



Agenda

Audit, Risk and Improvement Committee

Monday 1 December 2025 6:00 pm



Notice of an Audit, Risk and Improvement Committee

Elected Members

An Audit, Risk and Improvement Committee meeting of the City of Fremantle will be held on **Monday 1 December 2025** in the Seminar Room (Wetj Room) at the Walyalup Civic Centre, located at 151 High Street, Fremantle commencing at 6:00 pm.

This meeting is closed to the public.

A handwritten signature in black ink, appearing to read "M. Hammond".

Matt Hammond
Director City Business

26 November 2025



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Official opening, welcome and acknowledgement

Ngala kaaditj Whadjuk moort keyen kaadak nidja Walyalup boodja wer djinang Whadjuk kaaditjin wer nyiting boola yeye.

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

Attendance, apologies and leave of absence

Attendance

Apologies

There are no previously received apologies.

Leave of absence

There are no previously received leave of absence.

Disclosures of interest by members

Members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO or at the meeting.

Deputations

A deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.

Presentations

Committee members and members of the public may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.



Confirmation of minutes

OFFICER'S RECOMMENDATION

The Audit, Risk and Improvement Committee confirm the minutes of the Audit and Risk Management Committee meeting dated 15 September 2025.

Committee member communication

Committee members may ask questions or make personal explanations on matters not included on the agenda.



Reports and recommendations from officers Governance and Compliance

ARIC2512-1 AUDIT OF THE ANNUAL FINANCIAL STATEMENTS 30 JUNE 2025

Meeting date:	1 December 2025
Responsible officer:	Director City Business
Voting requirements:	Absolute Majority Required
Attachments:	<ol style="list-style-type: none">1. Draft Annual Financial Statements 2024-252. CONFIDENTIAL - Draft Financial Audit Management Letter3. CONFIDENTIAL - Draft Information Systems Audit Management Letter4. CONFIDENTIAL - Audit Findings Report5. Draft Annual Report 2025

SUMMARY

The audit of the City of Fremantle’s Annual Financial Statements for the year ending 30 June 2025 has been completed by the Office of the Auditor General (OAG) with Council being provided with an Independent Auditor’s Report.

The City has received a draft unqualified audit report. As indicated in the Independent Auditor’s Report, in the opinion of the Auditor General the Annual Financial Statements of the City of Fremantle fairly represent the results of the operation of the City and its financial position for the year ending 30 June 2025.

The audit exit meeting will be held on the 1 December 2025 with the City’s Chair of the Audit, Risk and Improvement Committee, Chief Executive Officer, representatives from the OAG and the agents appointed on their behalf to undertake the audit. Once the signing officer reviews and signs the documents, it will become final.

Upon receiving the audit report, Council is required to accept the Annual Report for the year ending 30 June 2025 and set the date for the Annual General Meeting of Electors, to consider matters arising with respect to the previous financial year.

This report recommends Council:



- 1. Adopts the Audited Financial Report for the financial year ending 30 June 2025;**
- 2. Receives the Auditor's Report for the year ended 30 June 2025;**
- 3. Receives the draft Audit Opinion for the year ended 30 June 2025, as issued by the Office of the Auditor General;**
- 4. Accepts the attached City of Fremantle 2024-25 Annual Financial Statements and Annual Report.**
- 5. Sets the date for the 2026 Annual General Meeting of Electors.**

BACKGROUND

The OAG audited the City's Annual Financial Statements for the year ending 30 June 2025 and provided an Independent Auditor's Report as required under the relevant provisions of the *Local Government Act 1995* (the Act). The audit work was performed by Grant Thornton on behalf of the OAG.

The Audit Exit Meeting will be held on 1 December 2025. In attendance will be the Director Financial Audit from the Office of the Auditor General, Partner from Grant Thornton as well as City of Fremantle Chair of the Audit and Risk Management Committee, Chief Executive Officer, Director City Business and Manager Financial Services. The Audit Finding Reports are attached for the Committee's review as a confidential attachment.

The key outcomes of the Audit Exit Brief were:

- Audit team recommends the Auditor General issue an unqualified audit opinion on the City's financial statements for the year ended 30 June 2025.
- The Exit Brief included items identified during the Final Audit.

In accordance with section 7.12A(2) of the Act and the *Local Government (Audit) Regulations 1997*, Council is required to meet with the External Auditor at least once per year. The Office of the Auditor General has confirmed that this requirement will be satisfied during the Exit meeting to be held on 1 December 2025.

REPORT

The Annual Financial Report for the year ended 30 June 2025 contains a detailed set of financial statements and supporting notes, prepared in accordance with the Local Government (Financial Management) Regulations and Australian Accounting Standards. These are presented to follow.

Statement of Comprehensive Income

For the year ended 30 June 2025, the City reported a net deficit of \$6.28 million before other comprehensive income, which is \$8.56 million lower than the prior year. This decline was primarily driven by two factors:



- An increase in the operating deficit of \$2.32 million, and
- A reduction in the non-operating activities amounting to \$6.24 million.

Additionally, no other comprehensive income was recognised from asset revaluations during the year, resulting in a variance of \$14.71 million compared to the previous year.

The City's operating revenue for the year was \$5.01 million higher (+5.02%) compared to the previous year. Key contributors included:

- Rates Revenue (including Specified Area Rates): Increased by \$3.34 million (+5.58%), driven by:
 - An average annual rates increase of 5.40%.
 - Growth in revenue from additional rateable properties.
- Fees and Charges: Up by \$1.20 million (+4.50%), primarily due to:
 - Arts Centre Operations: Revenue rose by \$0.87 million (+42.77%).
 - Building Approvals: Increased by \$0.19 million (+57.66%).

Operating expenditure increased by \$7.32 million (+7.03%) compared to the previous year. The main drivers were:

- Employee Costs: Higher by \$4.05 million (+9.38%), reflecting:
 - Annual salary increases in line with enterprise agreements.
 - Filling of previously vacant positions.
- Materials and Contracts: Increased by \$3.79 million (+11.18%), largely due to contract price increases, which remain a challenge in the current economic environment.

There was a significant increase in non-operating grants, subsidies, and contributions during the year, rising by \$1.20 million (+79.87%), primarily due to \$1.27 million in grants received from Main Roads for road construction projects. Conversely, fair value adjustments to investment properties decreased by \$7.84 million (-87.55%), primarily due to the independent revaluation of land and buildings conducted in the previous year, which had significantly increased fair values at that time.

Statement of Financial Position

The City's net assets and total equity decreased by \$6.28 million (0.89%) compared to the previous year. While current assets recorded a modest increase of \$0.80 million (+1.69%), non-current assets declined by \$8.35 million (-1.19%).

Current liabilities rose by \$2.93 million (+17.02%), primarily driven by a significant increase in contract liabilities related to capital grants and contributions, which were up \$3.45 million (+664.53%). In contrast, current borrowings decreased slightly by \$0.42 million (-6.89%), consistent with the City's loan repayment schedule.

Non-current liabilities fell by \$4.19 million (-18.49%) year on year, largely due to a reduction in non-current contract liabilities associated with capital grants and contributions, which decreased by \$3.36 million (-82.28%).



Changes in Equity

The City's retained surplus decreased by \$8.87 million, bringing the balance to \$160.26 million at year-end. This movement reflects the net operating deficit of \$6.28 million combined with net transfers to financial reserves of \$2.59 million.

Financial reserves increased slightly by \$2.59 million to \$19.58 million, indicating continued allocation of funds for future commitments. The Asset Revaluation Surplus remained unchanged as no asset revaluations were undertaken during the year.

Overall, the City's total equity declined by \$6.28 million to \$702.21 million, consistent with the reported operating deficit.

Statement of Cash Flows

Net cash inflows from operating activities decreased by \$1.27 million compared to the prior year. Although cash receipts increased by \$6.93 million, this was offset by higher cash payments of \$8.21 million, primarily driven by a \$4.87 million (+13.99%) increase in payments for materials and contracts.

Net cash outflows from investing activities rose by \$2.43 million, mainly due to increased expenditure on property, plant, and equipment (\$4.05 million) and infrastructure construction (\$0.83 million).

Financing activities recorded a slight decrease in net cash outflows of \$0.27 million, consistent with the City's scheduled loan repayments.

As a result of these movements, cash and cash equivalents declined by \$3.70 million, closing at \$6.84 million, which represents funds held in bank at 30 June 2025.

Statement of Financial Activity

The Statement of Financial Activity reflects the City's closing municipal budget surplus or deficit for the year ended 30 June 2025. The total capital works expenditure reported this year was \$12.26 million, which was \$6.91 million lower than the previous year.

The City recorded a closing surplus of \$9.58 million, down \$1.99 million from last year. This surplus represents the municipal funding required for carried-forward projects incorporated into the FY26 budget. Any remaining balance is proposed to be transferred to various financial reserves in accordance with the City's Budget Management Policy.

LEGAL IMPLICATIONS

Section 7.12AD of the *Local Government Act 1995* states that,



- (1) the auditor must prepare and sign a report on a financial audit.
- (2) The auditor must give the report to -
 - a) the mayor, president or chairperson of the local government; and
 - b) the CEO of the local government; and
 - c) The Minister.

Section 5.27 of the Local Government Act 1995 states that the City must hold a general meeting of electors once for each financial year, within 56 days of the acceptance of the Annual Financial Report and that the matters to be discussed are as prescribed.

Section 5.53 of the Local Government Act states that the City is to prepare an Annual Report for each financial year, containing the following:

- a report from the mayor or president; and
- a report from the CEO; and
- an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- the financial report for the financial year; and
- such information as may be prescribed in relation to the payments made to employees; and
- the auditor's report for the financial year; and
- a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
- details of entries made under section 5.121 during the financial year in the register of complaints, including –
 - the number of complaints recorded in the register of complaints; and
 - how the recorded complaints were dealt with; and
 - any other details that the regulations may require; and
 - such other information as may be prescribed.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.



CONSULTATION

The Annual General Meeting of Electors is held to discuss the contents of the Annual Report, including the previous year's financial report, and to address any other general business relevant to the City of Fremantle which may be raised by an elector.

OFFICER COMMENT

The City has completed preparing its Annual Financial Statements for the year ended 30 June 2025 and received a draft unqualified Independent Auditor's Report from the Office of the Auditor General.

In the opinion of the Auditor General the annual financial report of the City:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2025 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

The exit meeting is scheduled to take place on 1 December 2025. Once the signing officers' reviews and signs the documents, all the draft attachments will become final versions of those documents.

The Audit Management Letter documented no significant issue during this audit for the City's Annual Financial Statements for the year ended 30 June 2025.

The details of these findings, together with the City's management response, can be found in the draft Audit Management Letter, which is attached for the Council's review as a confidential attachment.

Key to ratings

The Ratings in this Final Audit Management Letter are based on the Audit Team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. Consideration to these potential adverse outcomes is in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.



Minor Those findings that are not of primary concern but still warrant action being taken.

Full details of the above finding, including implications and recommendations, are contained in the attached Final Audit Management Letter.

Annual Report and Annual General Meeting of Electors

The Annual Report outlines the City's actions and achievements over the relevant financial year and provides important information relating to finances and governance. It also explores some of the services and programs that we provide to the community and an abridged version of the financial report.

The 2024–25 Annual Report, provided in the attachments of this report, is in a final draft format and is subject to further formatting to make the information more accessible and reader-friendly.

If Council accepts the Annual Report and the proposed meeting date for the 2026 Annual General Meeting of Electors, statutory advertising notifying the availability of the Annual Report and meeting date will be placed in the local newspaper. Once accepted by Council, the Annual Report, auditors report and full financial statements will be placed on the City's website, and copies will be made available for viewing at the Walyalup Civic Centre.

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

- 1. Receive the Independent Auditor's Report from the Office of the Auditor General for the financial year ending 30 June 2025, as provided in confidential attachment 4.**
- 2. Receive the Financial Audit Management Letters, as provided in Confidential Attachment 2, and the Information Systems Audit Management Letter as provided in Confidential Attachment 3, as issued by the Office of the Auditor General for year ending 30 June 2025.**
- 3. Accept the Audited Financial Statements, as provided in Attachment 1, for the City of Fremantle for the financial year ending 30 June 2025.**
- 4. Accept the City of Fremantle 2024-2025 Annual Report, as provided in Attachment 5, in accordance with Section 5.53 and 5.54(1) of the *Local Government Act 1995*, noting that:**



- a. minor typographical amendments, that do not affect the intent of the document may be made; and**
 - b. Officers will develop a communication piece to accompany the annual report.**
- 5. Advertise the availability of the Annual Report in accordance with Section 5.55 of the *Local Government Act 1995*.**
- 6. Set the date for the 2026 Annual General Meeting of Electors as Monday, 2 February 2026, to be held at the Walyalup Civic Centre at 6pm, in accordance with Section 5.27 of the *Local Government Act 1995*.**



ARIC2512-2 AUDIT ACTIONS UPDATE - OCTOBER 2025

Meeting date:	1 December 2025
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	<ol style="list-style-type: none">1. CONFIDENTIAL - Audit Action Register2. CONFIDENTIAL - GCC Audit Draft Management Letter

SUMMARY

This report provides an update on the status of actions arising from annual audits carried out in line with statutory requirements.

The report requests the Council receive and note the current list of audit actions and status associated with each.

BACKGROUND

Currently the City of Fremantle participates in or undertakes the following audits as required under the *Local Government Act 1995*:

- Audit of annual financial statements
- Audit of General computer controls and information systems
- Audit of Financial management (Regulation 5)
- Audit of general systems, procedures and controls (Regulation 17)

The Financial Audit and General Computer Controls Audit are carried out by the Office of the Auditor General (OAG) and assess both financial and information technology related compliance and controls.

The Regulation 5 and Regulation 17 audits are carried out by external auditors engaged by the City.

The OAG also carries out Performance audits from time to time on topics selected by the Auditor General. These audits assess the efficiency and effectiveness of entity activities, services and programs.

Each audit results in a series of recommendations being made by the auditor, which the City reviews, tracks and actions accordingly. Recommendations are rated based on risk and severity and the city prioritises any remediation required on that basis.



The audit register, as provided in confidential attachment 1, provides information regarding the status of each action and progress associated with each.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The City considers and actions audit recommendations in line with its requirements under the *Local Government Act 1995*.

If the Auditor General or a local government's appointed auditor reports a significant matter in an audit report, section 7.12A of the *Local Government Act 1995* (the Act) requires a response from the local government.

The requirements of this response are:

1. Upon receipt of the auditor's report, the local government must prepare a report for its Audit Committee to address the significant matters raised and outline what action(s) the local government has taken or intends to take in respect of each of the matters raised.
2. The Audit Committee minutes and the report to the Minister are referred to Council for proper review and endorsement of any proposed actions.
3. Within 3 months of receipt of the auditor's report, a copy of the Council-endorsed report must be provided to the Minister.
4. Within 14 days of providing a copy of the report to the Minister, a copy must be published on the local government's website.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.



CONSULTATION

Audit recommendations are implemented and actioned in consultation with auditors to ensure accurate interpretation and understanding of audit recommendations.

OFFICER COMMENT

The audit action register has been developed as part of the continuous improvement of the City's management and reporting of audit activities and findings.

The audit action register provides a summary report of all the current open audit findings, recommendations, and progress comments from the various audit activities.

Noting that full audit reports are presented to the Audit and Risk Management Committee upon completion of each audit, the register provides an ongoing summary update on status and includes the following information:

- The core finding identified by the relevant audit.
- The associated risk rating as identified by the auditor.
- The auditor's core recommended actions.
- The officer responsible for implementing the action.
- Indications of which audits resulted in the core finding, whether it be the OAG financial, performance or IT audits, Regulation 5 or 17.
- Comments on progress made, and current status of action being taken by the City.
- Estimated completion date and actual completion date for the items that have been resolved.

In the audit register presented to the June 2025 Audit and Risk Committee, 18 outstanding items were reported. Up to the last meeting, eight of these items had been completed. Since then, a further three items have been resolved, leaving seven items currently outstanding. The majority of these are on track to be addressed and closed out prior to the end of 2025.

Summary of outstanding items:

- Five items relate to the OAG GCC (IT) Audit:
 - three findings assessed as moderate;
 - two findings assessed as minor.
- One item relates to the Reg 17 audit:



- assessed as moderate.
- One item relates to the OAG Performance Audit - Management of Purchasing Cards:
 - one finding assessed as moderate.

2024/25 AUDIT

The Office of the Auditor General has recently concluded its audit of the City of Fremantle's annual financial statements relating to the 2024/25 financial year. The City received a draft unqualified audit with no significant findings. The independent auditors report made some recommendations around strengthening controls and building future efficiencies. The report is attached to item ARIC2512-2 that forms part of this agenda.

The OAG also undertakes an audit relating to General Computer Controls which assesses the City's information systems and processes. One significant finding was identified as part of the GCC audit which is outlined in the draft audit management letter in confidential attachment 2.

It should be noted, this management letter is still in draft and yet to be finalised by the OAG, and as such may be subject to minor changes. A close out meeting is scheduled for Friday 5 December 2025 at which point the attached management letter (and any minor changes that occur) will become final and be included in the agenda for the Ordinary Meeting of Council in December as per the requirements of section 7.12A of the Act.

All recommendations identified as part of the 2024/25 audit will be added to the audit actions register so that the Audit Risk and Improvement Committee can continue to monitor the City's progress in addressing them.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council:

- 1. Receive the updated Audit Actions Register as provided in confidential attachment 1.**
- 2. Receive the auditor's report outlining the significant matter raised as part of the General Computer Controls Audit in confidential attachment 2, and note a copy of the report will be provided to the Minister in accordance with section 7.12A of the *Local Government Act 1995*.**



ARIC2512-3 EMERGING ISSUES REPORT - SEPTEMBER TO NOVEMBER 2025

Meeting date: 1 December 2025
Responsible officer: Manager Governance
Voting requirements: Simple Majority Required
Attachments: 1. CONFIDENTIAL - Emerging Issues Summary Report

SUMMARY

This report highlights the relevant issues which are either current or emerging and may significantly affect the operation, financial, legal, or reputational operation of the City.

These matters are raised to inform the committee of any significant issues identified by officers and allow for any further feedback or questions on the actions currently being taken or under consideration to address and resolve them.

BACKGROUND

Part of the role of the Audit, Risk and Improvement Committee is to be aware of any significant financial, political, and corporate issues being identified by the organisation and to understand, review or advise on the possible actions to address these.

FINANCIAL IMPLICATIONS

Some of the issues and potential mitigation actions outlined in this report may include financial implications for the City. Order of magnitude estimates of financial implications based on information available at the time of the report is included in the issues table attached.

LEGAL IMPLICATIONS

The City actively seeks legal advice and support where issues and risks identified have potential legal implications.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:



Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

The table provided in confidential attachment 1 identifies the current or emerging issues which are considered significant by the organisation. Some are in action, and some are under review by the organisation and will continue to be updated to the Audit, Risk and Improvement Committee over time.

In conjunction with the organisation's Risk Management Framework, the City's issues log will provide a consistent and effective means of tracking, managing, and resolving significant issues.

The City's emerging issues log is populated and maintained by officers. This document is maintained live in the City's corporate document management system and is reviewed and discussed by the Executive Leadership Team as a standing agenda item monthly.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council receive the Emerging Issues report for September and October 2025 as detailed in confidential attachment 1.



ARIC2512-4 REVIEW OF SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17

Meeting date:	1 December 2025
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Regulation 17 Final Report 2. CONFIDENTIAL - Regulation 17 Action table

SUMMARY

The Chief Executive Officer (CEO) has completed the triennial review of the City's systems and procedures, as required under Regulation 17 of the *Local Government (Audit) Regulations 1996*. The final report is presented for Councils consideration.

This report recommends that Council:

- 1. Receive the final report assessing the appropriateness and effectiveness of the cities systems and procedures in relation to risk management, internal control and legislative compliance, as provided in Attachment 1.**
- 2. Support the recommended action plan outlined in Attachment 2, as appropriate actions for implementation in the response to the review.**

BACKGROUND

In accordance with the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to review, at least once every three years the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- a) Risk management
- b) Internal control and
- c) Legislative compliance.

At the Ordinary Meeting of Council on the 26 March 2025, the Council approved the appointment of Paxon Group as an independent consultant to conduct the Regulation 17 systems and procedures review on behalf of the CEO. The detailed report prepared by Paxon is shown in Attachment 1 for Councils consideration.



FINANCIAL IMPLICATIONS

There are no financial implications identified as a result of this report.

LEGAL IMPLICATIONS

In accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*:

1. The Chief Executive Officer is to review the appropriateness and effectiveness of the local government systems and procedures in relation to:
 - a) Risk Management
 - b) Internal Control
 - c) Legislative compliance
2. The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
3. The Chief Executive is to report the results of the review to the Audit Committee.

In accordance with Regulation 16(c) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is required to review the report provided by the CEO before Council consideration.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.
- Improve organisational performance and capability.

CONSULTATION

Internal consultation was carried out through interviews between staff and the appointed consultants to discuss, assess and test the City's systems and



procedures. Further details of this consultation process are provided in the Auditors report in attachment 1.

OFFICER COMMENT

As outlined in the final report prepared by Paxon Group, the City has appropriate systems and procedures in place which, when effectively implemented support risk management, internal controls and legislative compliance.

During the review Paxon Group noted that the City demonstrates a strong awareness of its improvement needs. It was also observed that work had already commenced on addressing several of the issues identified, as detailed in the action plan provided in Attachment 2.

Paxon Group made 8 recommendations in response to their findings. These findings and recommendations are presented in the Auditors report in Attachment 1, along with a management comment provided by officers. Officers have prepared an action plan to address the recommendations provided by the Auditor, along with appropriate completion dates for each action, as shown in Attachment 2.

In response to this audit, officers will establish an internal audit program focused on reviewing various internal processes and controls to ensure continuous improvement. This will support officers by identifying gaps, highlighting areas for improvement, and ensure compliance with relevant legislation, policies and procedures. The program also provides useful feedback which will allow the City to strengthen internal practices, reduce risk and align the efficiency of audit responses across the whole organisation.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council:

- 1. Receive the final report assessing the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal control and legislative compliance, as provided in Attachment 1.**



- 2. Support the recommended action plan outlined in Attachment 2, as appropriate actions for implementation in the response to the review.**



Finance

ARIC2512-5 PROCUREMENT POLICY EXEMPTIONS SEPTEMBER TO OCTOBER 2025

Meeting date:	1 December 2025
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. Purchasing Policy Exemptions September-October 2025

SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempted from the requirements of the Procurement Policy, during the period September and October 2025.

This report recommends that Council receive the Procurement Policy Exemptions report for September and October 2025.

BACKGROUND

The City's Procurement Policy outlines the requirements and decision-making process for each Policy threshold. The Policy also contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and other Policy exemptions.

The City's Purchasing Policy was amended in August 2025, with Council adopting the new Procurement Policy (C2508-22). The updated procurement policy reflects the consideration of best practice procurement principles, the City's obligations under the *Local Government Act 1995*, and independent advice sought from procurement professionals. It also recognises and responds to the City's ongoing work to develop and maintain efficient, responsive and thorough business processes that improve City response times, supplier experience and ensure compliance.

Under this policy all exemptions applied by the City are to be reported to the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil.



LEGAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

September 2025

The total value of spending exempt from the City of Fremantle Procurement Policy was **\$125,430.00** for the month of September 2025.

The value of exemptions by category is:

Exemption Category	Value
Purchases from Original Equipment Manufacturers (OEM)	\$0.00
Specialist Legal or Consultant Advice	\$125,430.00
Sole Source of Supply	\$0.00
Fixed or Statutory Cost	\$0.00
Software License Renewal	\$0.00
Total	\$125,430.00

Details regarding individual exemptions can be found in Attachment 1.

October 2025

The total value of spending exempt from the City of Fremantle Procurement Policy was **\$68,808.00** for the month of October 2025.



The value of exemptions by category is:

Exemption Category	Value
Purchases from Original Equipment Manufacturers (OEM)	\$0.00
Specialist Legal or Consultant Advice	\$20,000.00
Sole Source of Supply	\$24,808.00
Fixed or Statutory Cost	\$24,000.00
Software License Renewal	\$0.00
Total	\$68,808.00

Details regarding individual exemptions can be found in Attachment 1.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council receive the information report on Procurement Policy Exemptions for September to October 2025.



ARIC2512-6 TENDERS AWARDED UNDER DELEGATION SEPTEMBER TO OCTOBER 2025

Meeting date: 1 December 2025
Responsible officer: Director City Business
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

The purpose of this report is to summarise tenders awarded under delegation by various delegated Officers and Committees during the period September to October 2025.

This report recommends that Council receive the report on tenders awarded under delegation between September to October 2025.

BACKGROUND

Tenders awarded by the City are awarded under the following delegations, approved at Council on 25 June 2025 (C2506-15):

Delegated Authority	Amount of Delegation
Ordinary Meeting of Council	\$1,000,000+ (if within budget)
CEO	Up to \$1,000,000
Directors	Up to \$500,000

Items identified under 'Officer Comment' of this report detail tenders awarded under delegation.

FINANCIAL IMPLICATIONS

All tenders were awarded in line with the adopted 2025-26 budget.

LEGAL IMPLICATIONS

All tenders awarded met the requirements of Regulations 11A – 24AJ of the *Local Government (Functions and General) Regulations 1996* and S3.57 of the *Local Government Act 1995*.



Under delegation 2.11 Expressions of interest and tenders, of the City’s Register of Delegated Authority 2025-26, the Chief Executive Officer is required to report the use of this delegation to the Audit and Risk Management Committee.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Below is a list of tenders awarded under delegation between September to October 2025.

September 2025

Tender Description	Procurement Method	Awarded By	Contractor(s)	Contract Term	Contract Value
FCC677/25 - Winter Planting Truck Watering	Public Tender	CEO	Baroness Holdings Pty Ltd	Up to 5 years	\$722,000.00
FCC686/25 - FAC South Lawn Concert Stag	Public Tender	Director	Statewide Corporation Pty Ltd	Up to 2 years	\$452,000.00

October 2025

Tender Description	Procurement Method	Awarded By	Contractor(s)	Contract Term	Contract Value
Nil					

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council received the information report on Tenders Awarded under Delegation for September to October 2025.



ARIC2512-7 OVERDUE DEBTORS REPORT AS AT 31 OCTOBER 2025

Meeting date:	1 December 2025
Responsible officer:	Manager Financial Services
Voting requirements:	Simple Majority Required
Attachments:	<ol style="list-style-type: none">1. CONFIDENTIAL - Summary of Outstanding Debtors Exceeding 90 days as at 31 October 20252. CONFIDENTIAL - Summary of Debts written off as at 31 October 2025

SUMMARY

This Overdue Debtors Report, with confidential attachment, is provided to the Audit, Risk and Improvement Committee to report overdue debts outstanding as at 31 October 2025. The report identifies debts overdue by more than 90 days where the total value owing is greater than \$10,000.

This report recommends that Council receive the Overdue Debtors Report and acknowledge the overdue debts exceeding 90 days where the total value owing is greater than \$10,000 as at 31 October 2025.

BACKGROUND

This report provides the Audit, Risk and Improvement Committee the following information:

- The total outstanding debt aged from current to over 90 days, with comparison to the same period for the previous year.
- Delegated authority usage for waivers or write offs of debts valued at \$1,000 or above.
- A confidential attachment detailing debtor balances exceeding 90 days and \$10,000 and a summary of debts written off.
- The Debtor Day Ratio, representing the average number of days for payment collection.

FINANCIAL IMPLICATIONS

An allowance for impairment of receivables must be recognised in annual financial statements as a cost to the budget in the year in which the impairment is made.

As at 30 October 2025, \$82,672 has been held as an allowance for impairment of sundry receivables. A total of \$16,157 in waivers or write offs has occurred during the 2025/26 financial year.



LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the *Local Government Act 1995* provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the *Local Government Act 1995* the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$50,000 per account where, in the opinion of the Chief Executive Officer, all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where, in the opinion of the Director or Manager, all other reasonable avenues of recovery have been exhausted.

All waivers or write offs valued at \$1,000 or above , per debtor, must be reported to the Audit and Risk Management Committee.

Any amount more than \$50,000 is to be written off by Council resolution. A Council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Total outstanding debts as at 31 October 2025 were \$420,848, a reduction from \$544,190 reported to the Audit, Risk and Improvement Committee in September



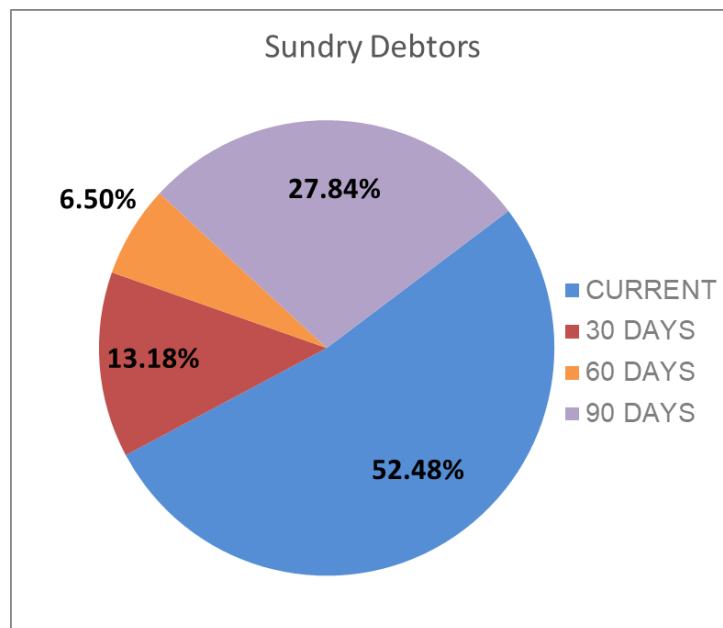
2025. Debts over 90 days have decreased from \$158,795 to \$117,161 over the same period.

There is one debtor with a balance that exceeds both the 90-day threshold and the \$10,000 reporting limit. In total, they owe \$60,059, of which \$53,525 is more than 90 days overdue. Further individual debtor details are included in the confidential attachment.

A breakdown of aged debt for the current period compared to prior year is tabled below.

Period Ending October 2025	Current	30 Days	60 Days	90+ Days	Total
Oct 25 Total Debtors	52%	13%	6%	28%	100%
Oct 25 Excl. Commercial Properties	48%	18%	12%	22%	100%
Oct 24 Total Debtors	49%	22%	3%	25%	100%
	336,203	151,629	22,585	170,022	680,439

The graph below shows the aged debt balances as at 31 October 2025:



Key Performance Indicators

When determining status or risk associated with outstanding debtors, officers typically consider and assess the following metrics:

- Total amount of outstanding debt



City of Fremantle
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- Age of outstanding debt (and value of that debt)
- Frequency of payment of outstanding debt
- Outstanding debt per individual debtor
- Outstanding debt per type of debtor

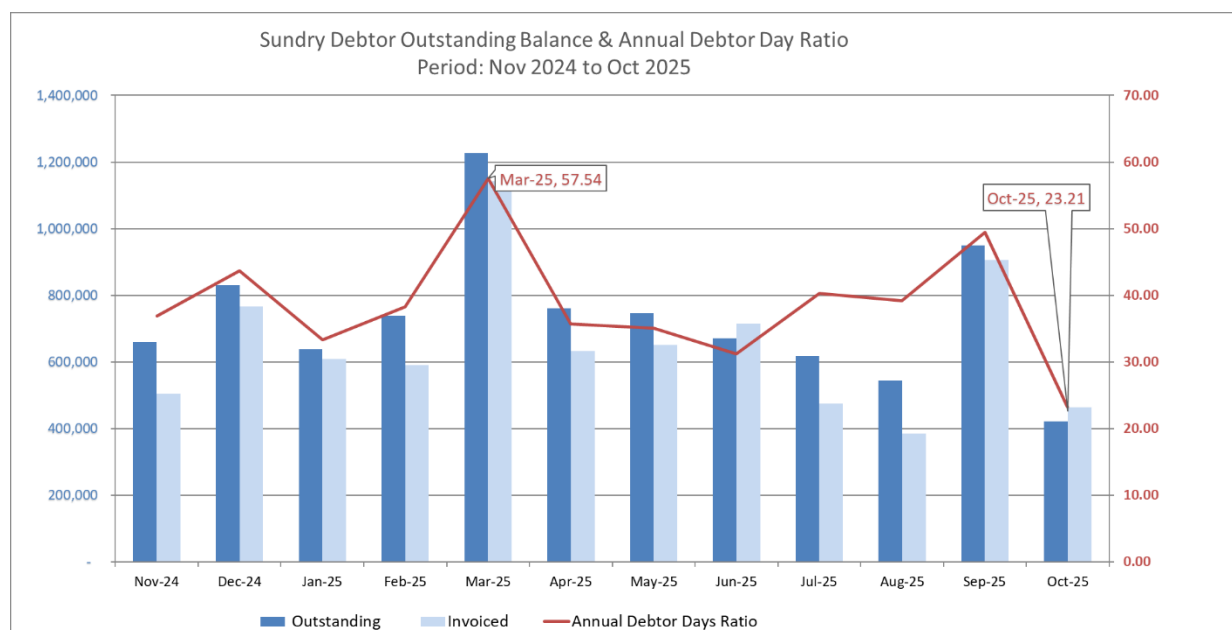
Officers consider all of these metrics alongside each other as well as the debtor day ratio to assist in providing an overarching assessment of general performance of outstanding debtors. The debtor day ratio measures how quickly cash is being collected from debtors regardless of the level of total outstanding amount of debt or the type of debt, allowing for a consistent metric that will identify periods where debtors are taking longer to pay down outstanding debt.

A number of metrics have been provided to follow that provide an initial snapshot of performance and or status of outstanding debtors to follow.

Debtor Day Ratio

The Debtor Day Ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

The following chart indicates the debtor days over the last 12 months. Debtor days have steadily decreased over the past 12 months, with a ratio of 23.21 being reported for October 2025.

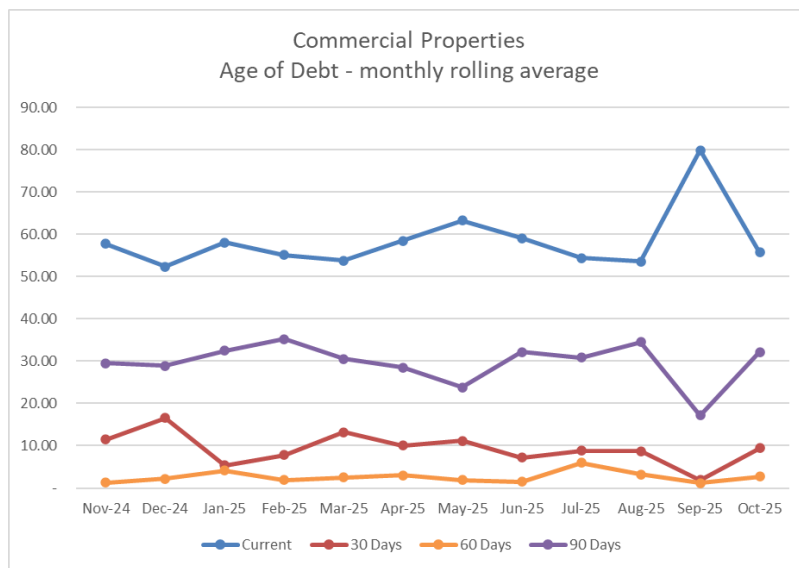




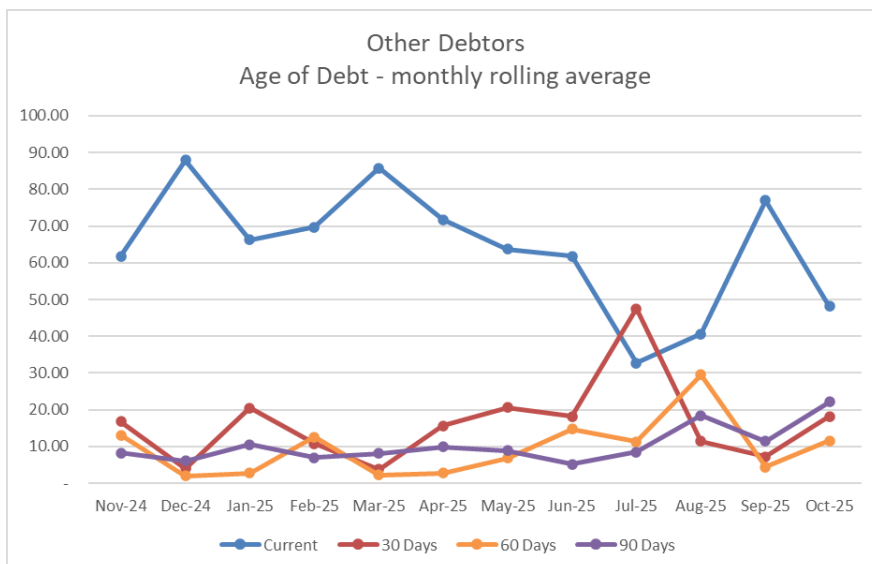
Age of Debt

The following graphs show the rolling month average of debt by age category for both Commercial and Other (non-commercial) accounts. This provides a clear view of trends in the City’s aged debt portfolio over time.

For commercial debt, 32% of debt was current as of October 2025. Debt over 90 days has decreased since the last reporting period, while debt in the 30-59 day and 60-89 day categories remains low.



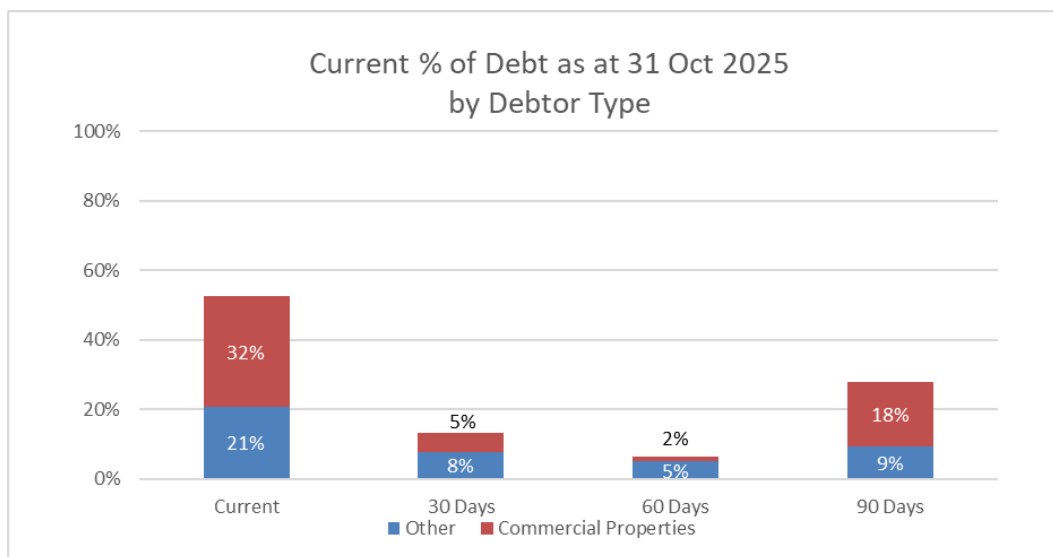
For other debtors, current debt has increased from 13% to 21% since the last reporting period. Debt over 90 days has increased slightly since the last reporting period, while debt 60-89 days has decreased.





The next graph shows the current value of debt by age category, split between Commercial properties and Other debtors. Commercial properties make up 32% of current debt and 18% of debt over 90 days, whilst other debtors make up 21% of current, and 9% of debt over 90 days.

City officers continue working with commercial tenants to provide support, including payment arrangements where appropriate.



Delegation 2.3 - Defer payment, grant a concession, waive fees and write off of Debts

During the reported period there were three waiver/write offs.

1. Fremantle Town Hall for 10 days (50% discount) for Mama Kin Spender Pty Ltd, totalling \$2,186.50.
2. Moores Building Art Space for Fremantle Biennale 10 November to 3 December 2026, totalling \$2,600.00.
3. Commercial lease - \$6,890.18 debt write off for Debtor 2092772 (refer to attachment).

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council receive the Overdue Debtors Report as at 31 October 2025, and the confidential attachments listing overdue debts exceeding 90 days with the combined value, by debtor, exceeding \$10,000 and debts written off as at 31 October 2025.



ARIC2512-8 GRANTS AND SPONSORSHIPS FUNDING REPORT

Meeting date:	1 December 2025
Responsible officer:	Manager Community Development
Voting requirements:	Simple Majority Required
Attachments:	1. Grants and Sponsorship Policy Funding Report 2024-2025

SUMMARY

This information report outlines the City's annual financial support provided to the community, organisations, and businesses within the 2024-25 financial year.

The Grants and Sponsorship Policy (endorsed 12 May 2021) requires that an information report is submitted to the Audit, Risk and Improvement Committee on a biannual basis to notify Council of all funding decisions.

In the 2024-25 financial year, a total monetary spend of \$786,886 and \$15,178 in-kind value was distributed under the Grants and Sponsorship Policy through grants, sponsorships, donations, individual support, and rebates. The grants enable the Fremantle arts, business, and broader community to support the aims of the City's Strategic Community Plan through projects, programs, and events.

This report recommends that Council receive the Grants and Sponsorship Policy Funding report, as provided in Attachment 1.

BACKGROUND

The City recognises the pivotal role community groups, organisations, businesses, and individuals play in the delivery of vibrant and diverse communities.

To support this outcome, the City provides financial, non-financial, and value in-kind support to partner with the community, organisations, and businesses in building capacity for the social, economic, and cultural life of the City.

FINANCIAL IMPLICATIONS

The availability of financial support remains subject to Council's annual budgetary process and may vary annually dependent upon Council priorities and strategic requirements.



Funding assistance (grants, sponsorships, donations, rebates, fees, and charges) operational costs are set through the annual Council budgetary process or as varied by Council resolution. Table 1 below summarises the quantity, in-kind and monetary value for the 2024-25 financial year. These amounts are reported ex-GST. For a full list of successful applicants, refer to Attachment 1.

Table 1: Funding Assistance Summary (detailed list refer to Attachment 1.)

PROGRAM	QUANTITY	IN-KIND	CASH
Direct Sponsorships			
Community Development <i>Direct Sponsorships</i> <ul style="list-style-type: none"> • Fremantle Surf Life Saving Club • Imagined Futures • Fremantle Community Men’s Shed • Reconciliation Western Australia - National Reconciliation Week Breakfast • People with Disabilities WA • Australian Alliance to End Homelessness - Australian Zero Homelessness Summit 	6		\$83,304.55
Economic Development <i>Annual Partnerships</i> <ul style="list-style-type: none"> • Fremantle Football Club • South Fremantle Football Club • Fremantle Chamber of Commerce • Fremantle Park Sport and Community Centre 	4		\$414,599.17
Total	10		\$497,903.72
Grants/Sponsorships			
PROGRAM	QUANTITY	IN-KIND	CASH
Arts <i>Arts Grants</i> <i>(Allocated Budget: \$53,045.00)</i>	14		\$49,940.15
Community Development <i>Community Grants</i> <i>(Allocated Budget: \$92,700.00)</i>	17	\$3,530.00	\$79,286.84
Neighbourhood Quick Response <i>(Allocated budget: \$8,330.00)</i>	2		\$2,000.00



Sporting Clubs: <i>(Allocated budget: \$10,300.00)</i>	3		\$1,500.00
Events and related activities <i>Application Sponsorships</i> <ul style="list-style-type: none"> • Street Parties • Events & Programs • Annual Community Events • Blessing of the Fleet (*included \$30,000 from Department of Transport) <i>(Allocated budget: \$156,940)</i>	46	\$10,845.28	\$136,574.40
Total	82	\$14,375.28	\$269,301.59
PROGRAM	QUANTITY	IN-KIND	CASH
Venue Support	3	\$802.90	N/A
Waste Minimisation (Rebates)	33	N/A	\$1,931.45
Total	36	\$802.90	\$1,931.45
Individual Assistance			
PROGRAM	QUANTITY	IN-KIND	CASH
Sporting Individual (Youth) <i>(Allocated budget: \$10,300.00)</i>	16		\$4,800.00
Positive Ageing Assistance <i>(Allocated budget \$5,000.00)</i>	54		\$8,015.00
Total	70		\$12,815.00
Donations			
PROGRAM	QUANTITY	IN-KIND	CASH
Community Donations (Allocated budget: \$5,150.00)	6		\$4,934.55
Total	6		\$4,934.55
TOTAL	204	\$15,178.18	\$786,886.31

LEGAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle’s Strategic Community Plan 2024 – 2034:



Liveable City - Liveable and socially connected neighbourhoods

- Community-led clubs and groups allow for social inclusion and connection across our neighbourhoods.
- Fremantle's diverse cultural heritage is reflected through a broad range of community celebrations and traditions.

Thriving City - Vibrant and active city centre

- Key city centre places are activated by a diverse program of both programmed and community-driven events and activities.

Creative City – Events and programming celebrate Fremantle’s unique and diverse creative and cultural identity

- A diverse program of events is inspired by Fremantle’s unique identity and accessible by all members of the community.

Resilient City – Availability of services and support for the most vulnerable members of the community

- Access to programs that connect vulnerable community members to services and support.
- A caring community supports, protects and accepts those who are most vulnerable.

CONSULTATION

Nil.

OFFICER COMMENT

The purpose of the funding streams is to support the City in achieving its strategic goals and objectives via the funding program guidelines.

The City of Fremantle has delivered ten direct cash sponsorships to organisations/events valuing \$497,903.72 in the 2024/25 financial year. Organisations and businesses were approved for grants/applicant sponsorships valuing \$269,301.59 and in-kind value of \$15,178.18.

Seventy community members were supported through the individual assistance programs, both for participation in sport and the ability to remain independent in their homes. While 33 families were supported with waste minimisation rebates for cloth nappies, compost infrastructure and reusable sanitary items.

This equates to 204 occasions of financial and in-kind support with a much broader community impact and reach.



Economic Development delivered support for a wide variety of street parties, annual events and community focussed programs that activated and engaged local communities and drew visitors to the City.

Community and Youth Grants supported a wide variety of local initiatives with projects focussed on: mental health; Autism, sensory or neurodivergence; healthy relationships; leadership and career skill development for young people; homelessness and disadvantage; community events and exhibitions; Fremantle residents with cancer; community gardens and environmental projects; and family and domestic violence.

Arts Grants delivered funding for fourteen projects including: concert series; art, ceramics, sculpture and photography exhibitions; short films; workshops for filmmakers; writing and storytelling; and a youth theatre production.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

OFFICER'S RECOMMENDATION

Council receives the Grants and Sponsorship Policy Funding report, as provided in Attachment 1.



ARIC2312-9 FINES ENFORCEMENT REGISTRY (FER) UNRECOVERABLE FINES

Meeting date:	1 December 2025
Responsible officer:	Manager Regulatory Services
Voting requirements:	Absolute Majority Required
Attachments:	<ol style="list-style-type: none">1. CONFIDENTIAL - Write Off Schedule 101941 - 30.09.20202. CONFIDENTIAL - Write Off Schedule 101919 - 30.09.20203. CONFIDENTIAL - Write Off Schedule 102078 - 31.12.20204. CONFIDENTIAL - Write Off Schedule 102052 - 31.12.20205. CONFIDENTIAL - Write Off Schedule 102167 - 31.03.20216. CONFIDENTIAL - Write Off Schedule 102202 - 31.03.20217. CONFIDENTIAL - Write Off Schedule 102311 - 30.06.20218. CONFIDENTIAL - Write Off Schedule 102346 - 30.06.2021

SUMMARY

The City of Fremantle issues parking fines to drivers of vehicles that are in breach of the Parking Local Law. Any fines that are not paid to the City within 84 days are referred to the Fines Enforcement Registry (FER) which is a statutory body within the Department of Justice, for follow up collection.

After a process undertaken by FER for recover of the debt, some matters are regarded by FER as unrecoverable.

This report recommends that Council write-off the fines identified in the attached lists by FER as being unrecoverable from the 2020/21 financial year.

BACKGROUND

The City of Fremantle uses FER to assist in the recovery of unpaid parking fines. This registry is the sole provider of the service which is able to cancel driver and vehicle licenses and undertake recovery action. This service comes at a cost which can be greater than the fine itself and these costs are recoverable if the alleged offender is located.



The City uses data provided by the Department of Transport to identify the registered owner of vehicles when enforcing unpaid penalties. This data is used to provide written notifications to owners, using regulatory final demand notices and subsequent registration with FER to assist in the recovery of unpaid parking fines.

Each year, FER identifies those registrations for which it has exhausted all avenues of enforcement and removes those records from the Registry upon agreement from the City. Matters regarded by FER as unrecoverable include factors such as death, being uneconomical to enforce due to amount owing, insufficient details being available, and time elapsed since registration.

Consequently, debts identified by FER as being unrecoverable ends further recovery of those cases (once agreed to by the City).

FINANCIAL IMPLICATIONS

Debts relating to parking infringements are not recorded within the City's financial system until paid. The City records any money recovered as revenue at point of recovery, and therefore the amount being proposed for cancellation has no impact on the City's balance sheet.

LEGAL IMPLICATIONS

FER operates pursuant to the *Fines Penalties and Infringement Notices Enforcement Act 1994*. By this statute, FER is the sole provider of the service enabled under this legislation.

Once all efforts have been made to recover unpaid parking fines, action is taken in accordance with the City's Debtor Management Policy, and Section 6.12 of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.



CONSULTATION

Nil.

OFFICER COMMENT

For the financial year of 2020/21 beginning 1 July 2020, FER has advised it is unable to recover \$218,773.42 of unpaid fines and collection costs.

Of this amount, approximately \$160,750.17 is associated with the cost of registering the case for enforcement. The remainder (\$58,023.45) is the original modified penalty of the infringement notice, plus statutory fees chargeable by City of Fremantle during the statutory enforcement process.

FER is requesting permission from the City to cancel the sum of \$218,773.62 due to being unrecoverable.

Some registrations date back to 2005 and include a number of deceased people, companies that are no longer registered and cases which have been registered for 4 years or more where FER considers there is no prospect of the recovery of the funds.

FER has exhausted all avenues of the recovery for these registered infringement notices. Therefore, it is recommended by officers that these outstanding fines and recovery costs are written-off, given the recovery difficulties.

The list of affected records is shown under separate confidential cover in order to maintain privacy considerations.

Officers will continue to present unrecoverable amounts identified in each respective financial year to forthcoming Audit, Risk and Improvement Committee meetings for consideration.

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

Council approves the write-off of \$218,773.62 of unrecoverable fines and associated recovery costs, outlined within the Department of Justice's Fines Enforcement Registry's schedules 101919, 101941, 102052, 102078, 102167, 102202, 102311, 102346, 102436 provided in confidential attachment 1.



Health, Safety and Environment

ARIC2512-10 LOCAL EMERGENCY MANAGEMENT COMMITTEE UPDATE - OCTOBER 2025

Meeting date:	1 December 2025
Responsible officer:	Manager Regulatory Services
Voting requirements:	Simple Majority Required
Attachments:	1. LEMC Minutes - 27 October 2025

SUMMARY

The purpose of this information report is to provide an overview of the functions of the Local Emergency Management Committee (LEMC), including the City's role in emergency management, and to provide the minutes of the 27 October 2025 LEMC meeting.

BACKGROUND

It is recognised that local governments are the closest level of government to their communities and have access to local knowledge about the local environment and demographic features of their communities.

It is also recognised that in some instances the wider community is not always informed as best as it can be on emergency management, and what it means to be prepared for an unanticipated emergency event.

Section 36 of the *Emergency Management Act 2005* states the functions of local government in an emergency are:

- a. subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b. to manage recovery following an emergency affecting the community in its district; and
- c. to perform other functions given to the local government under this Act.

As per the definition in the *Act*, recovery means the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The functions of a local emergency management committee (LEMC) are:



- a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The current LEMC is made up of City officers and representatives from:

<ul style="list-style-type: none"> • WA Police Force 	<ul style="list-style-type: none"> • Australian Border Force
<ul style="list-style-type: none"> • DFES 	<ul style="list-style-type: none"> • Fremantle Ports
<ul style="list-style-type: none"> • St John Ambulance 	<ul style="list-style-type: none"> • Department of Communities
<ul style="list-style-type: none"> • Department of Defense 	<ul style="list-style-type: none"> • Department of Health

Representatives from other groups such as aged care and medical facilities attend meetings on an irregular basis.

The City’s membership of the LEMC now includes two elected members, Cr Geoff Graham and Cr Fedele Camarda, and meets four times per year.

COMMITTEE UPDATE

The City’s Local Emergency Management Arrangements (LEMA), shared with the Town of East Fremantle, were endorsed by the LEMC on 27 February 2017 and approved by the State Emergency Management Committee (SEMC) on 2 May 2017. They were reviewed in 2025.

Towards the end of each financial year, Officers of the LEMC prepare an Annual Report which is a self-assessment of the City’s Emergency Management capabilities. The report identifies any gaps due to external or internal factors during that period.

The committee met on 27 October 2025 to discuss recent and upcoming exercises, the endorsement of the Local Emergency Relief and Support Plan, and the review of the State Emergency Management Framework.

The minutes of the meeting are provided in attachment 1. The next meeting will be held on 25 February 2026 at the City of Fremantle.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required



OFFICER'S RECOMMENDATION

Council receive the Local Emergency Management Committee (LEMC) minutes for October 2025.



Legal, Reputation and Brand

Nil.

Motion of which previous notice has been given

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO in accordance with the Meeting Procedures Policy.

Nil.

Urgent business

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

Late items

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

Confidential business

Nil.

Closure