA

Mayor
.....

CEO
.....

CITY OF MELVILLE

Mayor
.....

CEO
.....

CITY OF ROCKINGHAM

Mayor
.....

CEO
.....

APPENDIX D – ROBERT'S RULES

Introduction to Robert's Rules of Order

The Rules of Order is a set of rules for conduct at Alliance Board meetings that allows for constructive debate and to make clear decisions.

The Alliance Board meeting procedure usually follows a fixed order of business. Below is a typical example:

1. Welcome
2. Attendance and apologies.
3. Minutes of last meeting.
4. Minutes of Sub Committees
5. Business Arising from Previous Meetings.
6. Director's Report.
7. Items to note or for discussion.
8. Items for Decision.
9. General Business.
10. Adjournment and next meeting.

The method used by Board members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Board members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The Director, Executive Officer and the SWCDeF Chair may only participate in discussion at the Alliance Board Meeting and may not move motions or vote.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chair and wait until the Chair recognises you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the Board for consideration and action.
 - b. The Board then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the Board by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Motion to the Board
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous motion may be adopted.

Voting on a Motion:

There are five methods used to vote by the Alliance Board, they are:

1. **By Voice** – The Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By General Consent** – When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
3. **By Division** – This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.
4. **By Ballot** – Members write their vote on a slip of paper, this method is used when secrecy is desired.
5. **Flying Motion** – The decision to use a Flying Motion is to be supported by at least two Members which allows a matter to be considered by email vote. A clear majority of responding members and a minimum of seven respondents is required for the matter to be approved.

Members may request that the matter not be put to the vote in accordance with clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

13.4 MONTHLY FINANCIAL REPORT 28 FEBRUARY 2025

Report Reference Number	OCR-3413
Prepared by	Stacey Hobbins, Consultant
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Part 3 requires an absolute majority
Documents tabled	Nil
Attachments	

1. Monthly Financial Report for the month ended 28 February 2025

PURPOSE

The purpose of this report is to present to the Council the Monthly Financial Report for the month ended 28 February 2025. A Capital Works report has been incorporated into the workbook.

EXECUTIVE SUMMARY

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

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

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

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

BACKGROUND

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

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

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

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

Understanding the Financials

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

- a. Favourable variance
- b. Unfavourable variance

c. Timing variance

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

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

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

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

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

CONSULTATION

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

STATUTORY ENVIRONMENT

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

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

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

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

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

STRATEGIC IMPLICATIONS

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

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

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

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

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

RISK RATING

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

SITE INSPECTION

Not applicable.

COMMENT

This report presents the Statement of Financial Activity by Nature for the month ending 28 February 2025.

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

	Original Budget	Current Budget	YTD Budget	February Actuals
Opening Surplus	191,387	843,305	843,305	843,305
Operating Revenue	12,434,476	12,992,409	11,926,105	11,941,621
Operating Expenditure	(13,246,239)	(14,831,813)	(9,316,356)	(9,317,575)
Capital Expenditure	(3,788,113)	(4,003,085)	(2,268,073)	(2,140,910)
Capital Income	1,657,483	1,777,047	891,469	667,242
Financing Activities	588,806	709,764	(182,748)	(182,748)
Non-Cash Items	2,162,200	2,149,200	1,501,914	1,509,422
Closing Surplus/(Deficit)	0	(363,172)	3,395,615	3,320,356

The YTD surplus of \$3,320,356 is unfavourable against the YTD budget of \$3,395,615 because of timing issues, with variances being as follows:

- Operating Income \$15,516 favourable with the material variances being:
 - Interest revenue \$39,391 favourable
 - Other revenue (\$35,457) unfavourable
- Operating Expenditure (\$1,219) unfavourable with material variances being:
 - Utility charges \$44,212 favourable

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

- Rate Notices were issued on the 19 July. The Town received \$10.037m in rates and charges revenue (including rates, ESL, service charges) by the end of February, equating to 90% of total rates and charges paid.
- Capital works is progressing in 24/25, with 53% financial completion of projects. There are two significant projects that are either going to be deferred or not largely commenced by 30 June 2025. The inclusion of these budgets is distorting the overall completion rate:

- Upgrade Streetlights to LED \$310,000
- Solar and Battery Installation EFCP/Other \$707,500

Budget Variations

Council is requested to consider two budget variations:

1. Job E12848 Footpath Construction – Preston Point Road (West side between Bolton and Pier) has a budget allocation of \$94,500. The Technical Services team has advised that unit rates have increased since the budget estimate was put together, and a total budget of \$109,580 ex GST is required inclusive of traffic management expenses. It would not be cost effective to reduce the scope as traffic management expenses would be duplicated if the remaining scope was deferred. As an alternative to a budget variation, it is open to Council to resolve to defer this project to 2025/26.
2. The Town was successful with its funding application under the Community Energy Upgrades Fund Round 1. Whilst the Towns' adopted 24/25 Budget includes forecast grant funding, the actual grant awarded is more than the amount requested, requiring additional Town funding as per below:

Description of Works	Adopted 24/25 Budget			Source of Town Contribution	Approved Grant		
	Total Budget	Town Contribution	Grant Contribution		Total Budget	Town Contribution	Grant Contribution
EFCP - 150kW Solar	\$210,000	\$105,000	\$105,000	\$110k EF Oval Redevelopment Reserve	\$236,395	\$118,197	\$118,197
EFCP - 60kW/360kWH Battery	\$420,000	\$210,000	\$210,000	\$243,750 Sustainability Reserve	\$472,789	\$236,395	\$236,395
Town Hall - 30kW Solar	\$37,500	\$18,750	\$18,750		\$42,213	\$21,107	\$21,107
Dovenby House - 12kW Solar	\$15,000	\$7,500	\$7,500		\$16,885	\$8,443	\$8,443
Depot - 20kW Solar	\$25,000	\$12,500	\$12,500		\$28,142	\$14,071	\$14,071
	\$707,500	\$353,750	\$353,750	\$0	\$796,425	\$398,213	\$398,213

Thus, the following schedule of budget variations is submitted for approval:

Account/Job Number	Description	Current Budget	Amended Budget	Change in Net Current Assets
E12848	Preston Point Footpath Construction	(\$94,500)	(\$109,580)	(\$15,080)
I11210	Non-Operating Grant – Solar and Community Battery	\$353,750	\$398,213	\$44,463
E11748	Capex – Solar and Community Battery Project	(\$707,500)	(\$796,425)	(\$88,925)
	Change in Net Current Assets			(\$59,542)

CONCLUSION

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

13.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

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

That Council:

1. receives the Monthly Financial Report for the month ended 28 February, as presented as attachment 1 to this report, inclusive of:
 - (i) Statement of Financial Activity by Nature

(ii) Statement of Financial Position**(iii) Capital Expenditure Report**

2. notes the unrestricted municipal surplus of \$3,320,356 for the month ended 28 February 2025.
3. pursuant to s6.8 of the *Local Government Act 1995*, by absolute majority, resolves to amend the 2024/25 Budget as follows, resulting in an unfavourable movement of (\$59,542) in net current assets:

Account/Job Number	Description	Current Budget	Amended Budget	Change in Net Current Assets
E12848	Preston Point Footpath Construction	(\$94,500)	(\$109,580)	(\$15,080)
I11210	Non-Operating Grant – Solar and Community Battery	\$353,750	\$398,213	\$44,463
E11748	Capex – Solar and Community Battery Project	(\$707,500)	(\$796,425)	(\$88,925)
	Change in Net Current Assets			(\$59,542)

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 28 February 2025
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**TOWN OF EAST FREMANTLE
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.84 M	\$0.84 M	\$0.84 M	\$0.00 M
Closing	(\$0.36 M)	\$3.40 M	\$3.32 M	(\$0.08 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables		Receivables	
	\$7.01 M	% of total		\$1.47 M	% Outstanding	
Unrestricted Cash	\$4.23 M	60.4%	Trade Payables	\$0.00 M		
Restricted Cash	\$2.77 M	39.6%	0 to 30 Days			
			Over 30 Days			
			Over 90 Days			
Refer to 3 - Cash and Cash Investments			Refer to 7 - Receivables			

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.31 M	\$4.11 M	\$4.13 M	\$0.02 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$9.53 M	% Variance	YTD Actual	\$0.65 M	% Variance	YTD Actual	\$1.25 M	% Variance
YTD Budget	\$9.53 M	0.0%	YTD Budget	\$0.70 M	(8.2%)	YTD Budget	\$1.21 M	3.4%
Refer to 8 - Rate Revenue			Refer to 10 - Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.23 M)	(\$1.38 M)	(\$1.47 M)	(\$0.10 M)
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.04 M	%	YTD Actual	\$0.87 M	% Spent	YTD Actual	\$0.37 M	% Received
Amended Budget	\$0.14 M	(74.6%)	Amended Budget	\$1.13 M	(23.1%)	Amended Budget	\$1.63 M	(77.1%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.71 M	(\$0.18 M)	(\$0.18 M)	\$0.00 M
Refer to Statement of Financial Activity			

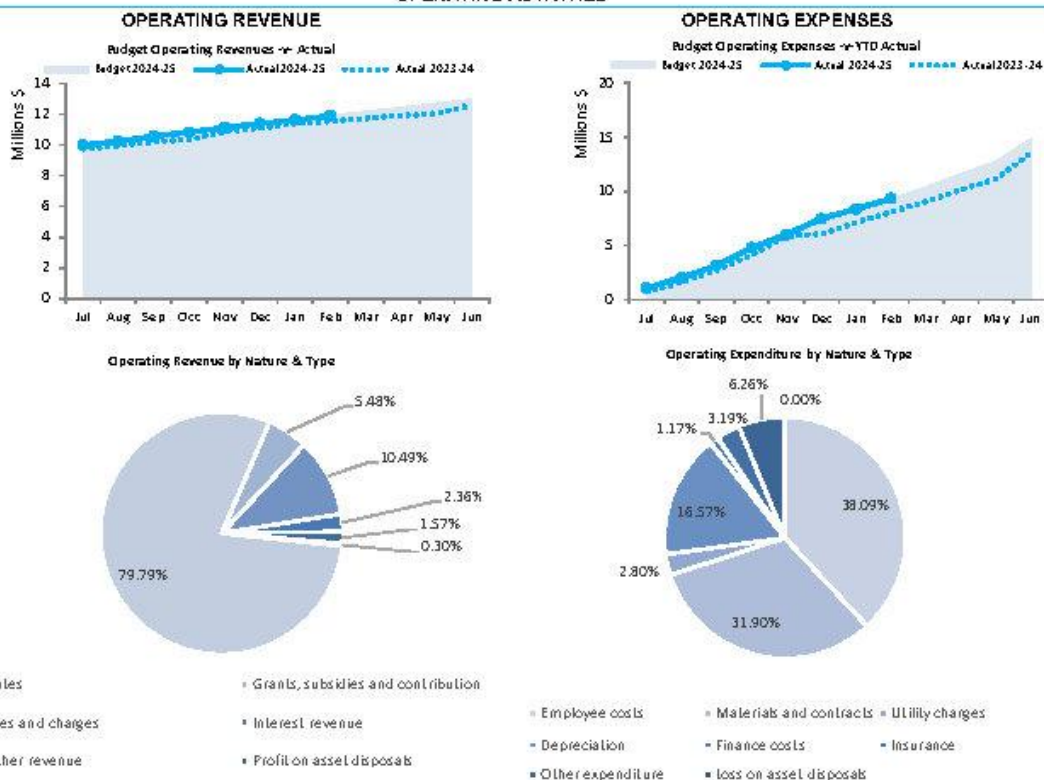
Borrowings		Reserves		Report Preparation	
Principal repayments	(\$0.07 M)	Reserves balance	\$2.77 M	Prepared by:	Source Business Partners
Interest expense	\$0.11 M	Interest earned	\$0.00 M	Reviewed by:	Executive Manager Corporate Services
Principal due	\$4.65 M			Date Prepared:	6/03/2025
Refer to 9 - Borrowings		Refer to 4 - Cash Reserves			

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

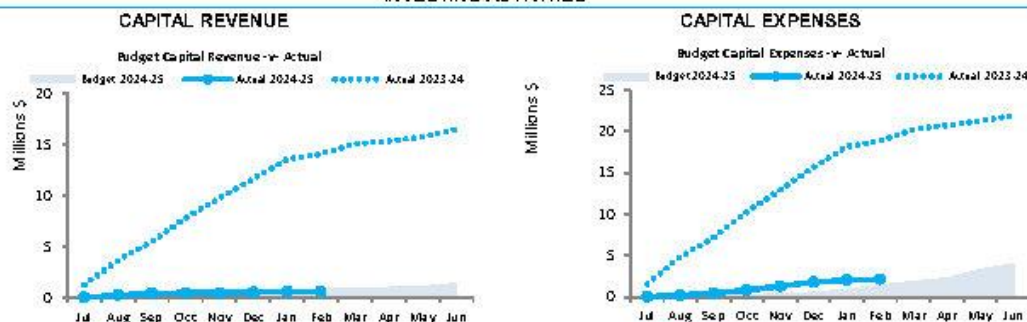
**TOWN OF EAST FREMANTLE
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

KEY INFORMATION - GRAPHICAL

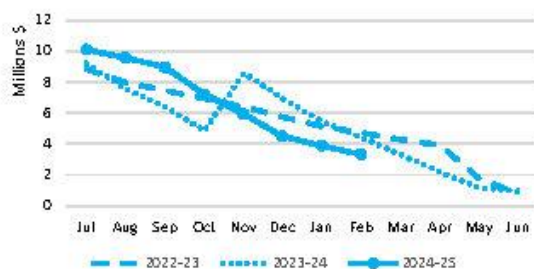
OPERATING ACTIVITIES



INVESTING ACTIVITIES



Closing funding surplus / (deficit)



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

TOWN OF EAST FREMANTLE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

Note	Original Budget (a) \$	Current Budget (a) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b)) / (b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	8	9,537,944	9,541,836	9,528,502	9,528,809	307	0.00%
Grants, subsidies and contributions	10	1,025,458	1,050,971	696,804	653,891	(42,913)	(6.16%)
Fees and charges		1,535,567	1,631,354	1,211,814	1,252,752	40,938	3.38%
Interest revenue		173,265	293,906	242,368	281,759	39,391	16.25%
Other revenue		92,900	392,000	223,503	188,046	(35,457)	(15.86%)
Profit on asset disposals	6	69,342	82,342	23,114	36,364	13,250	57.32%
		12,434,476	12,992,409	11,926,105	11,941,621	15,516	0.13%
Expenditure from operating activities							
Employee costs		(5,352,443)	(5,346,737)	(3,489,691)	(3,548,994)	(59,303)	(1.70%)
Materials and contracts		(4,071,168)	(5,370,750)	(3,055,674)	(2,972,528)	83,146	2.72%
Utility charges		(304,213)	(504,213)	(305,496)	(261,284)	44,212	14.47%
Depreciation		(2,231,542)	(2,231,542)	(1,525,028)	(1,544,387)	(19,359)	(1.27%)
Finance costs		(267,405)	(302,405)	(109,448)	(109,448)	0	0.00%
Insurance		(267,536)	(299,636)	(282,021)	(297,393)	(15,372)	(5.45%)
Other expenditure		(751,932)	(776,530)	(548,998)	(583,541)	(34,543)	(6.29%)
Loss on asset disposals	6	0	0	0	0	0	0.00%
		(13,246,239)	(14,831,813)	(9,316,356)	(9,317,575)	(1,219)	(0.01%)
Non-cash amounts excluded from operating activities	2(b)	2,162,200	2,149,200	1,501,914	1,509,422	7,508	0.50%
Amount attributable to operating activities		1,350,437	309,796	4,111,663	4,133,468	21,805	0.53%
INVESTING ACTIVITIES							
Proceeds from capital grants, subsidies and contributions	10	1,549,483	1,634,047	891,469	630,878	(260,591)	(29.23%)
Proceeds from disposal of assets	6	108,000	143,000	0	36,364	36,364	0.00%
Payments for property, plant and equipment	5	(2,413,980)	(2,869,952)	(1,395,339)	(1,269,320)	126,020	9.03%
Payments for construction of infrastructure	5	(1,374,133)	(1,133,133)	(872,734)	(871,591)	1,143	0.13%
Amount attributable to investing activities		(2,130,630)	(2,226,038)	(1,376,604)	(1,473,669)	(97,064)	(7.05%)
FINANCING ACTIVITIES							
Transfer from reserves	4	1,166,309	1,280,224	208,293	208,293	0	0.00%
Repayment of borrowings	9	(150,564)	(150,564)	(74,385)	(74,385)	0	0.00%
Payments for principal portion of lease liabilities		(52,049)	(52,049)	(43,988)	(43,988)	0	0.00%
Transfer to reserves	4	(374,890)	(367,847)	(272,668)	(272,668)	0	0.00%
Amount attributable to financing activities		588,806	709,764	(182,748)	(182,748)	0	0.00%
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		191,387	843,305	843,305	843,305	0	0.00%
Amount attributable to operating activities		1,350,437	309,796	4,111,663	4,133,468	21,805	0.53%
Amount attributable to investing activities		(2,130,630)	(2,226,038)	(1,376,604)	(1,473,669)	(97,064)	(7.05%)
Amount attributable to financing activities		588,806	709,764	(182,748)	(182,748)	0	0.00%
Surplus or deficit after imposition of general rates		0	(363,172)	3,395,615	3,320,356	(75,259)	(2.22%)

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 28 FEBRUARY 2025

	Note	30 June 2024	28 February 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,568,218	1,296,155
Trade and other receivables		948,112	1,320,593
Other financial assets		2,710,048	5,710,048
Other assets		231,260	57,665
TOTAL CURRENT ASSETS		6,457,638	8,384,461
NON-CURRENT ASSETS			
Trade and other receivables		98,356	96,957
Other financial assets		83,171	83,171
Property, plant and equipment		56,664,409	57,005,974
Infrastructure		51,243,518	51,539,702
Right-of-use assets		142,490	101,266
TOTAL NON-CURRENT ASSETS		108,231,944	108,827,070
TOTAL ASSETS		114,689,582	117,211,531
CURRENT LIABILITIES			
Trade and other payables		1,677,237	1,470,764
Other liabilities		340,342	0
Lease liabilities		45,114	1,126
Borrowings	9	150,564	150,564
Employee related provisions		806,705	818,917
Other provisions		80,000	0
TOTAL CURRENT LIABILITIES		3,099,962	2,441,371
NON-CURRENT LIABILITIES			
Lease liabilities		152,623	152,627
Borrowings	9	4,576,802	4,502,417
Employee related provisions		193,595	193,595
TOTAL NON-CURRENT LIABILITIES		4,923,020	4,848,639
TOTAL LIABILITIES		8,022,982	7,290,010
NET ASSETS		106,666,600	109,921,521
EQUITY			
Retained surplus		54,124,260	57,314,812
Reserve accounts	4	2,710,049	2,774,424
Revaluation surplus		49,832,291	49,832,285
TOTAL EQUITY		106,666,600	109,921,521

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

Movement in Equity	3,254,921
Explained by:	
Amount attributed to operating activities	2,587,679
Proceeds from capital activities	667,242
	3,254,921

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

1 EXPLANATION OF MATERIAL VARIANCES

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

Description	Var. \$	Var. %	Var.	Timing / Permanent	Explanation
	\$	%			
Revenue from operating activities					
Rates	307	0.00%		Permanent	No material variance
Grants, subsidies and contributions	(42,913)	(6.16%)	▼	Timing	No material variance
Fees and charges	40,938	3.38%	▲	Timing	No material variance
Interest revenue	39,391	16.25%	▲	Timing	Interest on rates instalments and on investments ahead of expected budget
Other revenue	(35,457)	(15.86%)	▼	Timing	Budget exceeded for recovery of operational costs for the East Fremantle Community Park - \$32k. Offset by increase in operational expenditure.
Profit on asset disposals	13,250	57.32%	▲	Timing	Favourable
Expenditure from operating activities					
Employee costs	(59,303)	(1.70%)	▲	Timing	No material variance
Materials and contracts	83,146	2.72%	▼	Timing	No material variance
Utility charges	44,212	14.47%	▼	Timing	Favourable
Depreciation	(19,359)	(1.27%)	▲	Timing	No material variance
Finance costs	0	0.00%		No variance	
Insurance	(15,372)	(5.45%)	▲	Timing	No material variance
Other expenditure	(34,543)	(6.29%)	▲	Timing	No material variance
Loss on asset disposals	0	0.00%		No variance	
Non-cash amounts excluded from operating activities	7,508	0.50%		Timing	No material variance
Investing Activities					
Proceeds from capital grants, subsidies and contributions	(260,591)	(29.23%)	▼	Timing	See Note 10 Grants & Contributions for more detailed information
Proceeds from disposal of assets	36,364	0.00%	▲	Timing	See Note 6 Disposal of Assets
Payments for property, plant and equipment	126,020	9.03%	▼	Timing	See Note 5 Capital Acquisitions for more detailed information
Payments for construction of infrastructure	1,143	0.13%		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	0	0.00%		No variance	
Surplus or deficit after imposition of general rates	(75,259)	(2.22%)	▼	Timing	Due to variances described above

TOWN OF EAST FREMANTLE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

		Current Budget Closing 30 June 2025	Last Year Closing 30 June 2024	Year to Date 28 February 2025
	Note	\$	\$	\$
Current assets				
Cash and cash equivalents	3	3,896,386	2,568,218	1,296,155
Trade and other receivables		252,401	948,112	1,320,593
Other financial assets		0	2,710,048	5,710,048
Other assets		52,099	231,260	57,665
		4,200,886	6,457,638	8,384,461
Less: current liabilities				
Trade and other payables		(1,854,815)	(1,677,237)	(1,470,764)
Other liabilities		(71,910)	(340,342)	0
Lease liabilities		(52,049)	(45,114)	(1,126)
Borrowings	9	(157,911)	(150,564)	(150,564)
Employee related provisions		(675,173)	(806,705)	(818,917)
Other provisions		(43,530)	(80,000)	0
		(2,855,388)	(3,099,962)	(2,441,371)
Net current assets		1,345,498	3,357,676	5,943,090
Less: Total adjustments to net current assets	2(c)	(1,708,670)	(2,514,371)	(2,622,734)
Closing funding surplus / (deficit)		(363,172)	843,305	3,320,356

(b) Non-cash amounts excluded from operating activities

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

		Current Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(82,342)	(23,114)	(36,364)
Add: Depreciation		2,231,542	1,525,028	1,544,387
Non-cash movements in non-current assets and liabilities:				
- Pensioner deferred rates		0	0	1,399
Total non-cash amounts excluded from operating activities		2,149,200	1,501,914	1,509,422

(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 28 February 2025
		\$	\$	\$
Adjustments to net current assets				
Less: Reserve accounts	4	(1,918,630)	(2,710,049)	(2,774,424)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	157,911	150,564	150,564
- Current portion of lease liabilities		52,049	45,114	1,126
Total adjustments to net current assets	2(a)	(1,708,670)	(2,514,371)	(2,622,734)

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 28 FEBRUARY 2025

3. CASH AND CASH INVESTMENTS

Description	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Risk Rating (LT)	Interest Rate	Maturity Date
Cash Deposits							
Municipal Bank Account	1,295,555	0	1,295,555	CBA	AA-	0.00%	At Call
Municipal Bonds & Deposits Account	0	0	0	CBA	AA-	0.00%	At Call
Cash On Hand	600	0	600	Petty Cash/Till Float		0.00%	On Hand
Term Deposits							
Pooled (Muni, Reserves, Bonds and Grants)	0	2,000,000	2,000,000	NAB	AA-	5.00%	Mar 25
Pooled (Muni, Reserves, Bonds and Grants)	1,935,624	774,424	2,710,048	SUNCORP	A-	4.83%	Apr 25
Pooled (Muni, Reserves, Bonds and Grants)	1,000,000	0	1,000,000	NAB	AA-	4.90%	May 25
Total	4,231,779	2,774,424	7,006,203			4.90%	
Comprising							
Cash and cash equivalents	4,231,779	2,774,424	7,006,203				
	4,231,779	2,774,424	7,006,203				

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.

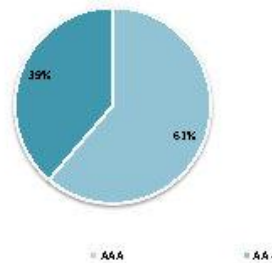
Comments/ Notes - Investments and Cash Deposits

INSTITUTION	\$	(LT) RISK	%
COMMONWEALTH BANK	\$1,295,555	AA-	18.49%
CBA (GREEN/ESTG DTD)	\$0	AA-	0.00%
NATIONAL AUST. BANK	\$3,000,000	AA-	42.82%
SUNCORP	\$2,710,048	AA-	38.68%
WESTPAC	\$0	AA-	0.00%
	\$7,005,603		100.00%

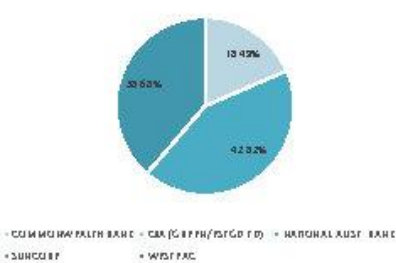
(LT) RISK RATINGS	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0%
AA-	MAX 100%	\$4,295,555	61%
AA (GREEN TERM DEPOSITS)	MAX 100%	\$0	0%
A- (INVESTMENT)	MAX 100%	\$2,710,048	39%
BBB+ (INVESTMENT)	MAX 30%	\$0	0%
		\$7,005,603	100%

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

Values held by Risk Rating



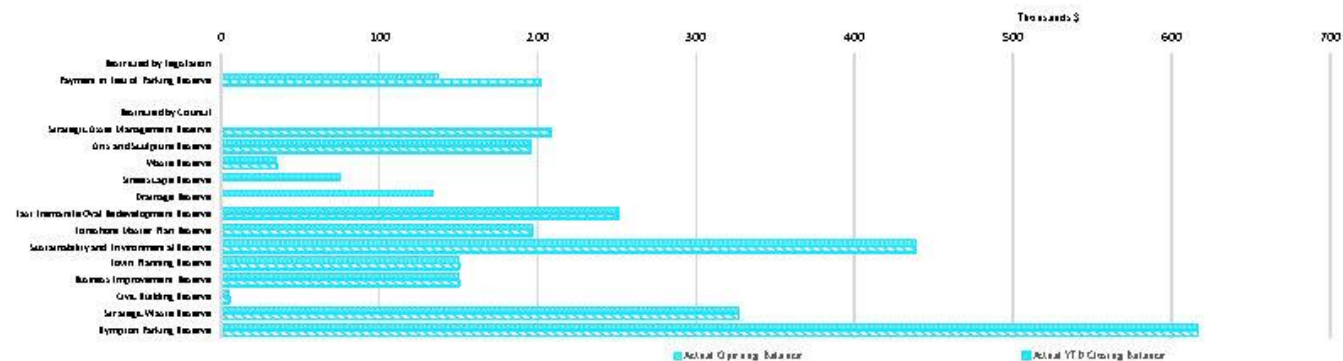
Values held by Institution



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

4 RESERVE ACCOUNTS

Reserve name	Original Budget				Current Budget				Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	Budget Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation													
Payment in Lieu of Parking Reserve	137,010	0	0	137,010	137,010	64,375	0	201,385	137,010	0	64,375	0	201,385
Restricted by Council													
Strategic Asset Management Reserve	0	166,275	0	166,275	0	166,275	(72,000)	94,275	0	0	208,293	(0)	208,293
Arts and Sculpture Reserve	195,664	0	(45,000)	150,664	195,664	0	0	195,664	195,664	0	0	0	195,664
Waste Reserve	35,000	0	0	35,000	35,000	0	(35,000)	0	35,000	0	0	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
Foreshore Master Plan Reserve	196,344	0	0	196,344	196,344	0	(133,347)	62,997	196,344	0	0	0	196,344
Sustainability and Environmental Reserve	438,553	137,197	(575,750)	0	438,553	137,197	(575,750)	0	438,553	0	0	0	438,553
Town Planning Reserve	150,000	40,000	0	190,000	150,000	0	0	150,000	150,000	0	0	0	150,000
Business Improvement Reserve	150,000	0	(70,000)	80,000	150,000	0	0	150,000	150,000	0	0	0	150,000
Civic Building Reserve	5,305	31,418	(16,737)	19,986	5,305	0	(5,305)	0	5,305	0	0	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
Rlympton 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	367,847	(1,280,224)	1,797,671	2,710,049	0	272,668	(208,293)	2,774,424



TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

5 CAPITAL ACQUISITIONS

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance (Under)/Over	Completion	Comments
	\$	\$				\$	\$		
Plant & Equipment	599,000	641,853	241,570	176,749	4,091	190,839	461,013	29%	
EA625 Upgrade of EV charger power connection adjacent to Town hall car park	20,000	20,000	6,930	395	4,091	4,486		2%	Works planned to commence Dec 2024
E10648 VW Golf Alltrack Wagon (LMRS)	40,000	0	0	0	0	0		0%	
E11716 Upgrade canopy of Range Rover vehicle	0	6,640	6,640	6,640	0	6,640		100%	Completed
E11720 Kubota F3650	55,000	59,393	59,393	59,429	0	59,429		100%	Completed
E11723 Two EV Chargers for East Fremantle Community Park	44,000	44,000	14,667	0	0	0		0%	Subject to grant funding
E12642 Isuzu MKR190 truck	90,000	90,000	90,000	0	0	0		0%	Truck prices being sought
E12802 Kobelco SK175R-S	40,000	40,000	40,000	38,170	0	38,170		95%	Completed
E12810 Upgrade street lights to LED, including smart lighting for major roads	310,000	310,000	0	0	0	0		0%	likely carry forward
E12812 Isuzu 4.5T Nipper	0	71,820	23,940	72,115	0	72,115		100%	Completed
Furniture & Equipment	182,951	61,000	60,563	50,998	0	50,998	10,002	84%	
EA623 ERP Replacement - New Electronic Document Records Management System	70,000	0	0	0	0	0		0%	
EA634 Laptop Replacement Program (Investigate green finance lease)	35,000	0	0	0	0	0		0%	
EA606 General Allocation	17,951	10,000	10,000	0	0	0		0%	
EA610 AV Council Chambers (Recording Equipment + Replace end of life equipment)	60,000	51,000	50,563	50,998	0	50,998		100%	Completed
E11625 Public art work including the East Fremantle Community Park	0	0	0	0	0	0		0%	
Buildings	1,632,029	2,167,099	1,093,206	1,041,579	74,685	1,116,258	1,050,841	48%	
EA604 Roarboard Sealing - enhancing thermal comfort	13,000	0	0	0	0	0		0%	
LB2378 EH Gray various upgrades	22,500	22,500	22,931	23,146	0	23,146		103%	Completed
LB2218 Building upgrade - Hurricanes - Lighting	9,000	9,000	8,643	8,465	0	8,465		94%	Completed
E11737 Building upgrade - Camp Waller - Eaves lining	4,500	4,500	1,500	0	0	0		0%	Works planned to commence Feb 2025
E11738 East Fremantle Community Park - Miscellaneous Works	140,529	390,277	296,836	259,123	38,916	298,039		44%	Works ongoing
E11746 East Fremantle Community Park - Dog Park	0	0	400	600	0	600		0%	
E11748 Solar and Battery Installation East Fremantle Community Park, Solar installation Town Hall	707,500	707,500	0	0	0	0		0%	Grant agreement to be executed. Project scope being developed. EEFC to manage procurement. Funding will be provided once licence Agreement is executed.
E11672 East Fremantle Community Park - Scoreboard	0	50,000	16,667	0	0	0		0%	
E11739 Enclosure Soccer Club Upgrades	690,000	738,322	723,135	723,096	22,000	745,096		99%	Works completed Nov 2024
E14601 Buildings upgrade RCD's switch boards - Various	10,000	10,000	3,333	0	0	0		0%	Works planned to commence Feb 2025
E14605 Buildings upgrade door locks - Various	35,000	35,000	29,762	27,143	13,769	40,912		79%	
Infrastructure - roads	493,733	493,733	473,639	494,453	2,950	497,403	(13,670)	102%	
E12849 Riverside Road (adjacent to Leeuwin Boat Ramp)	493,733	493,733	473,639	494,453	2,950	497,403		102%	Completed
Infrastructure - drainage	55,000	20,000	20,549	20,824	0	20,824	(824)	104%	
E12672 Preston Point Road - Above carpark near Tennis Club - Investigate and upgrade storage prior to water entering pipe to river	20,000	20,000	20,549	20,824	0	20,824		104%	Completed
E12707 George Street - Drainage investigation and upgrades to allow underground piped water flow	20,000	0	0	0	0	0		0%	
E12761 Upgrade old pits to SEPs	15,000	0	0	0	0	0		0%	

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

5 CAPITAL ACQUISITIONS

Account Description	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Order Value	Total Actual	Variance (Under)/Over	Completion	Comments
	\$	\$				\$	\$		
Infrastructure - parks & ovals	310,000	304,000	183,526	143,887	18,182	167,069	136,981	49%	
E11673 Limestone wall replacement - Glasson Park	40,000	40,000	0	0	18,182	18,182		0%	Works planned to commence Jan 2025
E11679 Extend cricket practice net/stand by approx 6m - Henry Jeff & Preston Point	30,000	30,000	29,657	30,397	0	30,397		101%	Completed
E11696 Rotunda replacement - Merv Cowan Park	55,000	55,000	50,651	56,127	0	56,127		102%	Completed
E11743 Bin upgrades	10,000	10,000	14,409	6,613	0	6,613		66%	
E11726 Bare test/replacement - Foreshore Parks	30,000	30,000	18,333	0	0	0		0%	Works planned to commence March 2025
E11726 Bare pump test - Stratford Street Park	10,000	10,000	10,000	0	0	0		0%	Works planned to commence March 2025
E11726 Irrigation upgrade - Marjorie Green Park	10,000	10,000	0	0	0	0		0%	Works planned to commence March 2025
E11726 Irrigation upgrade tie in to existing system - Locke Park	35,000	35,000	0	0	0	0		0%	Works planned to commence March 2025
E11741 Upgrade of Retc - Preston Point	20,000	20,000	9,579	4,368	0	4,368		22%	Works planned to commence March 2025
E11745 Drink Fountains	10,000	10,000	10,897	11,345	0	11,345		113%	Completed
E11749 Rotunda replacement - Wayman Park	40,000	40,000	40,001	40,037	0	40,037		100%	Completed
E11750 Wayman softfall upgrade for exercise equipment	20,000	14,000	0	0	0	0		0%	Prices being sought
Infrastructure - car parks	200,000	10,000	8,253	7,380	0	7,380	2,620	74%	
E10604 Paid Parking and Streetscape Design Work and Preliminaries - Silas Street and Leeuwin Carpark	180,000	0	0	0	0	0		0%	
E12609 Carparks - General Allocation	20,000	10,000	8,253	7,380	0	7,380		74%	Ongoing
Infrastructure - footpaths	325,400	315,400	186,717	200,046	120,888	320,934	(5,534)	63%	
E12836 Pram ramp upgrades to DDR standards (to do 20 pram ramps)	20,000	10,000	10,000	0	9,091	9,091		0%	Ongoing
E12845 Moss St, (west side), between Canning Hwy & George St (Remove Concrete and replace with Red asphalt, as per style guide)	36,400	36,400	76,800	72,000	0	72,000		83%	Works completed Nov 2024
E12846 George Street (north side), between Hubble St & Duke St (Remove brick paving and replace with red asphalt, as per style guide)	75,000	75,000	25,000	81,271	12,956	93,827		109%	Completed
E12847 Riverside Road (West side), adjacent to Leeuwin Boat Ramp (do at same time as road upgrade)	49,500	49,500	43,417	46,775	0	46,775		94%	Completed
E12848 Preston Point Rd (west side), between Dalton St & Pier St (Grey concrete) (420m length)	94,500	94,500	31,500	0	99,241	99,241		0%	Works planned to commence March 2025
	3,788,113	4,003,085	2,268,073	2,140,910	220,795	2,361,705	1,641,579	53%	

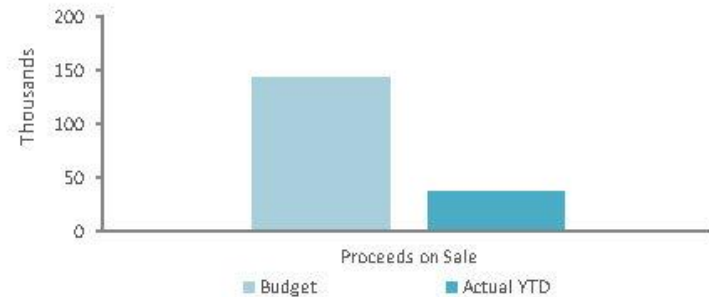
● Total Actual < Current Budget
● No Current Budget
● No YTD Actual
● Total Actual > Current Budget

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
PEMV267	Isuzu MKR190 truck	20,000	45,000	25,000	0	0	0	0	0
PEMV272	EMRS Vehicle	8,658	25,000	16,342	0	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
PEMV265	Isuzu 4.5T Tipper	17,000	35,000	18,000	0	0	36,364	36,364	0
		60,658	143,000	62,342	0	0	36,364	36,364	0

*As at



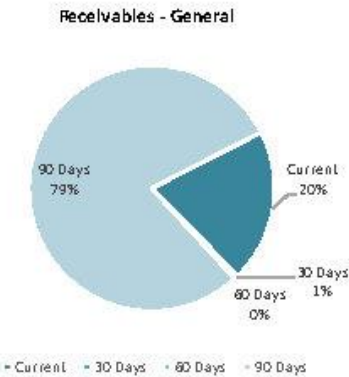
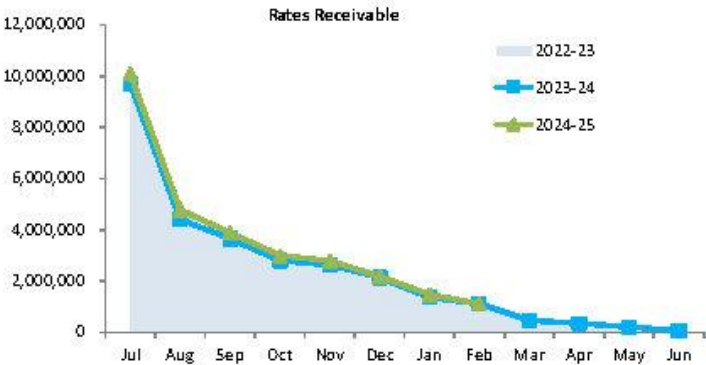
TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

7 RECEIVABLES

Rates receivable	30 June 2024	28 Feb 2025
	\$	\$
Opening arrears previous years	77,232	78,272
Levied this year	10,964,573	11,441,605
Less - collections to date	(10,963,533)	(10,404,524)
Net rates collectable	78,272	1,115,353
% Collected	99.3%	90.3%

Other Receivables	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - general	31,806	764	0	124,851	157,421
Receivables - infringements					78,463
East Fremantle Lawn & Tennis Club					12,000
Total receivables general outstanding					247,884

Amounts shown above include GST (where applicable)

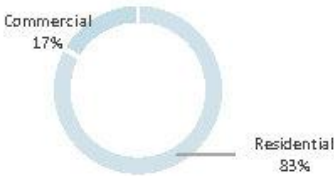
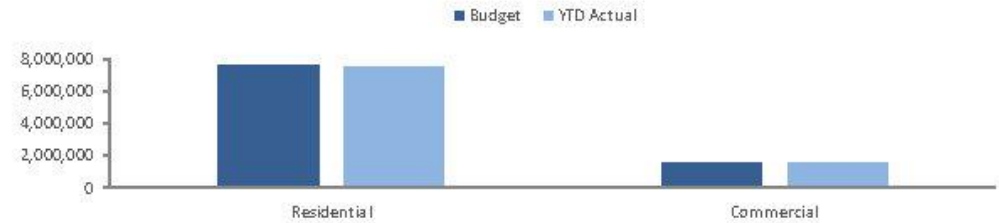


TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Current Budget			YTD Actual		
	\$ (cents)	Properties	Value	Rate Revenue	Reassessed Rate Revenue	Total Revenue	Rate Revenue	Reassessed Rate Revenue	Total Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Residential	0.071860	2,966	105,118,920	7,534,084	20,000	7,554,084	7,534,084	6,973	7,541,057
Commercial	0.121806	120	12,621,985	1,537,434	0	1,537,434	1,537,434	0	1,537,434
Sub-Total		3,086	117,740,905	9,071,518	20,000	9,091,518	9,071,518	6,973	9,078,491
Minimum payment									
Minimum Payment \$									
Gross rental value									
Residential	1,296.00	337	5,342,090	436,752	0	436,752	436,752	0	436,752
Commercial	1,938.00	7	79,940	13,566	0	13,566	13,566	0	13,566
Sub-total		344	5,422,030	450,318	0	450,318	450,318	0	450,318
Total						9,541,836			9,528,809



**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

9 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Finance costs	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
EF Oval Precinct Redevelopment	185	4,727,366	0	0	(74,385)	(150,564)	4,652,981	4,576,802	76,185	226,141
EF Oval Precinct Redevelopment - Loan guarantee	185	0	0	0	0	0	0	0	33,264	33,264
Total		4,727,366	0	0	(74,385)	(150,564)	4,652,981	4,576,802	109,448	259,405
Current borrowings		150,564					150,564			
Non-current borrowings		4,576,802					4,502,417			
		4,727,366					4,652,981			

All debenture repayments were financed by general purpose revenue.

TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025

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

Program	Grant Provider	Purpose of Grant	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
			\$	\$	\$	\$
General Purpose Funding						
Grants Commission - General	WALGGC	Unfied - General Purpose	191,870	31,538	22,547	23,599
Grants Commission - Roads	WALGGC	Unfied - Road	85,885	15,215	10,877	8,538
Education and Welfare						
Commonwealth Home Support Programme	Commonwealth Dep. Health	Commonwealth Home Support Programme	891,978	891,978	499,855	481,434
Recreation and Culture						
East Fremantle Festival	Port Authority/Lottery/West	East Fremantle Festival Funding	20,000	39,538	39,538	39,538
Urban Canopy Grant Program	WALGA	Implementation of urban canopy program	0	30,809	30,809	30,809
Riversidebank Grant Funding	Riversidebank Management Reserve	Norm McKenzie Wall Upgrade & Plaza Project	0	133,348	44,449	0
Community Amenities						
Bus Shelter - Maintenance Assistance Scheme	Public Transport Authority	Bus Shelter Maintenance	4,100	4,100	0	0
Better Bins GO : FOGO	State Government		0	0	0	328
Transport						
Direct Grant	Main Roads	Direct Grant	19,245	27,470	27,470	27,470
Street Lighting Subsidy	Main Roads	Street Lighting Subsidy	4,800	4,800	0	0
Stirling Bridge Veige Maintenance Agreement	Main Roads	Stirling Highway Veige Maint. Agreement	8,000	8,000	0	0
Developer contributions		Contribution in lieu of parking	0	84,375	21,458	84,375
			1,025,458	1,050,971	696,804	653,891

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	7,333	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	280,000	83,333	0
Fremantle City Womens Football Club	State Government	Election Commitment	853,836	488,200	404,027	341,588
Fremantle City Womens Football Club	Soccer Club Contribution		38,364	38,364	20,538	32,997
Transport						
Regional Road Group	Main Roads WA	Riverside Road Upgrade	322,489	322,489	322,489	298,314
Roads to Recovery	Department of Infrastructure	Riverside Road Upgrade	161,244	161,244	53,748	0
			1,549,483	1,634,047	891,469	630,878

**TOWN OF EAST FREMANTLE
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

11 BUDGET AMENDMENTS

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

Description	Date	Increase / (Decrease) to Net Surplus	Current Budget Surplus/ (Deficit) Running Balance
		\$	\$
Annual Budget Adoption			0
Adjustment to budgeted surplus			
Adjusted in respect to current position of 30 June 2024	20 Aug 24	651,918	651,918
Financial Assistance Grants			
General Purpose Grants - Grants Commission	20 Aug 24	-160,132	491,786
General Purpose Grants (Roads) - Grants Commission	20 Aug 24	-70,450	421,336
EF Community Park			
Capex - EF Oval Redevelopment	20 Aug 24	-269,748	151,588
AFL facilities grant	20 Aug 24	250,000	401,588
Scoreboard	20 Aug 24	-50,000	351,588
Public art	20 Aug 24	-46,000	305,588
Fremantle Womens Soccer Club Project			
Capex - Fremantle Womens Soccer Club Project	20 Aug 24	-26,322	279,266
Non-Operating Grants and Contributions	20 Aug 24	-165,436	113,830
Transfer from Strategic Asset Management Reserve	20 Aug 24	50,000	163,830
General			
Capital expenditure - Laptops	20 Aug 24	35,000	198,830
Operating expense - lease laptops	20 Aug 24	-35,000	163,830
Public art	20 Aug 24	-45,000	118,830
EF Community Park			
Estimated operational loss	17 Sep 24	-133,637	-14,807
General			
Operating expenses - IT audit	15 Oct 24	-17,625	-32,432
General			
Urban canopy grant	19 Nov 24	30,609	-1,823
Urban canopy program	19 Nov 24	-30,609	-32,432
Navy league donation	19 Nov 24	-10,000	-42,432
Tricolore Community Building	19 Nov 24	-22,000	-64,432
Strategic Asset Management	19 Nov 24	22,000	-42,432
Sias St and Leeuwin car park	19 Nov 24	180,000	137,568
EF Community Park			
Capex - EF Oval Redevelopment	19 Nov 24	-180,000	-42,432
Mid Year Budget Review			
Rates	18 Feb 25	3,892	-38,540
Grants, subsidies and contributions	18 Feb 25	225,486	186,946
Fees and charges	18 Feb 25	95,787	282,733
Interest revenue	18 Feb 25	120,641	403,374
Other revenue	18 Feb 25	299,100	702,474
Profit on asset disposals	18 Feb 25	13,000	715,474
Employee costs	18 Feb 25	5,706	721,180
Materials and contracts	18 Feb 25	-1,117,710	-396,530
Utility charges	18 Feb 25	-200,000	-596,530
Insurance	18 Feb 25	-32,100	-628,630
Other expenditure	18 Feb 25	-9,598	-638,228
Non cash amounts excluded from operating activities	18 Feb 25	-13,000	-651,228
Proceeds from disposal of assets	18 Feb 25	35,000	-616,228
Payments for property, plant and equipment	18 Feb 25	148,098	-468,130
Payments for construction of infrastructure	18 Feb 25	61,000	-407,130
Transfer from reserves	18 Feb 25	41,915	-365,215
Transfer to reserves	18 Feb 25	7,043	-358,172
Sculptures at Bathers Event 2025			
Donations	18 Feb 25	-5,000	-363,172
24/25 Budget Opening Surplus / (Deficit)	191,367		
24/25 Actual B/F Surplus / (Deficit)	843,305	(363,172)	(363,172)

13.5 ACCOUNTS FOR PAYMENT FEBRUARY 25

Report Reference Number	OCR-3379
Prepared by	Natalie McGill, Senior Finance Officer
Supervised by	Peter Kocian, Executive Manager Corporate Services
Meeting date	Tuesday, 18 March 2025
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. List of Accounts February 25
2. Caltex invoice January 25

PURPOSE

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments made under delegated authority for the month ending 28 February 2025.

EXECUTIVE SUMMARY

Council has an Executive role in receiving the list of payments pursuant to Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that Council receives the List of Accounts paid for the period 1 February to 28 February 2025, as per the summary table.

BACKGROUND

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

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

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

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

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

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

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

Purchasing cards include the following:

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

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

Purchasing cards do not include:

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

5.1 Strengthen organisational accountability and transparency

5.2 Strive for excellence in leadership and governance.

RISK IMPLICATIONS

RISKS

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

RISK MATRIX

Consequence		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)
MAJOR MOTORS	SUPPLY ISUZU NPR 45/55-155 TIPPER TRUCK AS PER QUOTE 57864, REGISTRATION FEES LESS TRADE-IN OF ISUZU NH NPR TIPPER TRUCK	\$ 39,552.95
VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	WASTE & RECYCLING JANUARY 25	\$ 36,995.32
VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	WASTE & RECYCLING JANUARY 25	\$ 32,329.35
AUSTRALIAN TAXATION OFFICE	GST PAYABLE JANUARY 25	\$ 32,312.00
SYNERGY	POWER SUPPLY VARIOUS LOCATIONS	\$ 25,768.60
LOVEGROVE TURF SERVICES	WAUHOP LOWER - 246M2 TURF - ALONG DUGOUTS & EASTERN GOALS- SUPPLY & INSTALL JUMBO TURF ROLLS INCLUDING EARTHWORKS, HENRY JEFFERY - 72M2 TURF - CRICKET WICKET EXTENSIONS, PRESTON POINT - 72M2 TURF - CRICKET WICKET EXTENSIONS	\$ 21,471.34
J & V EARTHMOVING CONTRACTORS	MERV COWAN - ROTUNDA CONCRETE FLOOR 45M2, CONCRETE PUMP & PREP WORKS FOR CONCRETE, INC BOBCAT CLEANUP & TRUCK. WAYMAN - ROTUNDA CONCRETE FLOOR 15M2, CONCRETE PUMP, TRICOLORE FCFC - REMOVE SAND / PAVERS TO PREPARE FOR CONCRETE, TRICOLORE FCFC - SUPPLY & INSTALL CONCRETE (CREAM COLOUR) MINIMUM CHARGE	\$ 19,071.80

CONCLUSION

Nil

13.5 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 28 February 2025.

February 2025		
Voucher No.	Account	Amount
Cheque 5413-5414	Municipal (Cheques)	\$75.40
EFT 38441—38990	Municipal (EFT)	\$525,789.83
Payroll	Municipal (EFT)	\$389,834.61
	Municipal (Direct Debit)	\$1,067,678.87
	Credit Card	\$8,467.00
	Total Payments	\$1,991,845.71

REPORT ATTACHMENTS

Attachments start on the next page

TOWN OF EAST FREMANTLE

List of Accounts paid by the Chief Executive for February 2025 submitted for the information of the Council Meeting to be held on Tuesday 18 March 2025

Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
5413	12/02/2025	TOWN OF EAST FREMANTLE	ADMIN PETTY CASH RECOUP 31/01/25	28.95	28.95
5414	26/02/2025	DEPARTMENT OF TRANSPORT	COMMUNITY JETTY RENEWAL FEE - JETTY 1381	46.45	46.45
			CHEQUE TOTAL	75.40	75.40
EFTS					
		Supplier	Description	Inv Amount	EFT
EFT38841	12/02/2025	AUSTRALIA POST	POSTAGE COSTS - JANUARY 25	453.36	453.36
EFT38842	12/02/2025	AUSTRALIAN TAXATION OFFICE	GST PAYABLE JANUARY 25	32,312.00	32,312.00
EFT38843	12/02/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS FEBRUARY 25	426.92	426.92
EFT38844	12/02/2025	CONSTRUCTION TRAINING FUND	BCITF DECEMBER 24	263.50	263.50
EFT38845	12/02/2025	BUNNINGS BLDG SUPPLIES LTD	MATERIALS FOR VARIOUS WORKS	371.85	
			MATERIALS FOR VERGE AND GARDEN MAINTENANCE	1,171.99	
			FOOTPATH REPAIR MATERIALS - CONCRETE & ASPHALT	328.56	1,872.40
EFT38846	12/02/2025	CITY OF COCKBURN	TIP FEES - JANUARY 2025	1,462.00	1,462.00
EFT38847	12/02/2025	READYTECH	AUGUST / SEPTEMBER 2024 AERIAL IMAGERY UPLOAD	554.40	
			DELETE BATCH 13149 TO REPAIR PAYROLL UPDATE ISSUE	554.40	1,108.80
EFT38848	12/02/2025	MCLEODS	LEGAL FEES - TRANSFER OF RIVER RESERVE LEASE	3,116.05	3,116.05
EFT38849	12/02/2025	OPTUS ADMINISTRATION PTY LTD	MOBILE PHONE USE 22/12/24 - 21/01/25	159.98	159.98
EFT38850	12/02/2025	SHERIDAN'S	PLAQUE FOR OPENING OF EAST FREMANTLE COMMUNITY PARK - 1 FEBRUARY 2025	440.00	440.00
EFT38851	12/02/2025	TELSTRA LIMITED	OPERATIONS & RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 24/25 - TO 03/01/25	2,220.00	2,220.00
EFT38852	12/02/2025	WATER CORPORATION	WATER USE AND SERVICE CHARGES VARIOUS LOCATIONS	6,413.66	6,413.66
EFT38853	12/02/2025	SYNERGY	POWER SUPPLY STREET LIGHTS 25/12/24 - 24/01/25	12,086.17	12,086.17
EFT38854	12/02/2025	FASTA COURIERS	STANDING ORDER FOR COURIER SERVICES 24/25 - 15/01/ - 31/01/25	30.07	30.07
EFT38855	12/02/2025	THE WEST AUSTRALIAN	FULL PAGE ADVERT IN PERTH NOW FOR EF COMMUNITIY PARK OPENING DAY	660.00	660.00
EFT38856	12/02/2025	TREE PLANTING & WATERING	STREET TREE WATERING - 2/01/25 - 31/01/25 AND 04/02/25 - 07/02/25	3,968.26	3,968.26
EFT38857	12/02/2025	MELVILLE MITSUBISHI (MELVILLES AUTO PTY LTD)	SERVICE OF P5021 MITSUBISHI TRITON INC BATTERY CHECK & REPLACE	569.15	569.15
EFT38858	12/02/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	1 X STAFF REGISTRATION FOR LIFT OFF MENTORING PROGRAM 2025	850.00	850.00
EFT38859	12/02/2025	WESTERN AUSTRALIA LOCAL GOVERNMENT ASSOCIATION (WALGA)	1 x STAFF REGISTRATION FOR STATE EMPLOYMENT LAW ESSENTIALS COURSE	654.50	654.50
EFT38860	12/02/2025	SATELLITE SECURITY SERVICES	ALARM CODE UPDATE - ADD STAFF MEMBER TO DEPOT	77.00	77.00
EFT38861	12/02/2025	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - DEPOT 29/01/25	19.50	
			WOOLWORTHS PURCHASES - DEPOT 30/01/25	166.47	
			WOOLWORTHS PURCHASES - DEPOT 03/02/25	3.00	
			WOOLWORTHS PURCHASES - CHSP 04/02/25	50.31	
			WOOLWORTHS PURCHASES - ADMIN 05/02/25	131.86	
			WOOLWORTHS PURCHASES - CHSP 05/02/25	21.49	
			WOOLWORTHS PURCHASES - CHSP 05/02/25	28.85	
			WOOLWORTHS PURCHASES - DEPOT 06/02/25	3.00	
			WOOLWORTHS PURCHASES - ADMIN 10/02/25	17.45	441.93
EFT38862	12/02/2025	EAST FREMANTLE LAWN TENNIS CLUB	CHSP NEIGHBOURHOOD LINK - HALL HIRE 08/01, 15/01, 22/01 & 29/01	800.00	800.00
EFT38863	12/02/2025	INDIANIC SERVICES PTY LTD	MOORING PEN B1 - REPLACEMENT EYEBOLT & INSTALLATION	1,237.50	1,237.50
EFT38864	12/02/2025	DAVID GRAY & CO. PTY LTD	20 X 240L GENERAL WASTE BINS - COMPLETE SETS, 20X 360L RECYCLING BINS - COMPLETE SETS	3,331.90	
			2 x READI RAC RODENTICIDE 80 x 100g PLUS DELIVERY	301.40	3,633.30
EFT38865	12/02/2025	HYDRO JET	GRAFFITI REMOVAL - MERV COWAN STEPS, EFCP RETAINING WALL & NEW CROQUET / CARPARK CLEANUP	418.00	418.00
EFT38866	12/02/2025	DEPARTMENT OF TRANSPORT	VEHICLE OWNERSHIP REGISTRATION REQUESTS - FINAL NOTICES - INFRINGEMENTS - JANUARY 25	855.40	855.40
EFT38867	12/02/2025	SEEK LIMITED	ADVERTISING - SUSTAINABILITY OFFICER POSITION - 31/01/25	478.50	478.50
EFT38868	12/02/2025	FOCUS NETWORKS	FOXIT PDF EDITOR ANNUAL SUBSCRIPTION AND SET UP 2025/26 - QU-8120G - 50% DEPOSIT BALANCE DUE ON COMPLETION	5,445.00	
			3 X MICROSOFT 365 BUSINESS PREMIUM NCE ANNUAL LICENCES	105.27	
			QU7977G PEN TEST DOCUMENTATION COMPLETION	1,017.50	
			1 x 10M CAT6 CABLE - TICKET 163486 - QU8168G	19.80	
			2024/25 RFT04 2021/22 MANAGED PROACTIVE SERVICE (IT SUPPORT SERVICES) - JANUARY 25	9,163.00	15,750.57
EFT38869	12/02/2025	OMNIBUS SERVICES	DEGREASING AND CLEANING OF THE AUTOMATIC STEP ON TOYOTA HIACE	380.00	380.00
EFT38870	12/02/2025	ENVIRO SWEEP	STREET SWEEPING - JANUARY 2025 (INC FUEL SURCHARGE)	5,006.36	5,006.36
EFT38871	12/02/2025	LANDMARK ENGINEERING AND DESIGN PTY LTD T/AS EXTERIA	EFCP DOG PARK - PARK BENCH (LIVE LIGHTER FUNDING)	1,661.00	1,661.00
EFT38872	12/02/2025	ERGOLINK	2 X OFFICE CHAIRS	962.50	962.50
EFT38873	12/02/2025	LANDGATE	REQUESTED COPY OF TRANSFER OF LAND ACT DOCUMENTS	158.00	
			GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 07/12/24 - 20/12/24	74.80	
			GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 21/12/24 - 17/01/25	109.40	342.20

EFT38874	12/02/2025	MARKETFORCE	ADVERTISING - ANNUAL ELECTORS MEETING (PERTH NOW 19/12/24)	307.69	
			ADVERTISING - WEST AUSTRALIAN NEWSPAPER - LOCAL GOVERNMENT TENDERS RFT02-2024/2025 EFCP SOLAR PV SYSTEM	759.64	1,067.33
EFT38875	12/02/2025	REDFISH TECHNOLOGIES PTY LTD	PHILIPS SCREEN FOR COUNCIL CHAMBER	717.75	717.75
EFT38876	12/02/2025	APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD	STANDING ORDER FOR ONGOING MONTHLY CHARGES - HOST CMS INCLUDING LICENSE & COMMUNICATION COSTS, COMPREHENSIVE MAINTENANCE & PARTS PER MONTH - JANUARY 25	182.91	
			10x TICKET ROLLS PLUS FREIGHT	858.55	
			PAYABLE CREDIT CARD TRANSACTIONS VIA TILL PER MONTH - JANUARY 25	531.04	1,572.50
EFT38877	12/02/2025	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	GENERAL WASTE REMOVAL - 46 EAST FREMANTLE - JANUARY 25	874.10	874.10
EFT38878	12/02/2025	WINC	OFFICE STATIONERIES ORDERED ON 20/01/25	318.74	318.74
EFT38879	12/02/2025	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSMENT 31/01/25	18.90	
			CHSP VOLUNTEER MEAL REIMBURSMENT 05/02/25	11.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 07/02/25	19.90	49.80
EFT38880	12/02/2025	SHRED-X PTY LTD	240L SECURITY BIN EXCHANGE - TOWN HALL AND DEPOT - 31/12/24	23.41	23.41
EFT38881	12/02/2025	CONTRA-FLOW PTY LTD	GEORGE STREET FOOTPATH UPGRADE (NORTH SIDE BETWEEN HUBBLE & DUKE) - TRAFFIC CONTROL - 21/01/25 - 22/01/25	2,307.35	2,307.35
EFT38882	12/02/2025	LIVING TURF	SUPPLY IRONMAN, TERREPLEX AND ASTRO GROWTH REGULANT FOR WAUHOP PARK, HENRY JEFFERY OVAL, PRESTON POINT RESERVE	2,541.00	
			SUPPLY BIAGRA MOISTURE RETAINER AND MP NOURISH TO WAUHOP PARK, HENRY JEFFERY OVAL, PRESTON POINT RESERVE	3,850.00	6,391.00
EFT38883	12/02/2025	PTC IRRIGATION	WAUHOP - IRRIGATION VALVE REPAIR - 05/02/25	313.50	313.50
EFT38884	12/02/2025	GRACE RECORDS MANAGEMENT (AUSTRALIA)	STANDING ORDER FOR DOCUMENT SCANNING, DATA STORAGE, USER LICENCES AND HOSTING - JANUARY 25	981.86	
			STANDING ORDER FOR STORAGE FEES 01/02/25 - 28/02/25 AND FILE RETRIEVAL - JANUARY 25	360.79	1,342.65
EFT38885	12/02/2025	FRESH PROVISIONS BICTON	CHSP - CLIENT & VOLUNTEER LUNCHES 06/11/24	156.51	
			CHSP - CLIENT & VOLUNTEER LUNCHES 13/11/24	106.26	
			CHSP - CLIENT & VOLUNTEER LUNCHES 20/11/24	112.28	
			CHSP - CLIENT & VOLUNTEER LUNCHES 27/11/24	134.04	
			CHSP - CLIENT & VOLUNTEER LUNCHES 04/12/24	119.92	
			CHSP- CLIENT & VOLUNTEER LUNCHES 11/12/24	17.49	
			CHSP - CLIENT & VOLUNTEER LUNCHES 11/12/24	174.90	
			CHSP - CLIENT & VOLUNTEER LUNCHES 11/12/24	89.33	
			CHSP - CLIENT & VOLUNTEER LUNCHES 18/12/24	156.22	
			CHSP - CLIENT & VOLUNTEER LUNCHES 08/01/25	120.17	
			CHSP - CLIENT & VOLUNTEER LUNCHES 15/01/25	57.22	
			CHSP - CLIENT & VOLUNTEER LUNCHES 22/01/25	111.27	
			CHSP - CLIENT & VOLUNTEER LUNCHES 29/01/25	128.92	1,484.53
EFT38886	12/02/2025	KYOCERA DOCUMENT SOLUTIONS	PRINTING COSTS 2024/25 - FINANCE RF59800236, REG SERVICES RVG2901500, DEPOT RVQ3Y09206, - JAN 25	75.22	
			PRINTING COSTS 2024/25 -DOVENBY HOUSE - RVQ4209896	32.90	108.12
EFT38887	12/02/2025	M2M ONE PTY LTD	TOWN HALL LIFT EMERGENCY SIM CARD FEBRUARY 25	19.25	19.25
EFT38888	12/02/2025	TPG NETWORK PTY LTD	INTERNET CHARGES 01/01/25 - 31/01/25	1,920.60	1,920.60
EFT38889	12/02/2025	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSMENT 30/01/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 06/02/25	20.00	40.00
EFT38890	12/02/2025	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSMENT 30/01/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 06/02/25	20.00	40.00
EFT38891	12/02/2025	DONALD CANT WATTS CORKE (WA) PTY LTD	RFT 01 2021-22 CONTRACT VARIATION - PROJECT MANAGEMENT FEES VARIATION FOR PROJECT PROLONGATION - DECEMBER 24	1,650.00	
			RFT 01 2021-22 CONTRACT VARIATION - PROJECT MANAGEMENT FEES VARIATION FOR PROJECT PROLONGATION - JANUARY 25	1,650.00	3,300.00
EFT38892	12/02/2025	T ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 20/01/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 03/02/25	18.90	
			CHSP VOLUTEER MEAL REIMBURSEMENT 10/02/25	20.00	58.90
EFT38893	12/02/2025	JACKSON MCDONALD BARRISTERS & SOLICITORS	LEGAL ADVICE - EAST FREMANTLE COMMUNITY PARK ADVICE IN RELATION TO BORE WATER ISSUES, DEFECTS, IMPLICATIONS AND SOLUTIONS - JANUARY 25	8,371.00	
			LEGAL ADVICE EF OVAL REDEVELOPMENT 23/12/24 - 24/01/25, LEGAL ADVICE EF OVAL REDEVELOPMENT 23/12/24 - 24/01/25	3,732.08	12,103.08
EFT38894	12/02/2025	ADOBE SYSTEMS PTY LTD	RENEWAL OF TWO CREATIVE CLOUD ALL APPS ADOBE LICENCES	3,671.71	3,671.71
EFT38895	12/02/2025	F KANCZUK	PARTIAL REFUND OF LIFETIME DOG REGISTRATION - DOG NOW STERILISED	150.00	150.00
EFT38896	12/02/2025	ALISON CONNELL	CHSP CLIENT ACTIVITY - 15/01, 22/01 & 29/01	180.00	180.00
EFT38897	12/02/2025	CONWAY HIGHBURY PTY LTD	AUDIT OF COMPLIANCE AUDIT RETURN 2024	2,750.00	2,750.00
EFT38898	12/02/2025	COOPER & OXLEY GROUP PTY LTD - GENERAL	RFT08 2021/22 EAST FREMANTLE OVAL REDEVELOPMENT PRINCIPAL CONTRACTOR PAYMENT CERTIFICATE 24	8,256.09	8,256.09
EFT38899	12/02/2025	PEACEFUL EARTH WELLBEING	CHSP CLIENT ACTIVITY - 24/25 - 05/02/25	50.00	50.00
EFT38900	12/02/2025	J JORQUERA	REIMBURSEMENT OF COST OF PASSENGER TRANSPORT DRIVER AUTHORISATION RENEWAL FEE - 1 X STAFF MEMBER	99.00	99.00

EFT38901	12/02/2025	BEILBY DOWNING TEAL PTY LTD	RECRUITMENT EXECUTIVE MANAGER TECHNICAL SERVICES - 2ND STAGE	8,360.00	8,360.00
EFT38902	12/02/2025	ILLION TENDERLINK	TENDERLINK FEES FOR PORTAL UPLOADS - 1 PUBLIC TENDER 17/01/25 - TWNFR-1118202	181.50	181.50
EFT38903	12/02/2025	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 31/01/25	18.00	18.00
EFT38904	12/02/2025	SOUTHERN BINS PTY LTD	BULK BINS - WAUHOP ROAD - 28/01 - 29/01	1,280.00	
			BULK BINS - WAUHOP ROAD - 29/01-30/01	1,280.00	
			BULK BINS - WAUHOP ROAD - 30/01-31/01	1,280.00	
			BULK BINS - WAUHOP ROAD - 31/01 - 29/02	1,280.00	
			BULK BINS - WAUHOP ROAD - JANUARY 2025 - MATTRESS FOUND IN BIN	250.00	
			BULK BINS - WAUHOP ROAD - COLLECTION - 31/01/25	500.00	
			BULK BINS - WAUHOP ROAD - FEB 2025 - 06/02/25 - 07/02/25	1,280.00	
			BULK BINS - WAUHOP ROAD - FEB 2025 - 07/02/25 - 07/03/25	1,280.00	
			BULK BINS - WAUHOP ROAD - FEBRUARY 2025 - 3 X MATTRESS COLLECTION 06/02/25	375.00	8,805.00
EFT38905	12/02/2025	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 30/01/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 06/02/25	20.00	40.00
EFT38906	12/02/2025	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL 15/01/25 - 31/01/25	179.48	
			ELECTRONIC MAIL - CHSP MAIL OUT 20/01/25 - 31/01/25	510.86	690.34
EFT38907	12/02/2025	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS FEBRUARY 25	3,176.05	
			TOTAL GST CLAIMABLE ON EMPLOYEE BENEFIT PAYMENTS, LESS NON GST AMOUNT	6,551.53	9,727.58
EFT38908	12/02/2025	MICHAEL RICHARD WARD	BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 07/01/25 - 4 HOURS & 14/01/25 - 4 HOURS	800.00	
			BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 21/01/25 - 4 HOURS & 28/01/25 - 4 HOURS	800.00	1,600.00
EFT38909	12/02/2025	R & H PLUMBING AND GAS PTY LTD	ULRICH PARK - REMOVE OLD DRINKING FOUNTAIN	577.50	577.50
EFT38910	12/02/2025	COASTLINE MOWERS	6 X BRUSHCUTTER CORD, 2 X 20-2 AUTOFEED HEADS, 8 X END CAPS FOR AUTO FEED HEADS	582.40	
			SERVICE KUBOTA 3690	1,094.65	1,677.05
EFT38911	12/02/2025	MORIN AND SON TREE SERVICES	STREET TREE PRUNING & MAINTENANCE AS DIRECTED - 31/01/25 -VARIOUS LOCATIONS	5,005.00	
			STREET TREE PRUNING & MAINTENANCE AS DIRECTED - 07/02/25 - VARIOUS LOCATIONS	5,005.00	10,010.00
EFT38912	12/02/2025	7 TO 1 PHOTOGRAPHY	PHOTOGRAPHY FOR EAST FREMANTLE COMMUNITY PARK OPENING ON 1 FEBRUARY 2025 FROM 5PM TO 7PM	550.00	550.00
EFT38913	12/02/2025	FETCH PRINT PTY LTD	TWO VINYL BANNERS FOR EAST FREMANTLE COMMUNITY PARK OPENING	451.00	451.00
EFT38914	12/02/2025	JIM'S CAR DETAILING FREMANTLE	MONTHLY DETAIL OF TOWN EV CAR - 04/02/25	130.00	130.00
EFT38915	12/02/2025	MOBILE SENTINEL PTY LTD T/AS LITTLE RIPPERS TECHNOLOGY	DOG BAGS - 20X BOXES OF 4 ROLLS COMPOSTABLE DOG BAGS	1,303.50	1,303.50
EFT38916	12/02/2025	CLAREMONT ASPHALT AND PAVING	FOOTPATH REPAIRS - WINDSOR ROAD	834.87	834.87
EFT38917	12/02/2025	G VAN DER VEEN	RATES REFUND	1,620.67	1,620.67
EFT38918	12/02/2025	RAY WHITE DETHRIDGE GROVES	RATES REFUND	412.56	412.56
EFT38919	12/02/2025	C MONAHAN	RATES REFUND	2,153.85	2,153.85
EFT38920	12/02/2025	WILLOW SETTLEMENTS WA	RATES REFUND	90.00	90.00
EFT38921	12/02/2025	C HAND	REFUND OF OVERPAYMENT OF PARKING FEES - LEEUWIN LAUNCHING RAMP 30/12/24	98.00	98.00
EFT38922	12/02/2025	AMPOL AUSTRALIA	FUEL USE 01/01/25 - 31/01/25	5,563.13	5,563.13
EFT38923	26/02/2025	APACE AID (INC)	APACE NATIVE PLANT SALE - MAY 2025 - PLANT HOLDING DEPOSIT	1,873.30	1,873.30
EFT38924	26/02/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS FEBRUARY	426.92	426.92
EFT38925	26/02/2025	BUNNINGS BLDG SUPPLIES LTD	DEPOT - FENCING MATERIALS FOR SAFETY RAIL	378.11	
			DEPOT - FENCING MATERIALS FOR SAFETY RAIL	54.12	
			DEPOT - FENCING MATERIALS FOR SAFETY RAIL	261.46	693.69
EFT38926	26/02/2025	MAYOR O'NEILL	SITTING FEES, ICT ALLOWANCE & MAYORAL ALLOWANCE FEBRUARY 25	5,909.42	5,909.42
EFT38927	26/02/2025	TELSTRA LIMITED	CEO MOBILE PHONE TO 01/02/25	139.98	
			OPERATIONS & RANGERS TABLETS AND PHONES, RETIC AND VMS TRAILER 24/25 - TO 03/02/25	1,233.54	
			SUMPTON GREEN PHONES TO 07/02/25	100.00	1,473.52
EFT38928	26/02/2025	PERTH AUTO ALLIANCE TRADING AS TITAN FORD	P5009 - 1GQJ-387 - 95,000KM SERVICE, NEW TYRES, SUSPENSION CHECK	819.20	
			1x ANNUAL SERVICE AND FIT WEATHER PROTECTION SHIELDS TO FORD RANGER	578.00	1,397.20
EFT38929	26/02/2025	SYNERGY	POWER SUPPLY EFCP 01/01/25 - 31/01/25 - ONCHARGED	24,524.38	
			POWER SUPPLY TOWN HALL 21/01/25 - 17/02/25	1,244.22	25,768.60
EFT38930	26/02/2025	YOUNGS PLUMBING SERVICE P/L	JETTY A - REMOVE & REPLACE DAMAGED WATER LINE	5,488.00	5,488.00
EFT38931	26/02/2025	MAJOR MOTORS	SUPPLY ISUZU NPR 45/55-155 TIPPER TRUCK AS PER QUOTE 57864, REGISTRATION FEES LESS TRADE-IN OF ISUZU NH NPR TIPPER TRUCK	39,552.95	39,552.95
EFT38932	26/02/2025	DEPT OF MINES, INDUSTRY REGULATION &	BSL COLLECTED JANUARY 25	1,912.33	1,912.33
EFT38933	26/02/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	3 x STAFF FULL REGISTRATION FOR 2025 FINANCE PROFESSIONALS CONFERENCE 19/20 MARCH 25	3,600.00	3,600.00
EFT38934	26/02/2025	SATELLITE SECURITY SERVICES	RANGERS - REPLACE ALARM SYSTEM BACKUP BATTERY, TOWN HALL - REPLACE ALARM SYSTEM BACKUP BATTERY	341.00	341.00
EFT38935	26/02/2025	CR. HARRINGTON	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38936	26/02/2025	WOOLWORTHS GROUP LIMITED	WOOLWORTHS PURCHASES - DEPOT- 11/02/25	25.90	
			WOOLWORTHS PURCHASES - CHSP -11/02/25	73.34	
			WOOLWORTHS PURCHASES - DEPOT- 17/02/25	30.90	
			WOOLWORTHS PURCHASES - CHSP- 19/02/25	23.05	
			WOOLWORTHS PURCHASES - DEPOT - 21/ 02/25	33.50	186.69

EFT38937	26/02/2025	INDIANIC SERVICES PTY LTD	MOORING PEN JETTIES - ELECTRICAL CONDUIT REPLACEMENT	14,564.00	14,564.00
EFT38938	26/02/2025	CR COLLINSON	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38939	26/02/2025	HYDRO JET	GRAFFITI REMOVAL - CANNING HIGHWAY & MIDWIFE CENTRE	748.00	748.00
EFT38940	26/02/2025	CITY OF ARMADALE	PRINT 50 COPIES OF THE ANNUAL REPORT AND DELIVER TO THE TOWN	1,147.77	1,147.77
EFT38941	26/02/2025	SEEK LIMITED	EMPLOYMENT ADVERT - GENERAL HAND 11/02/25	478.50	478.50
EFT38942	26/02/2025	FOCUS NETWORKS	2024/25 PROJECT WORK RATE FOR OUT OF SCOPE WORKS - JANUARY 25	613.80	
			QU-7875G STAFF RELOCATION AND HARDWARE FOR DOVENBY HOUSE	610.50	
			2024/25 - RFT04 - 2021/22 SOFTWARE AS A SERVICE (SAAS) AND MANAGED HARDWARE - FEBRUARY 25	11,374.90	
			FOXIT PDF EDITOR ANNUAL SUBSCRIPTION AND SET UP 2025/26 - QU-8120G - FINAL BALANCE PAYMENT ON COMPLETION	5,445.00	18,044.20
EFT38943	26/02/2025	LANDGATE	GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 18/01/25 TO 31/01/25	37.40	
			GROSS RENTAL VALUATION (GRV) SCHEDULES - INTERIM VALUATIONS DATED 01/02/25 - 14/02/25	72.00	109.40
EFT38944	26/02/2025	CR MACPHAIL	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38945	26/02/2025	CR WHITE	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38946	26/02/2025	FREMANTLE SEA SCOUTS	DONATION FOR VOLUNTEERING AT THE GEORGE STREET FESTIVAL 2024 - 16 VOLUNTEERS INCLUDING THE LIVE LIGHTER ACTIVATION	800.00	800.00
EFT38947	26/02/2025	CR. NATALE	SITTING FEES, ICT ALLOWANCE & DEPUTY MAYORAL ALLOWANCE FEBRUARY 25	2,600.66	2,600.66
EFT38948	26/02/2025	VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ)	FOGO GREEN BINS - RESIDENTIAL & PRIORITY, GENERAL WASTE RED BINS - RESIDENTIAL & PRIORITY, PARKS & RESERVES, STREET LITTER BINS, RECYCLING YELLOW BINS - RESIDENTIAL & PRIORITY, STREET LITTER BINS, GENERAL WASTE- RED BINS & RECYCLING YELLOW BINS - COMMERCIAL, RECYCLING YELLOW BINS & GENERAL WASTE - RED BINS - 48-50 ALEXANDRA ROAD - JANUARY 25	36,995.32	36,995.32
EFT38949	26/02/2025	AMBIUS (RENTOKIL INITIAL PTY LTD)	TOWN HALL PLANT HIRE - 27/03/25 - 26/04/25	342.20	342.20
EFT38950	26/02/2025	HURRICANE DRAGON BOAT AND OUTRIGGER CANOE CLUB INC	GEORGE STREET FESTIVAL 2024 BIN MONITORING. 44 HOURS	972.50	972.50
EFT38951	26/02/2025	H DICKSON	CHSP VOLUNTEER MEAL REIMBURSEMENT 12/02/25	16.45	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 14/02/25	20.00	36.45
EFT38952	26/02/2025	JAKO INDUSTRIES PTY LTD	TOWN HALL - AIRCONDITIONING MAINTENANCE SERVICE AGREEMENT 2024/25 - VISIT 3	915.75	915.75
EFT38953	26/02/2025	CR DONOVAN	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38954	26/02/2025	J ENGLAND	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/02/25	20.00	20.00
EFT38955	26/02/2025	K MCDONALD	CHSP VOLUNTEER MEAL REIMBURSEMENT 20/02/25	19.00	19.00
EFT38956	26/02/2025	T ABELHA	CHSP VOLUNTEER MEAL REIMBURSEMENT 17/02/25	20.00	20.00
EFT38957	26/02/2025	CR WILSON	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38958	26/02/2025	TRAFFIC LOGISTICS AUSTRALIA	INSTALLATION OF 7 X TRAFFIC COUNTERS AS REQUESTED	924.00	
			INSTALLATION OF 8 X TRAFFIC COUNTERS AS REQUESTED	1,056.00	1,980.00
EFT38959	26/02/2025	MARKETLIFE PTY LTD (PERTH MAKERS MARKET, ERIN MADELEY CONSULTING)	2023 GEORGE STREET FESTIVAL STALLHOLDER COORDINATOR AS PER RFQ09 22/23 - FINAL INSTALMENT	3,609.10	3,609.10
EFT38960	26/02/2025	THE RICHARD WALLEY FAMILY TRUST - ABORIGINAL PRODUCTIONS AND PROMOTIONS	SMOKING CEREMONY AND WELCOME TO COUNTRY FOR THE EAST FREMANTLE COMMUNITY PARK OPENING EVENT	990.00	990.00
EFT38961	26/02/2025	CALL ASSOCIATES PTY LTD	STANDING ORDER FOR AFTER HOURS CALL CENTRE SERVICES - JANUARY 25	512.55	512.55
EFT38962	26/02/2025	LO-GO APPOINTMENT (Helene Pty Ltd)	LABOUR HIRE - CUSTOMER SERVICE OFFICER W/E 08/02/25	1,182.54	1,182.54
EFT38963	26/02/2025	P GARONI	REIMBURSEMENT OF COST OF REPAIR OF TOEF MOBILE PHONE	150.00	150.00
EFT38964	26/02/2025	J & V EARTHMOVING CONTRACTORS	MERV COWAN - ROTUNDA CONCRETE FLOOR 45M2, CONCRETE PUMP & PREP WORKS FOR CONCRETE, INC BOBCAT CLEANUP & TRUCK	8,416.10	
			WAYMAN - ROTUNDA CONCRETE FLOOR 15M2, CONCRETE PUMP	3,890.70	
			TRICOLORE FCFC - REMOVE SAND / PAVERS TO PREPARE FOR CONCRETE, SUPPLY & INSTALL CONCRETE (CREAM COLOUR) MINIMUM CHARGE	6,765.00	19,071.80
EFT38965	26/02/2025	BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD	CLEANING SERVICES - TOWN HALL, DEPOT, DOVENBY. SUMPTON GREEN, GLASSON PARK & CONSUMABLES ALL SITES -	8,099.54	8,099.54
EFT38966	26/02/2025	LOVEGROVE TURF SERVICES	WAUHOP LOWER - 246M2 TURF - ALONG DUGOUTS & EASTERN GOALS- SUPPLY & INSTALL JUMBO TURF ROLLS INCLUDING EARTHWORKS, HENRY JEFFERY - 72M2 TURF - CRICKET WICKET EXTENSIONS, PRESTON POINT - 72M2 TURF - CRICKET WICKET EXTENSIONS	21,471.34	21,471.34
EFT38967	26/02/2025	EZRA ALCANTRA PHOTOGRAPHY T/AS EZRA NANDAN CONRAD ALCANTRA	PHOTOGRAPHY FOR THE GEORGE STREET FESTIVAL	1,760.00	1,760.00
EFT38968	26/02/2025	S DOUGLAS	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/02/25	19.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 20/02/25	19.00	38.00
EFT38969	26/02/2025	SOUTHERN BINS PTY LTD	BULK BINS - WAUHOP ROAD - FEBRUARY 2025 - 13/02/25 - 14/02/25	1,280.00	
			BULK BINS - WAUHOP ROAD - FEBRUARY 2025 - 14/02/25 - 17/02/25	1,280.00	
			BULK BINS - WAUHOP ROAD - FEBRUARY 2025 - 21/02/25 - 24/02/25	1,280.00	

			BULK BINS - WAUHOP ROAD - ADDITION FEBRUARY COLLECTIONS - BUND WAUHOP	1,280.00	
			WASTE REMOVAL - BUND WAUHOP 24/02/25-24/03/25	1,280.00	
			WASTE REMOVAL - BUND- WAUHOP COUCH IN BIN AT TIPPING	85.00	6,485.00
EFT38970	26/02/2025	J MUIR	CHSP VOLUNTEER MEAL REIMBURSEMENT 13/02/25	20.00	
			CHSP VOLUNTEER MEAL REIMBURSEMENT 20/02/25	19.00	39.00
EFT38971	26/02/2025	BING TECHNOLOGIES PTY LTD	ELECTRONIC MAIL - 03/02/25 TO 14/02/25	104.57	
			ELECTRONIC MAIL - 06/02/25 - 14/02/25	12.41	116.98
EFT38972	26/02/2025	EASI PACKAGING PTY LTD	PAYROLL DEDUCTIONS FEBRUARY	3,176.05	3,176.05
EFT38973	26/02/2025	J THROSSELL	REIMBURSEMENT OF COST OF PURCHASE OF TONER FOR CEO HOME PRINTER	120.00	120.00
EFT38974	26/02/2025	CR.MAYWOOD	SITTING FEES & ICT ALLOWANCE FEBRUARY 25	1,767.58	1,767.58
EFT38975	26/02/2025	M WARD	BUILDING SURVEYOR SERVICES FOR 2024/25 FINANCIAL YEAR - 04/02/25 - 4 HOURS AND 11/02/25 - 6 HOURS	1,000.00	1,000.00
EFT38976	26/02/2025	R & H PLUMBING AND GAS PTY LTD	TRICOLORE - REPAIR LEAKING URINAL	1,851.58	1,851.58
EFT38977	26/02/2025	B ACTIVE EAST FREMANTLE	TOWN CONTRIBUTION TO STAFF GYM MEMBERSHIPS - 30/12/25 - 02/02/25	775.00	775.00
EFT38978	26/02/2025	ASCENTION PROPERTIES T/AS CIVIL PRODUCTS	FOLDABLE BOLLARDS + FREIGHT	424.60	
			SIGNS, BRACKETS AND STICKERS FOR SIGN REPAIRS	1,709.62	2,134.22
EFT38979	26/02/2025	7 TO 1 PHOTOGRAPHY	PHOTOGRAPHS FOR USE IN MARKETING AND CORPORATE DOCUMENTS - SENIORS AND SENIORS CHRISTMAS LUNCH	550.00	550.00
EFT38980	26/02/2025	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	CREDIT NOTE 60116056 - FOR FOGO 20/12/24	90.77	
			WASTE DISPOSAL- GENERAL WASTE - 20/12/24 - 29/01/25	7,573.51	
			WASTE DISPOSAL (FOGO) 02/01/25 - 31/01/25	19,408.76	
			WASTE DISPOSAL (RECYCLING) 06/01/25 - 31/01/25	5,437.85	32,329.35
EFT38981	26/02/2025	BELGRAVIA HEALTH & LEISURE GROUP PTY LTD - CARNABY'S	STANDING ORDER FOR 24/25 ROOM RESTRUCTURE FEE FOR EAST FREMANTLE PROBUS CLUB - 19/02/25	227.00	227.00
EFT38982	26/02/2025	SOUND BUILDING MAINTENANCE	WAUHOP - PAVING MODIFICATIONS AS DIRECTED NEAR CHANGEROOMS	1,210.00	1,210.00
EFT38983	26/02/2025	MDR CERTIFICATION ENGINEERS PTY LTD	DEPOT - GROUND PENETRATION RADAR & REPORT FOR REDUNDANT FUEL TANK UNDER CARPARK	3,168.00	3,168.00
EFT38984	26/02/2025	CYGNET WEST PTY LTD	MANAGEMENT FEES, POSTAGE & PETTIES & MOORING PENS SEABED RENT - 01/03/25 - 31/05/25	13,583.71	13,583.71
EFT38985	26/02/2025	ALINTA ENERGY	GAS USE 18/11/24 - 18/02/25 - TRICOLORE	133.60	133.60
EFT38986	26/02/2025	SUMMIT HOMES	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38987	26/02/2025	S COLAKOVIC	INFRASTRUCTURE BOND REFUND	5,000.00	5,000.00
EFT38988	26/02/2025	HOME & HERITAGE CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38989	26/02/2025	THE OWERS OF RICHMOND GARDENS (THE STRATACO)	INFRASTRUCTURE BOND REFUND	1,500.00	1,500.00
EFT38990	26/02/2025	C FEELEY	INFRASTRUCTURE BOND REFUND	3,000.00	3,000.00
			EFT TOTAL	525,789.83	525,789.83
	Direct Debit - February 2025	Supplier	Description	Inv Amount	EFT
		CBA	INTEREST ADJUSTMENT	0.09	0.09
		CBA	TRANSACTION FEES	39.34	39.34
		CBA	REJECT RETURN FEE	7.50	7.50
		CBA	MERCHANT FEE	175.61	175.61
		CBA	MERCHANT FEE	871.27	871.27
		FLEETCARE	FLEETCARE PAYMENT	2,521.42	2,521.42
		AMEX	AMEX FEE	435.76	435.76
		TILL	TILL SIMPLEPAY FEE	993.11	993.11
		SHERRIFS OFFICE	FER FEES	2,580.00	2,580.00
		SUPERCHOICE	EMPLOYEE SUPERANNUATION	59,628.77	59,628.77
		CBA	ACCOUNT SERVICE TRANSACTION FEES	7.00	7.00
		CBA	BPOINT TRANSACTION FEES	80.08	80.08
		CBA	BPAY TRANSACTION FEES	338.92	338.92
		NAB	TERM DEPOSIT INVESTMENT	1,000,000.00	1,000,000.00
				1,067,678.87	1,067,678.87
	Credit Cards - February 2025	Supplier	Description	Inv Amount	EFT
		CREDIT CARD - NICK KING	BLACKWOODS -HYDRATION PACKS	674.74	674.74
			MELVILLE TOYOTA - SERVICE ON RAV 4 HYBRID VEHICLE	479.90	479.90
		CREDIT CARD - PETER KOCIAN	BROWNES DAIRY - MILK	19.85	19.85
			LOCAL GOVERNMENT MANAGERS - CONFERENCE REGISTRATION	1,440.00	1,440.00
			DOMINOS EAST FREMANTLE - CATERING	89.00	89.00
			DEPARTMENT OF JUSTICE PERTH - LEGAL EXPENSES	189.00	189.00
			EASYPARK - PARKING	34.70	34.70
			OFFICEWORKS - OFFICE EQUIPMENT	128.00	128.00
			OFFICEWORKS FREMANTLE - OFFICE EQUIPMENT	90.00	90.00
			BROWNES DAIRY - MILK	19.85	19.85
			GILBERTS FRESH HILTON - CATERING	554.93	554.93
			PEACHES FRESH FOOD - CATERING	13.99	13.99
			DOLCE AND SANTO - CATERING	73.00	73.00
			BROWNES DAIRY - MILK	19.85	19.85
			OFFICEWORKS - OFFICE EQUIPMENT	896.20	896.20

		NESPRESSO AUSTRALIA - COFFEE PODS	191.20	191.20
		MAILCHIMP - SUBSCRIPTION	93.18	93.18
		SP AUSSIEBOX - ANIMAL CONTROL	2,099.00	2,099.00
		GILBERTS FRESH - CATERING	209.96	209.96
		SP AUSSIEBOX - CREDIT	- 149.00	- 149.00
		PAYPAL KAIZENK9PTY - TRAINING RANGERS	330.00	330.00
		TGGEF - CATERING	9.99	9.99
		BROWNES DAIRY - MILK	19.85	19.85
		FRESH PROVISIONS - CATERING	80.45	80.45
		GLOBAL RETAIL BRANDS - OFFICE AMENITIES	72.00	72.00
		BROWNES DAIRY - MILK	19.85	19.85
	CREDIT CARD - GINA TETI	BUNNINGS O'CONNOR -CHSP SERVICE EQUIPMENT	99.00	99.00
		OFFICEWORKS FREMANTLE - STATIONERY	26.00	26.00
		AMPOL EAST FREMANTLE - FUEL FOR HIRE BUS	98.31	98.31
	CREDIT CARD - JONATHAN THROSSELL	OFFICEWORKS MIDLAND - TONER FOR PRINTER	240.00	240.00
	CREDIT CARD - JANINE MAY	LAWLEYS BAKERY CAFÉ -CATERING	30.31	30.31
		MYAREE IGA - CATERING	33.98	33.98
		LEEMING IGA - CATERING	147.88	147.88
		LEEMING IGA - CATERING	45.00	45.00
		ALDI WILLETTON - KITCHEN SUPPLIES	13.05	13.05
		MYAREE IGA - CATERING	33.98	33.98
			8,467.00	8,467.00
		CREDIT CARD TOTAL		
		Description	GROSS PAY	EFT
		PAYROLL FORTNIGHT ENDING 04/02/25	219,009.85	219,009.85
		PAYROLL FORTNIGHT ENDING 18/02/25	170,824.76	170,824.76
		PAYROLL TOTALS	389,834.61	389,834.61
		AMPOL FUEL CARDS-JANUARY 25	5,563.13	5,563.13
		GRAND TOTAL	1,991,845.71	1,991,845.71



Tax Invoice

Need help?

Self Service
<https://card.sampol.com.au>

Email
ampolcard@ampol.com.au

Call:
1300 365 096
Ampol Customer Service
8:30am - 6:00pm EST, Mon to Fri

Invoice date: 31/01/2025

000249 000
TOWN OF EAST FREMANTLE
PO BOX1087
FREMANTLE WA 6950

Breakdown of account summary

Invoice date: 31/01/2025

Account no: [REDACTED]

Invoice ref no: [REDACTED]

Details of fleet transactions processed from 01/01/2025 - 31/01/2025

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

Your account details

Invoice ref no: 0000776594
Account no: [REDACTED]

Due date

21/02/2025

Total due inc GST

\$5,563.13

Your AmpolCard invoice summary

01/01/2025 - 31/01/2025

Description	Product	Quantity	Amount \$ excl GST	GST amount	Total inc GST \$
FLEET	Unleaded	917.52	1,454.99	145.49	1,600.48
	Premium 95 A	100.21	163.86	16.38	180.24
	Premium 98 A	164.23	293.40	29.34	322.74
	Gly/Lubricants		55.00	5.50	60.50
	Premium Diesel A	1,808.58	3,090.15	309.02	3,399.17
	Total for Fleet		\$5,057.40	\$05.73	\$5,563.13
	Total		\$5,057.40	\$05.73	\$5,563.13

Payment options



Biller Code: [REDACTED]
Ref: [REDACTED]

EFT Direct Payment

BSE [REDACTED]
Account [REDACTED]

Credit Card

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

Breakdown of fleet summary

Details of fleet transactions processed from 01/01/2025 - 31/01/2025 Invoice ref no: 0000776594 Account no: Invoice date: 31/01/2025

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Txn fee inc GST	Total \$ inc GST	GST on supply	GST on txn fee
Domestic 4063												
2906 Rego IDTJ953 C rd Holder HACC												
Am pol Foodary Fremantle Edut	09/01	10:08	E4071	108018	Unheeded	51.75	181.24	93.79	0.00	93.79	8.53	0.00
Am pol Foodary Fremantle Edut	22/01	13:15	E4576	108290	Unheeded	52.81	183.79	97.06	0.00	97.06	8.82	0.00
Card total						104.56		190.85	0.00	190.85	17.35	0.00
Domestic 4085												
0483 Rego IGBT981 C rd Holder HACC												
Am pol Foodary Fremantle Edut	31/12	08:09	E3760	140078	Unheeded	22.85	157.40	35.97	0.00	35.97	3.27	0.00
Am pol Foodary Fremantle Edut	06/01	16:46	E1529	140880	Unheeded	34.94	164.40	57.44	0.00	57.44	5.22	0.00
Am pol Foodary Fremantle Edut	10/01	07:54	E4098	140574	Unheeded	24.83	181.14	44.98	0.00	44.98	4.09	0.00
Am pol Foodary Fremantle Edut	16/01	07:41	E4325	140847	Unheeded	29.96	182.23	54.60	0.00	54.60	4.96	0.00
Am pol Foodary Fremantle Edut	23/01	09:04	E1808	141075	Unheeded	26.41	183.00	48.33	0.00	48.33	4.39	0.00
Am pol Foodary Fremantle Edut	29/01	13:07	E4850	141304	Unheeded	27.38	180.66	49.46	0.00	49.46	4.50	0.00
Card total						166.37		290.78	0.00	290.78	26.43	0.00
Domestic 4088												
0467 Rego IGCQ228 C rd Holder HACC												
Am pol Foodary O'Connor	10/01	12:13	E891	192249	Unheeded	29.12	180.97	52.70	0.00	52.70	4.79	0.00
Am pol Foodary Fremantle Edut	14/01	15:17	E4259	192445	Unheeded	24.98	158.40	39.57	0.00	39.57	3.60	0.00
Am pol Foodary Fremantle Edut	17/01	15:07	E4397	192598	Unheeded	19.65	181.50	35.66	0.00	35.66	3.24	0.00
Am pol Foodary Fremantle Edut	20/01	16:37	E4485	192744	Unheeded	16.57	164.50	27.26	0.00	27.26	2.48	0.00
Am pol Foodary Fremantle Edut	23/01	10:52	E4606	192903	Unheeded	23.10	183.00	42.27	0.00	42.27	3.84	0.00
Am pol Foodary Fremantle Edut	28/01	15:16	E4799	193133	Unheeded	30.08	156.40	47.05	0.00	47.05	4.28	0.00
Card total						143.90		244.51	0.00	244.51	22.23	0.00
Domestic 4089												
0475 Rego IGCQ227 C rd Holder HACC												
Am pol Foodary Fremantle Edut	06/01	08:20	E3933	104600	Premium 95 A	33.36	180.40	60.18	0.00	60.18	5.47	0.00

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Txn fee inc GST	Total \$ inc GST	GST on supply	GST on txn fee
Am pol Foodary Fremantle Edut	07/01	08:59	E3978	104756	Premium 98 A	18.60	183.40	34.11	0.00	34.11	3.10	0.00
Am pol Foodary Fremantle Edut	08/01	15:33	E4051	104980	Premium 98 A	31.94	203.32	64.94	0.00	64.94	5.90	0.00
Am pol Foodary Fremantle Edut	13/01	14:35	E1646	105268	Premium 95 A	40.08	178.40	71.50	0.00	71.50	6.50	0.00
Am pol Foodary Fremantle Edut	15/01	15:34	E4315	105506	Premium 98 A	36.75	203.39	74.75	0.00	74.75	6.80	0.00
Am pol Foodary Fremantle Edut	20/01	08:17	E4454	105706	Premium 95 A	26.77	181.40	48.56	0.00	48.56	4.41	0.00
Am pol Foodary Fremantle Edut	21/01	15:51	E4529	106038	Premium 98 A	42.54	186.40	79.29	0.00	79.29	7.21	0.00
Am pol Foodary Midville	28/01	09:16	E12601	106297	Unheeded	39.21	156.40	61.32	0.00	61.32	5.57	0.00
Am pol Foodary Fremantle Edut	29/01	15:12	E4865	106505	Premium 98 A	34.40	202.48	69.65	0.00	69.65	6.33	0.00
Card total						303.65		564.30	0.00	564.30	51.29	0.00
Domestic 4091												
6959 Rego IGDV315 C rd Holder												
Am pol Foodary Fremantle Edut	31/12	10:45	E3771	68760	Premium Diesel A	70.88	181.90	128.93	0.00	128.93	11.72	0.00
Am pol Foodary Fremantle Edut	23/01	14:23	E4620	69205	Premium Diesel A	71.89	190.90	137.24	0.00	137.24	12.48	0.00
Card total						142.77		266.17	0.00	266.17	24.20	0.00
Domestic 5002												
7015 Rego ICKM815 C rd Holder WORKS												
Am pol Foodary Fremantle Edut	07/01	07:36	E3975	68564	Premium Diesel A	106.98	183.90	196.74	0.00	196.74	17.89	0.00
Am pol Foodary Fremantle Edut	21/01	11:03	E4508	69086	Premium Diesel A	83.95	195.90	162.78	0.00	162.78	14.80	0.00
Am pol Foodary Fremantle Edut	29/01	09:29	E4835	69385	Premium Diesel A	77.01	187.90	144.70	0.00	144.70	13.15	0.00
Card total						267.94		504.22	0.00	504.22	45.84	0.00
Domestic 5007												
4047 Rego IGPJ542 C rd Holder WORKS												
Am pol Foodary Fremantle Edut	06/01	10:19	E3944	370	Premium Diesel A	7.12	181.80	12.94	0.00	12.94	1.18	0.00
Card total						7.12		12.94	0.00	12.94	1.18	0.00
Domestic 5008												
9765 Rego IGDQ688 C rd Holder GARDENS												
Am pol Foodary Fremantle Edut	14/01	08:27	E4221	61537	Premium Diesel A	50.00	186.90	93.45	0.00	93.45	8.50	0.00
Card total						50.00		93.45	0.00	93.45	8.50	0.00

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Domestic S009												
1945 Rego IGQL887 Crd Holder RANGERS SERVICES												
Amgal Foodary Fremantle East	14/01	14:20	E4257	95.968	Premium Diesel A	69.71	186.90	130.29	0.00	130.29	11.84	0.00
						Card total	69.71	130.29	0.00	130.29	11.84	0.00
Domestic S010												
7148 Rego IGQL999 Crd Holder WORKS												
Amgal Foodary Fremantle East	30/01	08:00	E4880	297	Premium Diesel A	45.19	187.90	84.91	0.00	84.91	7.72	0.00
						Card total	45.19	84.91	0.00	84.91	7.72	0.00
Domestic S020												
3076 Rego IHMC390 Crd Holder WORKS												
Amgal Foodary Fremantle East	08/01	11:48	E4043	3519.7	Premium Diesel A	120.01	186.90	224.30	0.00	224.30	20.39	0.00
Amgal Foodary Fremantle East	28/01	11:54	E4782	3573.5	Premium Diesel A	120.73	187.90	226.85	0.00	226.85	20.62	0.00
						Card total	240.74	451.15	0.00	451.15	41.01	0.00
Domestic S021												
3159 Rego IHLR056 Crd Holder WORKS												
Amgal Foodary Fremantle East	21/01	10:32	E1787	20211	Premium Diesel A	54.02	195.90	104.74	0.00	104.74	9.52	0.00
						Card total	54.02	104.74	0.00	104.74	9.52	0.00
Domestic P9016												
7106 Rego IGYB393 Crd Holder												
Amgal Foodary Fremantle East	08/01	07:00	E3847	856	Premium Diesel A	34.63	181.90	62.99	0.00	62.99	5.73	0.00
Amgal Foodary Fremantle East	06/01	10:17	E3943	862	Premium Diesel A	26.78	181.90	48.71	0.00	48.71	4.43	0.00
Amgal Foodary Fremantle East	10/01	10:04	E4108	865	Premium Diesel A	18.50	186.90	34.58	0.00	34.58	3.14	0.00
Amgal Foodary Fremantle East	15/01	10:31	E4298	868	Premium Diesel A	24.51	188.90	46.30	0.00	46.30	4.21	0.00
Amgal Foodary Fremantle East	17/01	10:10	E4384	870	Premium Diesel A	16.46	190.00	31.27	0.00	31.27	2.84	0.00
Amgal Foodary Fremantle East	23/01	09:30	E4598	8744	Premium Diesel A	27.38	190.90	52.27	0.00	52.27	4.75	0.00
Amgal Foodary Fremantle East	24/01	07:08	E4634	8766	Premium Diesel A	16.62	191.00	31.74	0.00	31.74	2.89	0.00
Amgal Foodary Fremantle East	29/01	10:07	E4838	879	Premium Diesel A	19.14	187.90	35.96	0.00	35.96	3.27	0.00
						Card total	184.02	343.82	0.00	343.82	31.26	0.00

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Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Domestic P9018												
7406 Rego IHHZ952 Crd Holder												
Amgal Foodary Fremantle East	08/01	08:23	E4088	83950	Premium Diesel A	38.69	186.90	72.31	0.00	72.31	6.57	0.00
Amgal Foodary Fremantle East	09/01	08:14	E4062	83463	Premium Diesel A	18.61	186.90	34.78	0.00	34.78	3.16	0.00
Amgal Foodary Fremantle East	10/01	08:16	E4100	83609	Premium Diesel A	30.39	186.90	56.80	0.00	56.80	5.16	0.00
Amgal Foodary Fremantle East	13/01	08:26	E4190	0	Gla/Lubricants			60.50	0.00	60.50	5.50	0.00
Amgal Foodary Fremantle East	15/01	08:22	E4293	83834	Premium Diesel A	43.49	188.90	82.15	0.00	82.15	7.47	0.00
Amgal Foodary Fremantle East	16/01	08:21	E4328	83971	Premium Diesel A	20.59	188.90	38.89	0.00	38.89	3.54	0.00
Amgal Foodary Fremantle East	17/01	08:17	E4380	84185	Premium Diesel A	36.48	189.90	69.28	0.00	69.28	6.30	0.00
Amgal Foodary Fremantle East	22/01	08:12	E4564	84395	Premium Diesel A	48.57	193.90	94.18	0.00	94.18	8.56	0.00
Amgal Foodary Fremantle East	22/01	16:34	E1799	84541	Premium Diesel A	23.41	193.90	45.39	0.00	45.39	4.13	0.00
Amgal Foodary Fremantle East	24/01	14:51	E4669	84811	Premium Diesel A	40.35	190.90	77.03	0.00	77.03	7.00	0.00
Amgal Foodary Fremantle East	30/01	08:12	E4881	84937	Premium Diesel A	29.52	187.90	74.26	0.00	74.26	6.75	0.00
						Card total	340.10	705.57	0.00	705.57	64.14	0.00
Domestic P9019												
6876 Rego Crd Holder OPERATIONS												
Amgal Foodary Fremantle East	24/01	10:58	E4649	0	Unleaded	119.56	179.40	214.49	0.00	214.49	19.50	0.00
						Card total	119.56	214.49	0.00	214.49	19.50	0.00
Domestic P9022												
5194 Rego IH5K094 Crd Holder												
Amgal Foodary Midvale	05/01	13:57	E15581	65299	Unleaded	39.48	166.40	65.69	0.00	65.69	5.97	0.00
Amgal Foodary Mundaring 3/St	14/01	13:00	E2604	66148	Unleaded	48.18	164.40	79.21	0.00	79.21	7.20	0.00
Amgal Foodary Mundaring 3/St	22/01	08:34	E3069	66850	Unleaded	49.44	183.94	90.94	0.00	90.94	8.27	0.00
Amgal Foodary Midvale	28/01	17:40	E18615	67545	Unleaded	41.82	162.40	67.92	0.00	67.92	6.17	0.00
						Card total	179.92	303.76	0.00	303.76	27.61	0.00
Domestic P9025												
5727 Rego IIEMO02 Crd Holder OPERATIONS												
Amgal Foodary Fremantle East	07/01	08:39	E3976	14094	Premium Diesel A	73.11	183.90	134.45	0.00	134.45	12.22	0.00

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Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee	
Angol Foodary Fremantle East	17/01	10:31	E4386	14842	Premium Dried A	66.50	189.90	126.28	0.00	126.28	11.48	0.00	
						Card total		139.61	260.73	0.00	260.73	23.70	0.00
Domestic P9026													
7100 Rego IIDR863 Crd Holder CH5P													
Angol Foodary Fremantle East	02/01	11:04	E3828	9084	Unheated	26.38	178.92	47.20	0.00	47.20	4.29	0.00	
Angol Foodary Fremantle East	09/01	17:06	E1590	9375	Unheated	23.60	181.24	42.77	0.00	42.77	3.89	0.00	
Angol Foodary Fremantle East	21/01	08:43	E4502	9638	Unheated	21.07	162.40	34.22	0.00	34.22	3.11	0.00	
Angol Foodary Fremantle East	30/01	15:48	E4924	9939	Unheated	21.08	180.82	38.12	0.00	38.12	3.47	0.00	
						Card total		92.13	162.31	0.00	162.31	14.76	0.00
Domestic P9027													
7118 Rego IIDR864 Crd Holder CH5P													
Angol Foodary Fremantle East	08/01	16:02	E1566	10835	Unheated	23.60	181.21	42.76	0.00	42.76	3.89	0.00	
Angol Foodary Fremantle East	15/01	12:44	E4305	11182	Unheated	27.24	181.48	49.44	0.00	49.44	4.49	0.00	
Angol Foodary Fremantle East	24/01	12:42	E4657	11691	Unheated	22.43	179.50	40.26	0.00	40.26	3.66	0.00	
						Card total		73.27	132.46	0.00	132.46	12.04	0.00
Domestic P9028													
8902 Rego IIFJ796 Crd Holder RANGERS													
Angol Foodary Fremantle East	03/01	10:44	E3854	8320	Premium Dried A	34.67	181.90	63.06	0.00	63.06	5.73	0.00	
Angol Foodary Fremantle East	08/01	08:15	E4082	8430	Premium Dried A	30.15	186.90	56.35	0.00	56.35	5.12	0.00	
Angol Foodary Fremantle East	15/01	07:04	E4291	8670	Premium Dried A	31.34	188.90	59.20	0.00	59.20	5.38	0.00	
Angol Foodary Fremantle East	19/01	15:20	E4432	8890	Premium Dried A	32.72	189.90	62.14	0.00	62.14	5.65	0.00	
Angol Foodary Fremantle East	26/01	07:07	E4703	9211	Premium Dried A	47.26	187.90	88.76	0.00	88.76	8.07	0.00	
Angol Foodary Fremantle East	29/01	08:04	E4831	9560	Premium Dried A	22.00	187.90	41.34	0.00	41.34	3.76	0.00	
						Card total		198.12	370.85	0.00	370.85	33.71	0.00
Domestic P9029													
7833 Rego IILA728 Crd Holder OPERATIONS													
Angol Foodary Fremantle East	09/01	07:10	E4061	52	Premium Dried A	21.23	186.90	39.68	0.00	39.68	3.61	0.00	
Angol Foodary Fremantle East	16/01	07:02	E4323	59	Premium Dried A	24.87	188.90	46.98	0.00	46.98	4.27	0.00	

Card details Location	Date	Time	Trans no	Old reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Angol Foodary Fremantle East	24/01	07:01	E4633	65	Premium Dried A	23.14	190.90	44.17	0.00	44.17	4.02	0.00
						Card total	69.24	130.83	0.00	130.83	11.90	0.00

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

17 NEW BUSINESS OF AN URGENT NATURE

18 MATTERS BEHIND CLOSED DOORS

19 CLOSURE