# MINUTES

## Council Meeting

Tuesday, 20 October 2026 at 6:00 PM

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# MINUTES

**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBER, 135 CANNING HIGHWAY EAST FREMANTLE ON TUESDAY 20 OCTOBER 2026.**

## 1 OFFICIAL OPENING

The Presiding Member opened the meeting at 6.00pm

## 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. By being present at this meeting, members of the public consent to the Town audio recording and publishing their voice on the Town's website.*

   *[Note: Attendance at this meeting may involve the collection of personal information, including voice and any statements made.*

   *Recordings are made for the purpose of fulfilling legislative requirements, maintaining accurate records, and enabling transparency in decision making.*

   *Recordings may be published or made available to the public in accordance with applicable legislation.*

   *Personal information is managed in accordance with applicable privacy legislation and the Council Privacy Policy.*

   *By being present at this meeting members of the public consent to the Town audio recording and publishing their voice on the Town's website.]*

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

## 4 RECORD OF ATTENDANCE

### 4.1 ATTENDANCE

The following members were in attendance

Mayor A Natale Presiding Member
Cr S Boyd
Cr A Brockmann
Cr C Collinson
Cr R Cutter
Cr J Harrington
Cr L Maywood
Cr A White
Cr M Wilson

The following staff were in attendance:

| | |
|---|---|
| Mr P Kocian | Acting Chief Executive Officer (A/CEO) |
| Ms J Scott | Executive Manager Technical Services (EMTS) |
| Mr F Henderson | Executive Manager Regulatory Services (EMRS) |
| Ms S Hobbins | Acting Executive Manager Corporate Services (A/EMCS) |
| Ms C Catchpole | Senior Town Planner (STP) |
| Ms J May | EA/Governance Coordinator (EA/GC) |

There were four members of the public in attendance.

### 4.2 APOLOGIES

Nil

### 4.3 APPROVED

Nil

## 5 DISCLOSURES OF INTEREST

### 5.1 FINANCIAL

#### 5.1.1 PETER KOCIAN, ACTING CEO – ITEM 18.1 ACTING CHIEF EXECUTIVE OFFICER ARRANGEMENTS

The Acting CEO declared a financial interest in Item 18.1 Acting Chief Executive Officer as the item related to his contract of employment.

#### 5.1.2 JAC SCOTT, EMTS – ITEM 18.1 ACTING CHIEF EXECUTIVE OFFICER ARRANGEMENTS

The EMTS declared a financial interest in Item 18.1 Acting Chief Executive Officer as it related to her employment remuneration.

### 5.2 PROXIMITY

Nil

### 5.3 IMPARTIALITY

Nil

## 6 PUBLIC QUESTION TIME

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

Nil

### 6.2 PUBLIC QUESTION TIME

Nil

## 7 PRESENTATIONS/DEPUTATIONS

## 7.1 PRESENTATIONS

Nil

## 7.2 DEPUTATIONS

Nil

# 8 APPLICATIONS FOR LEAVE OF ABSENCE

## 8.1 CR BROCKMANN

Cr Brockmann sought leave of absence for the period 1 – 27 November 2026.

**Moved Cr Maywood, seconded Cr Wilson**

**That leave of absence be granted to Cr Brockmann for the period 1 to 27 November 2026.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

# 9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

## 9.1 MEETING OF COUNCIL (15 SEPTEMBER 2026)

**OFFICER RECOMMENDATION**

**Moved Cr Maywood, seconded Cr Cutter**

**That the minutes of the Ordinary meeting of Council held on Tuesday, 15 September 2026 be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## 9.2 SPECIAL MEETING OF COUNCIL (17 SEPTEMBER 2026)

**OFFICER RECOMMENDATION**

**Moved Cr Wilson, seconded Cr Maywood**

**That the minutes of the Special meeting of Council held on Thursday, 17 September 2026 be confirmed as a true and correct record of proceedings.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## 10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

During the month, I have attended the Fremantle Chamber of Commerce Business awards, then opened the upcoming seasons for the East Fremantle Lawn Tennis Club and the East Fremantle Croquet Club.

On 5 October, I met with our Federal Member, Josh Wilson, MLA on the use of the Leeuwin Site prior to a Sale .

On 17 & 18 September – Cr Rebbecca Cutter, Cr Cliff Collinson and I attended the WALGA AGM, where we presented our motion in support of ALGA motion 92 – on adopting a National Climate Adaption Funding, Unfortunately, as written the motion failed, however an alternative amended motion was accepted by the delegates, Well Done Cr Cutter.

Last night 19 October – I conferred 20 residents their Australian Citizenship at the Chamber, the largest number I have seen at the Town. A huge thank you to all the staff that assisted and in particular, Janine May. Everybody loved the feel of the night and how we made it a special occasion for them.

## 11 UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

## 12 REPORTS AND RECOMMENDATIONS OF COMMITTEES

Reports start on the next page

## 12.1 VEGETATION DAMAGE MANAGEMENT POLICY

| | |
|---|---|
| **Report Reference Number** | WCR-431 |
| **Prepared by** | Jacqueline Scott, Executive Manager Technical Services |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple Majority |
| **Documents tabled** | Nil |
| **Attachments** | |

1. Vegetation Damage Management Policy

### PURPOSE

To consider the adoption of a Vegetation Damage Management Policy to guide the Town's response to unauthorised damage to vegetation in public places, including trees, shrubs and other plantings.

### EXECUTIVE SUMMARY

The Town manages vegetation across a range of public places, including reserves, escarpments, verges and road reserves. From time to time, vegetation in these areas can be damaged or removed without authorisation for a variety of reasons including: perceived amenity impacts, access or parking preferences, safety concerns, or broader personal preferences.

While the Town has existing policies relating to tree management, verge treatments and authorised works, there is currently no single policy that clearly addresses unauthorised damage to vegetation in public places, nor one that sets out a consistent, practical response where enforcement action is not feasible, proportionate or effective.

This report recommends the adoption of a Vegetation Damage Management Policy that focuses on:

- protecting public vegetation assets;
- supporting regeneration or reinstatement following damage; and
- discouraging repeat behaviour through proportionate, site-based management responses.

### BACKGROUND

Vegetation within public places plays a critical role in delivering environmental, social and amenity outcomes for the Town, including:

- urban canopy and microclimate benefits;
- biodiversity and habitat values;
- slope stability and erosion control;
- landscape character and streetscape quality; and
- equitable management of shared public spaces.

Unauthorised vegetation damage can undermine these outcomes and create perceptions of inequity where individual preferences result in the loss of public assets that are intended to benefit the broader community.

This item was considered by the Works Committee at its meeting held on 22 September 2026 and the following resolution passed:

**Committee Resolution** 022209

**OFFICER RECOMMENDATION:**

**Moved Cr Cutter, seconded Cr Maywood**

**That the Works Committee recommends that Council:**

1. **adopts the Vegetation Damage Management Policy, as provided in Attachment 1; and**
2. **authorises the CEO to implement and administer the policy in accordance with its provisions.**

**(CARRIED UNANIMOUSLY 5:0)**
**For:** **Crs Wilson, Cutter, Maywood, Collinson, White**
**Against:** **Nil**

## CONSULTATION

Presentation through Works Committee.

## STATUTORY ENVIRONMENT

The proposed policy does not introduce new statutory enforcement mechanisms and will operate within existing legislative and local law frameworks relating to public places and vegetation management.

## POLICY IMPLICATIONS

The proposed Vegetation Damage Management Policy will operate alongside existing Town policies relating to tree management, verge treatments, public place management and authorised works, including Policy 4.2.3 – Tree Management and Protection in Public Places. Policy 4.2.3 already provides a response for wilful damage to trees, including replacement planting, signage or structures where further damage may occur, and potential penalties under local laws where the responsible person can be identified. The proposed policy aligns with this approach and applies a broader, complementary framework to unauthorised vegetation damage in public places, including shrubs, understory planting and other non-tree vegetation, and circumstances where enforcement action is not feasible, proportionate or effective.

## FINANCIAL IMPLICATIONS

The policy is expected to have minimal financial impact. Costs associated with implementation are expected to be limited to:

- signage or minor protective measures; and
- vegetation reinstatement or regeneration works where required.

These activities would be accommodated within existing operational budgets.

## STRATEGIC IMPLICATIONS

The policy supports the Town's strategic objectives by protecting public vegetation assets, strengthening urban canopy, biodiversity, landscape character and amenity outcomes, and promoting equitable management of shared public spaces. It also supports good governance by providing a transparent and proportionate framework for officer decision-making and community communication where vegetation in public places has been damaged without authorisation.

## RISK IMPLICATIONS

The key risk addressed by this report is that, in the absence of a clear policy framework, unauthorised vegetation damage in public places may continue to be managed inconsistently or ineffectively. This may result in further damage to public vegetation assets, reduced environmental and amenity outcomes, perceived inequity in the use of public spaces and increased community or political concern.

Adoption of the policy may also attract community objection where temporary signage or other site-based management measures are used and affected residents consider the response disproportionate, punitive or unfair. This risk is managed through the policy's alignment with Policy 4.2.3, its emphasis on proportionality, site-specific assessment, officer discretion and the Town's obligation to act in the broader public interest. As Policy 4.2.3 already provides for signage or structures where trees have been wilfully damaged and further damage may occur, this is an existing implementation risk rather than a new risk introduced by the proposed policy.

Adopting a clear policy framework will:

- reduce ambiguity around officer authority and responsibility;
- support consistent decision-making;
- reduce reliance on enforcement processes that may be difficult, contested or resource-intensive; and
- strengthen the Town's risk position by demonstrating a balanced and reasonable approach to managing public assets.

## 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) |
|---|---|---|---|---|---|
| Unauthorised vegetation damage in public places is not managed consistently or effectively in the absence of a clear policy framework. | Possible (3) | Moderate (3) | Moderate (5-9) | ENVIRONMENT Contained, reversible impact managed by internal response | 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

**Current Policy Context**

The Town currently has policies and procedures that address tree management, verge landscaping and authorised works within public places. Policy 4.2.3 – Tree Management and Protection in Public Places provides that where a tree is wilfully damaged, removed, poisoned, ringbarked or otherwise damaged or killed, it will be replaced at a ratio of three trees for every one tree removed. Policy 4.2.3 also provides that, where further damage may occur to replacement or nearby trees, the Town may erect signage or structures, with the duration of those measures at the discretion of the Town. The policy further provides that trees replaced because of intentional actions will not be pruned by the Town for the purposes of maintaining view corridors and notes that unauthorised tree removal may attract penalties under local laws where the responsible person can be identified.

However, the existing framework does not fully address broader unauthorised vegetation damage, including:

- unauthorised damage to shrubs, understory planting and other vegetation;
- practical responses where the responsible party cannot be identified; or
- cost-effective mechanisms to discourage repeat behaviour and support vegetation re-establishment.

As a result, responses to vegetation damage can be inconsistent or limited in their effectiveness.

**Proposed Policy Intent**

The Vegetation Damage Management Policy (Attachment 1) has been prepared to:

- apply broadly to trees, shrubs and other vegetation within public places under the care and control of the Town;
- provide officers with clear authority to respond to unauthorised vegetation damage;
- prioritise regeneration, reinstatement and protection of vegetation assets; and
- enable proportionate, outcome-focused management responses that do not depend on identifying or prosecuting an individual offender.

The policy is intended to complement existing tree management, verge and public place policies. It does not replace Policy 4.2.3 – Tree Management and Protection in Public Places, aligning with and extending its practical management approach to broader vegetation damage and circumstances where a site-based response is more appropriate than, or additional to, enforcement action.

**Key Features of the Policy**

Key elements of the proposed policy include:

- a clear statement that unauthorised damage to vegetation in public places is not supported by the Town;
- flexibility to respond to vegetation damage recognising that motivations and circumstances vary;
- the use of site-based management measures, including temporary signage or protective treatments, to support vegetation recovery;
- transparency in communicating the Town's response to the community; and
- consistency in application across the Town.

Signage and other measures are intended to be temporary and proportional, remaining in place only for so long as is necessary to support vegetation re-establishment.

The approach to temporary signage is consistent with Policy 4.2.3 – Tree Management and Protection in Public Places, which already provides that, where a tree has been wilfully damaged and further damage may occur to replacement or nearby trees, the Town may erect signage or structures, with the duration for which those measures remain in place being at the discretion of the Town. The proposed Vegetation Damage Management Policy adopts a similar practical management approach for broader vegetation damage in public places, including shrubs, understory planting and other non-tree vegetation, and circumstances where there is insufficient evidence to support enforcement action or where a site-based response is more proportionate.

The proposed wording also reflects Policy 4.2.3 by recognising that vegetation damaged through intentional actions should not be managed in a way that preserves or rewards any private view or amenity benefit created by the damage. The proposed policy therefore confirms a proportionate management tool that supports vegetation recovery, discourages repeat damage and maintains equity in the use and enjoyment of public vegetation assets.

**Community Considerations**
The policy supports broader community expectations around protection of public assets and environmental stewardship. Public communication may be undertaken following adoption to explain the Town's approach and rationale.

## CONCLUSION

The proposed Vegetation Damage Management Policy provides a clear, proportionate and practical framework to address unauthorised damage to vegetation in public places, supporting both environmental outcomes and good governance.

## 12.1 OFFICER/COMMITTEE RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 012010

**OFFICER/COMMITTEE RECOMMENDATION:**

**Moved Cr Maywood, seconded Cr Cutter**

**That Council:**

1. **adopts the Vegetation Damage Management Policy, as provided in Attachment 1; and**
2. **authorises the CEO to implement and administer the policy in accordance with its provisions.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

## Vegetation Damage Management Policy – Policy Number to be allocated

| | |
|---|---|
| **Type:** | Operations – Streetscapes, Parks & Reserves |
| **Legislation:** | Public Places and Local Government Property Local Law 2016 Penalty Units Local Law 2016 |
| **Delegation:** | N/A |
| **Other Related Document:** | Nil |

### Objective

The objective of this policy is to protect vegetation within public places by providing a clear, consistent and proportionate framework for responding to unauthorised damage to trees, shrubs and other vegetation under the care and control of the Town of East Fremantle.

### Policy Scope

This policy applies to all vegetation located within public places managed by the Town, including but not limited to:

- parks and reserves;
- environmental restoration areas;
- road reserves and verges; and
- other public land under the Town's control.

The policy applies to trees, shrubs, understory and other plantings, whether planted, regenerated or naturally occurring.

### Policy

The Town of East Fremantle does not support unauthorised damage to vegetation in public places.

Vegetation within public places is a shared community asset that contributes to environmental, safety, amenity and landscape outcomes across the Town. Damage to vegetation, regardless of motivation, can undermine these outcomes and result in inequitable impacts on the wider community.

The Town will respond to unauthorised vegetation damage in a manner that is:

- proportionate to the nature and extent of the damage;
- focused on vegetation recovery and protection; and
- practical to administer without unnecessary reliance on enforcement action.

## 4. Guiding Principles

In administering this policy, the Town will be guided by the following principles:

### 4.1 Outcome-Focused Management

Responses will prioritise recovery, regeneration and protection of vegetation rather than attribution of blame.

### 4.2 Proportionality

Management responses will be commensurate with the scale, location and impact of the vegetation damage.

### 4.3 Equity

Public vegetation will be managed in a manner that balances individual preferences with the interests of the broader community.

### 4.4 Transparency

Where practical, the Town will communicate its response to vegetation damage in a factual and non-accusatory manner.

## 5. Management Responses

Where unauthorised damage to vegetation is identified, the Town may implement one or more of the following responses, as appropriate:

- regeneration, reinstatement or replacement planting of vegetation, including replacement planting at a ratio of up to three plants for each plant damaged or removed where considered appropriate;
- monitoring of affected areas; and
- protective measures to support re-establishment;
- site-based signage for the duration of re-establishment;
- referral to enforcement processes where warranted.

The selection of management measures will not depend on identifying the individual or persons responsible for the damage.

## 6. Use of Temporary Signage

Temporary signage or structures may be installed at sites where vegetation has been damaged, removed, poisoned, pruned without authorisation or otherwise impacted by intentional or unauthorised actions to:

- inform the community that vegetation damage has occurred;
- explain that regeneration, reinstatement or replacement planting is underway or proposed; and
- indicate that the signage or structures will be removed at the discretion of the Town once vegetation has sufficiently re-established or the site-based management purpose has been achieved.

Signage or structures installed under this policy will:

- be factual and non-accusatory in tone;
- remain in place for the period considered necessary by the Town;
- be used as a site-based management tool to discourage ongoing or repeat vegetation damage, including damage intended to create or maintain private views or amenity benefits.

As a site-based management tool, temporary signage or structures may be designed, located and sized to obscure or reduce any private view, outlook or amenity benefit created by the vegetation damage. The Town may also use signage or structures to identify that vegetation has been damaged and that the Town is aware of, and actively managing, the site. This response may be used before, during or after replacement planting or regeneration works, and may be particularly appropriate where there is insufficient evidence to support enforcement action, or where a practical management response is considered more proportionate.

## 7. Relationship to Other Policies

This policy operates alongside, and does not replace, other Town policies relating to:

- tree management and protection;
- verge treatments and streetscape management; and
- public place management and local laws.

Where more than one policy applies, officers will exercise judgement to ensure a coordinated and consistent response.

## 8. Review and Continuous Improvement

The Town will periodically review the operation of this policy, at least every 5 years, to ensure it remains effective, proportionate and aligned with community expectations and contemporary practice.

| | |
|---|---|
| **Responsible Directorate** | Technical Services |
| **Reviewing Officer** | Executive Manager Technical Services |
| **Decision Making Authority** | Council |
| **Policy Adopted** | TBC |
| **Policy Amended/Reviewed** | |

## 13 REPORTS OF OFFICERS

Reports start on the next page

## 13.1 18 AND 26 DALGETY STREET AND 29 FORTESCUE STREET – RESIDENTIAL AGED CARE FACILITY – SDAU REFERRAL OF AMENDED PROPOSAL

| | |
|---|---|
| **Report Reference Number** | OCR-4386 |
| **Prepared by** | Senior Planner |
| **Supervised by** | Executive Manager Regulatory Services |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple majority |
| **Documents tabled** | Nil |

**Attachments**

1. Location Plan
2. Site Photos

The following documents are provided separately:

1. Applicant Planning Report
2. Applicant Key Architectural Changes Report
3. Applicant Amended Development Plans
4. Applicant Heritage Impact Statement
5. Applicant Amended Development Plans – Heritage House
6. Applicant Amended Landscaping Plans
7. Applicant Traffic Impact Statement
8. Applicant Waste Management Plan
9. Applicant Acoustic Report
10. Applicant Public Art Report
11. SDAU-062-23 Notice of Determination - dated 14 December 2023

### PURPOSE

Council's role in considering the current Form 17C application is to assess the proposed amendments, rather than reconsider the planning merits of the original approval. It is therefore considered that matters previously considered and determined by the WAPC as part of the original approval, and which are not proposed to be amended, should be given limited weight in the assessment of the current application.

Accordingly, the purpose of this report is for Council to:

- consider the Form 17C application to amend the Significant Development approval granted by the Western Australian Planning Commission (WAPC) on 14 December 2023 for the former Woodside Hospital site, known as the "Woodside Care Precinct". The proposed amendments comprise modifications to the development, an amendment to the approved public art condition and an extension to the substantial commencement period; and
- determine whether to make a submission to the WAPC in relation to the proposed amendments.

### EXECUTIVE SUMMARY

An application has been submitted under Part 17 (Form 17C) of the Planning and Development Act 2005 seeking amendments to the approved Significant Development, including modifications to the approved Public Art condition, changes to the approved development comprising the partial demolition of existing buildings, a 160 bed residential aged care facility, medical centre, café, and adaptive reuse of two heritage listed dwellings for supported independent living accommodation, and an extension of the substantial commencement period. The application has

subsequently been referred by the Significant Development Assessment Unit (SDAU) to the Town for its comments and recommendations. Should Council determine to provide a submission, it must be received by the SDAU following the Council meeting of 20 October 2026.

The site comprises the State heritage listed “Dalgety House” and associated former Woodside hospital buildings which ceased operating as a hospital in 2006. Its last use for administration and hospital related purposes ended in 2015, leaving the place vacant. Following rezoning and sale of the site, the WAPC approved a Significant Development application on 14 December 2023 for a 160 bed aged care facility, medical (wellness) centre, café, supported independent living dwellings, heritage conservation works and associated landscaping.

The current amendment application seeks approval for a series of design refinements arising from detailed design development and requests a three year extension to the commencement period. Key amendments include an increase in accommodation from 160 to 162 beds, a reduction in medical centre consulting rooms from five to four, an increase in maximum building height of up to ~40.3cm, changes to the heritage building refurbishment works, revised service infrastructure including a transformer and fire booster - fire appliance hardstand, modifications to the chapel design, additional of a pergola on the rooftop, slight increase in area to a rooftop plant room and landscaping enhancements. Deep soil planting is proposed to increase from 19.5% to 31% of the site, with increases in tree planting and landscaped areas.

The administration's assessment concludes that the proposed amendments do not materially alter the approved land use, building form, scale or overall planning intent of the development. The changes are largely operational and design refinements intended to improve functionality, accessibility, servicing arrangements, emergency access, heritage integration and landscape outcomes. Updated assessments relating to heritage, landscaping, traffic, parking, waste management and acoustics generally support the amended proposal.

In relation to heritage, the Heritage Impact Statement Addendum concludes that the proposed modifications to the heritage listed “Dalgety House” will not result in significant adverse impacts on heritage significance and will maintain the conservation outcomes previously approved by the WAPC. Notwithstanding this, the administration recommends additional conditions relating to heritage protection, archaeological management, tree protection and site maintenance, particularly given the time elapsed since the original approval and ongoing concerns regarding the condition of the site pending redevelopment.

The proposed amendments are not considered to generate any significant new traffic, parking, acoustic, servicing or environmental impacts. Existing approval conditions relating to parking, traffic management, waste management and acoustic compliance are generally considered to remain appropriate and should continue to apply. Additional conditions are recommended regarding protection of significant trees, replacement of a street tree affected by fire emergency access upgrades, management of archaeological investigations and protection of heritage assets during any extended approval period.

The administration supports the applicant's request for a three year extension to the commencement period, subject to conditions requiring the ongoing maintenance, security, conservation, protection and presentation of the heritage place and associated landscaping throughout the extended approval period.

The application also seeks amendment of the existing public art condition. While the administration does not support deletion of the public art requirement, it recognises that increased construction costs have substantially increased the contribution generated by the existing 1% requirement and that it is now disproportionate to the scale and context of the development. Accordingly, the administration raises no objection to the WAPC considering a reduced or capped contribution of no less than $500,000, provided it continues to deliver meaningful public realm, heritage interpretation and community benefits. It is also recommended that the Town be provided with an opportunity to review the detailed public art proposal and provide advice before the condition is cleared by the WAPC.

Overall, the administration considers the amended application acceptable and generally supports the proposed changes, subject to the continuation of existing approval conditions and the application of additional conditions relating to heritage protection, site maintenance, archaeological management, significant trees, street trees and public art.

## BACKGROUND

Site History and Heritage Significance

The Woodside Hospital site comprises the former Woodside Hospital buildings including "Dalgety House". Originally constructed as a private residence, the site later operated as both a private and public hospital before closing in 2006. Its last use for administration and hospital related purposes ended in 2015, leaving the place vacant. The site is listed on the State Register of Heritage Places and the Town of East Fremantle's Heritage List, with heritage conservation requirements secured through a Heritage Agreement established following its sale in 2017.

Rezoning, Sale and Redevelopment

To facilitate redevelopment, the State Government enabled rezoning of the site to Residential R15 in 2016 before selling it in 2017 to Hall & Prior and the Fire and Emergency Services Superannuation Fund. Hall & Prior commenced planning for an aged care redevelopment in 2020 and acquired two adjoining local heritage listed properties on Dalgety and Fortescue Street in 2021 for inclusion in the proposal.

Development Approval Process

An initial proposal for a 158 bed aged care facility, wellness centre, café and supported independent living accommodation was lodged as a Development Assessment Panel (DAP) application in 2022 and generated significant community concern regarding scale, heritage impacts, traffic, parking and amenity. The proposal subsequently underwent multiple reviews by the State Design Review Panel and was later progressed through the Significant Development WAPC pathway. The design review process generally supported the proposal's treatment of heritage, landscape and sustainability while recommending a range of refinements.

Planning Assessment and Council Resolution (August 2023)

The planning assessment acknowledged that the proposal had evolved significantly through consultation, design review and heritage assessment, resulting in improvements to setbacks, landscaping, screening, tree retention and the relationship of the development to adjoining properties.

While the Town generally supported the adaptive reuse of the heritage buildings, the aged care use, and the overall design outcomes, it maintained two principal concerns. First, the proposed fourth storey was considered excessive in height and scale for the low density residential and heritage setting, resulting in increased intensity of development through the ultimate addition of 18 aged care beds. Second, the wellness centre was considered inappropriate if used by persons other than residents of the facility, as it would operate in a manner similar to a medical centre or consulting rooms use within a Residential zone. The assessment also identified concerns regarding the adequacy of parking provision associated with the wellness centre and recommended a range of conditions relating to heritage protection, landscaping, parking, traffic management, waste management, acoustics and community amenity.

Accordingly, the Officer report recommended partial support for the proposal, subject to the removal of the fourth storey, restriction of the wellness centre to residents of the facility, limitation of the café to an ancillary use, and the imposition of various planning and heritage related conditions. However, the Council did not support the Officer Recommendation and resolved as follows at its meeting of 15 August 2023:

> *That the Department of Planning; Lands and Heritage, Significant Development Assessment Unit be advised in accordance with Section 276 of the Planning and Development Act 2005, with respect to the development application referred to the Town on 4 July 2023 for a residential aged care facility, wellness centre, café and two supported independent living dwellings at No. 18 (Lot 250) and No. 26 (Lot 114) Dalgety Street and No. 29 (Lot 116) Fortescue Street, East Fremantle as shown on plans date stamped 30 March 2023 that:*

*1. the Council is not willing to support the development application based on:*

*(i) the fourth storey (third level) of the residential aged care facility due to the form, scale and bulk of the area;*
*(ii) the wellness centre operation and facilities is deemed to be of a scale that is inappropriate to the area;*
*(iii) sustainable outcomes need to be included in the plans and proposed development through the build and operational phases in line with the ToEF Climate Action Emergency Strategy.*

*2. the Town of East Fremantle's submission with regard to the development application is comprised of the Council's resolution, the Officer Report and the accompanying attachments to the Report;*

*3. if the Western Australian Planning Commission is of a mind to consider approving the development application in its current format, then the Council requests the conditions and advice notes listed in Attachment 5 to this report be applied to the development approval; and*

*4. Council authorise the Mayor and Chief Executive Officer to sign and affix the common seal in relation to any legal agreements/documents required to satisfy conditions of development approval should the WAPC approve the application.*

SDAU Assessment and WAPC Determination (December 2023)

The SDAU assessed the proposal as a residential aged care facility comprising of partial demolition of existing buildings, 160 beds, supported independent living dwellings, a medical (wellness) centre and a café. The assessment found the proposal to be broadly consistent with State planning policies, the objectives of Local Planning Scheme No. 3 (LPS 3), and the WAPC's policy framework for residential accommodation for ageing persons.

The SDAU concluded that the adaptive reuse of the heritage listed "Dalgety House", provision of aged care accommodation, landscaping improvements and associated facilities would deliver community, social and economic benefits while preserving the site's heritage significance. The medical (wellness) centre and café were considered ancillary to, and supportive of, the primary aged care function, with traffic, parking and amenity impacts assessed as acceptable and capable of being managed through conditions.

The assessment further found the proposal's height, built form, setbacks, landscaping and privacy measures to be an appropriate response to the site's heritage significance, topography and residential context. Support was also received from the Heritage Council and State Design Review Panel, subject to conditions and refinements.

Overall, the SDAU concluded that the proposal satisfactorily addressed the relevant planning framework, would provide much needed aged care accommodation, and would result in manageable impacts on the surrounding locality. Accordingly, the WAPC approved the Significant Development application on 14 December 2023.

In determining the application, the WAPC considered deputations and submissions from residents, community representatives and heritage advocates. Key concerns related to heritage impacts, particularly the demolition of the former maternity wing, as well as the scale and bulk of the development, traffic and parking impacts, and effects on the privacy and amenity of adjoining properties. Following consideration of the submissions, technical advice and the SDAU recommendation, the WAPC strengthened several conditions of approval, including restrictions on the medical (wellness) centre, "Crime Prevention Through Environmental Design" measures, and a requirement for a Road Safety Audit prior to commencement.

The approval is subject to 30 conditions and numerous advice notes addressing heritage conservation, landscaping, traffic and parking, construction impacts, sustainability, public safety and site management, including requirements

for heritage interpretation, archaeological management, landscaping and tree protection, construction management, travel management and a minimum 5-Star Green Star rating (or equivalent).

Amalgamation of Lots

On 13 November 2025, the WAPC granted conditional approval for the amalgamation of Lot 250 and Lot 114 Dalgety Street and Lot 116 Fortescue Street. The conditions of approval related to servicing arrangements and included an advice note that no street verge trees are to be removed. The advice note further states that street verge trees are to be retained and protected from damage, including unauthorised pruning, unless otherwise approved by the Town. Accordingly, the landowner/applicant is required to liaise with the Town prior to the commencement of any works. It is the Town's understanding that a new Certificate of Title has not been issued at this point.

## CONSULTATION

Significant Development Applications – Part 17C Pathway

For this type of application consultation occurs in accordance with the *Planning and Development (Significant Development) Regulations, 2024*.

The application has undergone a 22 day public consultation period, commencing on 18 August and concluding on 8 September 2026. Consultation measures included written notification to surrounding property owners and occupiers, together with direct notification to all individuals who made submissions on the original application and requested ongoing updates regarding the proposal. Details of the application have also been published on the Department of Planning; Lands and Heritage (DPLH) website.

The Town is not the determining authority for the application and is not responsible for assessing community submissions. Statutory public consultation is undertaken by the State Government through the SDAU, and accordingly the Town cannot conduct its own consultation process or accept submissions directly in relation to the application.

The Town's role is limited to providing formal referral comments and recommendations to the SDAU. Notwithstanding this, the Town has sought to ensure the community is aware of the proposal by publishing information on its website and through its eNewsletter. These communications include details on where the amended application documents can be accessed and the process for lodging submissions with the SDAU.

Environmental Health

The proposed amendments and updated acoustic report have been reviewed by the Town's Environmental Health Officer, who advises that the changes do not raise any additional public health or environmental concerns and do not warrant further comment at this time.

Technical Services

The proposal was referred to Technical Services, which advised that it has no comments or concerns in relation to the amendments to the application.

Operations

The Town's Operation's officer has commented that the landscape plan is generally satisfactory, however, clarification is required regarding a number of proposed tree species. The plan refers to the transplantation of Tree No. 16, a *Platanus acerifolia* (London Plane Tree), which has a very high susceptibility to Polyphagous Shot-Hole Borer (PSHB). It also proposes the transplantation of a Chinese Tallow Tree and the planting of a new 500-litre specimen of the same species, both of which are rated as having a high susceptibility to PSHB.

In addition, the plan identifies the planting of a Melaleuca species but does not specify the variety. This is important as *Melaleuca rhaphiophylla* is considered very high risk for PSHB, while *Melaleuca preissiana* is classified as high risk. Similarly, the proposed Flowering Red Gum may be problematic if it is *Corymbia ficifolia* (Red Flowering Gum), which is also regarded as a high risk species. The proposed Ornamental Pears (*Pyrus calleryana*) are likewise classified as

high risk. Given the susceptibility of these species to PSHB, consideration should be given to avoiding them and selecting more suitable alternatives.

Other State Agency Referrals

The administration has been advised that the specific referral agencies in the case of this amended application are the Department of Water and Environmental Regulation, Department of Fire and Emergency Services, Department of Transport and Major Infrastructure, Water Corporation, Main Roads WA, Western Power, ATCO, State Heritage Office / Heritage Council of Western Australia.

## STATUTORY ENVIRONMENT

Planning and Development Act 2005
Planning and Development (Development Assessment Panel) Regulations, 2011
Planning and Development (Local Planning Schemes) Regulations, 2015
Planning Regulations Amendment Regulations, 2020
Heritage Act, 2018 – State Heritage Register - Listing P0792
Metropolitan Region Scheme (MRS)
Town of East Fremantle Local Planning Scheme No. 3 (LPS 3)
LPS No. 3 – Heritage List – Category A
Local Planning Strategy 2022

State Government Policies and Miscellaneous

State Planning Policy 3.5 – Historic Heritage Conservation (SPP 3.5)
State Planning Policy 5.4 – Road and Rail Noise (SPP 5.4)
State Planning Policy 7.0 – Design of the Built Environment (SPP 7.0)
State Planning Policy 7.3 – Residential Design Codes Volume 1 (SPP 7.3)
WAPC Position Statement: Residential Accommodation for Ageing Persons
Transport Impact Assessment Guidelines – Volume 1

**Note:** While the original development application required consideration of a broad range of legislative and policy matters, some of these are no longer as directly relevant to the assessment of the proposed amendments, which are limited to particular aspects of the approved development.

## POLICY IMPLICATIONS

LPP 3.1.8 – Wood Encouragement – General
LPP 3.1.9 – Percent for Public Art Policy

Refer to note above.

## FINANCIAL IMPLICATIONS

This referral has financial implications to the extent that the Town does not receive any fee or financial compensation for addressing ratepayer queries and providing comments and recommended conditions of development approval to the SDAU.

## STRATEGIC IMPLICATIONS

The Town of East Fremantle Council Plan 2026-2036 states as follows:

**Outcome 2 A sense of identity and belonging through culture, heritage and the arts**

*2.1 Maintain, enhance and celebrate the Town's heritage, character and identity*
*2.2 Support the arts, creative industries and community activities.*

**Outcome 6 Responsible urban design and housing diversity**

*6.1 Facilitate responsible planning with provisions for housing diversity and density in appropriate areas to meet State Government housing targets.*

**Outcome 7 Attractive and welcoming public spaces**

*1.1 Deliver accessible, inviting community facilities and open spaces*.

**Outcome 8 Safe, efficient and sustainable transport networks**

*8.1 Plan and maintain Town assets, roads, paths and cycleways to ensure they are accessible and well connected.*

**Outcome 9 A Thriving community**

*9.1 Develop and revitalise local business activity centres.*

## 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 provide a submission to the WAPC in respect to the amended development approval application and therefore does not have its concerns and recommendations noted as part of the WAPC decision under Section 17 of the Planning and Development Act, 2005. | Possible (3) | Moderate (3) | Moderate (5-9) | 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** | 6 |
| **Does this item need to be added to the Town's Risk Register** | No |
| **Is a Risk Treatment Plan Required** | No |

## SITE INSPECTION

Yes.

## COMMENT

Details of Amendment Application

Although Part 17 of the Planning and Development Act 2005 has been replaced by Part 11B as the State's permanent Significant Development pathway, it remains relevant to existing approvals and amendment applications made under the former provisions. The transition to Part 11B did not invalidate approvals granted under Part 17, and those approvals continue to have legal effect.

As a result, amendment applications relating to developments approved under Part 17 may still be considered and determined under the transitional arrangements. Historical Part 17 decisions also remain relevant in understanding the planning context and assessment of significant development proposals.

Proposed Amendments to the "Woodside Care Precinct" Proposal

The *Key Changes Report* prepared by Kerry Hill Architects outlines a series of amendments arising from detailed design development following WAPC approval. The report states that the amendments are intended to improve operational efficiency, service integration, landscape outcomes and the functionality of the heritage buildings, while maintaining the approved scale, form and overall planning intent of the development.

It is stated that the proposed amendments include a reconfiguration of the basement and lower ground levels to improve structural efficiency, services coordination, circulation and operational functionality. Key changes include improved separation of service vehicles from general traffic movements, access to all building cores from the basement, increased separation between the new building and the heritage listed "Dalgety House", additional storage areas, and updates to service infrastructure. These refinements maintain the approved parking provision of 115 bays on-site, this comprises of 111 car bays within the main development across two basement and ground level areas, four bays for the supported assisted living accommodation and 11 bays within the Fortescue Street verge parking area.

Ground Level

At ground level, the proposal includes a new transformer compound on the Fortescue Street frontage in the north east corner, minor modifications to the setback between the heritage listed "Dalgety House" and the new building, a redesigned chapel, revised internal stair configurations, relocation of the fire booster cabinet to satisfy DFES requirements, and provision of a formal fire appliance hardstand to improve emergency access and functionality on the Dalgety Street verge near the main entry driveway.

The medical (wellness) centre has been consolidated and reconfigured to better meet operational requirements. Proposed changes include combining functions, reducing the number of consultation rooms, relocating some wellness services and consolidating the gym and studio spaces into a single fitness area. Overall, the wellness centre floor area is proposed to be reduced by approximately 215m², with associated changes to the lobby, care unit, hydrotherapy pool, change facilities and treatment areas. Additional amendments include revised staff facilities and courtyard areas, modifications to the entrance canopy and arrival arrangements, and a reduction in the Dalgety Street setback from 21.4m to 20.9m. The chapel has been redesigned to provide a more flexible and inclusive space capable of accommodating a wider range of uses, including non-denominational services, ceremonies and quiet reflection, while improving accessibility for residents with mobility limitations.

Amendments affecting the heritage listed "Dalgety House" include revised internal layouts, modifications to openings and windows, relocation of the hair salon into the building, reconfiguration of accommodation suites and ancillary spaces, and minor setback adjustments. The report notes that these changes have arisen from detailed site investigations and design development and do not alter the approved heritage conservation strategy or intended conservation outcomes. The accompanying Heritage Impact Statement Addendum (HISA) prepared by Griffiths Architects concludes that the principal heritage views and significance of the buildings will be retained. The HISA is addressed in more detail below.

The accommodation component has been amended to provide one additional companion suite, increasing the total from 130 to 131 rooms and increasing companion suites from 10 (20 beds) to 11 (22 beds) within the approved Level 3 footprint. This has been achieved through the reconfiguration of a communal area which is surplus to requirements and does not involve any expansion of the approved building envelope.

Levels 1 to 3 and Rooftop

Amendments to Levels 1 to 3 primarily comprise internal design refinements. Revisions are proposed to stair configurations across all levels, while Level 1 includes minor adjustments to the setback between "Dalgety House" and the new building. At Level 3, changes include a modified lift overrun, construction of a pergola over the north east communal roof terrace, associated landscaping modifications, and replacement of surplus communal sitting area with the additional companion suite. The proposed pergola has a maximum height of 2.7 metres and is designed as a lightweight open-sided structure providing partial shade without a solid roof. According to the applicant, its location has been selected to minimise visibility from surrounding streets and western internal view corridors.

Further refinements are proposed to rooftop plant and service areas, including adjustments to the northern plant room, reconfiguration and increased setback of the eastern plant room from Fortescue Street, a minor enlargement of the southern plant room and associated architectural treatments. Collectively, these changes also result in a maximum increase in height of up to ~40.3cm and are considered to not materially alter the scale or appearance of the approved development.

Landscaping

The landscape design has been revised in response to basement, rooftop and building changes, resulting in a substantial increase in landscaping. Deep soil planting has increased from 2,350m² (19.5% of the site) to 3,765m² (31% of the site), while landscaping on the structures has increased from 2,290m² to 2,440m².

Additional landscape outcomes include:

- 19 retained trees.
- 7 transplanted trees.
- 3 new large trees.
- 61 new medium trees.
- 83 new small trees.
- Expanded gardens, courtyards, orchard planting and kitchen gardens.

The landscape report concludes that the revised design maintains the quality and intent of the approved landscape strategy while substantially improving planting outcomes.

Summary

Overall, the report concludes that the amendments represent detailed design development refinements that improve the functionality, operation and landscape quality of the development while maintaining the approved built form, parking provision, heritage outcomes and planning intent of the approved "Woodside Care Precinct".

The WAPC referral letter summarises the proposed amendments as:

- Increase in aged care accommodation from 160 to 162 beds (130 to 131 rooms).

- Reduction in consulting rooms within the medical/wellness centre from five to four.
- Increase in overall building height by up to 40.3cm.
- Addition of servicing infrastructure, including an electrical transformer on the Fortescue Street frontage and a fire appliance hardstand partially within the Dalgety Street verge.
- Changes to the design and external appearance of the chapel.
- Changes to the proposed refurbishment of the State Heritage listed building.
- Landscape modifications, including an increase in deep soil area to 3,765m² and on-structure planting to 2,440m².

Planning Assessment Approach

While Council did not support the original proposal due to concerns regarding the fourth storey, the scale of the medical (wellness) centre and the absence of sustainability measures consistent with the Town's Climate Action Emergency Strategy, the WAPC subsequently approved the development on 14 December 2023 under Part 17 of the Planning and Development Act, 2005. That approval remains in force unless amended or lapsed.

Accordingly, it is considered that Council's role in relation to the current Form 17C application is to assess the proposed amendments, rather than revisit the planning merits of the original approval. While it is appropriate to acknowledge Council's previous concerns for context, matters such as building height, the fourth storey, the scale of the medical (wellness) centre and sustainability measures were considered and determined by the WAPC as part of the original approval and are not altered by the current application. Consequently, limited weight can be given to those matters in the assessment of the current application, given they are not proposed to be amended and were previously considered by the WAPC.

Having regard to the above, the administration's assessment focuses on whether the amendments substantially alter the approved development, result in new or different impacts, or affect the merits of the proposed public art condition amendment and the requested three year extension to the commencement period. While Council may reiterate its previous concerns, the assessment below is confined to the planning implications of the amendments currently before the WAPC.

State Heritage Listed (Woodside Hospital building) "Dalgety House"

*Heritage Impact Statement Addendum (HISA)*

The application is supported by a HISA prepared by Griffiths Architects, which assesses the heritage implications of a range of amendments to the approved development. The amendments include changes to the layout and use of spaces within the heritage building, revised suite configurations, relocation of wellness and salon functions, alterations to circulation areas, accessibility improvements, introduction of kitchenettes, modifications to windows and door openings, the formation of several new openings, and an increase in the width of the approved link between the heritage building and the new development. Following a detailed 3D survey, minor adjustments have also been made to the interface between the heritage building and the new development, including a slight increase to the northern setback and a reduction in the eastern setback adjacent to a reconstructed wall and the former ballroom, where the setback is proposed to reduce from 2.865m to 1.75m.

According to the HISA, many of the proposed changes will have either no additional heritage impact or only minor impacts because they occur within previously altered areas of the building, involve reversible interventions, or continue the approved conservation approach of clearly distinguishing new work from historic fabric through contemporary steel-framed elements. The report identifies the most notable heritage impacts as the conversion of two original arched ballroom windows into door openings, infilling of an original internal archway, alterations to some early internal walls and archways associated with revised suite layouts, and the creation of a number of new openings. Notwithstanding these changes, the heritage consultant considers the impacts to be low and capable of justification through archival recording, retention and storage of significant fabric, interpretation initiatives, and detailed design measures that maintain the legibility of the original building form and layout.

The report states that the revised development continues to support the conservation, interpretation and adaptive reuse of the former Woodside Hospital building while improving accessibility, functionality, circulation and operational efficiency. The HISA concludes that the amendments will not result in any significant adverse impact on the heritage significance of the State Registered place and do not materially alter the broader conservation outcomes approved by the WAPC.

It is noted that the applicant reports that a pre-lodgement meeting was held with the State Heritage Office on 16 June 2026. Heritage Officers were generally supportive of the proposed amendments and indicated that formal assessment could occur following lodgement. It is understood the SDAU has referred the amendment application to the Heritage Council and the State Heritage Office. Any advice received will be incorporated in the SDAU Officer report to the WAPC regarding the acceptability of the proposed amendments.

*Heritage Place Protection and Site Maintenance*
While the Town can raise concerns regarding the ongoing condition and maintenance of the heritage buildings, the administration of the Heritage Agreement and oversight of heritage conservation outcomes and the condition of the heritage place ultimately remain the responsibility of the Heritage Council and Heritage Officers. Accordingly, the Town's role is limited to enquiring into the management of heritage matters, making recommendations and requesting conditions that assist in safeguarding the heritage significance of the site pending commencement of the approved development.

In considering the applicant's request for a further three year extension to the commencement period, the Town has had regard to the current appearance and condition of the heritage buildings and the potential implications of any continued delay in redevelopment. While the approved development remains the primary mechanism for securing the long term conservation and adaptive reuse of the heritage place, it is appropriate that measures are in place to safeguard the heritage significance of the site during any extended period prior to commencement of the development. Although administration of the Heritage Agreement and oversight of conservation outcomes remain the responsibility of the Heritage Council and DPLH Heritage Officers, it is recommended that a further heritage related condition be applied, requiring the preparation of a condition assessment report to provide an additional mechanism for monitoring and addressing any significant deterioration of the heritage buildings pending commencement of the approved development.

It is also recommended that a copy of any condition assessment report prepared in accordance with this requirement be provided to the Town to ensure it remains informed of the condition of the heritage buildings. While the Town has no authority to require or enforce heritage conservation works at the State listed heritage place, provision of the report would enable the Town to raise any identified concerns with the Heritage Council and request that it review the condition of the site and consider any action within its jurisdiction.

Should the WAPC be of the view to extend the substantial commencement period then the following condition is recommended to be applied.

*Within three months of the date of approval, the owner shall submit to the Western Australian Planning Commission, on advice from the Heritage Council, a condition assessment report prepared by a suitably qualified heritage professional for the State heritage listed former Woodside Hospital building and all other heritage buildings, structures, fabric and elements within the place. A copy of the condition assessment report shall also be provided to the Town. The report shall identify their current condition, any deterioration or risks to their heritage significance, and all conservation, stabilisation, security, weatherproofing, repair and maintenance works required. The report shall include an ongoing inspection and maintenance regime, including timeframes for completing identified works, to the satisfaction of the Western Australian Planning Commission on advice from the Heritage Council. The approved inspection and maintenance regime shall be implemented thereafter.*

*An annual condition report prepared by a suitably qualified heritage professional shall be submitted to the Western Australian Planning Commission, on advice from the Heritage Council, throughout the three year extended approval*

*period. A copy of each annual condition report shall also be provided to the Town. Each annual report shall document the condition of the heritage place, inspections undertaken, deterioration or risks identified, works completed during the preceding year and any further works required. All works identified in an approved condition assessment report or annual condition report shall be undertaken within the timeframes specified in the approved inspection and maintenance regime to ensure the ongoing conservation and protection of the heritage place.*

*Archaeological Management Strategy*
Condition 15(b) of the original approval states that "*An Archaeological Management Strategy prepared by a historical archaeologist for identifying and monitoring the impact on potential archaeological evidence before and during site works to ensure that any finds are appropriately managed".*

The administration notes that the WAPC approval already requires the preparation of an Archaeological Management Strategy by a suitably qualified historical archaeologist to identify, monitor and manage any archaeological evidence that may be encountered during site works. Given the heritage significance of the site and the potential for archaeological remains to be present, it is recommended that this matter continue to be closely monitored by SDAU and Heritage Officers as part of the implementation of the approval as works on site have already commenced with the transplantation of trees.

In particular, the Town recommends that the Archaeological Management Strategy be reviewed and approved to the satisfaction of the relevant authorities prior to the issue of any demolition or building permit, to ensure appropriate procedures are in place for the identification, management and interpretation of any archaeological finds. Accordingly, the following condition is recommended.

*Prior to the issue of any demolition permit or building permit, or authorisation for landscaping works, the applicant shall demonstrate to the satisfaction of the Western Australian Planning Commission that the requirements of the approved Archaeological Management Strategy have been reviewed by the Significant Development Assessment Unit and relevant heritage officers, and that appropriate measures are in place to manage any archaeological evidence or human remains that may be encountered during site works.*

Infrastructure

*Transformer*
The planning report notes that the relocation of the Western Power transformer compound is necessary to accommodate the development's final design and servicing requirements, while also ensuring reliable access to temporary power during site-wide outages to maintain essential services and resident safety.

It is also noted that the transformer is proposed within the landscaped area and that the arboricultural consultant had reviewed the location and advised that, *"it is not likely to cause any significant long term issues for the tree"*, subject to more detailed root zone investigations before works commence.

While a location as far as possible from the adjoining residential property and in a less visually prominent position would be preferred, the revised location is supported from an operational perspective where an alternative siting is not feasible due to servicing and emergency access requirements.

To minimise the visual and acoustic impact on surrounding residents and protect the long term health of the significant tree in this location, it is recommended that the following conditions be applied subject to regulatory approval.

*Prior to the installation of the transformer in the north eastern corner of the site, a report prepared by a suitably qualified arborist and acoustic consultant shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle demonstrating that the proposed transformer location and associated works will not cause undue noise impact for the surrounding residents and/or damage to the significant*

*tree located in the north east corner of the site. The approved recommendations of the arborist and acoustic consultant reports shall be implemented and maintained thereafter.*

*Prior to occupation of the development, details of an appropriate aesthetic treatment for the transformer compound located in the north eastern corner of the site shall be submitted to and approved by the Western Australian Planning Commission, on advice from the Town of East Fremantle, to minimise its visual impact within the landscaped setting. The approved treatment shall be implemented prior to occupation and maintained thereafter.*

*Fire Booster Cabinet and Hard Stand*

The applicant advises that the location of the DFES Fire Booster Cabinet and associated appliance hardstand has been reviewed to minimise the risk of obstructing emergency vehicle access to the porte cochere during an evacuation event. The revised location responds to DFES operational requirements by enabling connection from Dalgety Street, complying with maximum gradient requirements, providing greater separation from the building, and improving manoeuvrability for fire appliances when approaching and exiting the site.

However, the relocation of the DFES Fire Booster Cabinet and associated appliance hardstand necessitates the removal of a street tree within the verge. While the revised location is supported on the basis that it improves emergency vehicle access and responds to DFES operational requirements, it is considered appropriate that the loss of the street tree be offset through replacement planting. Accordingly, a condition is recommended requiring the planting of a suitable replacement tree within the adjoining road reserve or an alternative location approved by the Town, to ensure the long term retention of verge tree canopy and streetscape amenity. The following condition is recommended to be applied.

*Prior to the occupation of the development, a replacement street tree in the location of the fire booster on Dalgety Street shall be planted within the adjoining road reserve or at an alternative location approved by the Town of East Fremantle, at the applicant's cost. The species, size, location and planting details shall be to the satisfaction of the Town of East Fremantle, and the tree shall be maintained and replaced if it fails within a period of two years from the date of planting.*

Landscaping

*Retention and Protection of Trees*

Notwithstanding the landscaping plan submitted in support of the proposal, there is no guarantee that the site will ultimately be developed in the manner currently envisaged. Given this uncertainty, it is considered appropriate that the significant trees located on Lot 250, 114 and 116 be protected irrespective of the eventual development outcome, to ensure their long term retention and preservation.

The trees represent a valuable and irreplaceable asset that contributes to the site's character, amenity, environmental values and heritage significance. These attributes would remain important regardless of any future use of the site, and their retention would help maintain the established landscape character and heritage setting while preserving flexibility for future redevelopment. Accordingly, it is recommended that a condition be imposed to ensure their protection, as set out below.

*Prior to the commencement of any development works, an updated Tree Management Plan prepared by a suitably qualified arborist shall be submitted to and approved by the Western Australian Planning Commission. The Plan shall demonstrate how the significant trees on Lot 250, 114 and 116 will be retained and protected in the long term, regardless of the ultimate development outcome for the site. The approved Tree Management Plan shall be implemented and maintained thereafter to the satisfaction of the Western Australian Planning Commission.*

*Landscape Plan – Tree Selection*

While the proposed landscape plan is generally supported, clarification is recommended regarding a number of proposed tree species that are known to be highly susceptible to Polyphagous Shot-Hole Borer (PSHB), including

London Plane and Chinese Tallow trees. Further detail is also sought on the specific Melaleuca and Flowering Red Gum species proposed. Given the risk posed by PSHB, consideration should be given to substituting high risk host species with more resilient alternatives where practicable. Accordingly, the condition below is recommended to be applied.

*Prior to the commencement of development works, an amended Landscape Plan shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle which provides further justification for the retention, transplantation or planting of any tree species identified as having a high or very high susceptibility to Polyphagous Shot-Hole Borer, and considers alternative species with lower susceptibility where appropriate. The approved plan shall thereafter be implemented and maintained to the satisfaction of the Western Australian Planning Commission of advice from the Town of East Fremantle.*

Street Trees

With the exception of the removal of a street tree to accommodate the hardstand for the fire booster cabinet, the proposed amendments do not alter the existing approval framework relating to street trees. Any future proposal to remove additional street trees would continue to be subject to the approved conditions, which require detailed landscaping and tree protection measures, identification of street tree impacts and replacement planting, and the Town's agreement to any works occurring within the road reserve or affecting street trees outside the development site. As such, the removal of any additional street trees would require separate consideration through the established approval process and existing conditions of development.

Traffic, Access and Vehicle Movements

Existing approval conditions require the preparation and implementation of a Travel and Parking Plan prior to the issue of a building permit, together with certification before occupation that all parking, vehicle access and bicycle parking facilities comply with the approved plans and relevant Australian Standards. These facilities must also be maintained on an ongoing basis.

The amended application is supported by a Transport Impact Assessment (TIA), which concludes that the proposal would generate approximately 46 two-way vehicle trips in the AM peak, 74 in the PM peak and 614 trips per day. While peak-hour traffic is expected to increase modestly compared with the former maternity hospital use, overall daily traffic generation is forecast to be slightly lower. The TIA therefore concludes that the amended development proposal will not materially increase traffic impacts or place an unreasonable burden on the surrounding road network.

The existing access arrangement is retained, with staff and visitors accessing the site from Dalgety Street and service, waste and delivery vehicles restricted to Fortescue Street. The TIA finds these arrangements are appropriately designed and, subject to pedestrian safety measures, will not result in significant traffic or road safety impacts. It also concludes that the additional traffic can be accommodated within the existing transport network without significant upgrades and will not adversely affect road safety, intersection operation, parking availability or access arrangements.

Overall, the TIA considers the amended development acceptable from a transport and traffic perspective. Notwithstanding these findings, the SDAU will undertake its own assessment of the proposal and supporting technical information before making a recommendation to the WAPC. As the amendments do not alter the basis on which the existing transport related conditions were imposed, it is recommended that those conditions continue to apply. The Town’s Technical Services section has reviewed the TIA and had no further comments to add.

Waste Management

The administration’s 2023 assessment did not support the submitted Waste Management Plan due to unresolved issues relating to bin capacity, FOGO separation, collection arrangements and servicing of the supported independent living dwellings. It was therefore recommended that a revised Waste Management Plan be submitted and approved prior to the issue of a building permit. This was reinforced with a condition of approval which stated

that an updated Waste Management Plan addressing bin capacity and FOGO separation to be submitted and approved prior to the issue of a building permit, with the approved plan to be implemented and maintained for the ongoing operation of the development.

The amendment application is supported by an Operational Waste Management Plan prepared by Talis Consultants (dated 30 June 2026), which concludes that the proposed 162 bed aged care facility can be adequately serviced through on-site waste storage, collection and management arrangements. The plan provides for separate waste streams, including general waste, recycling, FOGO, cardboard, medical/sanitary waste and confidential paper, with collection by private contractors via the on-site loading dock and weekly kerbside services to the retained residences.

While the Town's Sustainability Officer has reviewed the Plan and noted that previous suggested amendments had been included, it has been mentioned that further information regarding construction waste minimisation, recycling, monitoring and waste diversion targets, would be desirable so the existing condition 10 which requires the submission of a demolition and/or construction waste management plan which addresses, amongst other things, a demolition and construction waste management plan continue to apply.

It is therefore recommended that the original conditions 10 and 24, relating to waste management, be retained and updated as necessary to reflect the approved development, including final bed and staff numbers, to the satisfaction of the WAPC on advice from the Town, ensuring that waste management arrangements are reviewed, approved and implemented as part of the development and relevant to the facility as constructed and the construction waste management plan be amended to reflect the Town's comments. Accordingly, the following condition is recommended to be applied.

*Conditions 10 and 24(k) of the original approval relating to waste and construction waste management be retained and amended to reflect the amendments to the approved development and the Town of East Fremantle's comments, including final bed and staff numbers, and to ensure that both operational and construction waste management arrangements are reviewed, approved and implemented to the satisfaction of the Western Australian Planning Commission on advice from the Town of East Fremantle.*

<u>Acoustics</u>
The Development Application Acoustic Report prepared by Herring Storer Acoustics (dated June 2026) provides a preliminary acoustic assessment of the amended proposal. The report reviews the proposed facility and adaptive reuse of the heritage building, with particular consideration given to compliance with the National Construction Code (NCC), the Environmental Protection (Noise) Regulations 1997 and State Planning Policy 5.4 – Road and Rail Noise (SPP 5.4).

The report concludes that the amended development can comply with the NCC, Environmental Protection (Noise) Regulations 1997 and SPP 5.4 through detailed design and standard mitigation measures. Key considerations include managing noise from rooftop mechanical plant, addressing potential structurally transmitted noise from the gym and hydrotherapy facilities, and ensuring the heritage building meets NCC acoustic requirements, with vibration monitoring during construction if required. No acoustic constraints were identified that would prevent the development from proceeding, and the consultants consider compliance with relevant standards readily achievable.

The original condition requires the applicant to update the Acoustic Report prior to building permit submission to include a detailed assessment of road noise from Canning Highway and implement all recommended mitigation measures. Before occupation, an appropriately qualified acoustic consultant must certify that the approved acoustic measures have been implemented and comply with the final Acoustic Report. This condition was imposed because a complete assessment of the proposal cannot be undertaken until the detailed system designs have been finalised and supporting technical information has been provided for review.

It is recommended that these conditions continue to be imposed on the approval, as they will ensure the development appropriately addresses road traffic noise impacts and that all other required acoustic mitigation measures in relation to all activities and infrastructure on the site are implemented and independently verified prior to occupation, including the transformer proposed to be located in the north eastern section of the site.

Car Parking

The original proposal provided 115 on-site parking bays, which the administration generally considered sufficient for the aged care facility and supported independent living dwellings. However, concerns were raised regarding parking demand associated with the medical (wellness) centre, particularly if external clients were permitted to attend, as insufficient information had been provided to demonstrate that parking demand from staff, practitioners and visitors could be accommodated without increasing reliance on surrounding on-street parking.

While the applicant's Transport Impact Assessment concluded that traffic and parking impacts would be minor and manageable, the Town recommended restrictions on the medical (wellness) centre and further review of parking design and compliance matters. The SDAU and WAPC ultimately accepted the proposed parking provision, subject to conditions limiting the medical (wellness) centre to residents and a maximum of 40 external patrons per day, together with traffic, parking and road safety management requirements. The amended proposal increases bed numbers from 160 to 162 and reduces consulting rooms from five to four, while retaining 115 parking bays. This exceeds the statutory requirement of 102 bays by 13 bays and is supplemented by 11 existing on-street parking bays on Fortescue Street.

Accordingly, the approved parking provision was considered sufficient to support the development, subject to the implementation of the original conditions of approval and ongoing management requirements imposed by the WAPC.

Planning Assessment Conclusion

The proposed amendments largely comprise design refinements arising from the ongoing development process and are not considered to substantially alter the approved development's overall form, scale, function or land use. The changes are cited as improving operational efficiency and amenity through refinements to access, circulation and resident facilities, while maintaining approved parking levels, increasing accommodation by only one additional companion suite, enhancing heritage integration, substantially increasing landscaping and deep soil planting, and introducing infrastructure and emergency access improvements. The amendments are supported by updated heritage, landscape, traffic, waste, acoustic and parking assessments.

Based on the administration's review, it is considered that no undue adverse planning impacts have been identified in relation to the proposed changes to the approved design, site layout, infrastructure or servicing arrangements. Subject to the SDAU and heritage officers being satisfied with heritage matters, the administration is generally supportive of the amendments subject to conditions. It is considered that any potential adverse impacts associated with the proposal, including site management and heritage protection matters, can be appropriately managed through recommended conditions of approval as outlined in the report.

Notwithstanding the above comments, given the site's heritage significance and the time that has elapsed since the buildings were vacated and the original approval granted, it is also considered important to ensure the continued maintenance, protection and presentation of the heritage buildings and the site in general should development not commence in the near future. Accordingly, recommended conditions are proposed to address heritage protection and management, site maintenance and tree protection pending commencement of development.

Request for Three Year Extension of Commencement Period

Based on the applicant's planning report, the request for a three year extension is primarily justified on the basis that the development is unlikely to substantially commence before the current approval expiry date of 14 December 2026. The applicant advises that the approved development remains unchanged and that no material changes have occurred to the planning framework that would affect the merits of the approval, including the Metropolitan Region

Scheme, LPS 3, relevant State planning policies, or the updated WAPC Position Statement: *Residential Accommodation for Ageing Persons*, which is considered materially consistent with the previous version.

The applicant further advises that substantial work has been undertaken since approval was granted, including progression through schematic and detailed design phases, preparation of amended plans and supporting technical reports, heritage investigations, servicing coordination with Western Power and Water Corporation, and preparatory works associated with the relocation of significant trees. The applicant submits that these actions demonstrate the approval has been actively pursued rather than being "warehoused".

The application also refers to broader economic and industry factors affecting project delivery, including construction sector impacts arising from global instability, such as material lead time delays, shipping constraints, energy cost volatility and labour availability issues. The applicant submits that these factors are outside the control of the project team and have reduced certainty around project delivery timeframes. The applicant also notes that the Part 17 process provides for only one extension request, which has informed the duration of the extension sought.

The administration has reviewed the matters raised and has no concerns with the reasons provided in support of the extension request. The circumstances giving rise to the request are considered to remain valid and demonstrate a reasonable need for additional time to complete outstanding requirements and progress the approved development. The administration has also considered whether a shorter extension period would be appropriate, however, no planning grounds, which fall under the Town's jurisdiction, have been identified that would warrant reducing the requested three year extension, nor, on balance, would there appear to be any immediate planning benefit in requiring a shorter timeframe.

Having made the above comments and acknowledging the heritage matters discussed elsewhere in this report, the administration considers it appropriate that if an extension of up to three years is to be considered then any extension of the approval should be subject to conditions that safeguard the heritage significance, condition and ongoing management of the site during the extended approval period.

Notwithstanding the owner's response to amenity and safety issues when raised by the Town in the past, the site has, over recent years, appeared to be falling into further neglect and currently in a degree of disrepair, detracting from the generally tidy and well maintained streetscape. In particular, it is important that the heritage listed former Woodside Hospital building does not deteriorate, that the site remains secure and well maintained, that transplanted trees and vegetation continue to be appropriately managed, and that no adverse impacts arise for surrounding properties, pending commencement of the approved development.

Accordingly, the recommended heritage condition is considered will provide an appropriate safeguard during the extended approval period. Additional conditions relating to landscaping and tree management and preservation are also recommended elsewhere in this report. Subject to these conditions, the requested three-year extension to the commencement period is considered reasonable and justified. It is therefore requested that, should the WAPC approve the extension, the recommended conditions be imposed.

<u>Amendment to Public Art Condition</u>

In its previous comments to the WAPC regarding the original development application, Council advised that it did not support the applicant's proposal to satisfy the requirements of Local Planning Policy 3.1.9 - Percent for Public Art through the preparation of a Public Art Strategy and the delivery of a single artwork valued at $100,000. Council noted that the Town's contribution cap relates to publicly funded projects, whereas the proposal involves a private, for profit aged care development with an estimated construction value, at the time, of $90 million and should therefore fully comply with the requirements of the policy. Council considered the approach to apply a public proposal cap inadequate, given the site's significant opportunities for public art, heritage interpretation, placemaking initiatives, and the integration of artistic elements within the buildings and public spaces.

Given the scale of the development and its impact on the surrounding community, Council considered that the developer should provide meaningful cultural and community benefits through public art, heritage interpretation, and/or similar initiatives. To satisfy the requirements of LPP 3.1.9, Council considered that the applicant should submit a public art proposal with a value of up to $900,000, representing 1% of the construction cost. This contribution could comprise a combination of public artwork, cash-in-lieu contributions, architectural features, and landscape elements integrated into the development to enhance the site for residents and the broader community.

Subsequently, the WAPC imposed the following condition on the original approval:

> *16. Prior to occupation of the development:*
>
> *a) a public art concept for the subject development to the value of 1% of the construction value must be submitted to, and approved by the WAPC on advice from the Town of Eats Fremantle; and*
>
> *b) the approved public art shall be installed by the developer and maintained thereafter by the owners and / or managers of the development, to the satisfaction of the WAPC.*

The amended application also seeks to amend Condition 16 relating to the provision of public art. The applicant contends that the "Woodside Care Precinct" should not be required to provide a public art contribution of approximately $1.6 million, resulting from the increase in construction costs from $90M to $160M, and instead proposes a capped contribution in the order of $250,000 or $500,000. The applicant submits that the Town's *Percent for Public Art Policy*, adopted in 2018, has not been reviewed and therefore lacks currency, does not clearly articulate the planning rationale for requiring development contributions toward public art, and is applied inconsistently when compared with other public art funding mechanisms.

The applicant further argues that the development itself delivers significant place making, heritage conservation and community benefits through the adaptive reuse of the State heritage listed former Woodside Hospital building and the creation of a high quality aged care precinct. On this basis, the applicant questions whether the public art condition should be retained in its current form, modified, or replaced with an alternative contribution that remains consistent with the intent of the Town's policy while being proportionate to the scale and context of the development.

A Public Art Report dated 29 June 2026 accompanies the application and seeks support for a capped public art budget of $500,000, with 70% allocated to publicly visible artworks and 30% allocated to artworks within shared internal gardens and communal spaces. The proposal argues that, given the site's function as an aged care facility within a quiet residential area, public art should focus on heritage interpretation, wellbeing and resident experience rather than large landmark installations. The proposal includes three example public art scenarios and several case studies to demonstrate that meaningful public art outcomes can be achieved within the proposed budget while maximising community benefit and delivering a heritage focused public art outcome.

While the administration notes the applicant's comments regarding the age of the Town's Percent for Art Policy, the policy remains an adopted planning policy and the absence of a recent review does not, of itself, justify removing the public art requirement. Similarly, while the applicant's review demonstrates that some local governments apply capped or reduced contributions for larger developments to avoid disproportionate outcomes, these approaches do not diminish the validity of the Town's policy. Rather, they support consideration of whether a reduced or capped contribution may be appropriate in this instance, without removing the requirement for public art altogether. However, the administration acknowledges that the significant increase in construction costs since the original approval has substantially increased the public art contribution and may result in a contribution that is disproportionate to the scale and context of the development.

In considering any change to the condition, the key issue is not whether public art should be provided, but whether the required contribution is reasonable and proportionate to the nature, location and public benefit of the

development. The administration therefore considers that it is reasonable for the WAPC to consider whether a capped contribution or alternative public art outcome could achieve the objectives of LPP 3.1.9 while still delivering a meaningful and enduring public benefit to the East Fremantle community.

The administration notes that the approved development involves the redevelopment of a prominent heritage site and considers that a meaningful public art outcome has the potential to complement the heritage interpretation of the former Woodside Hospital building, contribute to the public realm, and enhance the broader cultural and community benefits arising from the development. The public art material submitted by the applicant demonstrates that significant and integrated outcomes could be achieved through heritage interpretation, landscape integration, public seating, storytelling elements and site-responsive artworks.

Accordingly, while the administration does not support the deletion of the public art condition or a cap at $250,000, noting that the Town's *Percent for Art Policy* remains an adopted planning instrument, it raises no objection to the SDAU/WAPC considering a reduced or capped contribution to no less than $500,000. This position reflects the significant increase in construction costs since the original approval and acknowledges that some local governments apply capped or graduated contribution models for large scale developments. Any amended condition should continue to secure a substantial, high quality and enduring public art outcome that delivers meaningful community benefit, and the administration considers the applicant's material demonstrates that these objectives could be achieved through a lower contribution than that generated by the existing condition.

Importantly, as the application suggests, support for the 70/30 contribution split does not predetermine the nature, location or design of any public realm artwork. It is hoped these matters would be subject to further assessment and Council consideration at a later stage, providing flexibility to ensure that any public art delivered within the public realm is appropriately located, contextually responsive and achieves the greatest benefit for the broader community. Should the WAPC support the proposed 70/30 approach, it is anticipated that the condition would be structured to enable the Council to provide input on the form and location of the public realm artwork prior to the condition being cleared by the WAPC. To ensure this occurs, the administration recommends a condition requiring the detailed artwork proposal to be submitted to the Town for review by the Public Art Committee and/or Council prior to the condition being cleared by the WAPC.

If Council wishes to support a modified rather than deleted public art requirement, the following condition could be recommended to the WAPC:

> *Prior to the submission of a building permit application, a Public Art Plan shall be prepared by a suitably qualified public art consultant and submitted to the satisfaction of the Western Australian Planning Commission, on advice from the Town of East Fremantle. The Public Art Plan shall provide for the delivery of public art works with a minimum value of $500,000 and shall:*
>
> > *a) allocate not less than 70% of the public art budget to publicly accessible and publicly visible artworks, installations, landscape elements or heritage interpretation features within the public realm;*
> > *b) permit up to 30% of the public art budget to be directed towards artworks, interpretive elements and artistic installations within communal gardens, courtyards and shared spaces accessible to residents and visitors of the development;*
> > *c) incorporate, in the publicly accessible and publicly visible elements of the public art, heritage interpretation and storytelling elements that recognise and enhance the cultural significance and history of the former Woodside Hospital State heritage listed building and curtilage;*
> > *d) demonstrate how the public art integrates with the architecture, landscape design and public realm of the development to provide a high quality, enduring and site responsive outcome; and*
> > *e) include details of the proposed artworks, artists, materials, locations, implementation program, artwork pricing schedule and ongoing maintenance arrangements for public art elements in the public realm.*

*The approved Public Art Plan shall be implemented in accordance with its approved details and maintained thereafter to the satisfaction of the Western Australian Planning Commission.*

Planning Assessment Summary

While Part 17 approvals continue to have legal effect and may be amended under the applicable transitional arrangements, the role of the administration in considering the current amendment application is confined to assessing the amendments now before it, rather than revisiting the merits of the original approval granted by the WAPC. Having regard to the proposed amendments, the supporting documentation and the applicable planning framework, the administration has not identified any substantive planning grounds that would justify opposition to the amendments. Notwithstanding this position, a number of matters have been identified that warrant ongoing management through appropriate conditions of approval to ensure the orderly and proper development of the site and to address heritage, landscape, operational and amenity considerations as the development proceeds into the future.

The administration has confined its assessment to whether the proposed amendments generate any new or materially different planning impacts compared with the approved development, and whether the proposed modification to the public art condition and extension of the approval period are acceptable. Having regard to the nature of the amendments, it is considered that they comprise largely minor design and operational refinements that do not materially alter the approved built form, land use, scale or amenity impacts of the development or that can be managed through the application of conditions of approval.

Accordingly, the amended application is supported on the basis that the existing conditions of approval remain substantially unchanged in their scope and effect, except where additional conditions are recommended and changes are necessary to give effect to the amended plans, and subject to any modifications considered appropriate by the WAPC in relation to the public art contribution and heritage matters.

It is also recommended that the SDAU be advised that it is the Town's view that unless otherwise modified by the recommendations contained within the Officer Recommendation/Council resolution, it is recommended that all conditions of approval imposed on the original Significant Development application continue to apply to the amendment proposal. The existing conditions remain relevant and appropriate and are necessary to ensure the development is undertaken in accordance with the approved plans and supporting documentation.

## CONCLUSION

The proposed amendments to the approved development are considered to represent largely detailed design and operational refinements that do not materially alter the approved land use, scale, built form or overall planning intent of the development. The amendments are intended to improve operational efficiency, accessibility, landscaping outcomes, heritage integration and emergency servicing arrangements, while maintaining the approved parking provision and broader development framework.

The supporting technical reports state that the amended proposal can be accommodated without creating unacceptable impacts in relation to heritage, traffic, parking, landscaping, waste management, acoustics or site servicing. Subject to the SDAU and State Heritage Office being satisfied with the heritage implications of the proposal, the administration generally supports the amendments subject to conditions being imposed on the amendment application and the existing conditions of approval prevailing.

The requested three year extension to the commencement period is also considered reasonable, having regard to the work to progress the project undertaken since approval was granted and the circumstances outlined by the applicant. Given the site's heritage significance, additional conditions are recommended to ensure the ongoing maintenance, conservation and protection of the heritage buildings, transplanted trees, landscape setting and general maintenance of the site during the extended approval period.

The administration does not support the deletion of the public art condition but raises no objection to the WAPC considering a reduced or capped contribution of no less than $500,000, provided a meaningful, high quality and enduring public art outcome is secured.

Overall, it is considered that no new or materially different planning impacts have been identified that would warrant refusal of the amendments to the application. Accordingly, the administration recommends that the WAPC support the proposed amendments and the requested extension of time, subject to the recommended conditions outlined in the Officer Recommendation and the continuation of all relevant conditions of the original approval unless otherwise amended.

Prior to tonight's meeting, the EMRS circulated an amended Officer Recommendation which included three additional conditions (highlighted in yellow).

## AMENDED OFFICER RECOMMENDATION

Moved Cr Brockmann, seconded Cr Collinson

That the Department of Planning, Lands and Heritage's Significant Development Assessment Unit be advised of the Council's comments on the Form 17C amendment application lodged under Part 17 of the Planning and Development Act 2005 in relation to the WAPC approved "Partial Demolition of Existing Buildings and the development of a Residential Aged Care Facility, Medical Centre and Café" at 18 (Lot 250) and 26 (Lot 114) Dalgety Street and 29 (Lot 116) Fortescue Street, East Fremantle, approved on 14 December 2023 and shown on the plans and supporting documentation date stamped 21 July 2026, as follows:

A. That Council supports:

(i) the architectural, design and infrastructure amendments to the proposal, subject to the following conditions:

a) Prior to the installation of the transformer in the north eastern corner of the site, a report prepared by a suitably qualified arborist and acoustic consultant shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle demonstrating that the proposed transformer location and associated works will not cause undue noise impact for the surrounding residents and/or damage to the significant tree located in the north east corner of the site. The approved recommendations of the arborist and acoustic consultant reports shall be implemented and maintained thereafter.

b) Prior to occupation of the development, details of an appropriate aesthetic treatment for the transformer compound located in the north eastern corner of the site shall be submitted to and approved by the Western Australian Planning Commission, on advice from the Town of East Fremantle, to minimise its visual impact within the landscaped setting. The approved treatment shall be implemented prior to occupation and maintained thereafter.

c) Prior to the occupation of the development, a replacement street tree in the location of the fire booster on Dalgety Street shall be planted within the adjoining road reserve or at an alternative location approved by the Town of East Fremantle, at the applicant's cost. The species, size, location and planting details shall be to the satisfaction of the Town of East Fremantle, and the tree shall be maintained and replaced if it fails within a period of two years from the date of planting.

d) Prior to the issue of any demolition permit or building permit, or authorisation for landscaping works, the applicant shall demonstrate to the satisfaction of the Western Australian Planning Commission that the requirements of the approved Archaeological Management Strategy have been reviewed by the Significant Development Assessment Unit and relevant heritage officers, and that appropriate measures are in place to manage any archaeological evidence or human remains that may be encountered during site works.

e) Conditions 10 and 24(k) of the original approval relating to waste and construction waste management be retained and amended to reflect the amendments to the approved development and the Town of East Fremantle's comments, including final bed and staff numbers, and to ensure that both operational and construction waste management arrangements are reviewed, approved and implemented to the satisfaction of the Western Australian Planning Commission on advice from the Town of East Fremantle;

(ii) the substantial commencement period being extended by three years, subject to the following conditions:

a) Within three months of the date of approval, the owner shall submit to the Western Australian Planning Commission, on advice from the Heritage Council, a condition assessment report prepared by a suitably qualified heritage professional for the State heritage listed former Woodside Hospital building and all other heritage buildings, structures, fabric and elements within the place. A copy of the condition assessment report shall also be provided to the Town. The report shall identify their current condition, any deterioration or risks to their heritage significance, and all conservation, stabilisation, security, weatherproofing, repair and maintenance works required. The report shall include an ongoing inspection and maintenance regime, including timeframes for completing identified works, to the satisfaction of the Western Australian Planning Commission on advice from the Heritage Council. The approved inspection and maintenance regime shall be implemented thereafter.

An annual condition report prepared by a suitably qualified heritage professional shall be submitted to the Western Australian Planning Commission, on advice from the Heritage Council, throughout the three year extended approval period. A copy of each annual condition report shall also be provided to the Town. Each annual report shall document the condition of the heritage place, inspections undertaken, deterioration or risks identified, works completed during the preceding year and any further works required. All works identified in an approved condition assessment report or annual condition report shall be undertaken within the timeframes specified in the approved inspection and maintenance regime to ensure the ongoing conservation and protection of the heritage place.

b) Within three months of the date of approval a Ground Maintenance Report demonstrating how regular and ad hoc gardening, landscaping and general maintenance of the site will be undertaken until site works commence. The site is to be maintained in a neat, tidy and presentable condition consistent with the amenity of the surrounding residential area, to the satisfaction of the Town of East Fremantle.

c) Prior to the commencement of any development works, an updated Tree Management Plan prepared by a suitably qualified arborist shall be submitted to and approved by the Western Australian Planning Commission. The Plan shall demonstrate how the significant trees on Lot 250, 114 and 116 will be retained and protected in the long term, regardless of the ultimate development outcome for the site. The approved Tree Management Plan shall be implemented and maintained thereafter to the satisfaction of the Western Australian Planning Commission.

d) Prior to the commencement of development works, an amended Landscape Plan shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle which provides further justification for the retention, transplantation or planting of any tree species identified as having a high or very high susceptibility to Polyphagous Shot-Hole Borer and considers alternative species with lower susceptibility where appropriate. The approved plan shall thereafter be implemented and maintained to the satisfaction of the Western Australian Planning Commission of advice from the Town of East Fremantle;

(iii) the amendment to Condition 16 – Public Art, subject to the following condition:

Prior to the submission of a building permit application, a Public Art Plan shall be prepared by a suitably qualified public art consultant and submitted to the satisfaction of the Western Australian

Planning Commission, on advice from the Town of East Fremantle. The Public Art Plan shall provide for the delivery of public art works with a minimum value of $500,000 and shall:

a) allocate not less than 70% of the public art budget to publicly accessible and publicly visible artworks, installations, landscape elements or heritage interpretation features within the public realm;

b) permit up to 30% of the public art budget to be directed towards artworks, interpretive elements and artistic installations within communal gardens, courtyards and shared spaces accessible to residents and visitors of the development;

c) incorporate, in the publicly accessible and publicly visible elements of the public art, heritage interpretation and storytelling elements that recognise and enhance the cultural significance and history of the former Woodside Hospital State heritage listed building and curtilage;

d) demonstrate how the public art integrates with the architecture, landscape design and public realm of the development to provide a high quality, enduring and site responsive outcome; and

e) include details of the proposed artworks, artists, materials, locations, implementation program, artwork pricing schedule and ongoing maintenance arrangements for public art elements in the public realm.

The approved Public Art Plan shall be implemented in accordance with its approved details and maintained thereafter to the satisfaction of the Western Australian Planning Commission; and

B. That, should the WAPC approve the amendment application, all conditions of the original Significant Development Determination dated 14 December 2023 remain in force unless otherwise amended by this Council resolution.

C. That the Mayor be requested to write to the Hon Simone McGurk MLA, Member for Fremantle and Minister for Heritage, inviting her to attend a site visit to the former Woodside Hospital site to discuss the Council's concerns regarding the maintenance of the heritage buildings and grounds.

D. That a copy of this report be forwarded to the Heritage Council of Western Australia for its information.

Amendment
*Moved Cr Cutter seconded Cr Boyd*
*That conditions A(iii)a) to e) of the proposed recommendation be deleted*.

LOST 5:4

For: Crs Boyd, Brockmann, Cutter, Maywood
Against: Crs Harrington, Collinson, Wilson, White and Mayor Natale

The substantive motion was put

**Council Resolution** 022010

**AMENDED OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

**Moved Cr Brockmann, seconded Cr Collinson**

**That the Department of Planning, Lands and Heritage's Significant Development Assessment Unit be advised of the Council's comments on the Form 17C amendment application lodged under Part 17 of the Planning and Development Act 2005 in relation to the WAPC approved "Partial Demolition of Existing Buildings and the development of a Residential Aged Care Facility, Medical Centre and Café" at 18 (Lot 250) and 26 (Lot 114) Dalgety Street and 29 (Lot 116) Fortescue Street, East**

**Fremantle, approved on 14 December 2023 and shown on the plans and supporting documentation date stamped 21 July 2026, as follows:**

**A. That Council supports:**

**(i) the architectural, design and infrastructure amendments to the proposal, subject to the following conditions:**

**a) Prior to the installation of the transformer in the north eastern corner of the site, a report prepared by a suitably qualified arborist and acoustic consultant shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle demonstrating that the proposed transformer location and associated works will not cause undue noise impact for the surrounding residents and/or damage to the significant tree located in the north east corner of the site. The approved recommendations of the arborist and acoustic consultant reports shall be implemented and maintained thereafter.**

**b) Prior to occupation of the development, details of an appropriate aesthetic treatment for the transformer compound located in the north eastern corner of the site shall be submitted to and approved by the Western Australian Planning Commission, on advice from the Town of East Fremantle, to minimise its visual impact within the landscaped setting. The approved treatment shall be implemented prior to occupation and maintained thereafter.**

**c) Prior to the occupation of the development, a replacement street tree in the location of the fire booster on Dalgety Street shall be planted within the adjoining road reserve or at an alternative location approved by the Town of East Fremantle, at the applicant's cost. The species, size, location and planting details shall be to the satisfaction of the Town of East Fremantle, and the tree shall be maintained and replaced if it fails within a period of two years from the date of planting.**

**d) Prior to the issue of any demolition permit or building permit, or authorisation for landscaping works, the applicant shall demonstrate to the satisfaction of the Western Australian Planning Commission that the requirements of the approved Archaeological Management Strategy have been reviewed by the Significant Development Assessment Unit and relevant heritage officers, and that appropriate measures are in place to manage any archaeological evidence or human remains that may be encountered during site works.**

**e) Conditions 10 and 24(k) of the original approval relating to waste and construction waste management be retained and amended to reflect the amendments to the approved development and the Town of East Fremantle's comments, including final bed and staff numbers, and to ensure that both operational and construction waste management arrangements are reviewed, approved and implemented to the satisfaction of the Western Australian Planning Commission on advice from the Town of East Fremantle;**

**(ii) the substantial commencement period being extended by three years, subject to the following conditions:**

**a) Within three months of the date of approval, the owner shall submit to the Western Australian Planning Commission, on advice from the Heritage Council, a condition assessment report prepared by a suitably qualified heritage professional for the State heritage listed former Woodside Hospital building and all other heritage buildings, structures, fabric and elements within the place. A copy of the condition assessment report shall also be provided to the Town. The report shall identify their current condition, any deterioration or risks to their heritage significance, and all**

**conservation, stabilisation, security, weatherproofing, repair and maintenance works required. The report shall include an ongoing inspection and maintenance regime, including timeframes for completing identified works, to the satisfaction of the Western Australian Planning Commission on advice from the Heritage Council. The approved inspection and maintenance regime shall be implemented thereafter.**

**An annual condition report prepared by a suitably qualified heritage professional shall be submitted to the Western Australian Planning Commission, on advice from the Heritage Council, throughout the three year extended approval period. A copy of each annual condition report shall also be provided to the Town. Each annual report shall document the condition of the heritage place, inspections undertaken, deterioration or risks identified, works completed during the preceding year and any further works required. All works identified in an approved condition assessment report or annual condition report shall be undertaken within the timeframes specified in the approved inspection and maintenance regime to ensure the ongoing conservation and protection of the heritage place.**

**b) Within three months of the date of approval a Ground Maintenance Report demonstrating how regular and ad hoc gardening, landscaping and general maintenance of the site will be undertaken until site works commence. The site is to be maintained in a neat, tidy and presentable condition consistent with the amenity of the surrounding residential area, to the satisfaction of the Town of East Fremantle.**

**c) Prior to the commencement of any development works, an updated Tree Management Plan prepared by a suitably qualified arborist shall be submitted to and approved by the Western Australian Planning Commission. The Plan shall demonstrate how the significant trees on Lot 250, 114 and 116 will be retained and protected in the long term, regardless of the ultimate development outcome for the site. The approved Tree Management Plan shall be implemented and maintained thereafter to the satisfaction of the Western Australian Planning Commission.**

**d) Prior to the commencement of development works, an amended Landscape Plan shall be submitted to and approved by the Western Australian Planning Commission on advice from the Town of East Fremantle which provides further justification for the retention, transplantation or planting of any tree species identified as having a high or very high susceptibility to Polyphagous Shot-Hole Borer and considers alternative species with lower susceptibility where appropriate. The approved plan shall thereafter be implemented and maintained to the satisfaction of the Western Australian Planning Commission of advice from the Town of East Fremantle;**

**(iii) the amendment to Condition 16 – Public Art, subject to the following condition:**

**Prior to the submission of a building permit application, a Public Art Plan shall be prepared by a suitably qualified public art consultant and submitted to the satisfaction of the Western Australian Planning Commission, on advice from the Town of East Fremantle. The Public Art Plan shall provide for the delivery of public art works with a minimum value of $500,000 and shall:**

**a) allocate not less than 70% of the public art budget to publicly accessible and publicly visible artworks, installations, landscape elements or heritage interpretation features within the public realm;**

**b) permit up to 30% of the public art budget to be directed towards artworks, interpretive elements and artistic installations within communal gardens, courtyards and shared spaces accessible to residents and visitors of the development;**

**c) incorporate, in the publicly accessible and publicly visible elements of the public art, heritage interpretation and storytelling elements that recognise and enhance the cultural significance and history of the former Woodside Hospital State heritage listed building and curtilage;**

**d) demonstrate how the public art integrates with the architecture, landscape design and public realm of the development to provide a high quality, enduring and site responsive outcome; and**

**e) include details of the proposed artworks, artists, materials, locations, implementation program, artwork pricing schedule and ongoing maintenance arrangements for public art elements in the public realm.**

**The approved Public Art Plan shall be implemented in accordance with its approved details and maintained thereafter to the satisfaction of the Western Australian Planning Commission; and**

**B. That, should the WAPC approve the amendment application, all conditions of the original Significant Development Determination dated 14 December 2023 remain in force unless otherwise amended by this Council resolution.**

**C. That the Mayor be requested to write to the Hon Simone McGurk MLA, Member for Fremantle and Minister for Heritage, inviting her to attend a site visit to the former Woodside Hospital site to discuss the Council's concerns regarding the maintenance of the heritage buildings and grounds.**

**D. That a copy of this report be forwarded to the Heritage Council of Western Australia for its information.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page.

Attachment -1

**Location Plan**

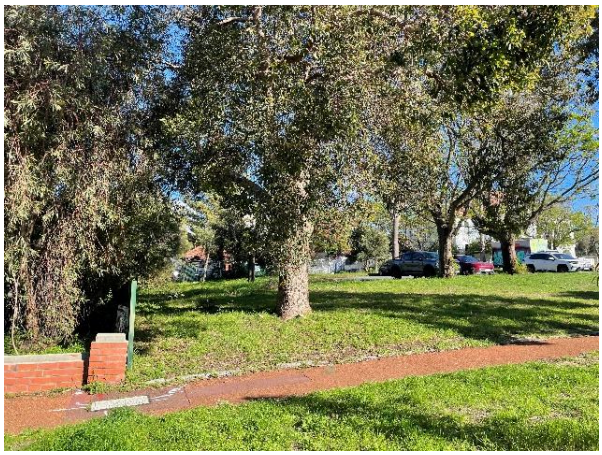


Attachment 2

**Photographs taken 1 September 2026**

















## 13.2 COUNCIL PLAN 2026-27 - QUARTERLY PROGRESS REPORT

| | |
|---|---|
| **Report Reference Number** | OCR-4446 |
| **Prepared by** | Acting Chief Executive Officer |
| **Supervised by** | Acting Chief Executive Officer |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple majority |
| **Documents tabled** | Nil |

**Attachments**

1. Council Plan 2026–2036 Implementation Progress Status Report – baseline at 30 September 2026

### PURPOSE

To present Council with the first formal progress report on implementation of the Council Plan 2026–2036 and to establish a transparent, recurring reporting framework that supports accountability for delivering the community's priorities and vision.

Consistent with the Integrated Planning and Reporting Framework, the report has been designed to provide a clear line of sight between the community's aspirations, Council's strategic priorities, the Town's delivery program and the financial, asset and workforce resources required for implementation. Regular reporting will assist Council to monitor delivery, identify material variances and risks, and make timely decisions about priorities, resources and rephasing.

### EXECUTIVE SUMMARY

The Council Plan is the Town's Plan for the Future. It expresses the community's long-term vision, priorities and desired outcomes and provides the principal strategic reference point for Council and Administration when setting work programs, allocating resources and assessing performance.

Formal implementation reporting reflects contemporary governance practice. It makes progress visible, strengthens accountability for strategic projects and objectives, and enables Council to identify activities that are delayed, at risk or dependent on decisions, funding, staffing or specialist support.

The attached baseline covers all 76 priority projects, including 50 scheduled to commence or continue in 2026/27. It is presented as a management and oversight tool, rather than as an independently audited measure of physical completion.

### BACKGROUND

Council adopted the Council Plan as the Town's long-term strategic framework for 2026–2036. The Plan contains 76 priority projects aligned with the Town's objectives, including 50 scheduled for delivery or commencement during 2026/27. An implementation register and dashboard have been prepared to provide an initial evidence-based position as at 30 September 2026.

The baseline records project ownership, planned timing, indicative progress, current status, management commentary and matters requiring Council attention. Status and percentage assessments remain subject to ongoing management validation. The reporting process will be refined over successive quarters as milestones, dependencies and evidence of delivery are confirmed.

## CONSULTATION

The progress report was developed from the adopted Council Plan, its implementation inserts, prior corporate reporting and available project updates. Consultation was undertaken with the Executive Leadership Team and responsible business units to confirm project ownership, implementation status, delivery risks, dependencies and indicative timeframes.

## STATUTORY ENVIRONMENT

Section 5.56(1) of the *Local Government Act 1995* requires a local government to plan for the future of its district. Section 5.56(2) requires plans made for that purpose to be prepared in accordance with the applicable regulations. The *Local Government (Administration) Regulations 1996* prescribe the Strategic Community Plan and Corporate Business Plan as the core plans for the future, require the Strategic Community Plan to address the community's vision, aspirations and objectives and require the Corporate Business Plan to translate those priorities into operations that are within the capacity of the local government's resources, including financial, asset and workforce resources. The Council Plan effectively combines the Strategic Community Plan and Corporate Business Plan and is deemed to meet regulatory requirements.

The Integrated Planning and Reporting Framework and Guidelines identify monitoring and reporting as integral to the planning cycle. The guidelines state that implementation should be monitored through non-financial progress reporting and that, as a minimum, this should occur quarterly. Formal quarterly reporting is therefore not a separate statutory requirement, but it supports the Town's compliance with, and effective administration of, its statutory planning-for-the-future obligations by providing Council with evidence of implementation, emerging risks, resource constraints and any need to adjust priorities or timing.

## POLICY IMPLICATIONS

There are no direct policy implications arising from receiving the report.

## FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with receiving the progress report. The reporting framework may identify projects requiring budget review, rephasing, temporary resources, procurement or external specialist assistance. Any material budget variation or new commitment will be presented to Council through the appropriate process.

## STRATEGIC IMPLICATIONS

The report directly supports implementation of the Council Plan 2026–2036. Treating the Council Plan as the Town's Plan for the Future ensures that organisational activity and resource allocation remain connected to the community's priorities, vision and intended outcomes.

## RISK IMPLICATIONS

### RISKS

Without regular and reliable implementation reporting, Council would have reduced visibility of emerging delays, competing priorities and resource constraints. This could result in late intervention, unrealistic delivery expectations, inefficient resource allocation and reputational risk where community commitments are not progressed as planned.

| 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 Council Plan implementation results in delayed delivery or commitments not being met. | Possible | Moderate | Moderate (9) | Governance and reputation | Quarterly reporting, clear project ownership, consistent status definitions, management validation, escalation of at-risk activities and Council consideration of resourcing or rephasing where required. |

### 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** | Moderate (9) |
| **Does this item need to be added to the Town's Risk Register** | No |
| **Is a Risk Treatment Plan Required** | No |

## SITE INSPECTION

A site inspection was not considered necessary for the preparation of this report.

## COMMENT

Formal quarterly reporting is recommended to provide Council with a consistent line of sight from the community's vision and priorities through to the Town's work program and delivery performance. This approach will enable Council to distinguish between projects that are complete or on track, projects requiring management attention, activities requiring rephasing and projects not yet due.

The baseline indicates a substantial and front-loaded program. The dashboard records 76 priority projects, of which 50 are scheduled in 2026/27. Current classifications include completed and underway projects, matters requiring rephasing or updated evidence, and projects not yet due. Council is recommended to treat these classifications as an initial management baseline. Their principal value is to prompt timely validation, escalation and decision-making, rather than to provide a definitive audited measure of delivery.

For future quarters, responsible officers will be required to confirm progress against agreed milestones, explain material variances, identify dependencies and specify any action required. At-risk activities will be escalated early, particularly where delivery depends on recruitment, procurement, grant approvals, specialist advice or additional budget. Where an approved timeframe is no longer realistic, transparent rephasing will be recommended rather than allowing the activity to remain unresolved.

A quarterly reporting cycle supported by an internal operational review process is proposed. This will keep reporting to Council strategic and focused on exceptions, while detailed project management remains the responsibility of Administration. The format and measures will continue to be refined as the reporting framework matures.

## CONCLUSION

Regular reporting against the Council Plan will strengthen accountability, improve transparency and support earlier decisions about priorities, sequencing and resources. It will also provide the community with clearer assurance that the Town is actively monitoring delivery of the priorities and vision expressed through its Plan for the Future. It is therefore recommended that Council endorse quarterly implementation reporting as the Town's formal strategic progress reporting framework.

## 13.2 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 032010

**OFFICER RECOMMENDATION:**

**Moved Cr Maywood, seconded Cr Cutter**

**That Council:**

1. **endorses quarterly reporting against implementation of the Council Plan as the Town's formal strategic progress reporting framework;**
2. **receives the Council Plan 2026–2036 Implementation Progress Status Report at Attachment 1;**
3. **requests the Chief Executive Officer to continue refining project milestones, status measures and management validation processes for future quarterly reports;**
4. **notes that future reports will identify material delivery risks, project dependencies, activities requiring rephasing and any financial, workforce or specialist resource constraints requiring Council consideration.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

## COUNCIL PLAN PRIORITY PROJECT REGISTER

*All priority projects extracted from the Council Plan inserts | Baseline 16 September 2026*

| Project ID | Objective | Priority Project | Lead | Plan Timing | Traffic Light | Status | % Complete | Status Update / Comments |
|---|---|---|---|---|---|---|---|---|
| 1.1.1 | 1.1 | Evaluate the viability of the Commonwealth Home Support Program Service in response to funding changes and implement recommendations. | Acting Chief Executive Officer | 26/27 | | Underway | 60% | Purchase Order issued. Review is well advanced. Report to be presented to ELT in November. |
| 1.1.2 | 1.1 | Complete universal access and inclusion audits for ACROD parking, footpaths and Swan River/foreshore infrastructure, and include required works in the Capital Works Program. | Executive Manager Technical Services | 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 29/30. |
| 1.1.3 | 1.1 | Implement the Disability Access and Inclusion Plan. | Executive Manager Regulatory Services | 26/27 | | Underway | N/A | Actions are allocated wihtin the Plan to Town service areas and specific implamentation is part of hat service areas responsisbility. However, aqll actions are imbednd in operations |
| 2.1.1 | 2.1 | Collaborate with the Reconciliation Action Working Group to develop and implement a new Reconciliation Plan and provide regular progress updates. | Manager Community Engagement & Communications | 26/27 | | Not Started | 0% | Review of the RAP has not commenced, with the exception of the Working Group considering an independent approach. Advise was provided that this work could not start until the CE Coordinator position was filled. This Officer starts on 5 Oct 2026. |
| 2.2.1 | 2.2 | Deliver and promote an annual calendar of events to provide social and economic benefits for the local community. | Manager Community Engagement & Communications | 26/27–29/30 | | Underway | 30% | 2/14 events have been delivered with one due 7 Oct and others in Nov. Signficant planning underway for 2027 events. |
| 2.2.2 | 2.2 | Review library service arrangements and implement Council-endorsed recommendations. | Manager Community Engagement & Communications | 26/27–27/28 | | Underway | 25% | Community Survey completed. |
| 2.2.3 | 2.2 | Install a new art installation at East Fremantle Community Park to enhance public amenity. | Manager Community Engagement & Communications | 28/29 | | Not Yet Due | 0% | First milestone is scheduled for 28/29. |
| 2.2.4 | 2.2 | Review the Public Art Strategy and Public Art Policy. | Manager Community Engagement & Communications | 26/27 | | Needs Rephasing | 0% | To be reviewed once CE Coordinator starts. |
| 3.1.1 | 3.1 | Revise the Public Health Plan to identify and address local health needs aligned with State Government priorities. | Executive Manager Regulatory Services | 26/27 | | Underway | 10% | Planning to be complated 2026/2027 financial yesr |
| 3.1.2 | 3.1 | Develop a Public Health Local Law to prevent and manage local health hazards. | Executive Manager Regulatory Services | 26/27 | | Underway | 80% | Being undertaken as part of wider Local Law Review |
| 3.2.1 | 3.2 | Undertake a structured review of the East Fremantle Oval Precinct Operator Agreement with Belgravia Leisure. | Commercial Development Specialist | 26/27 | | Underway | 10% | Appointment finalised. Draft scope and work plan prepared. Stakeholder letters issued. |
| 3.2.2 | 3.2 | Evaluate governance options for East Fremantle Community Park and implement the preferred approach. | Commercial Development Specialist | 26/27 | | Underway | 10% | Appointment finalised. Draft scope and work plan prepared. |
| 3.2.3 | 3.2 | Assess available land within East Fremantle Community Park to determine best use while balancing revenue and community interests. | Commercial Development Specialist | 26/27 | | Underway | 10% | Appointment finalised. Draft scope and work plan prepared. EOI Discussion Paper to be prepared for November Concept Forum |
| 3.2.4 | 3.2 | Consider and implement outcomes from the strategic land review. | Commercial Development Specialist | 27/28 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 3.2.5 | 3.2 | Develop a sports-surface management plan for Henry Jeffrey Oval, Wauhop Park and Preston Point Reserve. | Executive Manager Technical Services | 28/29 | | Not Yet Due | 0% | First milestone is scheduled for 28/29. |
| 3.2.6 | 3.2 | Investigate relocating the Town depot and repurposing the site within the East Fremantle Community Park precinct. | Commercial Development Specialist | Future | | Not Yet Due | 0% | The project is scheduled for a future period. |
| 4.1.1 | 4.1 | Review Local Recovery Arrangements as required by the Local Emergency Management Act 2005. | Executive Manager Regulatory Services | 26/27 | | Underway | 80% | Revised Plan has been endorsed by Council. |
| 4.1.2 | 4.1 | Partner with WA Police to encourage residents and businesses to register CCTV details on Cam-Map WA. | Manager Community Engagement & Communications | 26/27 | | Underway | 20% | Contact made with Fremantle Police. Comms Plan to be drafted in Oct. |
| 4.1.3 | 4.1 | Advocate for improved lighting at the St Peters Road and George Street underpasses. | Executive Manager Regulatory Services | 26/27 | | Completed | 100% | The Town corresponded directly with Main Roads WA seeking improved lighting at the St Peters Road and George Street underpasses and received a negative response. The matter was subsequently pursued with local Members of Parliament and discussed by the Chief Executive Officer and Mayor. Main Roads has advised that the works cannot progress due to issues associated with Western Power infrastructure. An alternative strategy will need to be considered to progress the action. |
| 4.1.4 | 4.1 | Identify and promote programs that strengthen neighbourhood connections, safety and resilience. | Executive Manager Regulatory Services | 26/27 and 28/29 | | Underway | 10% | Procured.<br>The administration has commenced the Neighbourhood Village Project.<br>Following adoption of the 2026/27 Budget, a $5,000 allocation was confirmed for the project.<br>Delivery is being planned for February 2027. |
| 4.1.5 | 4.1 | Complete a service-level review of Ranger Services, including delivery models, resourcing and shared-service opportunities. | Executive Manager Technical Services | 28/29 | | Needs Rephasing | 0% | Prior report noted an earlier internal review and consultant briefs, with work rephased. Transferred to Regulatory Services |
| 4.2.1 | 4.2 | Install signage to promote responsible animal ownership at shared-use dog exercise facilities. | Executive Manager Technical Services | 26/27 | | Update Required | 0% | Confirm ownership - Rangers (EMRS) or Parks Maintenance (EMTS) activity. |
| 4.2.2 | 4.2 | Develop an animal management plan to improve dog exercise areas. | Executive Manager Technical Services | 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 29/30. Confirm ownership - Rangers (EMRS) or Parks Maintenance (EMTS) activity. |
| 5.1.1 | 5.1 | Develop a Local Planning Policy for private properties identified in the Coastal Hazard Risk Management and Adaptation Plan. | Executive Manager Regulatory Services | 26/27 | | Update Required | 0% | A draft Local Planning Policy has previously been prepared but requires review before progressing. Subject to available resources, administration intends to undertake this work in the third or fourth quarter of 2026/27, with a report to Council seeking approval to advertise the draft policy. |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 5.1.2 | 5.1 | Complete solar PV and battery installations at East Fremantle Community Park, Town Hall, Town Depot and Dovenby House. | Acting Chief Executive Officer | 26/27 | | Underway | 75% | CEUF Executive Summary (21 August 2026): Dovenby House installation, commissioning, handover and staff training are complete, and the system is generating renewable electricity. Town Hall installation commenced 17 August and was in progress. Operations Depot installation was planned for September. EFCP installation was rescheduled to 7 September, with commissioning forecast for January 2027; Western Power assessment and the CEUF grant variation remained pending. Budget was reported as tracking to forecast. |
| 5.1.3 | 5.1 | Prepare an Electric Vehicle Transition Plan for the Town fleet. | Executive Manager Regulatory Services | 26/27 | | Underway | 10% | Administration is currently seeking quotations for the Town Fleet Low Emissions Transition Study and Infrastructure Roadmap. Appointment of a consultant is targeted by the end of October 2026. The project delivery timeframe will be confirmed with the successful consultant, with completion anticipated by the end of the 2026/27 financial year. |
| 5.1.4 | 5.1 | Work with Western Power to complete LED streetlighting upgrades. | Executive Manager Technical Services | 26/27–27/28 | | Underway | 25% | Awaiting update from Western Power on current upgrade schedule |
| 5.1.5 | 5.1 | Enter into a Natural Energy Agreement to power selected Council sites and streetlights with renewable energy. | Executive Manager Corporate Services | 27/28–29/30 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 5.1.6 | 5.1 | Investigate and install a public electric vehicle charging point at East Fremantle Community Park. | Executive Manager Technical Services | 29/30 | | Not Yet Due | 0% | Prior report noted a 50/50 State Government funding submission. Not aware of previous submission but considering progressing commercial supplier of charging facilities with the market once resources permit. |
| 5.1.7 | 5.1 | Review and update the Drainage Asset Management Plan. | Executive Manager Technical Services | 26/27 | | Underway | 25% | Underway through BMCWA appointement |
| 5.1.8 | 5.1 | Implement the Drainage Asset Management Plan. | Executive Manager Technical Services | 26/27–29/30 | | Update Required | 0% | This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 5.1.9 | 5.1 | Implement the Foreshore Management Plan: Riverwalls 10 Year Priority Plan. | Executive Manager Technical Services | 26/27–29/30 | | Needs Rephasing | 0% | This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 5.1.10 | 5.1 | Develop and implement a communications plan to increase participation in the Waterwise Verges program. | Sustainability Officer | 26/27–29/30 | | Update Required | 0% | Work has not yet commenced. Administration plans to complete this action during the second quarter of the 2026/27 financial year. |
| 5.1.11 | 5.1 | Assess and install waterwise fixtures in the Town's six highest water-use buildings. | Executive Manager Technical Services | 26/27 | | Underway | 90% | This is largely complete with minimal remaining opportunity being actioned through annual building maintenenace work |
| 5.1.12 | 5.1 | Prioritise a second Miyawaki Forest community planting project. | Sustainability Officer | 26/27 | | Underway | 20% | Procurement has been completed. The project has commenced, with the site selection process underway. Administration plans to complete the project in the second or third quarter of the 2026/27 financial year. |
| 5.1.13 | 5.1 | Identify a site and install a Cockatoo Trough for endangered black cockatoos. | Executive Manager Regulatory Services | 26/27 | | Underway | 20% | Combined with 5.1.12 |
| 5.1.14 | 5.1 | Subject to Cat Act reforms, develop local laws for cat containment to protect native wildlife. This will transfer to Reg Services with Rangers responsibility. | Executive Manager Technical Services | 27/28 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 5.1.15 | 5.1 | Adopt recommendations following review of the bulk-waste verge collection and disposal trial. | Executive Manager Technical Services | 28/29 | | Underway | 25% | First milestone is scheduled for 28/29. Trial underway and progressing well to date. |
| 6.1.1 | 6.1 | Develop Local Planning Scheme No. 4 in consultation with the community and key stakeholders. | Executive Manager Regulatory Services | 26/27–27/28 | | Underway | 40% | Draft Local Planning Scheme No. 4 has been substantially completed following the September 2026 Council workshop. The report to Council seeking approval to advertise has been deferred pending Ministerial announcements regarding changes to R-Code densities for land coded R20 and below. Muiti year project approximatly 40% of the way through |
| 6.1.2 | 6.1 | Develop a Local Planning Policy for tree removal on private property. | Executive Manager Regulatory Services | 26/27 | | Underway | 60% | Draft policy prepared. Urban hyperspectral tree canopy monitoring is 95% complete. Further action is pending reporting through Council Forum and Council for direction on progression of the policy, including tree protection criteria and exemptions from regulation. |
| 6.1.3 | 6.1 | Develop a plan for the Petra Street District Centre in accordance with State planning policy. | Executive Manager Regulatory Services | 28/29–29/30 | | Not Yet Due | 0% | First milestone is scheduled for 28/29. |
| 7.1.1 | 7.1 | Update condition assessments for Town buildings and the Buildings Asset Management Plan. | Executive Manager Technical Services | 27/28 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 7.1.2 | 7.1 | Complete works to maintain Town buildings through the Capital Works Program. | Executive Manager Technical Services | 26/27–29/30 | | Update Required | 10% | This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 7.1.3 | 7.1 | Complete condition assessments and update the Parks Asset Management Plan. | Executive Manager Technical Services | 26/27 | | Underway | 25% | Underway through BMCWA appointement |
| 7.1.4 | 7.1 | Complete Ulrich Playground replacement works. | Executive Manager Technical Services | 26/27 | | Underway | 15% | Design finalised and funding application underway - This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 7.1.5 | 7.1 | Design and complete Lee Park Playground replacement works. | Executive Manager Technical Services | 27/28–28/29 | | Not Yet Due | 0% | First milestone is scheduled for 27/28 - This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 7.1.6 | 7.1 | Implement remaining projects in the 10-Year Replacement Plan for playgrounds. | Executive Manager Technical Services | 28/29–29/30 | | Not Yet Due | 0% | First milestone is scheduled for 28/29 - This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 7.1.7 | 7.1 | Undertake two-yearly aerial mapping of tree inventory, health and canopy to guide future planting. | Executive Manager Regulatory Services | 27/28 and 29/30 | | Underway | 25% | Prior report noted tree-register and health-audit specifications were pending and work required rephasing. |
| 8.1.1 | 8.1 | Complete footpath and cycleway condition assessments and update the Footpaths Asset Management Plan. | Executive Manager Technical Services | 26/27 | | Underway | 25% | Underway through BMCWA appointement |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 8.1.2 | 8.1 | Implement the footpath and cycleway renewals program. | Executive Manager Technical Services | 26/27–29/30 | | Underway | 0% | This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 8.1.3 | 8.1 | Design and construct the Preston Point Road cycle link from Petra Street to Riverside Road. | Executive Manager Technical Services | 26/27–27/28 | | Underway | 10% | Concept Design complete - This will be coordinated and reported via the annual capital works programs and annual budgetary process - construction likley to be deferred to 28/29 as not yet grant ready and do not have current resourcing to progress a 27/28 application |
| 8.1.4 | 8.1 | Develop a prioritised active-transport safety plan for key Town streets. | Executive Manager Technical Services | 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 29/30 - This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 8.1.5 | 8.1 | Advocate for State funding for safer pedestrian and cyclist crossings of Canning Highway. | Executive Manager Technical Services | 26/27–29/30 | | Update Required | 0% | Ongoing |
| 8.1.6 | 8.1 | Review local road conditions and prioritise traffic-management and speed-reduction interventions. | Executive Manager Technical Services | 26/27–29/30 | | Underway | 25% | LCURS review underway |
| 8.1.7 | 8.1 | Complete condition assessments and update the Road Asset Management Plan. | Executive Manager Technical Services | 26/27 | | Underway | 25% | Underway through BMCWA appointement |
| 8.1.8 | 8.1 | Implement the road-renewal works program in the Road Asset Management Plan. | Executive Manager Technical Services | 26/27–29/30 | | Underway | 0% | This will be coordinated and reported via the annual capital works programs and annual budgetary process |
| 8.1.9 | 8.1 | Prepare a business case for paid parking along the foreshore. | Executive Manager Corporate Services | 27/28 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 9.1.1 | 9.1 | Review town-centre redevelopment guidelines when developing Local Planning Scheme No. 4. | Executive Manager Regulatory Services | 26/27 | | Underway | 90% | The Town Centre Redevelopment Guidelines have been reviewed as part of the development of Local Planning Scheme No. 4 and are approximately 95% complete. The Guidelines will be finalised following Council adoption of the draft Scheme for advertising and advertised alongside the Scheme following approval from the Minister for Planning. |
| 9.1.2 | 9.1 | Develop a Town Centre Precinct Plan addressing land use, housing, commerce and transport. | Executive Manager Regulatory Services | 26/27 | | Underway | 100% | Prior report marked related town-centre concept and design work as needing rephasing. |
| 9.1.3 | 9.1 | Create a shared space for pedestrians, cyclists and vehicles on George Street. | Executive Manager Regulatory Services | 26/27 | | Underway | 10% | Concept design has been completed as part of the George Street and Dominguez Street improvements project. Delivery by Technical Services is proposed to be phased over the next two financial years, subject to budget availability. |
| 9.1.4 | 9.1 | Develop parking strategies for Plympton Precinct and East Fremantle Town Centre. | Executive Manager Regulatory Services | 28/29 | | Not Yet Due | 0% | First milestone is scheduled for 28/29. |
| 9.1.5 | 9.1 | Develop and implement a Glasson Park Concept Plan to assist George Street activation. | Executive Manager Regulatory Services | 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 29/30. |
| 10.1.1 | 10.1 | Complete a major four-yearly review of the Council Plan. | Acting Chief Executive Officer | 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 29/30. |
| 10.1.2 | 10.1 | Review the specified Local Laws by 7 December 2026 to meet legislative requirements. | Governance Coordinator | 26/27 | | Completed | 100% | Review Complete. Parking Local Law, Cat Local Law and Keeping of Poultry Local Law to be further reviewed. |
| 10.1.3 | 10.1 | Schedule reviews of existing policies and identify new policies required. | Governance Coordinator | 26/27 | | Underway | 25% | RFQ Prepared. ACEO is assessing whether project can be completed in-house by additional support resources. |
| 10.1.4 | 10.1 | Engage a Commercial Development Specialist to manage complex place-based initiatives. | Acting Chief Executive Officer | 26/27 | | Completed | 100% | Appointment finalised. Commencement date 5 October. |
| 10.1.5 | 10.1 | Complete an Organisational Review to ensure the structure is efficient, effective and appropriately resourced. | HR Coordinator | 27/28 | | Not yet Commenced | 0% | Review had not commenced due to focus on other priorities. |
| 10.1.6 | 10.1 | Develop a Contract Management Plan for leases, resourcing and effective service delivery. | Commercial Development Specialist | 26/27–27/28 | | Underway | 50% | Draft CMP prepared by EMCS and will be handed over to Senior Commercial Advisor. |
| 10.1.7 | 10.1 | Refresh the 10-year Capital Works Program following adoption of updated Asset Management Plans. | Executive Manager Technical Services | 26/27–27/28 | | Update Required | 0% | Will be updated following completion of the new AMP's via the BMCWA appointment |
| 10.1.8 | 10.1 | Develop and embed ERP, electronic records and CRM systems, including online services. | Executive Manager Corporate Services | 26/27–29/30 | | Underway | 10% | Purchase Order issued for ERP Scoping Assessment and development of Tender Package. |
| 10.1.9 | 10.1 | Embed the Privacy and Information Sharing framework in accordance with State legislation. | Executive Manager Corporate Services | 26/27 | | Underway | 50% | Report presented to July ARIC Meeting. |
| 10.1.10 | 10.1 | Re-tender ICT services, including proactive support, hardware and software licences. | Executive Manager Corporate Services | 26/27 | | Underway | 50% | RFT advertised 26 September 2026. Tenders close 6 November 2026. |
| 10.1.11 | 10.1 | Identify services suitable for shared-service agreements with Perth SW Metro Alliance councils. | Acting Chief Executive Officer | Future | | Not Yet Due | 0% | The project is scheduled for a future period. |
| 11.1.1 | 11.1 | Review the Customer Service Charter and document a formal complaints process. | Executive Manager Corporate Services | 27/28 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |
| 11.1.2 | 11.1 | Review and update the Town's customer request management system. | Executive Manager Corporate Services | 27/28 | | Underway | 10% | This project forms part of the ERP replacement project. Combine 11.1.2 with 10.1.8 |
| 11.1.3 | 11.1 | Undertake a Community Perceptions Survey every two years. | Manager Community Engagement & Communications | 27/28 and 29/30 | | Not Yet Due | 0% | First milestone is scheduled for 27/28. |

## 13.3 MONTHLY FINANCIAL REPORT SEPTEMBER 2026

| | |
|---|---|
| **Report Reference Number** | OCR-4427 |
| **Prepared by** | Consultant |
| **Supervised by** | Acting Executive Manager Corporate Services |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple Majority |
| **Documents tabled** | Nil |

**Attachments**

1. Monthly Financial Report

### PURPOSE

The purpose of this report is to present to Council the Monthly Financial Report for the month ended 30 September 2026. 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 amended regulation 34 of the *Local Government (Financial Management) Regulations 1996* to require the Statement of Financial Activity be presented according to nature or type classification.

Regulation 35 also requires local governments to prepare a monthly Statement of Financial Position.

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.

<u>Understanding the Financials</u>

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

a. Favourable variance (F)
b. Unfavourable variance (U)
c. Timing variance (T)

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

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 in 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 a 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 for consideration to amend the budget.

## CONSULTATION

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

## STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of *the Local Government (Financial Management) Regulations 1996* detail the form and way a local government is to prepare its Statement of Financial Activity.

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

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

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

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

As part of the adopted 2026/27 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 2026/27 for reporting material variances shall be:*

- *10% of the amended budget; or*
- *$10,000 of the amended budget,*

*whichever is greater, and 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 Council Plan as follows:

*10.1 Strive for excellence in leadership and governance, including sustainable financial, human resource, asset and risk management.*

## RISK IMPLICATIONS

### RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---|---|---|---|
| Inadequate oversight of the financial position of the Town may result in adverse financial trends | Rare (1) | Major (4) | Low (1-4) | FINANCIAL IMPACT $50,000 - $250,000 | Manage by monthly review of financial statements and key financial information |
| Inadequate monitoring of grant funding and expenditure resulting in incorrect income transfers | Possible (3) | Moderate (3) | Moderate (5-9) | FINANCIAL IMPACT $250,001 - $1,000,000 | Manage by updating the internal grants register and contract liabilities register each month |
| Non-approval of the CEUF grant variation may result in the loss of grant funding for the EFCP battery installation. | Possible (3) | Moderate (3) | Moderate (9) | FINANCIAL IMPACT $250,001 - $1,000,000 | Continue liaison with the funding body, seek formal approval of the variation and monitor potential financial exposure. |

### RISK MATRIX

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

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

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

## RISK RATING

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

## SITE INSPECTION

Not Applicable.

## COMMENT

This report presents the Statement of Financial Activity by Nature for the month ending 30 September 2026.

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

| | Original Budget | Current Budget | YTD Budget | YTD Actual |
|---|---|---|---|---|
| Opening Surplus | 62,837 | 1,455,285 | 1,455,285 | 1,455,285 |
| Operating Revenue | 20,111,416 | 20,100,999 | 13,153,544 | 13,535,899 |
| Operating Expenditure | (21,332,777) | (22,082,679) | (5,422,503) | (5,381,611) |
| Capital Expenditure | (3,270,915) | (4,153,064) | (264,682) | (207,649) |
| Capital Income | 1,113,274 | 1,681,946 | 608,948 | 82,639 |
| Financing Activities | 1,001,222 | 1,148,009 | (20,755) | (38,047) |
| Non-Cash Items | 2,314,943 | 2,314,943 | 591,861 | 600,743 |
| **Closing Surplus/(Deficit)** | **0** | **465,439** | **10,101,698** | **10,047,259** |

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 24 July. The first due date was the 28 August. The Town has raised $12.7 million and receipted $8.2 million (including rates, ESL, other property charges) by the end September, equating to 64.1% of total rates and charges paid.
- The 2025/26 annual financial statement audit is currently underway with the Office of the Auditor General and there may be minor adjustments to the carry forward surplus of $1,455,285 as this finalises.
- As the fixed asset register has not been finalised, no depreciation has been run in 26/27, although a manual accrual entry has been applied to the accounts.
- Capital works has yet to substantially commence in 26/27, although work continues on Wauhop Lighting project and the Solar project with other key projects in the scoping phase. Capital works expenditure year-to-date of $208K has been incurred against a year-to-date budget of $265K.
- Community Energy Upgrades Fund - The Town has sought approval from the Department of Industry, Science and Resources for a variation to the Community Energy Upgrades Fund grant agreement relating to the battery technology installed at East Fremantle Community Park.

  The variation was requested following a review of the suitability and availability of the originally specified technology. While the revised technology is expected to deliver equivalent or improved project outcomes, formal approval of the variation remains outstanding.

The installation has been completed, but there is a risk that the variation may not be approved, potentially impacting the Town's eligibility to receive the associated grant funding. The Town continues to follow up with the funding body to seek formal approval and confirmation of its funding obligations.

- The Town records balance sheet account movements, such as provision of employee leave, interest on lease/ROU at the end of the financial year leading to timing variance during the year; however, these are not considered material.
- East Fremantle Community Park estimated expenses and incomes are presented as separate line items in statement of financial activity.
  - ☐ Other Revenue - Principal Agent Arrangements
  - ☐ Other Expenditure - Principal Agent Arrangements
- EFCP - Principal Agent Arrangements actual result for the period ending July and August 2026 with accruals for September 2026 are incorporated into this report. The net operating subsidy of ($70K) against the year date budget of ($88k) and a full year budget subsidy of ($351K).

The Town's accruals of incomes and expenses are adjusted with available actuals and where actuals are not available, the budgeted incomes and expenses have been accrued.

## CONCLUSION

Council is requested to receive the Monthly Financial Report for the month ended 30 September 2026 as submitted and consider the variation to budgets presented.

## 13.3 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 042010

**OFFICER RECOMMENDATION:**

**Moved Cr Cutter, seconded Cr White**

**That Council:**

1. **receives the Monthly Financial Report for the month ended 30 September 2026, as presented as attachment 1 to this report, inclusive of:**
   - **(i) Statement of Financial Activity by Nature**
   - **(ii) Statement of Comprehensive Income**
   - **(iii) Statement of Financial Position**
   - **(iv) Capital Expenditure Report; and**
2. **notes the unrestricted municipal surplus of $10,047,259 for the month ended 30 September 2026.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

# TOWN OF EAST FREMANTLE

## MONTHLY FINANCIAL REPORT
**(Containing the Statements of Financial Activity and Financial Position)**
**For the period ended 30 September 2026**

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

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## TOWN OF EAST FREMANTLE
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### KEY INFORMATION

**Funding Surplus or Deficit Components**

**Funding surplus / (deficit)**

| | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. $ (b)-(a) |
|---|---|---|---|---|
| Opening | $1.46 M | $1.46 M | $1.46 M | $0.00 M |
| Closing | $0.47 M | $10.10 M | $10.05 M | ($0.05 M) |

Refer to Statement of Financial Activity

**Cash and cash equivalents**

| | $10.99 M | % of total |
|---|---|---|
| Unrestricted Cash | $9.05 M | 82.3% |
| Restricted Cash | $1.95 M | 17.7% |

Refer to 3 - Cash and Cash Investments

**Payables**

| | $2.31 M |
|---|---|
| Trade Payables | $0.23 M |
| Other Payables | $2.08 M |

**Receivables**

| | $0.28 M | % Collected |
|---|---|---|
| Rates Receivable | $4.64 M | 64.1% |
| Trade Receivable | $0.20 M | % Outstanding |
| Current | $0.05 M | 23.7% |
| 30 - 90 days | $0.15 M | 76.3% |
| Over 90 Days | $0.00 M | 0.3% |

Refer to 7 - Receivables

**Key Operating Activities**

**Amount attributable to operating activities**

| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. $ (b)-(a) |
|---|---|---|---|
| $0.33 M | $8.32 M | $8.76 M | $0.43 M |

Refer to Statement of Financial Activity

**Rates Revenue**

| | | |
|---|---|---|
| YTD Actual | $10.62 M | % Variance |
| YTD Budget | $10.62 M | 0.0% |

Refer to 8 - Rate Revenue

**Grants and Contributions**

| | | |
|---|---|---|
| YTD Actual | $0.20 M | % Variance |
| YTD Budget | $0.22 M | (12.5%) |

Refer to 10 - Grants and Contributions

**Fees and Charges**

| | | |
|---|---|---|
| YTD Actual | $0.94 M | % Variance |
| YTD Budget | $0.77 M | 21.7% |

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) |
|---|---|---|---|
| ($2.47 M) | $0.34 M | ($0.13 M) | ($0.47 M) |

Refer to Statement of Financial Activity

**Proceeds on sale**

| | | |
|---|---|---|
| YTD Actual | $0.00 M | % |
| Amended Budget | $0.06 M | (99.4%) |

Refer to 6 - Disposal of Assets

**Asset Acquisition**

| | | |
|---|---|---|
| YTD Actual | $0.21 M | % Spent |
| Amended Budget | $4.15 M | 5.0% |

Refer to 5 - Capital Acquisitions

**Capital Grants**

| | | |
|---|---|---|
| YTD Actual | $0.08 M | % Received |
| Amended Budget | $1.62 M | 5.1% |

Refer to 10 - Grants and Contributions

**Key Financing Activities**

**Amount attributable to financing activities**

| | | | |
|---|---|---|---|
| $1.15 M | ($0.02 M) | ($0.04 M) | ($0.02 M) |

Refer to Statement of Financial Activity

**Borrowings**

| | |
|---|---|
| Principal repayments | $0.00 M |
| Interest expense | $0.02 M |
| Principal due | $4.81 M |

Refer to 9 - Borrowings

**Reserves**

| | |
|---|---|
| Reserves balance | $1.95 M |
| Interest earned | $0.00 M |

Refer to 4 - Cash Reserves

**Report Preparation**

| | |
|---|---|
| Prepared by: | Consultant |
| Reviewed by: | Executive Manager Corporate Services |
| Date Prepared: | 9/10/2026 |

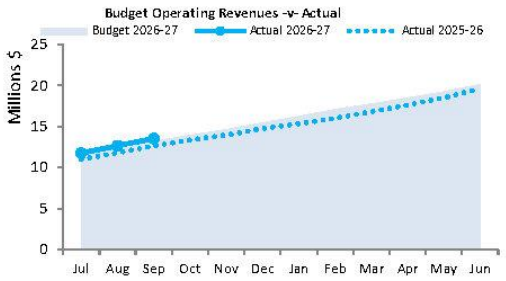
This information is to be read in conjunction with the accompanying Financial Statements and notes.

## TOWN OF EAST FREMANTLE
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

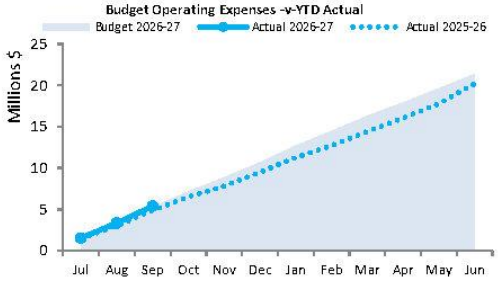
### KEY INFORMATION - GRAPHICAL

**OPERATING ACTIVITIES**

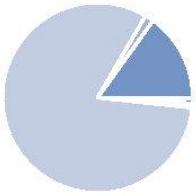
**OPERATING REVENUE**




**OPERATING EXPENSES**

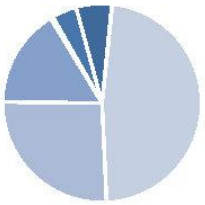



Operating Revenue by Nature & Type



- Rates (81.8%)
- Grants, Subsidies and Contributions (1.5%)
- Fees and Charges (15.2%)
- Interest Revenue (0.9%)
- Other Revenue (0.7%)
- Profit on Disposal of Assets (0.0%)

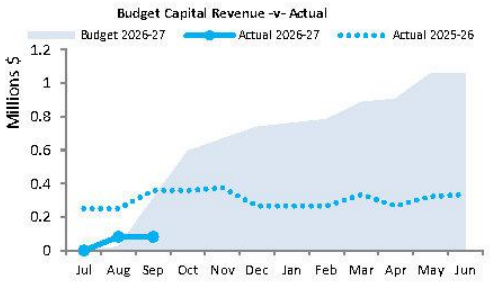
Operating Expenditure by Nature & Type



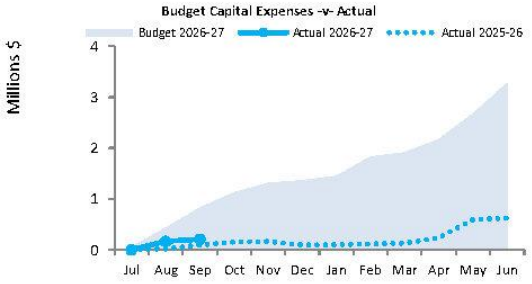
- Employee Costs (47.6%)
- Materials and Contracts (25.9%)
- Depreciation (16.1%)
- Finance Costs (0.4%)
- Insurance (4.0%)
- Other Expenditure (5.8%)
- Loss on Disposal of Assets (0.1%)

**INVESTING ACTIVITIES**

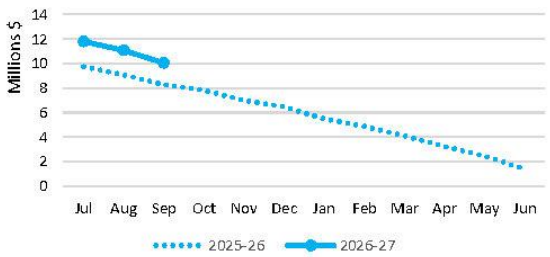
**CAPITAL REVENUE**




**CAPITAL EXPENSES**




**Closing funding surplus / (deficit)**




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

## TOWN OF EAST FREMANTLE
## STATEMENT OF FINANCIAL ACTIVITY
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

| CONSOLIDATED | 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 | 10,631,316 | 10,631,316 | 10,616,910 | 10,618,992 | 2,082 | 0.02% | |
| Grants, subsidies and contributions | 10 | 1,366,311 | 1,355,894 | 223,079 | 195,223 | (27,856) | (12.49%) | ▼ |
| Fees and charges | | 1,970,417 | 1,970,417 | 771,259 | 938,966 | 167,707 | 21.74% | ▲ |
| Interest revenue | | 147,899 | 147,899 | 56,555 | 113,118 | 56,563 | 100.01% | ▲ |
| Other revenue - principal agent arrangements | | 5,676,489 | 5,676,489 | 1,419,123 | 1,578,712 | 159,589 | 11.25% | ▲ |
| Other revenue | | 266,484 | 266,484 | 66,618 | 90,888 | 24,270 | 36.43% | ▲ |
| Profit on asset disposals | 6 | 52,500 | 52,500 | 0 | 0 | 0 | 0.00% | |
| | | **20,111,416** | **20,100,999** | **13,153,544** | **13,535,899** | 382,355 | 2.91% | |
| **Expenditure from operating activities** | | | | | | | | |
| Employee costs | | (6,090,500) | (6,262,501) | (1,722,981) | (1,746,033) | (23,052) | (1.34%) | ▲ |
| Materials and contracts | | (5,121,748) | (5,699,649) | (1,166,646) | (950,031) | 216,615 | 18.57% | ▼ |
| Utility charges | | (403,135) | (403,135) | (95,308) | (65,480) | 29,828 | 31.30% | ▼ |
| Depreciation | | (2,367,443) | (2,367,443) | (591,863) | (591,895) | (32) | (0.01%) | |
| Finance costs | | (255,508) | (255,508) | (15,511) | (15,523) | (12) | (0.08%) | |
| Insurance | | (295,423) | (295,423) | (147,717) | (148,059) | (342) | (0.23%) | |
| Other expenditure - principal agent arrangements | | (6,027,186) | (6,027,186) | (1,506,798) | (1,648,567) | (141,769) | (9.41%) | ▲ |
| Other expenditure | | (771,834) | (771,834) | (175,679) | (212,381) | (36,702) | (20.89%) | ▲ |
| Loss on asset disposals | 6 | 0 | 0 | 0 | (3,642) | (3,642) | 0.00% | |
| | | **(21,332,777)** | **(22,082,679)** | **(5,422,503)** | **(5,381,611)** | 40,892 | 0.75% | |
| Non-cash amounts excluded from operating activities | 2(b) | 2,314,943 | 2,314,943 | 591,861 | 600,743 | 8,882 | 1.50% | |
| **Amount attributable to operating activities** | | **1,093,582** | **333,263** | **8,322,902** | **8,755,031** | 432,129 | 5.19% | |
| **INVESTING ACTIVITIES** | | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 10 | 1,055,774 | 1,624,446 | 608,948 | 82,281 | (526,667) | (86.49%) | ▼ |
| Proceeds from disposal of assets | 6 | 57,500 | 57,500 | 0 | 358 | 358 | 0.00% | |
| Payments for property, plant and equipment | 5 | (965,213) | (1,384,177) | (210,032) | (199,762) | 10,270 | 4.89% | ▼ |
| Payments for construction of infrastructure | 5 | (2,305,702) | (2,768,887) | (54,650) | (7,887) | 46,763 | 85.57% | ▼ |
| **Amount attributable to investing activities** | | **(2,157,641)** | **(2,471,118)** | **344,266** | **(125,010)** | (469,276) | (136.31%) | |
| **FINANCING ACTIVITIES** | | | | | | | | |
| Transfer from reserves | 4 | 1,679,859 | 1,826,646 | 0 | 0 | 0 | 0.00% | |
| Repayment of borrowings | 9 | (165,617) | (165,617) | 0 | 0 | 0 | 0.00% | |
| Payments for principal portion of lease liabilities | | (83,020) | (83,020) | (20,755) | (38,047) | (17,292) | (83.31%) | ▼ |
| Transfer to reserves | 4 | (430,000) | (430,000) | 0 | 0 | 0 | 0.00% | |
| **Amount attributable to financing activities** | | **1,001,222** | **1,148,009** | **(20,755)** | **(38,047)** | (17,292) | (83.31%) | |
| **MOVEMENT IN SURPLUS OR DEFICIT** | | | | | | | | |
| **Surplus or deficit at the start of the financial year** | | 62,837 | 1,455,285 | 1,455,285 | 1,455,285 | 0 | 0.00% | |
| Amount attributable to operating activities | | 1,093,582 | 333,263 | 8,322,902 | 8,755,031 | 432,129 | 5.19% | ▲ |
| Amount attributable to investing activities | | (2,157,641) | (2,471,118) | 344,266 | (125,010) | (469,276) | (136.31%) | ▼ |
| Amount attributable to financing activities | | 1,001,222 | 1,148,009 | (20,755) | (38,047) | (17,292) | (83.31%) | ▼ |
| **Surplus or deficit after imposition of general rates** | | **0** | **465,439** | **10,101,698** | **10,047,259** | (54,439) | (0.54%) | ▼ |

**KEY INFORMATION**

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

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

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

**TOWN OF EAST FREMANTLE**
**STATEMENT OF COMPREHENSIVE INCOME**
**FOR THE PERIOD ENDED 30 SEPTEMBER 2026**

| CONSOLIDATED | NOTE | Original Budget | Current Budget | YTD Budget | YTD Actual |
|---|---|---|---|---|---|
| | | $ | $ | $ | $ |
| **Revenue** | | | | | |
| Rates | 8 | 10,631,316 | 10,631,316 | 10,616,910 | 10,618,992 |
| Grants, subsidies and contributions | 10 | 1,366,311 | 1,355,894 | 223,079 | 195,223 |
| Fees and charges | | 1,970,417 | 1,970,417 | 771,259 | 938,966 |
| Interest revenue | | 147,899 | 147,899 | 56,555 | 113,118 |
| Other revenue - principal agent arrangements | | 5,676,489 | 5,676,489 | 1,419,123 | 1,578,712 |
| Other revenue | | 266,484 | 266,484 | 66,618 | 90,888 |
| | | **20,058,916** | **20,048,499** | **13,153,544** | **13,535,899** |
| **Expenses** | | | | | |
| Employee costs | | (6,090,500) | (6,262,501) | (1,722,981) | (1,746,033) |
| Materials and contracts | | (5,121,748) | (5,699,649) | (1,166,646) | (950,031) |
| Utility charges | | (403,135) | (403,135) | (95,308) | (65,480) |
| Depreciation | | (2,367,443) | (2,367,443) | (591,861) | (591,895) |
| Finance costs | | (255,508) | (255,508) | (15,511) | (15,523) |
| Insurance | | (295,423) | (295,423) | (147,717) | (148,059) |
| Other expenditure - principal agent arrangements | | (6,027,186) | (6,027,186) | (1,506,798) | (1,648,567) |
| Other expenditure | | (771,834) | (771,834) | (175,679) | (212,381) |
| | | **(21,332,777)** | **(22,082,679)** | **(5,422,501)** | **(5,377,969)** |
| | | (1,273,861) | (2,034,180) | 7,731,043 | 8,157,930 |
| Capital grants, subsidies and contributions | 10 | 1,055,774 | 1,624,446 | 608,948 | 82,281 |
| Profit on asset disposals | 6 | 52,500 | 52,500 | 0 | 0 |
| Loss on asset disposals | | 0 | 0 | 0 | (3,642) |
| | | 1,108,274 | 1,676,946 | 608,948 | 78,639 |
| **Total comprehensive income for the period** | | **(165,587)** | **(357,234)** | **8,339,991** | **8,236,569** |

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

## TOWN OF EAST FREMANTLE
## STATEMENT OF FINANCIAL POSITION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

| | Consolidated | General Operations | EFCP | Consolidated |
|---|---|---|---|---|
| | 30 June 2026 | 30 September 2026 | 30 September 2026 | 30 September 2026 |
| | $ | $ | $ | $ |
| **CURRENT ASSETS** | | | | |
| Cash and cash equivalents | 6,484,338 | 10,978,051 | 15,000 | 10,993,051 |
| Trade and other receivables | 405,430 | 4,675,446 | 71,611 | 4,747,057 |
| Inventories | 107,272 | 24,830 | 82,442 | 107,272 |
| Other assets | 151,729 | 55,711 | 4,677 | 60,388 |
| **TOTAL CURRENT ASSETS** | **7,148,769** | **15,734,038** | **173,730** | **15,907,768** |
| **NON-CURRENT ASSETS** | | | | |
| Trade and other receivables | 188,231 | 183,025 | 0 | 183,025 |
| Other financial assets | 155,178 | 155,178 | 0 | 155,178 |
| Property, plant and equipment | 55,719,191 | 54,832,072 | 674,758 | 55,506,830 |
| Infrastructure | 83,829,555 | 83,664,820 | 0 | 83,664,820 |
| Right-of-use assets | 215,334 | 204,185 | 0 | 204,185 |
| **TOTAL NON-CURRENT ASSETS** | **140,107,489** | **139,039,280** | **674,758** | **139,714,038** |
| **TOTAL ASSETS** | **147,256,258** | **154,773,318** | **848,488** | **155,621,806** |
| **CURRENT LIABILITIES** | | | | |
| Trade and other payables | 2,638,391 | 994,817 | 1,712,662 | 2,707,479 |
| Other liabilities | 250,667 | 348,190 | 0 | 348,190 |
| Lease liabilities | 88,718 | 50,668 | 0 | 50,668 |
| Borrowings | 303,506 | 165,618 | 137,888 | 303,506 |
| Employee related provisions | 857,596 | 858,010 | 0 | 858,010 |
| **TOTAL CURRENT LIABILITIES** | **4,138,878** | **2,417,303** | **1,850,550** | **4,267,853** |
| **NON-CURRENT LIABILITIES** | | | | |
| Lease liabilities | 126,425 | 126,427 | 0 | 126,427 |
| Borrowings | 4,506,069 | 4,115,385 | 390,684 | 4,506,069 |
| Employee related provisions | 190,640 | 190,640 | 0 | 190,640 |
| **TOTAL NON-CURRENT LIABILITIES** | **4,823,134** | **4,432,452** | **390,684** | **4,823,136** |
| **TOTAL LIABILITIES** | **8,962,012** | **6,849,755** | **2,241,234** | **9,090,989** |
| **NET ASSETS** | **138,294,246** | **147,923,563** | **(1,392,746)** | **146,530,817** |
| Retained surplus | 53,503,025 | 63,132,340 | (1,392,746) | 61,739,594 |
| Reserve accounts | 1,946,830 | 1,946,830 | 0 | 1,946,830 |
| Revaluation surplus | 82,844,391 | 82,844,393 | 0 | 82,844,393 |
| **TOTAL EQUITY** | **138,294,246** | **147,923,563** | **(1,392,746)** | **146,530,817** |

## TOWN OF EAST FREMANTLE
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 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 2026-27 year is $10,000 or 10.00% whichever is the greater.

| Description | Var. $ | Var. % | Var. | Timing / Permanent | Explanation |
|---|---|---|---|---|---|
| | $ | % | | | |
| **Revenue from operating activities** | | | | | |
| Rates | 2,082 | 0.02% | | Timing | No material variance. |
| Grants, subsidies and contributions | (27,856) | (12.49%) | ▼ | Timing | See Note 10 Grants & Contributions for more detailed information. Direct grant from RRG has been requested, should be received in October. |
| Fees and charges | 167,707 | 21.74% | ▲ | Permanent | Domestic waste charges approximately $150k higher than budgeted. |
| Interest revenue | 56,563 | 100.01% | ▲ | Timing | Timing of interest on rates instalments. |
| Other Revenue - Principal Agent Arrangements | 159,589 | 11.25% | ▲ | Timing | EFCP income and expenditure accruals based on actual and forecast figures provided. |
| Other revenue | 24,270 | 36.43% | ▲ | Timing | No material variance. |
| **Expenditure from operating activities** | | | | | |
| Employee costs | (23,052) | (1.34%) | ▲ | Timing | No material variance. |
| Materials and contracts | 216,615 | 18.57% | ▼ | Timing | No permanent variances noted. Timing in allocated budget cashflows versus actuals. |
| Utility charges | 29,828 | 31.30% | ▼ | Timing | Utility invoices for September 2026 not received at the time of this report. |
| Depreciation | 0 | 0.00% | | Timing | No material variance. |
| Finance costs | (12) | 0.00% | | Timing | No material variance. |
| Insurance | (342) | (0.23%) | | Timing | No material variance. |
| Other Expenditure - Principal Agent Arrangements | (141,769) | (9.41%) | ▲ | Timing | EFCP income and expenditure accruals based on forecast figures provided. |
| Other expenditure | (36,702) | (20.89%) | ▲ | Timing | Fremantle Library contribution budgeted for January incurred YTD, offset by other small timing variances across budgets. |
| **Investing Activities** | | | | | |
| Proceeds from capital grants, subsidies and contributions | (526,667) | (86.49%) | ▼ | Timing | Revenue recognition of grants. See Note 10 Grants & Contributions. |
| Payments for property, plant and equipment | 10,270 | 4.89% | ▼ | Timing | See Note 5 Capital Acquisitions for more detailed information. |
| Payments for construction of infrastructure | 46,763 | 85.57% | ▼ | Timing | See Note 5 Capital Acquisitions for more detailed information. |
| **Financing Activities** | | | | | |
| Transfer from reserves | 0 | 0.00% | | Timing | No variance. |
| Repayment of borrowings | 0 | 0.00% | | Timing | No variance. |
| Payments for principal portion of lease liabilities | (17,292) | (83.31%) | ▼ | Timing | Interest component on lease repayment to be recognised at end of the year process. |
| **Surplus or deficit at the start of the financial year** | 0 | 0.00% | | Timing | No variance. |
| **Surplus or deficit after imposition of general rates** | (54,439) | (0.54%) | ▼ | Timing | Due to variances described above. |

## TOWN OF EAST FREMANTLE
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

| | Note | Current Budget Closing 30 June 2026 | Last Year Closing 30 June 2026 | Year to Date 30 September 2026 |
|---|---|---|---|---|
| **Current assets** | | $ | $ | $ |
| Cash and cash equivalents | 3 | 3,806,774 | 6,484,338 | 10,993,051 |
| Trade and other receivables | | 593,256 | 405,430 | 4,747,057 |
| Inventories | 8 | 82,442 | 107,272 | 107,272 |
| Other assets | | 47,177 | 151,729 | 60,388 |
| | | 4,529,649 | 7,148,769 | 15,907,768 |
| **Less: current liabilities** | | | | |
| Trade and other payables | | (2,659,088) | (2,638,391) | (2,707,479) |
| Other liabilities | | 0 | (250,667) | (348,190) |
| Lease liabilities | | (86,931) | (88,718) | (50,668) |
| Borrowings | 9 | (173,698) | (303,506) | (303,506) |
| Employee related provisions | | (854,938) | (857,596) | (858,010) |
| | | (3,774,655) | (4,138,878) | (4,267,853) |
| **Net current assets** | | **754,994** | **3,009,891** | **11,639,915** |
| **Less: Total adjustments to net current assets** | | (289,555) | (1,554,606) | (1,592,656) |
| **Closing funding surplus / (deficit)** | | **465,439** | **1,455,285** | **10,047,259** |

#### (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* .

| **Non-cash amounts excluded from operating activities** | | Current Budget | YTD Budget | YTD Actual |
|---|---|---|---|---|
| | | $ | $ | |
| **Adjustments to operating activities** | | | | |
| Less: Profit on asset disposals | 6 | (52,500) | 0 | 0 |
| Add: Loss on asset disposals | 6 | 0 | 0 | 3,642 |
| Add: Depreciation | | 2,367,443 | 591,861 | 591,895 |
| **Non-cash movements in non-current assets and liabilities:** | | | | |
| Pensioner deferred rates receivable movement | | 0 | 0 | 5,206 |
| **Total non-cash amounts excluded from operating activities** | | **2,314,943** | **591,861** | **600,743** |

#### (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 2026 | Last Year Closing 30 June 2026 | Year to Date 30 September 2026 |
|---|---|---|---|---|
| | | $ | $ | $ |
| **Adjustments to net current assets** | | | | |
| Less: Reserve accounts | 4 | (550,184) | (1,946,830) | (1,946,830) |
| Add: Current liabilities not expected to be cleared at the end of the year: | | | | |
| - Current portion of borrowings | 9 | 173,698 | 303,506 | 303,506 |
| - Current portion of lease liabilities | | 86,931 | 88,718 | 50,668 |
| **Total adjustments to net current assets** | 2(a) | **(289,555)** | **(1,554,606)** | **(1,592,656)** |

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**TOWN OF EAST FREMANTLE**
**SUPPLEMENTARY INFORMATION**
**FOR THE PERIOD ENDED 30 SEPTEMBER 2026**

## 3 CASH AND CASH INVESTMENTS

| Description | Unrestricted | Restricted | Total Cash | Institution | Risk Rating (LT) | Interest Rate | Maturity Date |
|---|---|---|---|---|---|---|---|
| | $ | $ | $ | | | | |
| **Cash Deposits** | | | | | | | |
| Municipal Bank Account | 1,942,551 | 0 | 1,942,551 | CBA | AA- | 3.50% | At Call |
| Municipal Bonds & Deposits Account | 0 | 0 | 0 | CBA | AA- | 2.50% | At Call |
| Cash On Hand | 600 | 0 | 600 | Petty Cash/Till Float | N/A | 0.00% | On Hand |
| Cash On Hand - EFCP | 15,000 | 0 | 15,000 | EFCP Cash - Consolidation | N/A | 0.00% | On Hand |
| **Term Deposits** | | | | | | | |
| Pooled (Muni, Reserves, Bonds and Grants) | 59,910 | 1,946,830 | 2,006,740 | BENDIGO | A- Divestment | 4.15% | Oct 26 |
| Pooled (Muni, Reserves, Bonds and Grants) | 3,021,584 | 0 | 3,021,584 | BENDIGO | A- Divestment | 4.10% | Oct 26 |
| Pooled (Muni, Reserves, Bonds and Grants) | 2,006,575 | 0 | 2,006,575 | NAB | AA- | 4.65% | Oct 26 |
| Pooled (Muni, Reserves, Bonds and Grants) | 2,000,000 | 0 | 2,000,000 | NAB | AA- | 4.00% | Oct 26 |
| **Total** | **9,046,220** | **1,946,830** | **10,993,050** | | | | |
| | | | | | | | |
| **Comprising** | | | | | | | |
| Cash and cash equivalents | 9,046,220 | 1,946,830 | 10,993,050 | | | | |
| | **9,046,220** | **1,946,830** | **10,993,050** | | | | |

**KEY INFORMATION**
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**Comments/Notes - Investments and Cash Deposits**

| INSTITUTION | $ | (LT) RISK RATING | % |
|---|---|---|---|
| COMMONWEALTH BANK | $1,942,551 | AA- | 18% |
| CBA (GREEN/ESTGD TD) | $0 | AA- | 0% |
| NATIONAL AUST. BANK | $4,006,575 | AA- | 36% |
| SUNCORP | $0 | AA- | 0% |
| BENDIGO | $5,028,324 | A- Divestment | 46% |
| | **$10,977,450** | | **100%** |

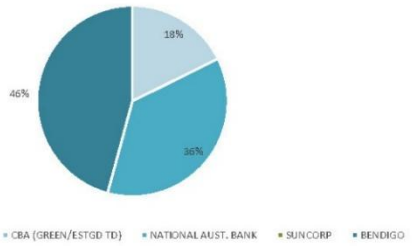
| (LT) RISK RATING | PORTFOLIO LIMIT | $ | % |
|---|---|---|---|
| A+ | MAX 100% | $0 | 0% |
| AA- | MAX 100% | $5,949,126 | 54% |
| AA (GREEN TERM DEPOSITS) | MAX 100% | $0 | 0% |
| A- Divestment | MAX 100% | $5,028,324 | 46% |
| BBB+ (DIVESTMENT) | MAX 80% | $0 | 0% |
| | | **$10,977,450** | 100% |

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

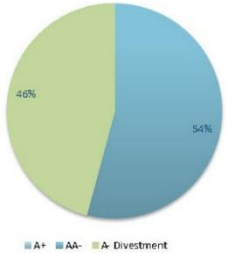
The current monetary policy imposed by the Reserve Bank of Australia (RBA) is driving the interest rate environment.

The Town's investment policy precludes investing in term deposits for more than 12 months.

**Values held by Institution**




**Values held by Risk Rating**



**TOWN OF EAST FREMANTLE**
**SUPPLEMENTARY INFORMATION**
**FOR THE PERIOD ENDED 30 SEPTEMBER 2026**

## 5 CAPITAL ACQUISITIONS

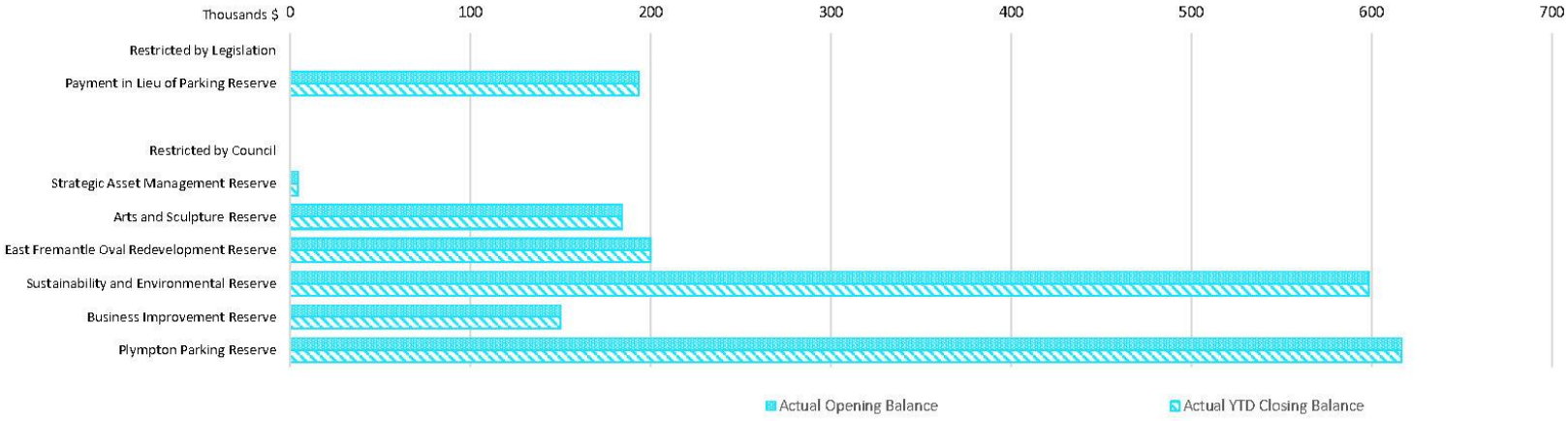
| Account | Description | Adopted Budget | Current Budget | YTD Budget | YTD Actual | Order Value | Total Actual | Variance Current Budget (Under)/Over | Completion | Comments |
|---|---|---|---|---|---|---|---|---|---|---|
| **Plant & Equipment** | | **257,000** | **277,000** | **0** | **0** | **40,548** | **40,548** | **236,452** | **0%** | |
| E11716 | Mitsubushi Triton - single cab parks ute | 37,000 | 37,000 | 0 | 0 | 33,992 | 33,992 | 3,008 | 0% | Order placed. |
| E11720 | Kobota Baroness - oval mower | 150,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 0% | Procurement process underway. |
| E08626 | Honda Super One - EV x 2 (Neighbourhood Link) | 70,000 | 70,000 | 0 | 0 | 0 | 0 | 70,000 | 0% | On hold pending review. |
| J04636 | Upgrade Of Power To EV Charger - Dovenby House | 0 | 20,000 | 0 | 0 | 6,556 | 6,556 | 13,444 | 0% | |
| | | | | | | 0 | | | | |
| **Furniture & Equipment** | | **30,000** | **42,000** | **10,900** | **20,181** | **8,314** | **28,495** | **13,505** | **48%** | |
| E04633 | General Allocation (Photcopier, Computer Monitors) | 30,000 | 30,000 | 7,500 | 16,781 | 0 | 16,781 | 13,219 | 56% | IT Equipment renewal incurred YTD. |
| E14614 | Furniture & Equipment - CCTV Installation - Capex - Administration | 0 | 12,000 | 3,400 | 3,400 | 8,314 | 11,714 | 286 | 28% | Project in delivery phase. |
| **Buildings** | | **678,213** | **1,065,177** | **199,132** | **179,581** | **342,859** | **522,440** | **542,737** | **17%** | |
| J11748 | Solar and Battery Installation East Fremantle Community Park. Solar installation | 398,213 | 676,187 | 179,131 | 179,131 | 331,647 | 510,778 | 165,409 | 26% | Project in delivery phase. |
| J11738 | East Fremantle Community Park - Miscellaneous Works - carryover | 200,000 | 308,990 | 0 | 450 | 9,827 | 10,277 | 298,713 | 0% | Expenditure is incurred over the year as required. |
| J14606 | Buildings - General | 80,000 | 80,000 | 20,001 | 0 | 1,385 | 1,385 | 78,615 | 0% | Scoping for required works is underway. |
| **Infrastructure - roads** | | **1,725,052** | **1,968,237** | **0** | **4,719** | **850** | **5,569** | **1,962,668** | **0%** | |
| J12851 | LCURS road safety interventions | 150,000 | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 0% | Scoping phase nearing completion. |
| J12852 | King Street - George Street to Duke Street | 160,000 | 160,000 | 0 | 0 | 0 | 0 | 160,000 | 0% | Not yet commenced. |
| J12853 | George Street - Shared Space | 805,052 | 805,052 | 0 | 0 | 0 | 0 | 805,052 | 0% | Scoping for required works is underway. |
| J12854 | Riverside Road, adjacent to Towns bund area | 250,000 | 470,115 | 0 | 0 | 0 | 0 | 470,115 | 0% | Pending procurement award of contract. |
| J12850 | Riverside Road (Swan Yacht club to Wayman reserve) | 360,000 | 383,070 | 0 | 4,719 | 850 | 5,569 | 377,501 | 1% | Pending procurement award of contract. |
| **Infrastructure - drainage** | | **15,000** | **15,000** | **0** | **0** | **0** | **0** | **15,000** | **0%** | |
| J12761 | Upgrade Old Pits to SEPs | 15,000 | 15,000 | 0 | 0 | 0 | 0 | 15,000 | 0% | Not yet commenced. |
| **Infrastructure - parks & ovals** | | **426,000** | **646,000** | **20,000** | **3,168** | **74,152** | **77,320** | **568,680** | **0%** | |
| J11728 | Bin Upgrades | 10,000 | 5,000 | 0 | 0 | 0 | 0 | 5,000 | 0% | Not yet commenced. |
| J11729 | Park Benches and Gates | 20,000 | 15,000 | 0 | 0 | 0 | 0 | 15,000 | 0% | Not yet commenced. |
| J11730 | Shade Sail Replacement | 20,000 | 15,000 | 0 | 0 | 0 | 0 | 15,000 | 0% | Not yet commenced. |
| J11675 | Bore pump test/replacements | 45,000 | 45,000 | 0 | 0 | 0 | 0 | 45,000 | 0% | Not yet commenced. To be completed in Q4 2027. |
| J12812 | Flood-lighting Upgrade Wauhop Park - Carryover | 100,000 | 100,000 | 0 | 858 | 74,152 | 75,010 | 24,990 | 1% | Installation pending October 2026. |
| J11747 | Ulrich Playground Replacement - carryover | 120,000 | 355,000 | 0 | 2,310 | 0 | 2,310 | 352,690 | 1% | Grant application submitted. |
| J11725 | John Tonkin Playground - minor urgent replacements | 20,000 | 20,000 | 20,000 | 0 | 0 | 0 | 20,000 | 0% | Required equipment removals completed. Scoping for replacements underway. |
| J11742 | Public Art Installation - East Fremantle Community Park - carryover | 91,000 | 91,000 | 0 | 0 | 0 | 0 | 91,000 | 0% | Project on hold pending Public Arts Committee Forum. |
| **Infrastructure - car parks** | | **20,000** | **20,000** | **0** | **0** | **0** | **0** | **20,000** | **0%** | |
| J12827 | Carparks - General Allocation | 20,000 | 20,000 | 0 | 0 | 0 | 0 | 20,000 | 0% | Not yet commenced. |
| **Infrastructure - footpaths** | | **119,650** | **119,650** | **34,650** | **0** | **0** | **0** | **119,650** | **0%** | |
| J12843 | Riverside Road (North side), adjacent to Wayman Reserve - carryover | 34,650 | 34,650 | 34,650 | 0 | 0 | 0 | 34,650 | 0% | Pending procurement award of contract. |
| J12846 | Canning Hwy (north side), between Windsor Street and Gill Street | 45,000 | 45,000 | 0 | 0 | 0 | 0 | 45,000 | 0% | Not yet commenced. |
| J12847 | Canning Hwy (north side), between Gill Street and Walter Street | 40,000 | 40,000 | 0 | 0 | 0 | 0 | 40,000 | 0% | Not yet commenced. |
| | | **3,270,915** | **4,153,064** | **264,682** | **207,649** | **466,724** | **674,373** | **3,478,691** | **5%** | |

- Total Actual < Current Budget
- No Current Budget
- No YTD Actual
- Complete

## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 4 RESERVE ACCOUNTS

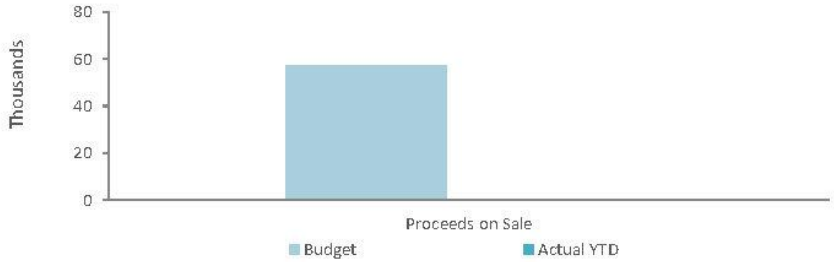
| | Original Budget | | | | Current Budget | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Reserve name | Budget Opening Balance | Budget Transfers In (+) | Budget Transfers Out (-) | Budget Closing Balance | Actual Opening Balance | Budget Transfers In (+) | Budget Transfers Out (-) | Budget Closing Balance | Actual Opening Balance | Actual Transfers In (+) | Actual Transfers Out (-) | Actual YTD Closing Balance |
| | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| **Restricted by Legislation** | | | | | | | | | | | | |
| Payment in Lieu of Parking Reserve | 188,385 | 0 | (188,385) | 0 | 193,435 | 0 | (188,385) | 5,050 | 193,435 | 0 | 0 | 193,435 |
| **Restricted by Council** | | | | | | | | | | | | |
| Strategic Asset Management Reserve | 4,275 | 0 | 0 | 4,275 | 4,275 | 0 | 0 | 4,275 | 4,275 | 0 | 0 | 4,275 |
| Arts and Sculpture Reserve | 184,164 | 45,000 | (91,000) | 138,164 | 184,164 | 45,000 | (91,000) | 138,164 | 184,164 | 0 | 0 | 184,164 |
| East Fremantle Oval Redevelopment Reserve | 200,000 | 0 | (200,000) | 0 | 200,000 | 0 | (200,000) | 0 | 200,000 | 0 | 0 | 200,000 |
| Sustainability and Environmental Reserve | 474,549 | 335,000 | (583,807) | 225,742 | 598,289 | 335,000 | (730,594) | 202,695 | 598,289 | 0 | 0 | 598,289 |
| Business Improvement Reserve | 150,000 | 50,000 | 0 | 200,000 | 150,000 | 50,000 | 0 | 200,000 | 150,000 | 0 | 0 | 150,000 |
| Plympton Parking Reserve | 616,667 | 0 | (616,667) | 0 | 616,667 | 0 | (616,667) | 0 | 616,667 | 0 | 0 | 616,667 |
| | **1,818,040** | **430,000** | **(1,679,859)** | **568,181** | **1,946,830** | **430,000** | **(1,826,646)** | **550,184** | **1,946,830** | **0** | **0** | **1,946,830** |



## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 6 DISPOSAL OF ASSETS

| | | Current Budget | | | | YTD Actual | | | |
|---|---|---|---|---|---|---|---|---|---|
| Asset Ref. | Asset description | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | $ | $ | $ | $ | $ | $ | $ | $ |
| 1GDV-315 | Ford Ranger Single Cab Auto Diesel 4x2 | 0 | 12,500 | 12,500 | 0 | 0 | 0 | 0 | 0 |
| 1GYB-393 | Kobota Baroness GM2800B-30 | 5,000 | 25,000 | 20,000 | 0 | 0 | 0 | 0 | 0 |
| 1GBT-981 | Toyota Camry Altise | 0 | 8,000 | 8,000 | 0 | 0 | 0 | 0 | 0 |
| 1GCQ-228 | 2016 Toyota Tarago Van | 0 | 12,000 | 12,000 | 0 | 0 | 0 | 0 | 0 |
| PE285 | VMS Trailer Sign | 0 | 0 | 0 | 0 | 4,000 | 358 | 0 | (3,642) |
| | | **5,000** | **57,500** | **52,500** | **0** | **4,000** | **358** | **0** | **(3,642)** |



## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

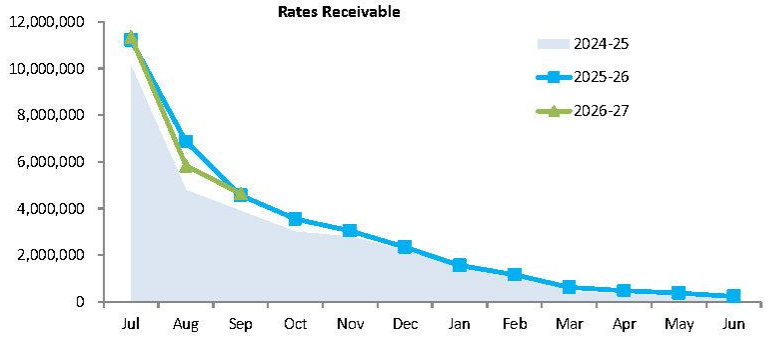
### 7 TRADE AND OTHER RECEIVABLES

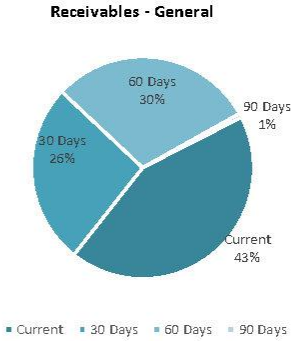
| Rates receivable | 30 Jun 2026 | 30 Sep 2026 |
|---|---|---|
| | $ | $ |
| Opening arrears previous years | 114,004 | 156,648 |
| Levied this year | 12,148,768 | 12,700,075 |
| Less - collections to date | (12,106,124) | (8,243,337) |
| **Gross rates collectable** | **156,648** | **4,613,385** |
| Excess rates paid | 81,495 | 29,630 |
| **Net rates collectable** | **238,143** | **4,643,015** |
| | | |
| *% Gross Collected* | *98.7%* | *64.1%* |
| *% Gross Outstanding* | *1.3%* | *35.9%* |

| Trade and Other Receivables | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|---|---|---|---|---|
| | $ | $ | $ | $ | $ |
| Receivables - general | 46,298 | 28,297 | 32,091 | 657 | 107,343 |
| Receivables - infringements | 0 | 0 | 0 | 0 | 88,195 |
| Receviables - agreements | 0 | 0 | 0 | 0 | 49,994 |
| ESL / Pensioner Rebates | 0 | 0 | 0 | 0 | 19,050 |
| ATO - GST | 0 | 0 | 0 | 0 | 31,073 |
| **Total Trade and Other Receivables outstanding** | | | | | **295,655** |
| Allowance for credit losses of other receivables | 0 | 0 | 0 | 0 | (15,220) |
| **Total Trade and Other Receivables (Excluding Rates Receivables)** | | | | | **280,435** |

Amounts shown above include GST (where applicable)

*Excludes opening balance EFCP consolidated Trade and Other Receivables of $70,220*



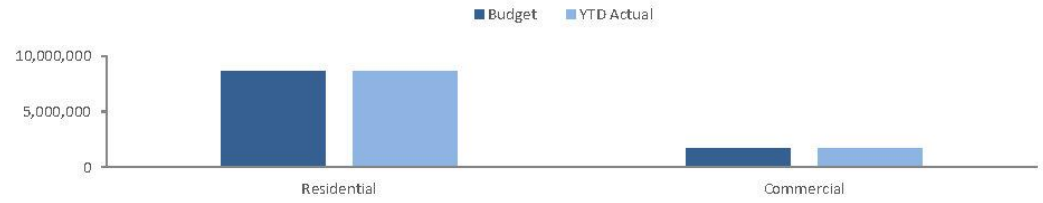



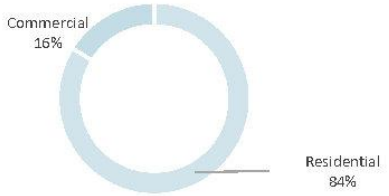
## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 8 RATE REVENUE

**General rate revenue**

| RATE TYPE | Rate in $ (cents) | Number of Properties | Rateable Value | Rate Revenue | Current Budget Reassessed Rate Revenue | Total Revenue | YTD Actual Rate Revenue | YTD Actual Reassessed Rate Revenue | YTD Actual Total Revenue |
|---|---|---|---|---|---|---|---|---|---|
| | | | | $ | $ | $ | $ | $ | $ |
| **Gross rental value** | | | | | | | | | |
| Residential | 0.066493 | 3,060 | 129,123,290 | 8,583,713 | 14,406 | 8,598,119 | 8,585,795 | 0 | 8,585,795 |
| Commercial | 0.125530 | 119 | 13,262,290 | 1,664,815 | 0 | 1,664,815 | 1,664,815 | 0 | 1,664,815 |
| **Sub-Total** | | **3,179** | **142,385,580** | **10,248,528** | **14,406** | **10,262,934** | **10,250,610** | **0** | **10,250,610** |
| **Minimum payment** | **Minimum Payment $** | | | | | | | | |
| **Gross rental value** | | | | | | | | | |
| Residential | 1,442.00 | 245 | 4,610,180 | 353,290 | 0 | 353,290 | 353,290 | 0 | 353,290 |
| Commercial | 2,156.00 | 7 | 97,210 | 15,092 | 0 | 15,092 | 15,092 | 0 | 15,092 |
| **Sub-total** | | **252** | **4,707,390** | **368,382** | **0** | **368,382** | **368,382** | **0** | **368,382** |
| **Total** | | | | | | **10,631,316** | | | **10,618,992** |



## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 9 BORROWINGS

**Repayments - borrowings**

| Information on borrowings | | | New Loans | | Principal Repayments | | Principal Outstanding | | Finance Costs | |
|---|---|---|---|---|---|---|---|---|---|---|
| Particulars | Loan No. | 1 July 2026 | Actual | Current Budget | Actual | Current Budget | Actual | Current Budget | Actual | Current Budget |
| | | $ | $ | $ | $ | $ | $ | $ | $ | $ |
| EF Oval Precinct Redevelopment | 185 | 4,418,891 | 0 | 0 | 0 | (165,617) | 4,418,891 | 4,253,274 | 15,523 | 242,111 |
| EF Community Park - Equipment loan EFCP | | 390,684 | 0 | 0 | 0 | 0 | 390,684 | 390,684 | 0 | 0 |
| **Total** | | **4,809,575** | **0** | **0** | **0** | **(165,617)** | **4,809,575** | **4,643,958** | **15,523** | **242,111** |
| Current borrowings | | 303,506 | | | | | 303,506 | | | |
| Non-current borrowings | | 4,506,069 | | | | | 4,506,069 | | | |
| | | **4,809,575** | | | | | **4,809,575** | | | |

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materiallly different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 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 | Untied - General Purpose | 191,670 | 42,804 | 10,701 | 10,701 |
| Grants Commission - Roads | WALGGC | Untied - Road | 85,665 | 13,432 | 3,358 | 3,358 |
| **Education and Welfare** | | | | | | |
| Commonwealth Home Support Programme | Commonwealth Dep. Health | Commonwealth Home Support Programme | 724,076 | 724,076 | 181,020 | 181,164 |
| **Recreation and Culture** | | | | | | |
| Urban Canopy Grant Program | WALGA | Implementation of urban canopy program | 20,000 | 20,000 | 0 | 0 |
| Riverbank Grant Funding | Foreshore Management Reserve | Wayman Riverwall Stage 1 | 300,000 | 300,000 | 0 | 0 |
| **Community Amenities** | | | | | | |
| Bus Shelter - Maintenance Assistance Scheme | Public Transport Authority | Bus Shelter Maintenance | 4,100 | 4,100 | 0 | 0 |
| Foreshore Restoration and Bank Staibilisation | Coastwest | W Wayman Reserve Foreshore Restoration | 0 | 22,500 | 0 | 0 |
| **Transport** | | | | | | |
| Direct Grant | Main Roads | Direct Grant | 28,000 | 28,000 | 28,000 | 0 |
| Street Lighting Subsidy | Main Roads | Street Lighting Subsidy | 4,800 | 4,800 | 0 | 0 |
| Stirling Bridge Verge Maintenance Agreement | Main Roads | Stirling Highway Verge Maint. Agreement | 8,000 | 8,000 | 0 | 0 |
| WA Tree Recovery Round 2 Grant Program | DWER | Tree planting | 0 | 22,500 | 0 | 0 |
| PSHB Support Scheme | DPIRD | Polyphagous Shot Hole Borer support | 0 | 165,682 | 0 | 0 |
| | | | **1,366,311** | **1,355,894** | **223,079** | **195,223** |

### 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** | | | | $ | $ | $ |
| Fremantle Womens Soccer Club Refurb | State Government | Election Commitment - Flood Lighting Upgrade Wauhop Park | 100,000 | 100,000 | 0 | 0 |
| Community Energy Fund | Fed. Dept. of Industry, Science and Resources | Solar and Battery Installation | 199,107 | 338,094 | 82,281 | 82,281 |
| Lotterywest Community Grant | Lotterywest | Ulrich Playground Replacement | 0 | 186,500 | 0 | 0 |
| **Transport** | | | | | | |
| Regional Road Group | Main Roads WA | Road Renewal - Riverside Road | 406,667 | 568,790 | 406,667 | 0 |
| Roads to Recovery | Department of Infrastructure | Road Renewal - Riverside Road | 200,000 | 281,062 | 120,000 | 0 |
| LCURS Road Safety Grant | Main Roads | George Street - Shared Space | 150,000 | 150,000 | 0 | 0 |
| | | | **1,055,774** | **1,624,446** | **608,948** | **82,281** |

## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 11 BUDGET AMENDMENTS

Amendments to original budget since budget adoption.

| Description | Date | Increase / (Decrease) to Net Surplus | Current Budget Surplus/ (Deficit) Running Balance |
|---|---|---|---|
| | | $ | $ |
| **Annual Budget Adoption - Closing Surplus/(Deficit)** | | | 0 |
| **26/27 Budget Opening Surplus / (Deficit)** | 15 Sep 26 | 1,392,448 | 1,392,448 |
| 26/27 Actual B/F Surplus / (Deficit) - $62,837 | | | |
| 26/27 Actual B/F Surplus / (Deficit) - $1,455,285 | | | |
| **Budget variations including carry forwards** | | | |
| Operating revenue | 15 Sep 26 | (10,417) | 1,382,031 |
| Operating expenditure | 15 Sep 26 | (718,902) | 663,129 |
| Capital expenditure | 15 Sep 26 | (913,149) | (250,020) |
| Non-operating revenue | 15 Sep 26 | 568,672 | 318,652 |
| Transfers from reserves | 15 Sep 26 | 146,787 | 465,439 |
| | | **465,439** | **465,439** |

## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 12 STATEMENT OF FINANCIAL ACTIVITY

### GENERAL OPERATIONS

| | 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 | 10,631,316 | 10,631,316 | 10,616,910 | 10,618,992 | 2,082 | 0.02% | ▼ |
| Grants, subsidies and contributions | 10 | 1,366,311 | 1,355,894 | 223,079 | 195,223 | (27,856) | (12.49%) | ▼ |
| Fees and charges | | 1,970,417 | 1,970,417 | 771,259 | 938,966 | 167,707 | 21.74% | ▲ |
| Interest revenue | | 147,899 | 147,899 | 56,555 | 113,118 | 56,563 | 100.01% | ▲ |
| Other revenue | | 266,484 | 266,484 | 66,618 | 90,888 | 24,270 | 36.43% | ▲ |
| Profit on asset disposals | 6 | 52,500 | 52,500 | 0 | 0 | 0 | 0.00% | |
| | | **14,434,927** | **14,424,510** | **11,734,421** | **11,957,187** | 222,766 | 1.90% | |
| **Expenditure from operating activities** | | | | | | | | |
| Employee costs | | (6,090,500) | (6,262,501) | (1,722,981) | (1,745,970) | (22,989) | (1.33%) | ▲ |
| Materials and contracts | | (5,121,748) | (5,699,649) | (1,166,646) | (948,348) | 218,298 | 18.71% | ▼ |
| Utility charges | | (403,135) | (403,135) | (95,308) | (65,480) | 29,828 | 31.30% | ▼ |
| Depreciation | | (2,367,443) | (2,367,443) | (591,863) | (591,895) | (32) | (0.01%) | |
| Finance costs | | (13,397) | (13,397) | 0 | 0 | 0 | 0.00% | |
| Insurance | | (295,423) | (295,423) | (147,717) | (148,059) | (342) | (0.23%) | |
| Other expenditure | | (771,834) | (771,834) | (175,679) | (212,381) | (36,702) | (20.89%) | ▲ |
| Loss on asset disposals | 6 | 0 | 0 | 0 | (3,642) | (3,642) | 0.00% | |
| | | **(15,063,480)** | **(15,813,382)** | **(3,900,194)** | **(3,715,775)** | 184,419 | 4.73% | |
| Non-cash amounts excluded from operating activities | 2(b) | 2,314,943 | 2,314,943 | 591,861 | 600,743 | 8,882 | 1.50% | |
| **Amount attributable to operating activities** | | **1,686,390** | **926,071** | **8,426,088** | **8,842,155** | 416,067 | 4.94% | |
| **INVESTING ACTIVITIES** | | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 10 | 856,667 | 1,286,352 | 526,667 | 0 | (526,667) | (100.00%) | ▼ |
| Proceeds from disposal of assets | 6 | 57,500 | 57,500 | 0 | 358 | 358 | 0.00% | |
| Payments for property, plant and equipment | 5 | (367,000) | (399,000) | (30,901) | (20,181) | 10,720 | 34.69% | ▼ |
| Payments for construction of infrastructure | 5 | (2,305,702) | (2,768,887) | (54,650) | (7,887) | 46,763 | 85.57% | ▼ |
| **Amount attributable to investing activities** | | **(1,758,535)** | **(1,824,035)** | **441,116** | **(27,710)** | (468,826) | (106.28%) | |
| **FINANCING ACTIVITIES** | | | | | | | | |
| Transfer from reserves | 4 | 1,280,753 | 1,288,553 | (96,850) | 0 | 96,850 | 100.00% | ▲ |
| Payments for principal portion of lease liabilities | | (83,020) | (83,020) | (20,755) | (38,047) | (17,292) | (83.31%) | ▼ |
| Transfer to reserves | 4 | (430,000) | (430,000) | 0 | 0 | 0 | 0.00% | |
| **Amount attributable to financing activities** | | **767,733** | **775,533** | **(117,605)** | **(38,047)** | 79,558 | 67.65% | |
| **MOVEMENT IN SURPLUS OR DEFICIT** | | | | | | | | |
| **Surplus or deficit at the start of the financial year** | | (588,579) | 1,455,285 | 1,455,285 | 1,455,285 | 0 | 0.00% | |
| Amount attributable to operating activities - general | | 1,686,390 | 926,071 | 8,426,088 | 8,842,155 | 416,067 | 4.94% | ▲ |
| Amount attributable to investing activities - general | | (1,758,535) | (1,824,035) | 441,116 | (27,710) | (468,826) | (106.28%) | ▼ |
| Amount attributable to financing activities - general | | 767,733 | 775,533 | (117,605) | (38,047) | 79,558 | 67.65% | ▲ |
| **Surplus or deficit after imposition of general rates** | | **107,009** | **1,332,854** | **10,204,884** | **10,231,683** | 26,799 | 0.26% | ▲ |

**KEY INFORMATION**

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

## TOWN OF EAST FREMANTLE
## SUPPLEMENTARY INFORMATION
## FOR THE PERIOD ENDED 30 SEPTEMBER 2026

### 13 STATEMENT OF FINANCIAL ACTIVITY
### EAST FREMANTLE COMMUNITY PARK (EFCP)

| | Note | Original Budget | Current Budget | YTD Budget | YTD Actual | Variance* $ | Variance* % | Var. |
|---|---|---|---|---|---|---|---|---|
| | | (a) | (a) | (b) | (c) | (c) - (b) | ((c) - (b))/(b) | |
| | | $ | $ | $ | $ | $ | % | |
| **OPERATING ACTIVITIES** | | | | | | | | |
| **Revenue from operating activities** | | | | | | | | |
| Other revenue - principal agent arrangements | | 5,676,489 | 5,676,489 | 1,419,123 | 1,578,712 | 159,589 | 11% | ▲ |
| | | **5,676,489** | **5,676,489** | **1,419,123** | **1,578,712** | 159,589 | 11% | |
| **Expenditure from operating activities** | | | | | | | | |
| Employee costs | | 0 | 0 | 0 | (63) | (63) | 0% | |
| Materials and contracts | | 0 | 0 | 0 | (1,683) | (1,683) | 0% | |
| Finance costs | | (242,111) | (242,111) | (15,511) | (15,523) | (12) | 0% | |
| Other expenditure - principal agent arrangements | | (6,027,186) | (6,027,186) | (1,506,798) | (1,648,567) | (141,769) | -9% | ▼ |
| | | **(6,269,297)** | **(6,269,297)** | **(1,522,309)** | **(1,665,836)** | (143,527) | -9% | |
| Non-cash amounts excluded from operating activities | 2(b) | 0 | 0 | 0 | **0** | 0 | 0.00% | |
| **Amount attributable to operating activities** | | **(592,808)** | **(592,808)** | **(103,186)** | **(87,124)** | 16,062 | 16% | |
| **INVESTING ACTIVITIES** | | | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 10 | 199,107 | 338,094 | 82,281 | 82,281 | 0 | 0% | |
| Payments for property, plant and equipment | 5 | (598,213) | (985,177) | (179,131) | (179,581) | (450) | 0% | |
| **Amount attributable to investing activities** | | **(399,106)** | **(647,083)** | **(96,850)** | **(97,300)** | (450) | 0% | |
| **FINANCING ACTIVITIES** | | | | | | | | |
| Transfers from reserves | 4 | 399,106 | 538,093 | 96,850 | 0 | (96,850) | -100% | ▼ |
| Repayment of borrowings | 9 | (165,617) | (165,617) | 0 | 0 | 0 | 0% | |
| **Amount attributable to financing activities** | | **233,489** | **372,476** | **96,850** | **0** | (96,850) | -100% | |
| **MOVEMENT IN SURPLUS OR DEFICIT CONSOLIDATED SUMMARY** | | | | | | | | |
| **Surplus or deficit at the start of the financial year** | | 62,837 | 1,455,285 | 1,455,285 | 1,455,285 | 0 | 0% | |
| Amount attributable / net result for EFCP | | (758,425) | (867,415) | (103,186) | (184,424) | (81,238) | -79% | ▼ |
| Amount attributable to operating activities - general | | 1,686,390 | 926,071 | 8,426,088 | 8,842,155 | 16,062 | 5% | ▲ |
| Amount attributable to investing activities - general | | (1,758,535) | (1,824,035) | 441,116 | (27,710) | (450) | -106% | ▼ |
| Amount attributable to financing activities - general | | 767,733 | 775,533 | (117,605) | (38,047) | (96,850) | 68% | ▼ |
| **Surplus or deficit after imposition of general rates** | | **0** | **465,439** | **10,101,698** | **10,047,259** | (54,439) | -1% | ▼ |

**KEY INFORMATION**

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

## 13.4 ACCOUNTS FOR PAYMENT SEPTEMBER 2026

| | |
|---|---|
| **Report Reference Number** | OCR-4441 |
| **Prepared by** | Accountant |
| **Supervised by** | Executive Manager Corporate Services |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple Majority |
| **Documents tabled** | Nil |

**Attachments**

1. List of accounts September 2026 (Public)
2. List of accounts September 2026 (Elected Members – Confidential)
3. Ampol invoice August 2026

### PURPOSE

That Council, in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments made under delegated authority for the month ending 30 September 2026.

### EXECUTIVE SUMMARY

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires Council to receive a monthly list of payments made under delegated authority. This report presents payments made from 1 September to 30 September 2026 (inclusive of GST) for Council's noting and receipt.

### BACKGROUND

The Chief Executive Officer has delegated authority to make payments from the Municipal and Trust Accounts in accordance with budget allocations. Payments are processed primarily by electronic funds transfer (EFT), with limited use of cheques, direct debits, credit cards, reimbursements and refunds. Payments have been processed in accordance with delegated authority and internal financial controls, including invoice verification and approval workflows. Itemised lists of payments made under delegated authority during the period are provided as attachments.

### CONSULTATION

Not required for this administrative reporting item.

### STATUTORY ENVIRONMENT

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires local governments to prepare a monthly list of payments made under delegated authority and present that list to Council.

Regulation 13(1) requires the list to include:

- the payee's name;
- the amount of the payment;
- the date of the payment; and
- sufficient information to identify the transaction.

In response to an external audit finding and subsequent internal review, the public agenda attachment has been modified to remove detailed invoice descriptions from cheque and EFT payments. The revised list retains the payment reference, payment date, payee name and payment amount, which is considered sufficient to identify each payment transaction for the purposes of regulation 13(1).

A more detailed internal copy of the payment listing will continue to be available to Elected Members to support scrutiny and governance oversight, while any public request for additional transaction information will be managed through the Town's normal inspection, public question time or information access processes.

Regulation 13A separately requires monthly reporting of payments made using purchasing cards, including corporate credit cards and fuel cards. These transactions are to be presented with the payee, amount, date and sufficient information to identify the payment.

## POLICY IMPLICATIONS

Policy 2.1.3 Purchasing applies. Supplier payments are approved under delegated authority and in accordance with 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

The accounts for payment report supports Council's commitment to financial accountability and transparency by providing oversight of expenditure and ensuring payments are made in accordance with the adopted budget and relevant legislative requirements.

10.1 Strive for excellence in leadership and governance, including sustainable financial, human resource, asset and risk management.

## 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 |
| That excessive payment detail is publicly disclosed, increasing exposure to payment fraud or privacy-related risk | Rare (1) | Moderate (3) | Low (1-4) | COMPLIANCE Minor regulatory or statutory impact | Accept Officer Recommendation |

## RISK MATRIX

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

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

## RISK RATING

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

## SITE INSPECTION

N/A

## COMMENT

The Town's recent Financial Management, Risk Management, Internal Controls and Legislative Compliance review identified that the information included in the monthly list of payments exceeds the prescribed requirements of regulations 13 and 13A, and that the level of detail historically included in the public attachment may increase exposure to payment fraud or privacy-related risk. Internal review of the matter concluded that the payment transaction, rather than each underlying invoice line, should be the focus of the public reporting requirement.

The public agenda attachment has therefore been streamlined for cheque and EFT payments by removing the description column and retaining the payment reference, date, payee and amount. Purchasing card transactions will continue to be reported separately in accordance with regulation 13A, as these require sufficient information to identify each card payment. This approach balances statutory transparency with the need to minimise unnecessary disclosure of operational payment detail.

Significant payments for the period are listed below.

| Payee | Amount (GST inc) |
|---|---|
| DEPARTMENT OF FIRE AND EMERGENCY SERVICES | $462,216.87 |
| FOCUS NETWORKS | $40,453.59 |
| VEOLIA RECYCLING & RECOVERY (FORMALY SUEZ) | $35,623.68 |
| VEOLIA RECYCLING & RECOVERY (PERTH) | $29,537.52 |
| SYNERGY | $22,649.03 |
| PJA HOLDINGS (AUSTRALIA) | $18,178.60 |

| | |
|---|---|
| ARBORCARBON PTY LTD | $16,830.00 |
| PERDAMAN ADVANCED ENERGY PTY LTD | $16,026.00 |
| SOURCE BUSINESS PARTNERS | $15,399.45 |

## CONCLUSION

Receipt of the payments list satisfies Council's governance and reporting obligations under regulation 13(1).

## 13.4 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 052010

**OFFICER RECOMMENDATION:**

**Moved Cr Boyd, seconded Cr Cutter**

**That Council in accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, receives the list of payments made under delegated authority for the month ended 30 September 2026.**

| September 2026 | | |
|---|---|---|
| **Voucher No.** | **Account** | **Amount** |
| **Cheque** | **Municipal (Cheques)** | **$0.00** |
| **EFT 41622— 41733** | **Municipal (EFT)** | **$862,720.71** |
| **Payroll** | **Municipal (EFT)** | **$591,199.39** |
| | **Municipal (Direct Debit)** | **$2,144,769.65** |
| | **Credit Card** | **$7,789.40** |
| | **Total Payments** | **$3,612,191.04** |

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

**TOWN OF EAST FREMANTLE**

List of Accounts paid by the Chief Executive for September 2026 submitted for the information of the Council Meeting to be held on Tuesday 20 October 2026

| Cheque | Payment Date | Supplier | Cheque |
|---|---|---|---|
| | | | - |
| | | | |
| **EFTS** | | **Supplier** | **EFT** |
| EFT41622 | 09/09/2026 | AUSTRALIA POST | 2,087.38 |
| EFT41623 | 09/09/2026 | BUNNINGS BLDG SUPPLIES LTD | 831.48 |
| EFT41624 | 09/09/2026 | BOC LIMITED | 23.91 |
| EFT41625 | 09/09/2026 | CITY OF COCKBURN | 2,350.00 |
| EFT41626 | 09/09/2026 | FREMANTLE HERALD | 973.00 |
| EFT41627 | 09/09/2026 | READYTECH | 275.00 |
| EFT41628 | 09/09/2026 | MCLEODS | 1,945.90 |
| EFT41629 | 09/09/2026 | MELVILLE TOYOTA | 519.37 |
| EFT41630 | 09/09/2026 | OPTUS ADMINISTRATION PTY LTD | 129.99 |
| EFT41631 | 09/09/2026 | TELSTRA LIMITED | 160.99 |
| EFT41632 | 09/09/2026 | SYNERGY | 22,649.03 |
| EFT41633 | 09/09/2026 | FORESTVALE TREES | 1,866.70 |
| EFT41634 | 09/09/2026 | WATERLOGIC AUSTRALIA PTY LTD | 238.15 |
| EFT41635 | 09/09/2026 | DEPARTMENT OF FIRE AND EMERGENCY SERVICES | 462,216.87 |
| EFT41636 | 09/09/2026 | JTAGZ PTY LTD | 294.25 |
| EFT41637 | 09/09/2026 | STRATA GREEN | 2,265.49 |
| EFT41638 | 09/09/2026 | WOOLWORTHS GROUP LIMITED | 271.88 |
| EFT41639 | 09/09/2026 | DAVID GRAY & CO. PTY LTD | 3,142.66 |
| EFT41640 | 09/09/2026 | LANDSCAPE YARD O'CONNOR | 3,224.00 |
| EFT41641 | 09/09/2026 | SEEK LIMITED | 407.00 |
| EFT41642 | 09/09/2026 | FOCUS NETWORKS | 40,453.59 |
| EFT41643 | 09/09/2026 | MACKAY URBAN DESIGN | 1,925.00 |
| EFT41644 | 09/09/2026 | ENVIRO SWEEP | 4,981.06 |
| EFT41645 | 09/09/2026 | SONIC HEALTH PLUS | 277.20 |
| EFT41646 | 09/09/2026 | APARC AUSTRALIAN PARKING & REVENUE CONTROL PTY LTD | 424.24 |
| EFT41647 | 09/09/2026 | ARBORCARBON PTY LTD | 16,830.00 |
| EFT41648 | 09/09/2026 | REPEAT PLASTICS (WA) | 1,254.00 |
| EFT41649 | 09/09/2026 | VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ) | 929.24 |
| EFT41650 | 09/09/2026 | H DICKSON | 56.00 |
| EFT41651 | 09/09/2026 | THE FRUIT BOX GROUP | 317.24 |
| EFT41652 | 09/09/2026 | GRACE RECORDS MANAGEMENT (AUSTRALIA) | 4,654.58 |
| EFT41653 | 09/09/2026 | RICHGRO | 4,693.70 |
| EFT41654 | 09/09/2026 | FRESH PROVISIONS BICTON | 285.00 |
| EFT41655 | 09/09/2026 | KYOCERA DOCUMENT SOLUTIONS | 173.01 |
| EFT41656 | 09/09/2026 | M2M ONE PTY LTD | 24.20 |
| EFT41657 | 09/09/2026 | VOCUS (FORMALLY TPG) | 1,491.10 |
| EFT41658 | 09/09/2026 | J ENGLAND | 3.25 |
| EFT41659 | 09/09/2026 | K MCDONALD | 20.00 |
| EFT41660 | 09/09/2026 | EFTSURE PTY LTD | 8,025.60 |
| EFT41661 | 09/09/2026 | JACKSON MCDONALD BARRISTERS & SOLICITORS | 11,672.20 |
| EFT41662 | 09/09/2026 | R TETI | 32.90 |
| EFT41663 | 09/09/2026 | P TSEN | 39.50 |
| EFT41664 | 09/09/2026 | A CONNELL | 120.00 |
| EFT41665 | 09/09/2026 | ILLION TENDERLINK | 181.50 |
| EFT41666 | 09/09/2026 | S DOUGLAS | 20.00 |
| EFT41667 | 09/09/2026 | SYDNEY TOOLS | 95.00 |
| EFT41668 | 09/09/2026 | SOUTHERN BINS PTY LTD | 1,590.00 |
| EFT41669 | 09/09/2026 | BING TECHNOLOGIES PTY LTD | 51.98 |
| EFT41670 | 09/09/2026 | EASI PACKAGING PTY LTD | 2,836.99 |
| EFT41671 | 09/09/2026 | SOURCE BUSINESS PARTNERS | 15,399.45 |
| EFT41672 | 09/09/2026 | ASCENTION PROPERTIES T/AS CIVIL PRODUCTS WA | 2,737.35 |
| EFT41673 | 09/09/2026 | VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD | 29,537.52 |
| EFT41674 | 09/09/2026 | M HOUSHAM | 55.59 |
| EFT41675 | 09/09/2026 | 365 CLOUD SOLUTIONS | 816.75 |
| EFT41676 | 09/09/2026 | THE GOOD GROCER EAST FREMANTLE | 920.82 |
| EFT41677 | 09/09/2026 | NUMERO UNO RISTORANTE | 560.00 |
| EFT41678 | 09/09/2026 | PJA HOLDINGS (AUSTRALIA) PTY LTD | 18,178.60 |
| EFT41679 | 09/09/2026 | CORNERSTONE LEGAL WA PTY LTD | 7,627.20 |
| EFT41680 | 09/09/2026 | BADGEMORE CONSULTING | 3,500.00 |
| EFT41681 | 09/09/2026 | TYRECYCLE PTY LTD | 1,233.60 |
| EFT41682 | 09/09/2026 | HEALTHY MINDS CO | 302.50 |
| EFT41683 | 09/09/2026 | ALINTA ENERGY | 206.70 |
| EFT41685 | 09/09/2026 | G MACKAY | 5,000.00 |
| EFT41686 | 09/09/2026 | BELVISTA HOMES | 5,000.00 |
| EFT41687 | 09/09/2026 | CARCIONE NOMINEES | 5,000.00 |
| EFT41688 | 09/09/2026 | DAVLEY BUILDING PTY LTD | 5,000.00 |
| EFT41689 | 09/09/2026 | D JACKSON | 3,000.00 |

| | | | |
|---|---|---|---|
| EFT41690 | 09/09/2026 | J BROWNE | 10,000.00 |
| EFT41691 | 09/09/2026 | C TAYLOR | 1,500.00 |
| EFT41692 | 09/09/2026 | A RICE | 5,000.00 |
| EFT41693 | 09/09/2026 | S BURKE | 3,125.00 |
| EFT41694 | 29/09/2026 | MCLEODS | 825.00 |
| EFT41695 | 29/09/2026 | TELSTRA LIMITED | 1,609.00 |
| EFT41696 | 29/09/2026 | MAJOR MOTORS | 534.80 |
| EFT41697 | 29/09/2026 | STEANN PTY LTD | 2,479.62 |
| EFT41698 | 29/09/2026 | SATELLITE SECURITY SERVICES | 777.33 |
| EFT41699 | 29/09/2026 | CR J HARRINGTON | 1,873.08 |
| EFT41700 | 29/09/2026 | WOOLWORTHS GROUP LIMITED | 10.00 |
| EFT41701 | 29/09/2026 | CR C COLLINSON | 1,873.08 |
| EFT41702 | 29/09/2026 | DEPARTMENT OF TRANSPORT | 234.60 |
| EFT41703 | 29/09/2026 | FOCUS NETWORKS | 11,183.21 |
| EFT41704 | 29/09/2026 | FREMANTLE CHAMBER ORCHESTRA | 3,000.00 |
| EFT41705 | 29/09/2026 | LANDGATE | 39.49 |
| EFT41706 | 29/09/2026 | KLEENIT PTY LTD | 858.00 |
| EFT41707 | 29/09/2026 | CR A WHITE | 1,873.08 |
| EFT41708 | 29/09/2026 | MAYOR. T NATALE | 6,309.67 |
| EFT41709 | 29/09/2026 | VEOLIA RECYCLING & RECOVERY (FORMALLY SUEZ) | 35,623.68 |
| EFT41710 | 29/09/2026 | AMBIUS (RENTOKIL INITIAL PTY LTD) | 370.82 |
| EFT41711 | 29/09/2026 | JAKO INDUSTRIES PTY LTD | 971.58 |
| EFT41712 | 29/09/2026 | FRESH PROVISIONS BICTON | 255.59 |
| EFT41713 | 29/09/2026 | W TURNER | 5,449.27 |
| EFT41714 | 29/09/2026 | MARKET CREATIONS AGENCY PTY LTD | 2,829.20 |
| EFT41715 | 29/09/2026 | CR. M WILSON | 1,873.08 |
| EFT41716 | 29/09/2026 | JACKSON MCDONALD BARRISTERS & SOLICITORS | 385.00 |
| EFT41717 | 29/09/2026 | CALL ASSOCIATES PTY LTD | 341.39 |
| EFT41718 | 29/09/2026 | YARD PROPERTY | 720.91 |
| EFT41719 | 29/09/2026 | BRITESHINE CLEANING & MAINTENANCE SERVICES PTY LTD | 7,840.91 |
| EFT41720 | 29/09/2026 | SYDNEY TOOLS | 2,844.73 |
| EFT41721 | 29/09/2026 | BING TECHNOLOGIES PTY LTD | 86.72 |
| EFT41722 | 29/09/2026 | CR. L MAYWOOD | 2,765.49 |
| EFT41723 | 29/09/2026 | COASTLINE MOWERS | 436.00 |
| EFT41724 | 29/09/2026 | QUENDA DESIGNS | 652.30 |
| EFT41725 | 29/09/2026 | CR S BOYD | 1,873.08 |
| EFT41726 | 29/09/2026 | CR R CUTTER | 1,873.08 |
| EFT41727 | 29/09/2026 | CR A BROCKMANN | 1,873.08 |
| EFT41728 | 29/09/2026 | PERDAMAN ADVANCED ENERGY PTY LTD | 16,026.00 |
| EFT41729 | 29/09/2026 | CORNERSTONE LEGAL WA PTY LTD | 5,665.00 |
| EFT41730 | 29/09/2026 | P PHILLIPS | 862.00 |
| EFT41731 | 29/09/2026 | FLORAL ARMY | 396.00 |
| EFT41732 | 29/09/2026 | LHIGHMAN | 150.00 |
| EFT41733 | 29/09/2026 | R BOND | 4,043.63 |
| | | | |
| | | | **862,720.71** |
| | | | |
| **Direct Debit -September 2026** | **Supplier** | **Description** | **EFT** |
| | CBA | COMMBANK FEES | 11,934.01 |
| | AMEX | AMEX FEE | 2,145.47 |
| | NUVEI AUSTRALIA | NUVEI (TILL) SIMPLEPAY FEE | 435.21 |
| | SUPERCHOICE | EMPLOYEE SUPERANNUATION | 130,147.96 |
| | EXETEL | INTERNET ACCESS | 107.00 |
| | BENDIGO BANK | TERM DEPOSIT INVESTMENT | 2,000,000.00 |
| | | | |
| | | | **2,144,769.65** |
| | | | |
| **Credit Cards -September 2026** | **Supplier** | **Description** | **EFT** |
| CREDIT CARD - F HENDERSON | | NESPRESSO AUSTRALIA, SYDNEY - COFFEE PODS | 31.99 |
| | | NESPRESSO AUSTRALIA, SYDNEY - COFFEE PODS | 239.13 |
| | | GILBERTS FRESH HILTON - CATERING | 199.98 |
| | | GILBERTS FRESH HILTON - CATERING | 75.98 |
| CREDIT CARD - P KOCIAN | | GILBERTS FRESH HILTON - CATERING | 19.99 |
| | | NOURISH WHOLEFOODS - CATERING | 50.90 |
| | | PIZZA PEEL - CATERING | 50.00 |
| | | CANVA* SURRY HILLS - SUBCRIPTION | 164.99 |
| | | INTUIT, SYNDEY - SUBSCRIPTION | 63.23 |
| | | AUTODESK - SUBSCRIPTION | 3,344.00 |
| | | MELVILLE NEWSPOWER BICTON | 14.99 |
| | | OFFICEWORKS | 10.50 |
| | | LS BON BONBON | 30.00 |
| | | HUBBLES YARD CAFÉ | 100.00 |
| | | CARRINGTON'S BAR & GRILL, HIMILTON HILL | 72.00 |
| | | GINOS PANEL AND PAINT, BEACONSFIELD | 500.00 |
| CREDIT CARD - R TETI | | LEE PLACE RESTAURANT PALMYRA | 107.59 |

Attachment -1

| | | |
|---|---|---|
| | OFFICEWORKS, FREMANTLE | 38.00 |
| | IKEA PERTH INNALOO WA | 89.00 |
| | FIRST AID PRO, SOUTHPORT | 79.00 |
| | GEORGEE PIES, BICTON | 96.00 |
| | GOLDEN RAVOILI, PERTH | 57.00 |
| | FARMER JACKS, SUBIACO | 37.58 |
| CREDIT CARD - J SCOTT | INSTANT WINDSCREENS, MYAREE WA | 519.12 |
| CREDIT CARD - J MAY | FLORAL ARMY, EAST FREO - FLOWERS | 166.50 |
| | COLES, CANNINGVALE | 66.00 |
| CREDIT CARD - A DRIVER | WOOLWORTHS, PALMYRA | 81.95 |
| | TYREPOWER, MYAREE | 1,716.00 |
| | TYREPOWER, MYAREE | - 276.00 |
| | SUPERCHEAP AUTO, MYAREE | 43.98 |
| | | |
| | **CREDIT CARD TOTAL** | **7,789.40** |
| | | |
| | | |
| | ***Description*** | ***EFT*** |
| | PAYROLL FORTNIGHT ENDING 01/09/26 | 137,252.15 |
| | PAYROLL FORTNIGHT ENDING 15/09/26 | 145,903.14 |
| | PAYROLL FORTNIGHT ENDING 30/09/26 | 308,044.10 |
| | | |
| | **PAYROLL TOTALS** | **591,199.39** |
| | | |
| | AMPOL FUEL CARDS - AUGUST 26 | **5,711.89** |
| | | |
| | | |
| | **GRAND TOTAL** | **3,612,191.04** |
| | | |

AmpolCard

# Tax Invoice

## Need help?

**Self Service:**
https://cards.ampol.com.au

**Email:**
ampolcard@ampol.com.au

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

Invoice date: 31/08/2026

| Your account details | Due date | Total due inc GST |
|---|---|---|
| Invoice ref no: 0001853690<br>Account no: [redacted] | 21/09/2026 | $5,711.89 |

## Your AmpolCard invoice summary

01/08/2026 – 31/08/2026

| Description | Product | Quantity | Amount $ excl GST | GST amount | Total inc GST $ |
|---|---|---|---|---|---|
| FLEET | Unleaded | 581.92 | 1,074.06 | 107.43 | 1,181.49 |
| | Premium 95 A | 176.74 | 350.63 | 35.06 | 385.69 |
| | Oils/Lubricants | | 59.09 | 5.91 | 65.00 |
| | Premium Diesel A | 1,652.06 | 3,708.82 | 370.89 | 4,079.71 |
| | Total for Fleet | | 5,192.60 | 519.29 | 5,711.89 |
| | Total | | 5,192.60 | 519.29 | 5,711.89 |

## Payment options

BPAY [redacted]

EFT Direct Payment [redacted]

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

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

Page: 1 of 7

# Breakdown of account summary

Invoice date: 31/08/2026

[redacted]

Details of fleet transactions processed from 01/08/2026 - 31/08/2026

Invoice ref no: 0001853690

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

# Breakdown of fleet summary

Details of fleet transactions processed from 01/08/2026 - 31/08/2026 Invoice ref no: 0001853690 [redacted] Invoice date: 31/08/2026

| Card details<br>Location | Date | Time | Trans no | Odo reading | Product | Quantity | Unit $<br>inc GST | Amount $<br>inc GST | Trn fee<br>inc GST | Total $<br>inc GST | GST on<br>supply | GST on<br>trn fee |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic 4085 | | | | | | | | | | | | |
| [redacted] Crd Holder HACC | | | | | | | | | | | | |
| Ampol Foodary Fremantle East | 03/08 | 11:42 | E25680 | 172396 | Unleaded | 22.29 | 188.40 | 41.99 | 0.00 | 41.99 | 3.82 | 0.00 |
| Ampol Foodary Fremantle East | 05/08 | 16:18 | E25769 | 172686 | Unleaded | 29.06 | 212.40 | 61.72 | 0.00 | 61.72 | 5.61 | 0.00 |
| Ampol Foodary Fremantle East | 10/08 | 16:11 | E9700 | 172859 | Unleaded | 21.03 | 195.40 | 41.09 | 0.00 | 41.09 | 3.74 | 0.00 |
| Ampol Foodary Fremantle East | 18/08 | 10:28 | E26248 | 173139 | Unleaded | 31.79 | 187.40 | 59.57 | 0.00 | 59.57 | 5.42 | 0.00 |
| Ampol Foodary Fremantle East | 24/08 | 08:31 | E26454 | 173326 | Unleaded | 20.82 | 197.40 | 41.10 | 0.00 | 41.10 | 3.74 | 0.00 |
| | | | | | Card total | 124.99 | | 245.47 | 0.00 | 245.47 | 22.33 | 0.00 |
| Domestic 4088 | | | | | | | | | | | | |
| [redacted] Crd Holder HACC | | | | | | | | | | | | |
| Ampol Foodary Melville | 04/08 | 14:38 | E65190 | 217703 | Unleaded | 18.82 | 188.40 | 35.46 | 0.00 | 35.46 | 3.22 | 0.00 |
| Ampol Foodary Fremantle East | 07/08 | 14:01 | E25851 | 217972 | Unleaded | 28.60 | 205.40 | 58.74 | 0.00 | 58.74 | 5.34 | 0.00 |
| Ampol Foodary Fremantle East | 13/08 | 08:31 | E26058 | 218144 | Unleaded | 20.97 | 205.40 | 43.07 | 0.00 | 43.07 | 3.92 | 0.00 |
| Ampol Foodary Fremantle East | 19/08 | 10:06 | E26293 | 218338 | Unleaded | 24.12 | 206.68 | 49.85 | 0.00 | 49.85 | 4.53 | 0.00 |
| Ampol Foodary Fremantle East | 27/08 | 14:27 | E26638 | 218470 | Unleaded | 15.30 | 209.90 | 32.12 | 0.00 | 32.12 | 2.92 | 0.00 |
| | | | | | Card total | 107.81 | | 219.24 | 0.00 | 219.24 | 19.93 | 0.00 |
| Domestic 4089 | | | | | | | | | | | | |
| [redacted] Crd Holder HACC | | | | | | | | | | | | |
| Ampol Foodary Fremantle East | 04/08 | 08:28 | E25701 | 137180 | Premium 95 A | 27.77 | 205.40 | 57.04 | 0.00 | 57.04 | 5.19 | 0.00 |
| Ampol Foodary Fremantle East | 06/08 | 08:22 | E25784 | 137697 | Premium 95 A | 33.00 | 227.40 | 75.04 | 0.00 | 75.04 | 6.82 | 0.00 |
| Ampol Foodary Fremantle East | 10/08 | 14:46 | E25963 | 137770 | Unleaded | 43.89 | 195.40 | 85.76 | 0.00 | 85.76 | 7.80 | 0.00 |
| Ampol Foodary Fremantle East | 13/08 | 08:23 | E26056 | 137906 | Premium 95 A | 23.30 | 222.50 | 51.84 | 0.00 | 51.84 | 4.71 | 0.00 |
| Ampol Foodary Fremantle East | 17/08 | 15:07 | E26232 | 138055 | Premium 95 A | 22.54 | 206.50 | 46.55 | 0.00 | 46.55 | 4.23 | 0.00 |
| Ampol Foodary Fremantle East | 20/08 | 14:47 | E26345 | 138350 | Premium 95 A | 44.00 | 219.73 | 96.68 | 0.00 | 96.68 | 8.79 | 0.00 |
| Ampol Foodary Fremantle East | 26/08 | 08:25 | E26566 | 138528 | Premium 95 A | 26.13 | 224.03 | 58.54 | 0.00 | 58.54 | 5.32 | 0.00 |
| | | | | | Card total | 220.63 | | 471.45 | 0.00 | 471.45 | 42.86 | 0.00 |

| Card details<br>Location | Date | Time | Trans no | Odo reading | Product | Quantity | Unit $ inc GST | Amount $ inc GST | Trn fee inc GST | Total $ inc GST | GST on supply | GST on trn fee |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic 5002 | | | | | | | | | | | | |
| [redacted] Crd Holder WORKS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 04/08 | 09:15 | E25704 | 83587 | Premium Diesel A | 86.22 | 248.90 | 214.60 | 0.00 | 214.60 | 19.51 | 0.00 |
| Ampol Foodory Fremantle East | 21/08 | 09:13 | E26366 | 83964 | Premium Diesel A | 114.79 | 246.25 | 282.67 | 0.00 | 282.67 | 25.70 | 0.00 |
| | | | | | Card total | 201.01 | | 497.27 | 0.00 | 497.27 | 45.21 | 0.00 |
| Domestic 5007 | | | | | | | | | | | | |
| [redacted] Crd Holder WORKS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 14/08 | 07:18 | E26086 | 412 | Premium Diesel A | 11.92 | 241.10 | 28.74 | 0.00 | 28.74 | 2.61 | 0.00 |
| | | | | | Card total | 11.92 | | 28.74 | 0.00 | 28.74 | 2.61 | 0.00 |
| Domestic 5020 | | | | | | | | | | | | |
| [redacted] Crd Holder WORKS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 12/08 | 11:34 | E26038 | 52272 | Premium Diesel A | 105.33 | 244.90 | 257.95 | 0.00 | 257.95 | 23.45 | 0.00 |
| | | | | | Card total | 105.33 | | 257.95 | 0.00 | 257.95 | 23.45 | 0.00 |
| Domestic 5021 | | | | | | | | | | | | |
| [redacted] Crd Holder WORKS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 04/08 | 06:50 | E25696 | 36791 | Premium Diesel A | 58.21 | 248.90 | 144.88 | 0.00 | 144.88 | 13.17 | 0.00 |
| Ampol Foodory Fremantle East | 11/08 | 14:18 | E26000 | 37361 | Premium Diesel A | 58.05 | 244.90 | 142.16 | 0.00 | 142.16 | 12.92 | 0.00 |
| Ampol Foodory Fremantle East | 21/08 | 07:58 | E26361 | 37814 | Premium Diesel A | 51.79 | 246.25 | 127.53 | 0.00 | 127.53 | 11.59 | 0.00 |
| | | | | | Card total | 168.05 | | 414.57 | 0.00 | 414.57 | 37.68 | 0.00 |
| Domestic P5016 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 20/08 | 07:07 | E26323 | 1194 | Premium Diesel A | 26.47 | 246.25 | 65.18 | 0.00 | 65.18 | 5.93 | 0.00 |
| Ampol Foodory Fremantle East | 20/08 | 13:39 | E26342 | 1198 | Premium Diesel A | 24.49 | 246.25 | 60.31 | 0.00 | 60.31 | 5.48 | 0.00 |
| Ampol Foodory Fremantle East | 31/08 | 13:18 | E26792 | 1201 | Premium Diesel A | 22.02 | 251.62 | 55.41 | 0.00 | 55.41 | 5.04 | 0.00 |
| | | | | | Card total | 72.98 | | 180.90 | 0.00 | 180.90 | 16.45 | 0.00 |
| Domestic P5018 | | | | | | | | | | | | |
| [redacted] Crd Holder CHSP BUS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 03/08 | 08:29 | E25667 | 125152 | Premium Diesel A | 47.01 | 244.90 | 115.13 | 0.00 | 115.13 | 10.47 | 0.00 |
| Ampol Foodory Fremantle East | 06/08 | 08:27 | E9654 | 125397 | Premium Diesel A | 37.64 | 254.63 | 95.84 | 0.00 | 95.84 | 8.71 | 0.00 |

| Card details<br>Location | Date | Time | Trans no | Odo reading | Product | Quantity | Unit $ inc GST | Amount $ inc GST | Trn fee inc GST | Total $ inc GST | GST on supply | GST on trn fee |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ampol Foodary Fremantle East | 10/08 | 08:27 | E25947 | 125660 | Premium Diesel A | 45.54 | 247.83 | 112.86 | 0.00 | 112.86 | 10.26 | 0.00 |
| Ampol Foodary Fremantle East | 12/08 | 15:28 | E26048 | 125987 | Premium Diesel A | 37.98 | 244.90 | 93.01 | 0.00 | 93.01 | 8.46 | 0.00 |
| Ampol Foodary Fremantle East | 14/08 | 08:34 | E26088 | 126183 | Oils/Lubricants | | | 65.00 | 0.00 | 65.00 | 5.91 | 0.00 |
| Ampol Foodary Fremantle East | 14/08 | 08:34 | E26088 | 126183 | Premium Diesel A | 37.25 | 240.90 | 89.74 | 0.00 | 89.74 | 8.16 | 0.00 |
| Ampol Foodary Fremantle East | 19/08 | 08:31 | E26287 | 126387 | Premium Diesel A | 29.58 | 246.25 | 72.84 | 0.00 | 72.84 | 6.62 | 0.00 |
| Ampol Foodary Fremantle East | 19/08 | 14:57 | E26307 | 126565 | Premium Diesel A | 30.20 | 246.25 | 74.37 | 0.00 | 74.37 | 6.76 | 0.00 |
| Ampol Foodary Fremantle East | 26/08 | 09:01 | E26568 | 126820 | Premium Diesel A | 46.44 | 253.90 | 117.91 | 0.00 | 117.91 | 10.72 | 0.00 |
| Ampol Foodary Fremantle East | 28/08 | 08:26 | E26662 | 127061 | Premium Diesel A | 37.69 | 252.90 | 95.32 | 0.00 | 95.32 | 8.67 | 0.00 |
| | | | | | Card total | 349.33 | | 932.02 | 0.00 | 932.02 | 84.74 | 0.00 |
| Domestic P5019 | | | | | | | | | | | | |
| [redacted] Crd Holder GARDENS | | | | | | | | | | | | |
| Ampol Foodary Fremantle East | 27/08 | 07:34 | E26618 | 0 | Unleaded | 111.90 | 209.90 | 234.88 | 0.00 | 234.88 | 21.35 | 0.00 |
| | | | | | Card total | 111.90 | | 234.88 | 0.00 | 234.88 | 21.35 | 0.00 |
| Domestic P5025 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodary Fremantle East | 04/08 | 07:58 | E25698 | 42933 | Premium Diesel A | 40.88 | 248.90 | 101.75 | 0.00 | 101.75 | 9.25 | 0.00 |
| Ampol Foodary Fremantle East | 14/08 | 13:40 | E26108 | 43556 | Premium Diesel A | 59.32 | 240.90 | 142.90 | 0.00 | 142.90 | 12.99 | 0.00 |
| Ampol Foodary Fremantle East | 28/08 | 10:56 | E26673 | 42121 | Premium Diesel A | 42.55 | 252.90 | 107.61 | 0.00 | 107.61 | 9.78 | 0.00 |
| | | | | | Card total | 142.75 | | 352.26 | 0.00 | 352.26 | 32.02 | 0.00 |
| Domestic P5026 | | | | | | | | | | | | |
| [redacted] Crd Holder CHSP | | | | | | | | | | | | |
| Ampol Foodary Fremantle East | 06/08 | 08:12 | E25783 | 33277 | Unleaded | 23.26 | 210.50 | 48.96 | 0.00 | 48.96 | 4.45 | 0.00 |
| Ampol Foodary Fremantle East | 12/08 | 13:00 | E9721 | 33569 | Unleaded | 20.67 | 207.40 | 42.87 | 0.00 | 42.87 | 3.90 | 0.00 |
| Ampol Foodary Melville | 19/08 | 09:52 | E66410 | 1216 | Unleaded | 21.09 | 206.58 | 43.57 | 0.00 | 43.57 | 3.96 | 0.00 |
| Ampol Foodary Fremantle East | 24/08 | 08:19 | E26453 | 34903 | Unleaded | 16.85 | 197.50 | 33.28 | 0.00 | 33.28 | 3.03 | 0.00 |
| Ampol Foodary Fremantle East | 26/08 | 14:17 | E26587 | 0 | Unleaded | 18.19 | 209.90 | 38.18 | 0.00 | 38.18 | 3.47 | 0.00 |
| | | | | | Card total | 100.06 | | 206.86 | 0.00 | 206.86 | 18.81 | 0.00 |

Attachment -3

| Card details<br>Location | Date | Time | Trans no | Odo reading | Product | Quantity | Unit $ inc GST | Amount $ inc GST | Trn fee inc GST | Total $ inc GST | GST on supply | GST on trn fee |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic PS027 | | | | | | | | | | | | |
| [redacted] Crd Holder CHSP | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 07/08 | 12:32 | E25845 | 35488 | Unleaded | 25.45 | 205.40 | 52.27 | 0.00 | 52.27 | 4.75 | 0.00 |
| Ampol Foodory Fremantle East | 17/08 | 08:13 | E26200 | 35805 | Unleaded | 23.21 | 189.40 | 43.96 | 0.00 | 43.96 | 4.00 | 0.00 |
| Ampol Foodory Fremantle East | 19/08 | 13:01 | E26303 | 0 | Unleaded | 18.21 | 206.68 | 37.64 | 0.00 | 37.64 | 3.42 | 0.00 |
| Ampol Foodory Fremantle East | 27/08 | 06:54 | E26613 | 36366 | Unleaded | 26.40 | 209.90 | 55.41 | 0.00 | 55.41 | 5.04 | 0.00 |
| | | | | | Card total | 93.27 | | 189.28 | 0.00 | 189.28 | 17.21 | 0.00 |
| Domestic PS028 | | | | | | | | | | | | |
| [redacted] Crd Holder RANGERS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 01/08 | 15:14 | E25621 | 36444 | Premium Diesel A | 37.63 | 227.41 | 85.57 | 0.00 | 85.57 | 7.78 | 0.00 |
| Ampol Foodory Fremantle East | 08/08 | 15:36 | E25893 | 36779 | Premium Diesel A | 46.43 | 248.90 | 115.56 | 0.00 | 115.56 | 10.51 | 0.00 |
| Ampol Foodory Fremantle East | 15/08 | 15:42 | E26152 | 37099 | Premium Diesel A | 45.23 | 247.83 | 112.09 | 0.00 | 112.09 | 10.19 | 0.00 |
| Ampol Foodory Fremantle East | 22/08 | 15:16 | E26407 | 37388 | Premium Diesel A | 40.56 | 246.25 | 99.88 | 0.00 | 99.88 | 9.08 | 0.00 |
| Ampol Foodory Fremantle East | 29/08 | 15:20 | E26724 | 37674 | Premium Diesel A | 40.79 | 252.90 | 103.16 | 0.00 | 103.16 | 9.38 | 0.00 |
| | | | | | Card total | 210.64 | | 516.26 | 0.00 | 516.26 | 46.94 | 0.00 |
| Domestic PS029 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 11/08 | 14:14 | E25998 | 482 | Premium Diesel A | 24.50 | 245.00 | 60.03 | 0.00 | 60.03 | 5.46 | 0.00 |
| Ampol Foodory Fremantle East | 13/08 | 13:58 | E26070 | 486 | Premium Diesel A | 20.72 | 241.00 | 49.94 | 0.00 | 49.94 | 4.54 | 0.00 |
| Ampol Foodory Fremantle East | 19/08 | 14:37 | E26306 | 494 | Premium Diesel A | 30.35 | 246.25 | 74.74 | 0.00 | 74.74 | 6.79 | 0.00 |
| | | | | | Card total | 75.57 | | 184.71 | 0.00 | 184.71 | 16.79 | 0.00 |
| Domestic PS033 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 19/08 | 09:32 | E26291 | 3111 | Premium Diesel A | 68.37 | 246.25 | 168.36 | 0.00 | 168.36 | 15.31 | 0.00 |
| Ampol Foodory Fremantle East | 27/08 | 11:21 | E26631 | 3621 | Premium Diesel A | 61.15 | 253.90 | 155.26 | 0.00 | 155.26 | 14.11 | 0.00 |
| | | | | | Card total | 129.52 | | 323.62 | 0.00 | 323.62 | 29.42 | 0.00 |

| Card details<br>Location | Date | Time | Trans no | Odo reading | Product | Quantity | Unit $<br>inc GST | Amount $<br>inc GST | Trn fee<br>inc GST | Total $<br>inc GST | GST on<br>supply | GST on<br>trn fee |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Domestic PS034 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 17/08 | 13:19 | E26224 | 1601 | Premium Diesel A | 67.91 | 246.25 | 167.23 | 0.00 | 167.23 | 15.20 | 0.00 |
| | | | | | Card total | 67.91 | | 167.23 | 0.00 | 167.23 | 15.20 | 0.00 |
| Domestic PS036 | | | | | | | | | | | | |
| [redacted] Crd Holder OPERATIONS | | | | | | | | | | | | |
| Ampol Foodory Fremantle East | 13/08 | 08:01 | E26055 | 1003 | Premium Diesel A | 61.59 | 240.90 | 148.37 | 0.00 | 148.37 | 13.49 | 0.00 |
| Ampol Foodory Fremantle East | 27/08 | 13:49 | E26637 | 1554 | Premium Diesel A | 55.46 | 253.90 | 140.81 | 0.00 | 140.81 | 12.80 | 0.00 |
| | | | | | Card total | 117.05 | | 289.18 | 0.00 | 289.18 | 26.29 | 0.00 |

## 13.5 RFT03 2026 27 CIVIL INFRASTRUCTURE MAINTENANCE TERM CONTRACT

| | |
|---|---|
| **Report Reference Number** | OCR-4420 |
| **Prepared by** | Contracts Coordinator |
| **Supervised by** | Executive Manager Technical Services |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple Majority |
| **Documents tabled** | Nil |
| **Attachments** | |

1. Evaluation Report (Confidential)

### PURPOSE

The purpose of the report is for Council to accept the evaluation and recommendation for the award of RFT03-2026/2027 Civil Infrastructure Maintenance Term Contract.

### EXECUTIVE SUMMARY

The Town of East Fremantle undertook an open public tender process to appoint a suitably qualified contractor to undertake civil maintenance, renewal, repair and minor construction works across the Town under a Schedule of Rates Contract. The term of the contract is an initial three-year term followed by the option of two additional one-year extensions, to provide a maximum total term contract duration of five years.

The contract covers asphalt pavement maintenance, concrete footpaths, kerbing, stormwater drainage works, road reinstatement and associated civil infrastructure works.

Six submissions were received and assessed by the Evaluation Panel. The evaluation process included compliance assessment, qualitative assessment, referee checks and a comparative pricing assessment using a scenario-based pricing model developed to reflect the Town's anticipated annual utilisation of the contract.

Following completion of the evaluation process, the Evaluation Panel identified a preferred respondent. The Panel concluded that the preferred respondent demonstrated the strongest overall value for money having regard to compliance, organisational capability, pricing certainty, delivery capacity and pricing outcomes under the scenario-based assessment model.

The Estimated Contract Value (ECV) is $660,000 per annum (ex GST), resulting in an estimated aggregate value of $1,980,000 (ex GST) over the initial three-year term. Should both one-year extension options be exercised, the potential total contract value is estimated at $3,300,000 (ex GST) over a five-year period. There is no guaranteed minimum expenditure and expenditure remains subject to approved budgets.

Further details of the evaluation are contained within the confidential Evaluation Report attached to this agenda.

### BACKGROUND

The Town is responsible for the ongoing maintenance and renewal of roads, footpaths, drainage infrastructure, kerbing, crossovers and associated civil assets. The Town has historically relied on term contracts to provide the specialist civil construction skills, equipment and delivery capacity not maintained within its internal workforce, enabling the timely delivery of planned and reactive works. To ensure these assets remain safe, functional and

serviceable, the Town sought to establish a replacement Schedule of Rates Contract for the delivery of planned maintenance, reactive maintenance, renewal works and minor capital projects.

Following expiry of the previous term contracts, the Town sought tenders in late 2025 for separate replacement contracts, receiving insufficient submissions to establish suitable arrangements. The procurement approach was therefore revised to improve market outcomes. This consolidated the concrete and earthworks, asphalt and general civil maintenance requirements into a single, more commercially viable package. The broader scope attracted a stronger field of established Western Australian civil contractors and would provide the Town with access to the skills, resources and capacity needed to respond efficiently to reactive road and footpath repairs as well as the option to deliver planned capital works where appropriate.

The contract supports both responsive maintenance and planned delivery. Urgent and safety-related works may be issued as required, while non-urgent requirements will generally be consolidated into quarterly work packages to improve programming, pricing transparency, supervision and quality control. The contract also provides an additional delivery option for suitable footpath and road renewal projects within the capital works program where the work falls within the tendered scope of the term contract and use of the contract would represent value for money. This might include footpath replacements, minor drainage works and non-complex road renewals. The contract is not intended to become the default delivery method for all capital projects. Appointment does not guarantee minimum expenditure or exclusivity: each work package remains subject to approved budgets, confirmed scope and pricing, contractor performance and the Town's procurement requirements, and the Town may use alternative contractors or separate procurement processes where this provides a better outcome.

RFT03-2026/2027 Civil Infrastructure Maintenance Term Contract was publicly advertised on the Town's website and TenderLink portal on 26 August 2026 and in The West Australian on 29 August 2026.

The tender closed on 22 September 2026 and six submissions were received.

Following assessment of compliance requirements, qualitative criteria and value-for-money considerations, the Evaluation Panel identified the preferred respondent detailed in the confidential Evaluation Report.

## CONSULTATION

No consultation was required during the procurement process for this project.

## STATUTORY ENVIRONMENT

Local Government Act 1995.

Local Government (Functions and General) Regulations 1996.

The procurement was undertaken as an open public tender in accordance with the Town's procurement framework and legislative requirements.

## POLICY IMPLICATIONS

Town of East Fremantle Purchasing Policy.

## FINANCIAL IMPLICATIONS

The Estimated Contract Value for the proposed contract is approximately $660,000 per annum (ex GST). The estimated aggregate contract value over the initial three-year term is approximately $1,980,000 (ex GST). Should both extension options be exercised, the estimated total contract value is approximately $3,300,000 (ex GST) over the five years.

Funding for works delivered under the contract will be provided through annual operating and capital works budgets. The approved funding for FY2026/2027 is shown below. The contract does not guarantee any minimum annual expenditure.

| **Description** | **2026/27 Budget $** |
|---|---|
| Works Costing - Maintenance - Roads - Road & Street Maintenance | 63,309 |
| Works Costing - Maintenance - Footpaths & Cycleways - Footpath & Cycleways | 95418 |
| Works Costing - Maintenance - Roads - Kerbing | 2,827 |
| Works Costing - Maintenance - Roads - Crossovers | 2,827 |
| Works Costing - Maintenance - Drainage | 22,052 |
| Riverside Road (North side), adjacent to Wayman Reserve - carryover | 34,650 |
| Canning Hwy (north side), between Windsor Street and Gill Street | 45,000 |
| Canning Hwy (north side), between Gill Street and Walter Street | 40,000 |
| Upgrade Old Pits to SEPs | 15,000 |
| Carparks - General Allocation | 20,000 |
| LCURS road safety interventions | 150,000 |
| King Street - George Street to Duke Street | 160,000 |
| | **651,083** |

The ECV is a procurement estimate only that is used to establish the anticipated scale of the contract.
The scenario-based price is an evaluation tool based on assumed quantities and is not a commitment to expenditure. Actual expenditure will depend on works ordered and remain subject to approved annual operating and capital works budgets.

## STRATEGIC IMPLICATIONS

The contract supports delivery of the Town's ongoing asset maintenance and renewal programs and contributes to maintaining safe, functional and serviceable civil infrastructure assets throughout the municipality.

## RISK IMPLICATIONS

### RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---|---|---|---|
| Failure of the contractor to meet required service levels or delivery timeframes resulting in delays to maintenance and renewal works. | Unlikely (2) | Moderate (3) | Moderate (5-9) | FINANCIAL IMPACT $10,000 - $50,000 | Manage through contract performance monitoring, quarterly works programming, performance review processes and the Town's ability to engage alternative contractors where required. |

### RISK MATRIX

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

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

### RISK RATING

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

## SITE INSPECTION

Not applicable.

## COMMENT

Following the close of tenders, the Evaluation Panel assessed all submissions against the published compliance requirements, qualitative selection criteria and pricing considerations.

The assessment considered:

- Relevant experience, personnel and resources;
- Reliability, responsiveness and service delivery;
- Organisational resources and capacity;

- Sustainability and social value; and
- Traffic management, safety and environmental management.

The Evaluation Panel identified a preferred respondent. The submission demonstrated a strong understanding of the Town's requirements and was supported by experienced personnel, established management systems, significant fleet resources and the capacity to deliver a broad range of civil maintenance activities under a Schedule of Rates Contract.

A scenario-based pricing assessment was undertaken to evaluate the likely annual cost of service delivery under the Contract. Given the Schedule of Rates nature of the Contract, the Evaluation Panel considered this approach provided a realistic and like-for-like comparison of anticipated expenditure. The preferred respondent achieved the lowest evaluated conforming scenario price and was assessed as providing the strongest overall value-for-money outcome when considered alongside its demonstrated capability and capacity.

Referee checks undertaken with a local government client confirmed the preferred respondent's strong performance on comparable civil maintenance contracts. Positive feedback was provided regarding reliability, professionalism and delivery of comparable works, and no material concerns were identified.

Having considered compliance, capability, pricing, delivery risk and overall value for money, the Evaluation Panel determined that the preferred respondent submitted the most advantageous tender and recommends that Council award the Contract accordingly. The preferred respondent is identified in the confidential Evaluation Report provided as Attachment 1.

The identity of the preferred tenderer, the detailed assessment and scoring of all submissions is contained within the confidential Evaluation Report provided as Attachment 1.

## CONCLUSION

Following completion of a competitive public tender process, the preferred respondent was assessed as providing the most advantageous tender having regard to capability, compliance, risk, organisational capacity, pricing certainty and overall value for money.

The Evaluation Panel therefore recommends that Council accept the tender submitted by the preferred respondent identified in the confidential Evaluation Report and authorise the A/Chief Executive Officer to finalise and execute the contract documentation.

## 13.5 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 062010

**OFFICER RECOMMENDATION:**

**Moved Cr Maywood, seconded Cr Brockmann**

**That Council:**

1. **accepts the tender submitted by Drainflow Services Pty Ltd for RFT03-2026/2027 Civil Infrastructure Maintenance Term Contract;**
2. **authorises the Chief Executive Officer to finalise and execute all contractual documentation associated with the tender;**
3. **authorises the Chief Executive Officer to negotiate and approve minor contractual variations, provided such variations do not materially alter the scope of the tender and remain compliant with the Local Government Act 1995 and associated Regulations.**
4. **authorises the Chief Executive Officer to engage the appointed contractor through the term contract to deliver suitable capital works projects where:**
   - **the works are within the approved scope of the term contract; and**
   - **funding has been approved through the Town's annual budget or a subsequent Council decision; and**
   - **the Chief Executive Officer, or delegate, is satisfied that use of the term contract represents value for money and is appropriate having regard to the scope, complexity and risk of the project.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Confidential Attachment

## 13.6 CHIEF EXECUTIVE OFFICER RECRUITMENT

| | |
|---|---|
| **Report Reference Number** | OCR-4433 |
| **Prepared by** | Acting Chief Executive Officer |
| **Supervised by** | N/A |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Absolute majority |
| **Documents tabled** | Nil |

**Attachments**

1. Chief Executive Officer Recruitment and Selection Panel Terms of Reference
2. Town of East Fremantle Standards for CEO Recruitment, Performance and Termination
3. Expressions of Interest – Independent Panel Members (Confidential)

### PURPOSE

To outline the statutory and governance process for recruiting a new Chief Executive Officer following the resignation of Jonathan Throssell, whose employment with the Town ended on 23 September 2026, and to seek Council endorsement of the initial arrangements required to commence the recruitment process.

### EXECUTIVE SUMMARY

Council is required to recruit and select a new Chief Executive Officer in accordance with the Town of East Fremantle Standards for CEO Recruitment, Performance and Termination, the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. This report recommends that Council endorse the recruitment framework, establish a Chief Executive Officer Recruitment and Selection Panel comprising Council Members and one or more independent persons, adopt the Panel's Terms of Reference and authorise the engagement of executive recruitment support.

### BACKGROUND

The Chief Executive Officer is appointed by Council and is responsible for implementing Council decisions, leading the administration, managing the Town's functions and resources, and supporting delivery of the community's strategic objectives.

Council adopted its Standards for CEO Recruitment, Performance and Termination on 16 March 2021. The Standards require Council to determine the selection criteria, approve the job description form by absolute majority, establish a selection panel comprising Council Members and at least one independent person, assess applicants against the approved criteria, consider the panel's recommendation, and approve any offer of employment and proposed contract terms by absolute majority before an offer is made.

### CONSULTATION

Council Members considered the proposed recruitment process at the Council Concept Forum held on 6 October 2026.

Consultation has also occurred with suitably qualified executive recruitment consultants and potential independent members of the CEO Recruitment and Selection Panel.

## STATUTORY ENVIRONMENT

The recruitment process is governed by the *Local Government Act 1995*, including sections 5.8, 5.36, 5.39 and 5.40; regulation 18A and Schedule 2 of the *Local Government (Administration) Regulations 1996*; and the Town of East Fremantle Standards for CEO Recruitment, Performance and Termination.

## POLICY IMPLICATIONS

The Town's Standards for CEO Recruitment, Performance and Termination apply.

## FINANCIAL IMPLICATIONS

A budget allocation has previously been approved for executive recruitment support, including advertising, candidate assessment, probity advice where required and pre-employment checks. Fees will also be payable to the independent members appointed to the CEO Recruitment and Selection Panel. All expenditure will be managed within the approved budget and in accordance with the Town's purchasing requirements.

## STRATEGIC IMPLICATIONS

The recruitment of a suitably qualified Chief Executive Officer supports effective governance, organisational leadership, responsible management of resources and delivery of the Town's strategic priorities and services.

## RISK IMPLICATIONS

### RISKS

| Risk | Risk Likelihood (based on history & with existing controls) | Risk Impact / Consequence | Risk Rating (Prior to Treatment or Control) | Principal Risk Theme | Risk Action Plan (Controls or Treatment proposed) |
|---|---|---|---|---|---|
| Failure to undertake a compliant, timely and procedurally fair CEO recruitment process. | Possible | Major | High (12) | Compliance / Reputation | Apply the adopted CEO Standards; establish an appropriately constituted panel; use independent recruitment support; maintain confidentiality, documented assessment and Council oversight of statutory decisions. |

### 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 or negative, or represent a deviation from the expected outcome, and may relate to objectives concerning occupational health and safety, finance, service interruption, compliance, reputation or the environment. A risk matrix has been prepared, and the applicable risk rating is provided below. Any item with a risk rating above 16 will be added to the Risk Register and will require a specific risk treatment plan.

## RISK RATING

| | |
|---|---|
| **Risk Rating** | High (12) |
| **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 recruitment should be managed as a structured, confidential and probity-focused process. Following establishment, the Panel should promptly review the current CEO Position Description and selection criteria so that an updated Job Description Form can be presented to Council for approval by absolute majority before advertising.

The Panel will be advisory only and will have no delegated authority to appoint the CEO, approve contract terms or commit expenditure beyond the approved budget. Final decisions on the offer of employment and proposed contract terms remain with Council.

Quotations have been sought from suitably qualified agencies to support the Panel and Council through the CEO recruitment process. It is recommended that Council authorise the Acting Chief Executive Officer, in consultation with the Mayor, to evaluate the quotations, select the preferred provider and manage the formal engagement in accordance with the Town's purchasing requirements and approved budget.

The Acting Chief Executive Officer has also contacted two independent persons to ascertain their interest in appointment to the Panel. Their details are provided in the confidential attachment, and both candidates are recommended for appointment.

## CONCLUSION

Commencing the recruitment process in October 2026 provides a clear governance framework, maintains momentum and supports compliance with the Town's adopted CEO Standards. Establishing the Panel and adopting its Terms of Reference will enable the detailed recruitment methodology, position description, selection criteria and procurement of recruitment support to progress in an orderly manner.

## 13.6 ABSOLUTE MAJORITY OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 072010

**OFFICER RECOMMENDATION:**

**Moved Cr White , seconded Cr Brockmann**

**That Council:**

1. **notes the resignation of Jonathan Throssell and the requirement to undertake a recruitment process for a new Chief Executive Officer.**
2. **confirms that the recruitment process is to be undertaken in accordance with the Town of East Fremantle Standards for CEO Recruitment, Performance and Termination, the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.**
3. **establishes, pursuant to section 5.8 of the *Local Government Act 1995*, the Chief Executive Officer Recruitment and Selection Panel.**
4. **adopts the Chief Executive Officer Recruitment and Selection Panel Terms of Reference at Attachment 1.**
5. **appoints the Mayor, all Councillors and Helen Harcastle and Jonathan Seth as members of the Panel.**
6. **authorises the Acting Chief Executive Officer, in consultation with the Mayor, to evaluate quotations, select the preferred provider and engage executive recruitment support in accordance with the Town's purchasing requirements and approved budget.**
7. **requests the Panel to review the Chief Executive Officer position description and selection criteria as soon as practicable and present a recommended Job Description Form to Council for approval by absolute majority before the position is advertised.**

**CARRIED UNANIMOUSLY BY AN ABSOLUTE MAJORITY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

# CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION PANEL TERMS OF REFERENCE

## 1. ESTABLISHMENT

The Chief Executive Officer Recruitment and Selection Panel is established by Council pursuant to section 5.8 of the *Local Government Act 1995* and in accordance with the Standards for CEO Recruitment contained in Schedule 2 of the *Local Government (Administration) Regulations 1996*.

The Panel will operate solely to oversee and coordinate the recruitment and selection process for appointment of the Chief Executive Officer. It will be dissolved when Council resolves to appoint a Chief Executive Officer and the employment contract is executed, unless Council determines otherwise.

## 2. PURPOSE

The purpose of the Panel is to assist Council to undertake a fair, transparent, merit-based and compliant CEO recruitment process and to provide recommendations to Council on the preferred candidate for appointment.

## 3. STATUS

- The Panel is an advisory body of Council.
- It has no delegated authority to make decisions on behalf of Council.
- Its recommendations must be referred to Council for consideration and determination.
- It must operate in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the Town's adopted Standards for CEO Recruitment, Performance and Termination.

## 4. MEMBERSHIP

- The Mayor, as Chairperson.
- [Number] Councillors appointed by Council.
- One or more independent persons experienced in executive recruitment, human resources, governance or a related discipline, who are not Council Members, Town employees or the recruitment consultant engaged by the Town.
- The appointed independent recruitment consultant, in a non-voting advisory capacity.

The Panel may be supported by Town officers in an administrative capacity as approved by Council.

## 5. OBJECTIVES

- Ensure compliance with legislative requirements and the Town's adopted CEO Standards.
- Ensure integrity, fairness, transparency, confidentiality and appropriate probity controls.
- Work collaboratively with the appointed independent recruitment consultant.
- Provide Council with timely reports and recommendations.
- Recommend a preferred candidate, or suitable candidates, to Council.

## 6. FUNCTIONS AND RESPONSIBILITIES

**Recruitment process**

- Review and endorse recruitment methodologies and timelines.
- Coordinate candidate search activities and executive recruitment strategies.
- Work with the recruitment consultant to attract suitable candidates.
- Maintain confidentiality throughout the process.

**Advertising**

- Oversee the advertising campaign and recommend recruitment marketing strategies.
- Ensure the advertisement and applicant information package reflect Council's requirements and directions.

**Assessment and selection**

- Assess applications, undertake longlisting and shortlisting, develop interview questions and assessment methods, and conduct interviews.
- Arrange psychometric, behavioural or other assessments where appropriate.
- Undertake referee and background checks and verify qualifications and employment history.
- Evaluate candidates against the Council-approved selection criteria and identify preferred and reserve candidates.

**Recommendation to Council**

- Report to Council on key milestones and recommend the preferred candidate.
- Provide sufficient information for Council to determine the final appointment, employment terms and execution of the contract.

## 7. CONFIDENTIALITY AND CONFLICTS OF INTEREST

- Members must maintain strict confidentiality regarding candidate information, deliberations and Panel discussions.
- Members must comply with sections 5.23(2)(a) and 5.23(2)(e) of the *Local Government Act 1995* where applicable.
- Actual, potential or perceived conflicts of interest must be declared immediately and the member must withdraw from the affected part of the process.
- Candidate information may only be used for CEO recruitment and selection.

## 8. REPORTING

The Panel reports directly to Council. Reports are to be provided at key stages, including the recruitment methodology, shortlisting, interviews, referee checks, recommendation of a preferred candidate, contract negotiations and the proposed employment package. A recommendation of the Panel has no effect unless adopted by Council.

## 9. QUORUM

A quorum is a majority of the appointed members.

## 10. DELEGATIONS

The Panel has no delegated authority to appoint a CEO, negotiate or execute a CEO employment contract, vary remuneration, make binding employment decisions or commit expenditure beyond the approved budget. These decisions remain the responsibility of Council.

## 11. TERMINATION

The Panel ceases when Council resolves to appoint a Chief Executive Officer and enters into the employment contract, or when Council otherwise resolves to disband the Panel.

TOWN of
EAST FREMANTLE

# *Standards for CEO recruitment, performance and termination*

***Local Government (Administration) Regulations 1996***

***(Reg 18FA & Schedule 2)***

*Adopted by Council 16 March 2021*

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## Division 1 — Preliminary provisions

### 1. Citation

These are the Town of East Fremantle *Standards for CEO Recruitment, Performance and Termination.*

### 2. Terms used

(1) In these standards —

***Act*** means the *Local Government Act 1995*;

***additional performance criteria*** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

***applicant*** means a person who submits an application to the local government for the position of CEO;

***contract of employment*** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

***contractual performance criteria*** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

***job description form*** means the job description form for the position of CEO approved by the local government under clause 5(2);

***local government*** means the Town of East Fremantle;

***selection criteria*** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

***selection panel*** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

## 8. Establishment of selection panel for employment of CEO

(1) In this clause —

***independent person*** means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

## 9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

### 10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

### 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

### 12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

### 13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

***commencement day*** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

## 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

## Division 3 — Standards for review of performance of CEOs

### 15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

### 16. Performance review process to be agreed between local government and CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

### 17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

### 18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

### 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

## Division 4 — Standards for termination of employment of CEOs

### 20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### 21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

### 22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### 23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

### 24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

## 14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### 14.1 CR BROCKMANN - AUTHORISE REMOTE ATTENDANCE AT COUNCIL MEETINGS

*"That Council:*

1. *authorise the option for elected members to attend council meetings via electronic means in accordance with Local Government (Administration) Regulations 1996*
2. *request the CEO to prepare and communicate remote attendance procedures for Town of East Fremantle in accordance with Local Government (Administration) Regulations 1996.'*

Background from Cr Brockmann

As per Local Government (Administration) Regulations 1996, councillors are permitted to attend council meetings via electronic means, if authorised by either Mayor, Council or CEO. (Relevant excepts outlined below)

- *"14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba)) (1) In this regulation — meeting means — (a) an ordinary meeting of the council; or (b) a special meeting of the council; or (c) a meeting of a committee of the council;"*
- *"The electronic means by which a member may attend a meeting under an authorisation under regulation 14C(2) include Local Government (Administration) Regulations 1996 Part 2 Council and committee meetings r. 14D page 14 Official Version As at 01 Jan 2026 Published on www.legislation.wa.gov.au [PCO 03-x0-00] telephone, video conference or other means of instantaneous communication, as determined by the mayor, president or council."*

I believe it is incumbent on the council to make every reasonable effort to maximise councillor participation at official meetings to ensure a quorum is achieved, debate is representative and decision making is optimised in the best interests of the community.

There are many situations where councillors are available; however, are unable to attend meetings in person due to work, travel or domestic commitments. I believe a more flexible workplace will enhance productivity of the current council and also encourage a larger portion of the community to consider running for council in the future.

Points to note:

- No additional cost or time is required by the ToEF to enable this capability as video conference via Microsoft Team Meetings is a current ToEF resource and an approved method used by many other councils within WALGA.
- No more than 50% remote attendance in a 12-month period can be authorised.
- Remote attendees must declare they can maintain confidentiality from their location prior to meeting where any "closed door" items are tabled. If not, they must disconnect and leave meeting until normal proceedings resume.
- Requests for remote attendance must be made to Mayor or CEO at least 7 days prior to scheduled start time.
- There is no requirement to attend meetings remotely when on approved leave.

The Acting CEO provided the following report:

## RESPONSE TO NOTICE OF MOTION – REMOTE ATTENDANCE AT COUNCIL MEETINGS

| | |
|---|---|
| **Report Reference Number** | OCR-4416 |
| **Prepared by** | Acting Chief Executive Officer |
| **Supervised by** | Nil |
| **Meeting date** | Tuesday, 20 October 2026 |
| **Voting requirements** | Simple Majority |
| **Documents tabled** | Nil |

**Attachments**

1 Draft Operational Procedure – Attendance at Meetings by Electronic Means

### PURPOSE

To provide Council with a report on the notice of motion submitted by Cr Antony Brockmann seeking to permit elected members to attend Council meetings by electronic means and to outline the legislative, technical, operational and governance considerations relevant to Council's determination of that proposal.

### EXECUTIVE SUMMARY

Council is being asked to determine whether elected members should be permitted to attend Council meetings by electronic means and, if supported, whether the Chief Executive Officer should finalise and implement the procedures and operational arrangements necessary to give effect to that decision.

The *Local Government (Administration) Regulations 1996* permit an elected member to attend an in-person Council or committee meeting by electronic means where the attendance is authorised and the relevant requirements relating to the member's location, equipment and ability to participate are satisfied.

The Council Chamber audio-visual system can support audio-only remote participation through the existing microphones and speaker system. A computer located at or near the monitor desk can connect to the chamber system by USB and use a platform such as Microsoft Teams or Zoom. The Chamber does not currently have cameras, so the initial arrangement would provide audio-only participation and would not provide the remote member with a live video feed of the Chamber.

Remote participation is therefore technically available without an immediate capital upgrade, subject to configuration, testing and operational support. However, authorisation alone would not be sufficient. Clear procedures would be required so that requests and authorisations, member eligibility, attendance, debate, voting, confidentiality, technical interruptions, record keeping and the statutory limit on electronic attendance are managed consistently and transparently.

If Council supports the notice of motion, remote attendance would not commence immediately. Administration would first finalise and approve the draft operational procedure, configure and test the technology, establish supporting administrative and meeting protocols, brief elected members and relevant staff, and confirm that the arrangements operate consistently with the *Local Government (Administration) Regulations 1996* and the Town's Meeting Procedures Local Law.

An indicative target date of December 2026 may be achievable.

A draft *Operational Procedure – Attendance at Meetings by Electronic Means* has been prepared and is included as Attachment 1. The draft establishes proposed requirements for requests and authorisations, member eligibility,

location and equipment, identity verification, confidentiality, meeting conduct, voting, technical interruptions, record keeping and monitoring of the statutory limit on electronic attendance.

## BACKGROUND

On 14 September 2026, Councillor Antony Brockmann submitted a notice of motion for consideration at the earliest available Council meeting. As the notice was received after the agenda closing date for the September meeting, the Chief Executive Officer advised that it would be listed for the Ordinary Council Meeting on 20 October 2026 and that Administration would prepare a report on the legislative framework and procedural considerations.

**Motion submitted by Cr Brockmann**

That Council:

1. authorise the option for elected members to attend Council meetings via electronic means in accordance with the Local Government (Administration) Regulations 1996; and
2. request the Chief Executive Officer to prepare and communicate remote attendance procedures for the Town of East Fremantle in accordance with the Local Government (Administration) Regulations 1996.

Councillor Brockmann's supporting information identifies improved flexibility, elected member participation and the maintenance of quorum as reasons for the proposal. It also refers to the limit on electronic attendance over a 12-month period, the need to protect confidentiality during matters considered behind closed doors and the desirability of advance notice being provided for remote attendance requests.

## CONSULTATION

Consultation has occurred with:

- Councillor Antony Brockmann;
- Executive Manager Corporate Services; and
- Redfish Technologies, in relation to the Council Chamber audio-visual system.

## STATUTORY ENVIRONMENT

The relevant legislative framework is contained in section 5.25(1)(ba) of the *Local Government Act 1995* and the provisions of the *Local Government (Administration) Regulations 1996* dealing with attendance at meetings by electronic means.

In summary, the Regulations provide for a member to attend an in-person Council or committee meeting by electronic means where the attendance has been authorised. When determining a request, the authorising authority must consider the suitability of the member's proposed location and equipment, having regard to whether the member will be able to participate effectively in the meeting through instantaneous communication.

The electronic means may include telephone, video conference or another means of instantaneous communication, as determined by the Mayor or Council.

A member who is authorised to attend by electronic means is taken to be present whether or not the member is physically in Western Australia, provided the member remains in contact by the approved electronic means with each other member present.

The Regulations limit the number of meetings that a member may attend electronically over the relevant 12-month period. Administration would therefore need to maintain an accurate record of each member's attendance by electronic means and verify their eligibility before any request is authorised.

The Regulations also address meetings conducted entirely by electronic means. That is separate from an individual member attending electronically at an otherwise in-person meeting. This report and the draft procedure relate primarily to individual remote attendance at an in-person Council meeting.

The Town's Meeting Procedures Local Law will continue to apply. The draft procedure must operate consistently with that Local Law, including provisions relating to:

- the Presiding Member's control of the meeting;
- the orderly conduct of debate;
- motions and amendments;
- points of order;
- voting;
- disclosures of interest;
- public question time;
- confidential business; and
- the recording and minuting of proceedings.

## POLICY IMPLICATIONS

The Town does not presently have an adopted policy or approved operational procedure governing elected member attendance at Council meetings by electronic means. A draft *Operational Procedure – Attendance at Meetings by Electronic Means* has been prepared for consideration and is included as Attachment 1.

The proposal is consistent with Council's commitment to effective governance and the continuous improvement of governance systems and processes. The attached draft procedure addresses authorisation, eligibility, location and technology requirements, confidentiality, voting, technical interruptions, record keeping and compliance with the *Local Government (Administration) Regulations 1996* and the Town's Meeting Procedures Local Law.

Administration considers that these matters can initially be addressed through an operational procedure approved by the Chief Executive Officer. If Council supports the notice of motion, the draft procedure would be finalised following technical testing and any necessary legal and operational review. After implementation and evaluation, Council may determine that a formal Council policy is warranted.

Administration notes that a number of Western Australian local governments have adopted policies or procedures governing elected member attendance at meetings by electronic means, including the Shire of Toodyay, Shire of Serpentine Jarrahdale, Shire of York and the City of South Perth. Should Council support the notice of motion, these examples may be considered when developing a procedure appropriate to the Town of East Fremantle.

## FINANCIAL IMPLICATIONS

The existing Council Chamber system can support audio-only remote participation using the Chamber microphones and speaker system, a USB connection and a computer located at or near the monitor desk. On the information presently available, no immediate capital expenditure would be required to enable audio-only participation.

There would be staff time associated with:

- finalising and documenting the procedure;
- configuring and testing the connection;
- establishing and administering electronic meeting invitations;
- verifying member eligibility and monitoring electronic attendance;
- briefing elected members and relevant staff;
- preparing meeting protocols and scripts for the Presiding Member; and
- providing operational support during meetings.

Any future decision to install cameras or undertake broader audio-visual upgrades would be considered separately and would require a further assessment of the technical requirements and associated costs.

## STRATEGIC IMPLICATIONS

The proposal is consistent with **Outcome 10: Strive for excellence in leadership and governance, including sustainable financial, human resource, asset and risk management** within the Town's Council Plan 2026–2036.

The proposal seeks to enhance the ability of elected members to participate in Council decision-making where work, travel or personal circumstances may prevent physical attendance at the Council Chamber. It may assist Council to maintain quorum, facilitate participation in debate and decision-making, and support effective governance processes through increased flexibility in meeting attendance arrangements.

Any implementation would need to be supported by appropriate administrative procedures, risk controls and record-keeping processes to ensure compliance with legislative requirements and the Town's governance framework.

## 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) |
|---|---|---|---|---|---|
| Technology or connectivity failure prevents a remote member from hearing, being heard or participating throughout the meeting. | Possible (3) | Moderate (3) | Moderate (5-9) | SERVICE INTERRUPTION No material service interruption | Pre-meeting testing; a designated staff operator; a clear reconnection process; and procedures for adjournment or recording when a member is temporarily disconnected. |
| Debate or voting is not managed clearly, creating uncertainty about whether the remote member participated in a decision. | Unlikely (2) | Major (4) | Moderate (5-9) | COMPLIANCE Some temporary non-compliances | Require the Presiding Member to call remote members by name, obtain an audible response, confirm votes individually where necessary and ensure the minutes record electronic attendance and any disconnection. |
| Confidential information is overheard or viewed by another person at the remote location. | Possible (3) | Major (4) | High (10-16) | COMPLIANCE Short term non-compliance but with significant regulatory requirements imposed | Require confirmation that the location is private and secure; use headphones where appropriate; and require the member to disconnect from confidential business if privacy cannot be maintained. |
| A member exceeds the statutory limit on meeting attendance by electronic means. | Unlikely (2) | Major (4) | Moderate (5-9) | COMPLIANCE Minor regulatory or statutory impact | Maintain an electronic attendance register and verify eligibility before authorisation is granted. |

| | | | | | |
|---|---|---|---|---|---|
| Audio-only participation makes visual cues, documents (e.g. tabled documents) or activity in the Chamber difficult for the remote member to follow. | Possible (3) | Moderate (3) | Moderate (5-9) | SERVICE INTERRUPTION No material service interruption | Circulate documents in advance; require clear verbal identification of speakers and agenda items; and review whether a camera upgrade is justified after initial use. |

## 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 generally described 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 outcome and may relate to occupational health and safety, financial performance, service interruption, compliance, reputation or the environment. A risk matrix has been prepared and the overall risk rating is provided below. Any item with a risk rating above 16 will be added to the Risk Register and will require a specific risk treatment plan.

## 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 |

The highest identified risk relates to the protection of confidentiality at the remote location. This can be mitigated through clear eligibility requirements, a member declaration and the ability to exclude or disconnect the remote participant if adequate privacy cannot be maintained.

## SITE INSPECTION

N/A

## COMMENT

Council is being asked to determine whether elected members should be permitted to attend Council meetings electronically. If Council supports the proposal, the Town's initial arrangement would be limited to audio-only participation using the existing Council Chamber audio system.

Council is not being asked at this stage to approve the detailed operational procedure. A draft procedure is included as Attachment 1 to demonstrate how the legislative, governance and operational requirements could be implemented. If the notice of motion is adopted, Administration would finalise and approve the procedure and complete the technical and operational work required before remote attendance commences.

**Council Chamber capability**
Redfish Technologies has confirmed that a USB connection runs from the main equipment rack to the minutes computer location and can be used for remote meeting participation. When connected to a computer at or near the monitor desk, the existing Chamber microphones and speaker system can pass audio between the Chamber and a remote participant through a platform such as Microsoft Teams or Zoom.

There are no cameras installed in the Chamber. The current arrangement would consequently provide audio-only participation. Administration notes that the *Local Government (Administration) Regulations 1996* do not require attendance by video conference. The legislation permits attendance by telephone, video conference or other means of instantaneous communication. The relevant consideration is whether the elected member can participate effectively in the meeting through instantaneous communication. A remote member would be able to hear the proceedings and be heard in the Chamber, but would not receive a live video feed of the Chamber.

This limitation does not necessarily prevent remote participation, but it affects how a meeting would need to be conducted. For example:

- speakers would need to identify themselves before speaking;
- the Presiding Member would need to identify the agenda item, motion or amendment under consideration;
- documents would need to be circulated electronically before or during the meeting;
- the Presiding Member would need to manage speaking order carefully;
- votes may need to be confirmed individually and audibly; and
- the remote member would need to advise immediately if they could no longer hear or participate in the proceedings.

Before the arrangement is used at a formal meeting, Administration should conduct an end-to-end test from an external location. The test should confirm:

- audio quality in both directions;
- the operation of the Chamber microphones and speaker system;
- how the remote participant's audio is captured in the meeting recording;
- access to meeting papers and any documents tabled during the meeting;
- the process for excluding and readmitting the member during confidential business; and
- the steps to be followed if the connection deteriorates or fails.

**Procedural framework**
The draft *Operational Procedure – Attendance at Meetings by Electronic Means* at Attachment 1 addresses the following matters:

- how a member applies to attend electronically;
- the information that must accompany a request;
- the timeframe for submitting a request;
- who determines the request and how the authorisation is recorded and communicated;
- confirmation that the member remains eligible to attend electronically;
- assessment of the proposed location, including privacy, security, background noise and the presence of other people;
- minimum equipment, connectivity and audio requirements;
- any required pre-meeting connection test;
- how the member joins the meeting and verifies their identity;
- confirmation that the member is alone or can otherwise maintain confidentiality;
- how attendance, late arrival, temporary disconnection, departure and rejoining are recorded;
- how the Presiding Member recognises the remote member to speak;
- how motions, amendments, points of order and disclosures of interest are managed;
- how voting is conducted and audibly confirmed;

- what occurs if the connection deteriorates or fails;
- how confidential business is managed;
- how the remote member is excluded from and readmitted to the meeting where required;
- how meeting papers, late items and documents displayed or tabled in the Chamber are provided to the remote member;
- who operates and monitors the technology during the meeting;
- what contingency support is available; and
- how electronic attendance is recorded in the minutes and monitored over the relevant 12-month period.

The procedure would also need to provide clear guidance to the Presiding Member. In particular, it should explain how the Presiding Member is to confirm that the remote member can hear and be heard, manage the order of speakers, call and confirm votes, respond to a loss of connection and determine whether the meeting can continue while a technical issue is being addressed.

**Decision before Council**
The immediate decision for Council is whether it wishes to permit elected members to attend Council meetings by electronic means, noting that the Town's existing Council Chamber configuration currently supports audio-only participation.

If Council supports the notice of motion, Administration would finalise and approve the attached draft operational procedure and complete the technical and operational work necessary to implement Council's decision.

The draft procedure has been prepared to provide Council with a clear understanding of the proposed controls and administrative arrangements. It remains subject to finalisation, technical testing and approval by the Chief Executive Officer if Council supports electronic attendance.

Council's adoption of the notice of motion would authorise the finalisation and implementation of the arrangements. It would not mean that remote attendance becomes immediately available from the date of Council's resolution.

**Implementation and commencement**
If Council adopts the notice of motion, Administration would:

- finalise and approve the remote attendance procedure;
- establish the application, authorisation and record-keeping processes;
- develop meeting protocols and guidance for the Presiding Member;
- configure and test the audio connection from an external location;
- confirm how remote participation will be captured in the meeting recording;
- prepare administrative and technical contingency arrangements;
- establish a register for monitoring electronic attendance;
- brief elected members and relevant staff; and
- advise elected members of the commencement date and the process for submitting a remote attendance request.

The attached draft procedure provides the proposed administrative framework. Should Council adopt the notice of motion, Administration would finalise and approve the procedure and undertake the technical and operational work required to implement Council's decision.

Remote attendance would commence from the first practicable Council meeting after the Chief Executive Officer is satisfied that the procedure, technical testing, operational arrangements and briefings have been completed.

A specific commencement date is not proposed at this stage because the draft procedure must be finalised and the technical testing completed after Council determines whether it wishes to permit electronic attendance. Once the implementation requirements have been completed, elected members would be formally advised of the commencement date and application process.

The initial arrangement would provide audio-only participation. Any proposal to introduce a chamber video feed or undertake broader audio-visual upgrades would be considered separately, including any associated financial implications.

**Review**
The arrangements should be reviewed after they have been used in practice. The review should consider whether:

- the procedures provide sufficient clarity;
- the audio connection is reliable;
- remote members can participate effectively;
- meeting debate and voting can be managed clearly;
- confidentiality requirements are being met;
- the administrative workload is reasonable; and
- any further policy, technology or budget implications require consideration by Council.

## CONCLUSION

Council is being asked to determine whether elected members should be permitted to attend Council meetings electronically. Under the Town's existing Council Chamber configuration, this would initially involve audio-only participation through the Chamber microphones and speaker system.

If Council supports the notice of motion, Administration would finalise and approve the draft operational procedure at Attachment 1 and complete the technical testing, operational planning and briefings necessary to implement Council's decision.

The adoption of the notice of motion would not make remote attendance immediately available. Remote attendance would commence from the first practicable Council meeting after the Chief Executive Officer is satisfied that the procedures and operational arrangements have been completed and elected members have been advised of the commencement date and application process. Subject to Council resolution, an indicative target date for commencement is December 2026.

## 14.1 OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**OFFICER RECOMMENDATION:**

**That Council receives the report and considers the notice of motion submitted by Cr Antony Brockmann.**

**Council Resolution** 082010

**MOTION SUBMITTED BY Cr Antony Brockmann**

**Moved Cr Brockmann, seconded Cr Collinson**

**That Council:**

1. **authorise the option for elected members to attend Council meetings via electronic means in accordance with the Local Government (Administration) Regulations 1996; and**
2. **request the Chief Executive Officer to prepare and communicate remote attendance procedures for the Town of East Fremantle in accordance with the *Local Government (Administration) Regulations 1996*.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

## REPORT ATTACHMENTS

Attachments start on the next page

Attachment 1

**TOWN OF EAST FREMANTLE**

**OPERATIONAL PROCEDURE**

**ATTENDANCE AT MEETINGS BY ELECTRONIC MEANS**

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**1. PURPOSE**

To establish administrative procedures to facilitate attendance at Council and Committee meetings by electronic means in accordance with the Local Government Act 1995, the Local Government (Administration) Regulations 1996 and the Town's Meeting Procedures Local Law.

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**2. INTERPRETATION**

This procedure is intended to support attendance at meetings by electronic means in accordance with applicable legislation.

In the event of any inconsistency between this procedure and:

- the Local Government Act 1995;
- the Local Government (Administration) Regulations 1996; or
- the Town's Meeting Procedures Local Law,

those legislative instruments prevail.

This procedure does not create any entitlement to attend electronically and does not restrict any discretion conferred by legislation.

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**3. SCOPE**

This procedure applies to attendance by approved members at:

- Ordinary Council Meetings;
- Special Council Meetings;
- Committee Meetings; and
- Audit, Risk and Improvement Committee Meetings.

For the purposes of this procedure:

**Member** means:

- a Council Member; or
- any person appointed by Council to a Committee under section 5.10 of the Local Government Act 1995, including independent Audit Committee members.

**4. GENERAL PRINCIPLES**

1. Meetings will ordinarily be conducted with members attending in person.
2. Attendance in person remains the preferred form of participation.
3. Attendance by electronic means is intended to provide flexibility where attendance in person is not reasonably practicable.
4. Attendance by electronic means is not an automatic right and requires approval in accordance with the Regulations.
5. Attendance by electronic means must not compromise:
    - effective participation;
    - confidentiality;
    - transparency of decision-making;
    - legislative compliance; or
    - the orderly conduct of meetings.
6. The Town's initial arrangement is expected to utilise the existing Council Chamber audio system and provide audio-only participation.

**5. REQUESTS FOR ATTENDANCE BY ELECTRONIC MEANS**

**5.1 Request**

A member seeking attendance by electronic means must submit a written request to the Mayor and Chief Executive Officer.

The request should include:

- the reason attendance in person is not reasonably practicable;
- the proposed location from which the member intends to attend;
- confirmation that suitable equipment is available; and
- confirmation that confidentiality can be maintained.

**5.2 Timing**

Requests should be lodged as early as reasonably practicable to allow appropriate consideration and implementation of any required technical and administrative arrangements.

**5.3 Authorisation**

Attendance by electronic means may be authorised by the Mayor or Council in accordance with regulation 14C of the Local Government (Administration) Regulations 1996. Administration may assess technical and administrative matters and provide advice but does not determine the request.

In determining a request, the Mayor or Council must have regard to whether the location from which the member intends to attend, and the equipment the member intends to use, are suitable to enable the member to engage effectively in the deliberations and communications of the meeting.

- the reason attendance in person is not reasonably practicable;
- whether the request is made under regulation 14C(2)(a) or 14C(2)(b);
- compliance with any applicable statutory attendance limit;
- technical capability and connection reliability;
- the ability to maintain confidentiality, where required; and
- any operational consideration relevant to the orderly conduct of the meeting.

Administration shall maintain a record of each request and decision, including the meeting, the decision-maker, the applicable paragraph of regulation 14C(2), the authorised electronic means, the location and equipment considered, any attendance-limit calculation, the decision, any conditions and brief reasons for any refusal.

---

**6. ATTENDANCE LIMITS**

Where a request is to be authorised under regulation 14C(2)(b), Administration must verify that the authorisation would not result in the member attending, under authorisations granted under regulation 14C(2)(b), more than half of the meetings of the Council or relevant committee during the 12-month period ending on the date of the proposed meeting.

The attendance limit does not apply to an authorisation under regulation 14C(2)(a), or to a member to whom regulation 14C(4) applies. Administration shall maintain a separate attendance register for the Council and each committee, identifying the legislative basis for each authorisation.

---

**7. LOCATION REQUIREMENTS**

A member attending electronically must participate from a location that:

- enables effective communication;
- provides reliable connectivity;
- permits confidentiality to be maintained;
- is reasonably free from distractions; and
- allows full attention to be given to the meeting.

Examples of generally suitable locations include:

- a private residence;
- a private office;
- a hotel room; or
- a private meeting room.

Examples of locations generally unsuitable for confidential business include:

- airports;

- cafes;
- restaurants;
- public transport; and
- other public spaces.

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**8. EQUIPMENT REQUIREMENTS**

The member must have available equipment and connectivity appropriate to the electronic means authorised by the Mayor or Council, which may include telephone, videoconference or another means of instantaneous communication.

- reliable connectivity appropriate to the authorised electronic means;
- a functioning microphone or telephone handset;
- functioning speakers, headphones or telephone audio;
- access to the approved telephone, videoconferencing or other instantaneous communication system;
- access to meeting documents; and
- an adequate power supply for the duration of the meeting.

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**9. IDENTITY VERIFICATION**

Before participating electronically, Administration must be satisfied that the individual attending is the approved member.

Identity verification shall occur before commencement of the meeting.

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**10. REMOTE ATTENDANCE DECLARATION**

Before the meeting commences, the member attending electronically shall confirm:

- their identity and attendance location;
- that they can hear and be heard clearly;
- that the authorised electronic means is operating effectively;
- that the location is suitable for effective participation; and
- whether any unauthorised person can hear or observe the proceedings.

Administration shall record that the declaration has been provided. A declaration required for a closed part of the meeting must be made and recorded separately in accordance with Section 11.

---

**11. CONFIDENTIALITY**

Members attending electronically remain responsible for maintaining confidentiality and must take all reasonable steps to prevent unauthorised persons from hearing or observing proceedings.

Before any part of the meeting is closed to members of the public under section 5.23(2), (3) or (4) of the Local Government Act 1995, a member attending by electronic means must declare that the member can maintain

confidentiality during the closed part of the meeting. The member must not attend the closed part unless that declaration has been made.

If the member subsequently cannot maintain confidentiality, the member must immediately advise the Presiding Member and leave the closed part of the meeting. The member may rejoin when the meeting is reopened to members of the public.

The member's declaration must be recorded in the minutes.

---

**12. PRE-MEETING TESTING**

Administration may require connection testing before first use.

Testing should confirm:

- sound quality;
- microphone operation;
- speaker operation;
- connection stability;
- operation of meeting recording systems; and
- reconnection processes.

---

**13. COMMENCEMENT OF THE MEETING**

The member should connect before the scheduled commencement time.

Before business commences:

1. connection quality shall be checked;
2. identity shall be verified;
3. the declaration in Section 10 shall be obtained;
4. the Presiding Member shall confirm the member can hear and be heard; and
5. attendance by electronic means shall be recorded.

---

**14. CONDUCT DURING THE MEETING**

A member attending electronically must:

- comply with directions of the Presiding Member;
- identify themselves before speaking where appropriate;
- immediately advise if they cannot hear proceedings;
- immediately advise if confidentiality may be compromised; and

- give the meeting their full attention.

The Presiding Member shall conduct the meeting in accordance with the Local Government Act 1995 and the Town's Meeting Procedures Local Law.

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**15. VOTING**

Voting shall occur in accordance with:

- the Local Government Act 1995; and
- the Town's Meeting Procedures Local Law.

Where necessary, the Presiding Member may seek verbal confirmation of a member's vote to ensure the vote is accurately recorded.

Nothing in this procedure alters statutory voting obligations or requirements.

---

**16. LOSS OF COMMUNICATION**

A member attending by electronic means is taken to be present at the meeting only while the member is in contact by the authorised electronic means with each other member present at the meeting. If communication is interrupted, Administration shall immediately advise the Presiding Member and attempt to restore the connection.

While the statutory communication requirement is not met, the member must not participate in debate or vote. The Presiding Member must determine whether a quorum remains and manage the meeting in accordance with the Local Government Act 1995 and the Town's Meeting Procedures Local Law.

If the interruption occurs during debate, consideration of an amendment or voting, the Presiding Member shall take the course necessary to ensure that the member does not participate or vote unless the member has heard the relevant motion and proceedings and is in contact with each other member present when participating or voting.

The minutes shall record the time communication was lost and, if restored, the time it was restored.

If communication cannot be restored, the member shall be recorded as having left the meeting at the time contact was lost.

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**17. MEETING RECORDINGS**

Attendance by electronic means does not alter the Town's existing recording arrangements.

Where practicable, the audio of the member attending electronically should form part of the official recording.

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**18. RECORDS MANAGEMENT**

Administration shall maintain:

- requests for electronic attendance;
- approvals and refusals;
- attendance declarations;

- attendance monitoring records;
- records of significant technical failures; and
- correspondence relevant to approvals.

---

**19. MINUTES**

The minutes shall record, as applicable:

- attendance by electronic means and the authorised means of attendance;
- the time the member joined the meeting, if after commencement;
- each time communication was lost and restored;
- the effect of any interruption on the member's participation, voting or quorum;
- the member's declaration that confidentiality can be maintained before attending any closed part of the meeting;
- the time of any departure from the meeting; and
- the time of any rejoining of the meeting.

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**20. REVIEW**

This procedure should be reviewed:

- after the first three meetings involving electronic attendance;
- after twelve months of operation; or
- where significant operational, legislative or governance issues arise,

whichever occurs first.

Any substantive amendments may be reported to Council for consideration.

## 15 NOTICE OF MOTION FOR CONSIDERATION AT THE NEXT MEETING

Nil

## 16 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

## 17 NEW BUSINESS OF AN URGENT NATURE

Nil

## 18 MATTERS BEHIND CLOSED DOORS

**PROCEDURAL MOTION**

**Moved Cr White, seconded Cr Maywood**

**That Council, pursuant to section 5.23(2)(b) of the *Local Government Act 1995*, resolves to close the meeting to members of the public for consideration of Agenda Item 18.1 Acting Chief Executive Officer Arrangements.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

*The Acting CEO, EMRS, EMTS, A/EMCS and STP left the meeting at 7.04pm.*

### 18.1 ACTING CHIEF EXECUTIVE OFFICER ARRANGEMENTS

(Confidential Report)

### ABSOLUTE MAJORITY OFFICER RECOMMENDATION / COUNCIL RESOLUTION

**Council Resolution** 092010

**OFFICER RECOMMENDATION:**

**Moved Cr Maywood , seconded Cr Cutter**

**That Council:**

1. **approves annual leave for the primary Acting Chief Executive Officer, Peter Kocian, from Monday, 14 December 2026, with a return to work on Monday, 4 January 2027.**
2. **appoints the Executive Manager Technical Services, Jacqueline Scott, as temporary Acting Chief Executive Officer from close of business on Friday, 11 December 2026 to Sunday, 3 January 2027, inclusive.**
3. **authorises Jacqueline Scott, during the temporary appointment, to exercise the powers, functions and delegations applying to the Chief Executive Officer, subject to the Local Government Act 1995, Council policies and any limitations imposed by Council.**

4. **approves an increase in the hourly rate applying to the primary Acting Chief Executive Officer, Peter Kocian, as discussed in the confidential report, effective from the date of this resolution.**
5. **approves the hourly rate applying to the temporary Acting Chief Executive Officer, Jacqueline Scott, as discussed in the confidential report, for the period from close of business on Friday, 11 December 2026 to Sunday, 3 January 2027, inclusive .**
6. **authorises the Mayor to approve and execute any employment documentation necessary to give effect to Council's resolutions.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

**PROCEDURAL MOTION**

**Moved Cr Maywood, seconded Cr Cutter**

**That the meeting be reopened to the public at 7.07pm.**

**CARRIED UNANIMOUSLY 9:0**

**For:** **Crs Boyd, Harrington, Brockmann, Collinson, Wilson, Cutter, White, Maywood and Mayor Natale**

**Against:** **Nil**

*The Acting CEO returned to the meeting.*

## 19 CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 7.07pm.

*I hereby certify that the Minutes of the Ordinary meeting of the **Council** of the Town of East Fremantle, held on **20 October 2026**, Minute Book reference **1.** to **19.** were confirmed at the meeting of the Council on*

17 NOVEMBER 2026

***Presiding Member***