CITY OF
Fremantle

Meeting attachments

Audit, Risk and Improvement Committee

Monday 15 June 2026 - 6pm

fremantle.wa.gov.au

CITY OF Fremantle

Council Policy

Privacy Policy

fremantle.wa.gov.au

OFFICIAL

Privacy Policy

Policy scope

This policy sets out how the City of Fremantle manages the collection, storage and use of personal information (defined in this policy) to ensure documents that contain private information are appropriately managed. The Policy also outlines the requirements to manage and respond to an information breach and to mitigate risk of future breaches.

Policy statement

The City of Fremantle is committed to compliance with the obligations and requirements of the Privacy and Responsible Information Sharing legislation ('PRIS') and the Information Privacy Principles (outlined within schedule 1).

1. Personal information the City collects

1.1. An Individuals personal information will only be collected for purposes that relate to the City carrying out its functions as a local government.

1.2. The City collects personal information through the delivery of our services and functions, through correspondence, forms, service requests, and through online data and metadata collection.

1.3. The City may collect and use personal information of an individual for a secondary purpose other than what it was originally collected for or from another source, to perform the functions of the local government if it's required or authorised by or under law. The circumstances for this collection will be provided to the individual.

1.4. Collection notices will be provided to individuals within a reasonable timeframe in accordance with the PRIS Act when personal information is collected.

1.5. The City's Record Management Council Policy, and other internal policies and plans, may outline how personal information is managed, including but not limited to classification, retention, and breaches.

1.6. The City's privacy statement for the use of the City's corporate website is available here: https://www.fremantle.wa.gov.au/privacy-policy/. The City is not responsible for the collection of personal information by third parties which are accessed through links available on the City's website.

1.6.1. When visiting the corporate website, the City's internet service provider automatically records a user's visit and logs the following information for statistical purposes:

- The user's internet provider (IP) address
- The user's top level domain name (e.g. .com, .net, .gov ,etc.)

- the date and time of your visit to the site
- the pages accessed and documents downloaded
- time spent on individual pages
- time spent overall on the site
- browser type and version
- referring site (e.g. search engine)

This information is analysed regularly to determine the website's usage statistics.

1.6.2. No attempt will be made to identify a user or their browsing activities unless required by law, where a law enforcement agency may exercise a warrant to inspect the City's service provider's logs.

1.6.3. Where a user provides their email address and other personal information to subscribe to a City of Fremantle service via the website, all details will be used and maintained for the sole purpose of the mailing list or the activity they have been provided for. The user will have the option to unsubscribe from a mailing list service at any time. Their email address will remain confidential and no personal information will ever be disclosed to a third party without their explicit consent, unless required by law.

2. Personal information the City shares

2.1. The City will only use an individual's personal information for purposes that relate to the City carrying out its functions as a local government.

2.2. Personal information collected by the City will not be disclosed to a third party, unless:

a. The disclosure is a public interest disclosure, or it is information which the public has a right to access under relevant legislation;

b. The disclosure is required or authorised by or under any other law;

c. The individual concerned has consented to the disclosure;

d. The information is being utilised by a third party engaged on behalf of the City to undertake business purposes; or

e. The City reasonably believes that use or disclosure is necessary to reduce or prevent a threat to a person's life, health, or safety or a serious threat to public health or safety.

2.3. The City will use processes to de-identify information by redacting out personal or confidential information as part of the Freedom of Information process and in accordance with the *Freedom of Information Act 1992.*

2.4. The City is required under the *Local Government Act 1995* and subsidiary legislation to make some personal information publicly available. A collection notice or applicable disclosure will be made when collecting the information.

2.5. The City will only disclose personal information outside of Australia in accordance with the PRIS Act.

3. Data Retention

3.1. The City is committed to safeguarding information against misuse, loss, modification and unauthorised access or disclosure.

3.2. Any records held by the City that contain personal information will be handled in a secure, responsible, and compliant manner. This includes the collection, storage, retention, and destruction of records.

3.3. The City will apply WA Information Classification policies for UNOFFICIAL, OFFICIAL, and OFFICIAL Sensitive information, and follow internal policies and guidelines to ensure the correct sensitivity and security measures are applied.

3.4. The City will take reasonable steps to destroy or de-identify personal information if it is no longer needed for any purpose, unless required or authorised to retain the information by law.

3.5. The City will comply with relevant legislation and internal policy in relation to data retention and disposal.

4. Data Breaches and Compliance

4.1. If a data breach occurs, the City will investigate the extent of the incident and ensure appropriate containment and mitigation measures are applied.

4.2. Affected individuals and regulatory bodies will be notified as required.

4.3. The City will provide regular training to employees in relation to their privacy responsibilities.

4.4. Individuals may report a breach to governance@fremantle.wa.gov.au or via the online service request portal.

5. Request for Personal Information

5.1. Customers have the right to access personal information held by the City request correction if the data is inaccurate, incomplete or out of date. Access to someone's own personal information can be made by contacting the City at governance@fremantle.wa.gov.au. This request will then be considered by the City's Privacy Officer in accordance with both the *Privacy and Responsible Sharing Act 2024 and the Freedom of Information Act 1992*.

5.2. Access to another person's personal information can be made through the City's FOI process by contacting FOI@fremantle.wa.gov.au. This request will then be considered in accordance with both the *Privacy and Responsible Sharing Act 2024 and the Freedom of Information Act 1992*, and this policy where relevant.

5.3. Access to information that does not relate to personal information can be requested via info@fremantle.wa.gov.au or the online service request portal.

6. Automated decision-making

6.1. Where an automated decision-making process using personal information is employed, the City will comply with the PRIS legislation and the Information Privacy Principle: Automated decision-making.

6.2. Where a significant decision is made, the City requires human intervention.

7. Anonymity

7.1. An individual may de-identify themselves when engaging with the City, unless required by law or to do so is impracticable in relation to the matter.

7.2. The City will assist the individual to the best of its ability, but anonymity may limit the outcome of the City's service to or for the individual.

8. Complaints and General Requests

8.1. Complaints in relation to breaches of the *Privacy and Responsible Information Sharing Act 2024* Legislation and this Policy can be lodged with the City by email at governance@fremantle.wa.gov.au.

8.2. Requests and queries relating to this policy can be made to governance@fremantle.wa.gov.au.

9. Third party supplier requirements

9.1. Third party suppliers of the City of Fremantle are to provide a collection notice when collecting personal information to perform functions on behalf of the City.

9.2. Third party suppliers of the City of Fremantle must only use personal information provided by the City for the primary purpose of what it was provided for.

9.3. Third party suppliers are to provide notice to the City of Fremantle if a breach of the personal information collected on behalf of the City or provided to the contactor by the City is identified.

Definitions and abbreviations

"Automated decision-making process" is a process under which a decision is made by an automated system without the involvement of any individual, or the making of decision is materially assisted by an automated system.

a "***significant decision"***, in relation to automated decision-making processes, is one which affects an individual's rights, entitlements, interests or liabilities; or otherwise has a significant effect on an individual's life circumstances, opportunities, behaviour or wellbeing.

"Business purposes" means for purposes associated with the day-to-day business of the City of Fremantle.

"Information breach" means unauthorised access to, or unauthorised disclosure of, information or loss of information.

"Information Privacy Principles" means the information privacy principles (IPP) provided in schedule 1 of the PRIS Act.

"PRIS Act" means the *Privacy and Responsible Information Sharing Act 2024*

"Third Party Supplier" is a contractor, consultant, supplier, or similar that has been engaged by the City to undertake activities on behalf of the City of Fremantle.

"Personal information" means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

This includes information of the following kinds:

- a name, date of birth or address
- a unique identifier, online identifier or pseudonym
- contact information
- information that relates to an individual's location
- technical or behavioural information in relation to an individual's activities, preferences or identity
- inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information
- information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

Sensitive personal information includes information that relates to the individual's:

- racial or ethnic origin
- gender identity
- sexual orientation or practices
- political opinions
- membership of a political association
- religious beliefs or affiliations
- philosophical beliefs
- membership of a professional or trade association
- membership of a trade union
- criminal record
  or
- that is health information
- genetic or genomic information
- biometric information.

Responsibility and review information	
Responsible officer:	Manager Governance
Document adoption/approval details	TBC – Ordinary Meeting of Council - #
Document amendment details	
Next review date	(maximum of four years from last review)

Schedule 1 - Information Privacy Principles

1. Collection

An IPP entity must not collect unnecessary personal information. Any personal information collected must be necessary for the functions or activities of the IPP entity.

An IPP entity must collect personal information fairly and reasonably. This includes considering the amount of information collected, its sensitivity, whether an individual would expect it to be collected and any harm or loss to any individual because of the collection.

An IPP entity must not collect personal information in an unreasonably intrusive way.

An IPP entity must only collect sensitive personal information in certain circumstances, for example when required by law or if an individual consents to the collection.

Before personal information is collected, an IPP entity must document why it is being collected and how it will be used or disclosed.

When an IPP entity collects personal information from an individual, it must tell them the reason for its collection, and its use or disclosure, how the IPP entity can be contacted, amongst other details. This information must be clear, concise and up to date.

2. Use and disclosure

An IPP entity must only use and disclose personal information for the reason it was collected. This is called the primary purpose.

An IPP entity may only use or disclose personal information for another purpose in certain circumstances. This is called the secondary purpose.

The circumstances where an IPP entity may use or disclose personal information for a secondary purpose include if an individual consents, the law allows it, to prevent a serious threat of harm to an individual or the public, or if it is necessary for law enforcement or court proceedings.

An IPP entity must use or disclose personal information fairly and reasonably. This includes considering the amount of information used or disclosed, its sensitivity, whether an individual would expect it to be used or disclosed, and any harm or loss to any individual because of the use or disclosure.

Before personal information is used or disclosed for a secondary purpose, an IPP entity must document that purpose.

3. Information quality

An IPP entity must take reasonable steps to make sure the personal information collected, used or disclosed is correct, complete, and up to date.

4. Information security

An IPP entity must take reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification, or disclosure.

An IPP entity must take reasonable steps to destroy, or permanently de-identify personal information when it is no longer needed, unless a law requires the IPP entity to keep it.

5. Openness and transparency

An IPP entity must have a publicly available privacy policy that sets out what personal information it collects and holds, and how and why it handles personal information. The privacy policy must also include whether any personal information is used in automated decision-making. Importantly, the policy must be up-to-date, clear, concise and expressed in plain language.

6. Access and correction

An individual can request access to personal information that an IPP entity holds about them. An individual can also request an IPP entity correct the personal information it holds about them if it is not accurate, complete or up to date.

An IPP entity must make a decision about the request for access or correction as soon as practicable, but no later than 45 days after the request was made. If the IPP entity refuses to give access or correct the personal information, it must give an individual valid reasons.

Note: IPP 6 applies only to IPP entities who are contracted service providers to government. Refer to the information below about the exceptions to the IPPs.

The right to access or correct personal information in government documents held by IPP entities that are not contracted service providers is under the Freedom of Information Act 1992 (WA).

No wrong door: If an individual applies to an IPP entity for access or correction of their personal information under the PRIS Act when their right of access is under the FOI Act, or an individual applies under the FOI Act when their right of access is under the PRIS Act, both the FOI Act and the PRIS Act provide that the application should be taken as an application under the correct legislation.

7. Unique identifiers

An IPP entity must not assign a unique identifier to an individual unless it is necessary to perform its functions or activities efficiently.

An IPP entity can only adopt, use or disclose a unique identifier used by another IPP entity for an individual in limited circumstances.

An IPP entity can only require an individual to provide a unique identifier to obtain a service in limited circumstances.

8. Anonymity

An IPP entity must give an individual the opportunity to not identify themself.

An IPP entity can only require an individual to identify themself if the law or circumstances make it necessary.

9. Disclosures outside Australia

An IPP entity must not send personal information overseas unless certain requirements are met. This includes, for example, that the overseas recipient of the information is subject to similar requirements as the IPP entity under the IPPs.

Further, an IPP entity must not send de-identified information overseas unless the recipient has appropriate security in place to protect the information and does not try to re-identify it.

10. Automated decision-making

If an IPP entity makes important decisions about individuals using automated decision-making processes (that is a process without much human input), it must assess the risks to ensure harm, bias and discrimination is minimised and that the requirements of the PRIS Act are complied with. This should be done periodically and when changes are made to the automated decision-making.

An IPP entity must let individuals know it is using automated decision-making and there must be a process where people can request human involvement in the decision.

11. De-identified information

An IPP entity must take reasonable steps to protect the de-identified information it holds from misuse, loss, unauthorised re-identification, access, modification or disclosure.

An IPP entity must not re-identify de-identified information unless certain circumstances apply.

Office of the Auditor General
Serving the Public Interest

Report 11: 2025-26 | 18 March 2026

PERFORMANCE AUDIT

Local Government Management of Gifts and Benefits

**Office of the Auditor General
for Western Australia**

Audit team:
Jason Beeley
Jordan Langford-Smith
Nayna Raniga
Andrew Harris
Nick Chin

National Relay Service TTY: 133 677
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for those with visual impairment.

ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Image credit: shuterstock.com/LightField Studios

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Local Government Management of Gifts and Benefits

Report 11: 2025-26
18 March 2026

This page is intentionally left blank

THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

LOCAL GOVERNMENT MANAGEMENT OF GIFTS AND BENEFITS

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed if six local government entities are effectively managing gifts and benefits registers. It also assessed if the Department of Local Government, Industry Regulation and Safety is providing effective guidance to the sector.

I wish to acknowledge the entities' staff for their cooperation with this audit.

Caroline Spencer
Auditor General
18 March 2026

Contents

Auditor General's overview

Ratepayers and the public have a right to expect that when local government entities make decisions, they are made based on merit and are free from undue influence. This requires entities to have effective policies and practices over gifts and benefits to ensure that there is transparency and that any resulting conflict of interest is appropriately managed. This is a particularly challenging area for council members, whose responsibilities to represent, advocate and build relationships within the community often expose them to offers of gifts and benefits. This audit identified that the range and number of gifts indicates that staff at all levels, not just council members and CEOs, are exposed to the risk of inappropriate influence.

Having complete and accurate gift registers allows scrutiny of who is offering gifts, who is accepting them and whether potentially inappropriate relationships are being cultivated. Our review of the publicly available registers identified that between 2019 and 2024, entities reported over 2,500 gifts valued at approximately $664,000. Event tickets and food and beverages were the most common gifts.

Given some high profile media reporting in recent years, we expected to identify systemic non-compliance with policies and procedures and incomplete recording of gifts and benefits. This was not the case as almost all entities have a gift register and we found evidence of good practice and diligence in the reporting and disclosure of gifts and benefits. Our e-discovery procedures revealed over 900 emails offering gifts and, from that, our detailed review only identified nine gifts above the reporting threshold which were accepted but not recorded within a two-and-half-year period. While there were a further 54 instances where we could not conclusively determine whether a gift was accepted because the staff were no longer employed by the entity, these results highlight the concerted effort entities are taking to transparently disclose gifts and benefits.

Diligent disclosure is important, but so too is managing the conflicts of interest created by gifts and benefits. Significant improvement is needed here as we found many instances where conflicts of interest were not appropriately managed. Across the six entities we audited, 79 individuals had received a gift or benefit from a supplier and had then inappropriately participated in tender assessments, been involved in procurement decisions or overseen contracts with suppliers. This creates unacceptable conflicts of interest which undermine decision-making.

We found that 70% of the gifts at the six entities were accepted by staff and almost half of these were related to events and hospitality. Given this, there is a need for strong controls and clear guidance directed at staff. Entities need to make it clear to potential and current suppliers to not offer gifts, and to staff, that they should decline gifts from current and potential suppliers and proponents.

There is more that the Department of Local Government, Industry Regulation and Safety can do to support entities in meeting their obligations. The six entities we audited all indicated that guidance could be improved, with some seeking independent legal advice to properly understand and meet their obligations. Clear guidance targeted to staff as well as council and CEOs, will help avoid these unnecessary costs being passed onto ratepayers.

Gifts and benefits are a risky and complicated area not just in local government but for all public officials and entities. It is important for all entities to review the findings, recommendations and better practices in this report to ensure that they have strong controls which promote a culture of transparency, impartiality and effective management of conflicts of interest.

Executive summary

Introduction

Following a sector-wide review of publicly available gifts and benefits registers, this audit assessed if the following six local government entities are effectively managing gifts and benefits:

- City of Bayswater
- City of Fremantle
- City of Kwinana
- City of Mandurah
- City of Perth
- Town of Cambridge.

We also assessed if the Department of Local Government, Industry Regulation and Safety (LGIRS) is actively monitoring entity compliance with gifts and benefits regulations and is providing effective guidance to the sector.

Rationale for undertaking the audit

Gifts and benefits can create real or perceived conflicts of interest, impacting integrity and public trust in local government decision-making. Strong governance, clear policies, and effective oversight are essential to manage these risks.

Recent media reports have raised concerns about gift acceptance practices in local governments, including high-value trips funded by external entities. Similar issues have been highlighted in other jurisdictions[1], with audit findings recommending improvements to risk management, policy frameworks and compliance monitoring.

This audit provides transparency over gifts and benefits practices in local government entities, with a detailed examination at six entities.

Background

Managing gifts and benefits is essential for maintaining integrity, accountability and public trust. It helps to prevent conflicts of interest and ensure decisions are made based on merit and not influenced by personal interests.

A gift is something of value given to someone without receiving equal value in return.[2] This can include money, goods, property, travel and hospitality. Benefits are often intangible and include any preferential treatment, privileged access, favours or other advantages offered to an officer above their normal salary or engagement entitlements.[3] Unlike gifts, benefits often

[1] Tom McIlroy, 'Salesforce slammed for lavish gifts meals with NDIA', *Australian Financial Review*, 26 June 2024, accessed 6 August 2024.

[2] A gift is defined within the *Local Government Act 1995 (s5.57)* and includes a conferral of a financial benefit (including disposition of property) made by a person in favour of another person without adequate consideration in money or a travel contribution.

[3] Government of Western Australia, *Managing the Risks of Gifts Benefits and Hospitality*, WA.gov.au website, 15 January 2025, accessed 24 October 2025.

lack a clear monetary value, but they can still create risks, particularly if they appear to offer a private advantage connected to someone's public role.

Gifts and benefits create a connection between the person who gave it and the person receiving it. This might influence how decisions are made, or the perception of how decisions are made. This risk and perception apply to all gifts and benefits, not just those that are required by the *Local Government Act 1995* (LG Act)[4] to be declared.

Although offers of gifts are often provided with positive intentions to recognise working relationships, they can create perceived or actual conflicts of interest and need to be managed based on clear principles that focus on:

- ensuring gifts are declared to provide transparency and enable scrutiny of who is giving and receiving gifts, and why
- considering who benefits from a gift when individuals accept or decline an offer
- declining most offers, particularly those from suppliers or other entities with commercial relationships with the entity
- identifying and managing conflicts of interest to maintain and demonstrate the integrity of decision-making
- good record keeping and active oversight of compliance.

Managing gifts and benefits well relies on individuals being able to do the right thing and make informed decisions. They need support in doing this in the form of codes of conduct, policies and procedures, and training. Gifts can vary widely, from token to substantial. They may be one-off or repeated and may be offered to many people or targeted at individuals. Depending on the context, they may all present a risk and accepting any gift requires careful consideration.

The LG Act regulations require council members and chief executive officers (CEOs) to declare any gift received in their capacity as a council member or CEO valued at $300 or above (or the cumulative value of gifts from one donor if they exceed $300 in a 12-month period) within 10 days of receipt. Council members and CEOs must also manage associated conflicts of interest. The CEO must maintain an up-to-date version of the register and publish it on the entity's official website.

When a council member or CEO receives a gift and the council is discussing a matter related to the donor, the council member or CEO cannot take part in the discussion or decision unless the council or the Minister for Local Government gives them permission to do so. This requirement does not apply to excluded gifts[5].

Mayors, Shire presidents, council members and CEOs are required to represent and promote the interests of their community. This can involve being offered gifts and benefits, particularly invitations to attend events. To manage this, entities under the LG Act are required to have a specific policy covering council member and CEO attendance at events. This policy supports decisions on whether attendance at events should be declared as a gift or whether it is in accordance with the entity's events policy and therefore does not need to be declared.

---

[4] *Local Government Act 1995* ss 5.87A, 5.87B and 5.87C.

[5] Excluded gifts are prescribed under s.5.62(1B) of the *Local Government Act 1995* and includes gifts offered to staff to attend events in accordance with local government rules and policies, gifts offered by other government departments, other local governments or member bodies such as Western Australian Local Government Association and Local Government Professionals Australia.

Local government staff also receive gifts and benefits. However, the requirements for staff differ from the requirements for council members and CEOs. The LG Act regulations prohibit staff[6] from accepting gifts which exceed a $300 threshold in a 12-month period. For gifts below this amount, the regulations require entities to set their own threshold for recording, storing and disclosing gifts accepted by staff in their codes of conduct. This provides flexibility to entities to determine their own reporting requirements for staff.

Given that entities maintain a broad range of commercial or other beneficial relationships, situations may arise that increase the risk of conflicts of interest. It is therefore important that the gifts and benefits staff receive are declared and any associated conflict of interest is managed, although this is not specifically prescribed under the LG Act.

Conclusion

Entities were generally effective in disclosing gifts and benefits, but they need to improve how they manage conflicts of interest from accepted gifts and more support and guidance is needed from the LGIRS. Addressing these weaknesses will help to ensure that decisions are free from undue influence and assist entities in managing their obligations in an efficient and transparent way.

Most entities demonstrated transparency in reporting gifts received by council members, CEOs and staff. All except two of the 147 entities had a published gift register and our e-discovery procedures for unrecorded gifts and benefits at six entities indicated that registers were mostly complete. This transparency is important in maintaining public trust and confidence and helps to ensure accountability in decision-making.

While gift registers were mostly accurate and complete, entities were not effectively managing conflicts of interests arising from accepted gifts. At the six audited entities, there were 79 individuals who accepted gifts from current or future suppliers and were involved with procurement, purchasing or contract management decisions. If conflicts of interest arising from accepted gifts are not managed, decisions may not be free from undue influence.

Current guidance from LGIRS focuses on council members and CEOs, but at the six entities, 70% of gifts were accepted by staff. In addition, current legal and regulatory requirements are out of step with the public sector more broadly, with the thresholds for reporting gifts being high and the timeframes for disclosing gifts being too tight. Clear and appropriate guidance will not only help entities manage their obligations efficiently, but it will also improve the transparency for ratepayers.

[6] For the purposes of regulations 19AB and 19AC of the Local Government (Administration) Regulations 1996, staff are all employees excluding the CEO.

Findings

Overall, entities are providing transparency around gifts and benefits

Almost all entities had gift registers, but some were incomplete or had not been updated, limiting the monitoring of risks and compliance

Although most entities had published gift registers, 78 (53%) entities' registers did not have any information or had information that had not been recently updated (Table 1). Where no gifts or benefits have been accepted, it is important for entities to publish a nil declaration on the gifts and benefits register during the reporting period. Transparency enables the community's ability to scrutinise potential conflicts of interest or undue influence in decision-making.

	Number of entities	Percentage
Did not have published register	2	1%
No data in published register	24	16%
No new data since 1 July 2022	35	24%
No new data since 1 July 2023	17	12%
Published register with current data	69	47%
Total entities	**147**	**100%**

Source: OAG based on public entity data July 2024

Table 1: Review of published entity gift registers

We found that 75% of the registers did not record whether a gift or benefit had been accepted or declined. LGIRS guidelines and Form 4 – Register of gifts (Appendix 1)[7] provided within the regulations to assist entities, does not require this information to be recorded as this is not required by the LG Act and regulations. Tracking both accepted and declined gifts can reveal patterns of attempted influence requiring further oversight.

We note that entities receive many gift offers, including those from community organisations and groups they support. However, declaring declined gifts from commercial entities seeking to benefit from interactions with local governments will help to identify conflicts of interest risks and bring entities more in line with State and Australian entities that report declined gifts.

Decisions to accept gifts and benefits often lack clarity about who the intended beneficiary is. Council members, CEOs and staff did not consistently document details that show consideration of the nature of gifts being offered, why they were offered and in what capacity they were being accepted (for example for official representation, ceremonial purposes or whether personally accepted by staff). Documenting these details and outlining the reasons for accepting or declining gifts or benefits within registers is key. They help individuals demonstrate whether a gift is for their personal benefit, for the benefit of the gift giver, or for the entity they represent. Without these details, ambiguity can lead to inconsistent practices, misinterpretation of regulatory obligations and difficulty in enforcing policies around gift acceptance.

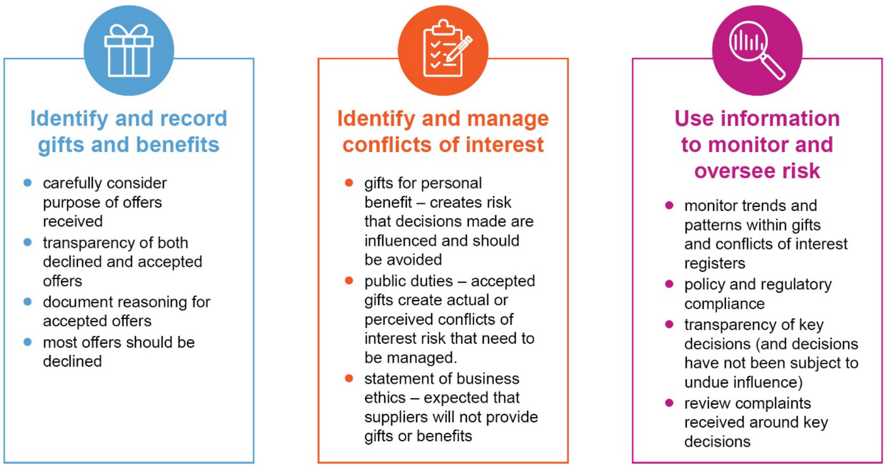
[7] This form is applicable to council members and CEOs.

Entities do not always have the controls and processes to declare gifts within 10 days of receipt as required by the LG Act. Ninety per cent of the registers we reviewed did not record the date the gift declarations were recorded in the register. The absence of this date impairs entities and LGIRS monitoring of compliance with the 10-day rule. This is because most entities are using the Form 4 – Register of gifts (Appendix 1) provided by LGIRS that does not capture this information.

All audited entities are reporting gifts and benefits within their registers, however all indicated that reporting within 10 days of when a gift is received is onerous and impractical. The Australian Government requires its agency heads to report in its registers within 31 days of when a gift is received.[8] We consider this timeframe is more reasonable to allow entities to identify, record and properly communicate decisions and related actions within its registers, whilst continuing to meet public expectations.

Gift registers at the six audited entities were generally complete, providing transparency and allowing for public scrutiny

Dealing with gifts and benefits can be complex, particularly for council members, as their roles in representing, advocating for, and build relationships with the community and stakeholders can lead to offers of gifts and hospitality. Lack of clarity in decision-making can lead to risks, including perceived or actual conflicts of interest, undermining public confidence in the integrity of an entity's operations. While some individuals may assume they are acting appropriately, without a clear framework and principles (Figure 1), policy and code of conduct requirements may not be met, which can unnecessarily damage the reputations of people who aim to uphold high standards in public office.



Source: OAG

Figure 1: Key components of a gifts and benefit framework

Our e-discovery identified just over 900 emails offering gifts and benefits, and from this review we found nine instances where staff accepted gifts that did not match any declaration recorded in the gift register. This reflects a sample of council members, CEOs and staff at

[8] Australian Public Service Commission, *Guidance for Agency Heads - Gifts and Benefits*, ASPC.gov.au, 20 October 2023, accessed 14 July 2025.

each audited entity over a two-and-a-half-year period, and indicates that gifts and benefit registers were generally complete, with three entities having no identified undeclared gifts and benefits. This greatly assists entities to identify, assess and manage conflicts of interest.

The six audited entities confirmed (Table 2) that:

- 48 of the offers were gifts that had been accepted
  - 39 of these were below the $300 threshold limit defined by the LG Act and regulations, or relevant limit for staff[9] and therefore were not required to be declared
  - the remaining nine non-declared gifts have been added to audited entities' gift registers following our enquiries
- a further 197 offers were accepted under the entities event attendance and related policies. These were either paid for by the staff member and therefore not treated as gifts or benefits, or the entity itself paid for them.

Entity	Total number of offers	Gifts that had been accepted	Below the reporting threshold	Above thresholds and now added to the gift register
City of Bayswater	81	27	24	3
City of Fremantle	219	13	13	0
City of Kwinana	106	4	0	4
City of Mandurah	147	0	0	0
City of Perth	294[10]	4	2	2
Town of Cambridge	54	0	0	0
Total	**901**	**48**	**39**[11]	**9**

Source: OAG based on entity data

Table 2: e-discovery results (1 July 2022 to 31 December 2024) identifying offers and accepted gifts by audited entities

In total, the audit resulted in 18 gifts (2%) being added to entity gift registers. Nine of these were above the threshold for reporting and had to be disclosed, another nine were below the threshold but were disclosed voluntarily.

There were another 54 instances (6%) across the audited entities where it could not be determined if the gift or benefit had been accepted or declined because the staff were no longer employed by the entity. In these instances, it is not known if disclosure requirements have been met. However, even if these were all accepted and not disclosed, the level of non-compliance would be low at 63 (7%). The remaining offers were either declined or the entities had paid for the individual to attend an event where a benefit to the entity was identified.

[9] The relevant limit for staff will be the limit prescribed in each entities' code of conduct as required by Regulation 19AC of the Local Government (Administration) Regulations 1996.

[10] Due to the large number of offers, we recommended that the City of Perth focus their review on entries which could raise possible conflicts of interest if accepted. Of the 294 offers identified, 237 lower risk category offers have not been reviewed at the time of this report.

[11] Of these gifts, there were nine that entities voluntarily added nine to the register after the audit.

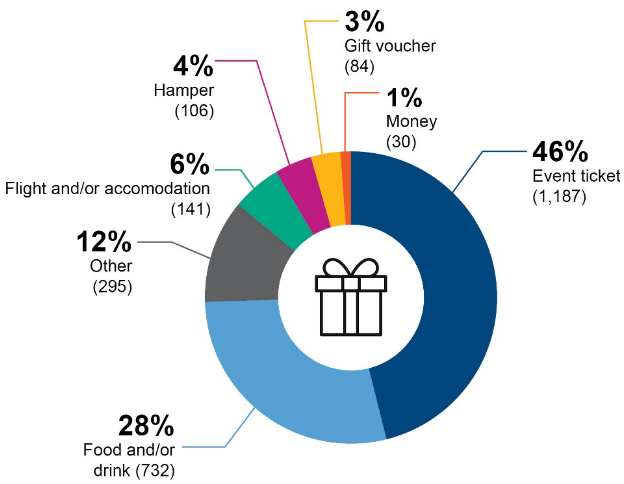
While most of the 48 accepted gifts were work-related and included conferences, hospitality and business-related activities, a small number were accepted for personal benefit. These included a small number of complimentary tickets to VIP sections and corporate suites for sporting events, as well as hospitality (including meals and alcohol). Gifts were accepted from a range of organisations including sport clubs, entertainment/event organisers, professional bodies, mining and IT companies, contractors and suppliers. Accepted gifts and benefits have the potential to create a conflict of interest, even if they are work-related, when they are not identified and managed. This reinforces the need for declarations to detail decision-making to aide with transparency.

The range and number of gifts indicates that staff at all levels, not just council members and CEOs, are exposed to the risk of inappropriate influence

Gifts and benefits are offered and accepted across operational and decision-making roles within entities and by council members and CEOs. While mayors, council members and CEOs receive gifts, staff involved in decision-making areas such as procurement, leasing and property approvals are also offered and accept gifts. These staff are at higher risk of conflicts of interest because of the decisions they make in their roles.

Across the six audited entities, 70% of gift declarations were made by staff. Even though staff have lower reporting thresholds, which can lead to more declarations, receiving gifts still increases the risk of real or perceived conflicts of interest. This shows why strong controls and clear processes for managing gifts are important. These controls and processes should apply at all levels of entities, particularly to high-risk positions.

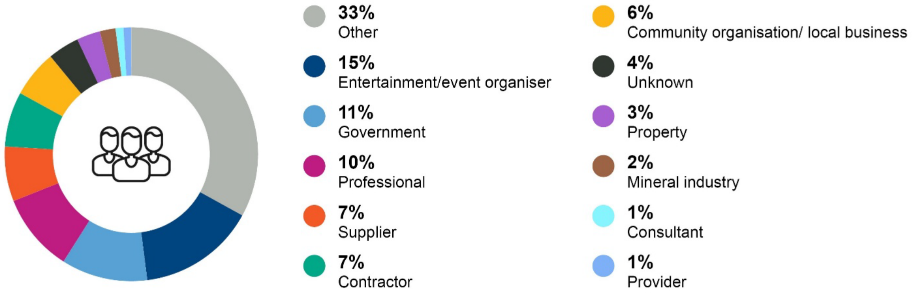
Our review of the publicly available registers of all entities found that between 2019 and 2024 the total number of gifts reported by entities was over 2,500 with a total value of approximately $664,000. Event tickets and food and drink were the most common type of gifts offered, with 10% of all gifts being alcohol and 4% being money or gift vouchers (Figure 2). Gifts of flights and accommodation included 23 instances of international travel.



Source: OAG using publicly available information

Figure 2: Types of gifts recorded in entities' publicly available gift registers between 2019 and 2024

These gifts and benefits were offered by many providers with almost 13% recorded in registers as received from current suppliers and contractors of the entity (Figure 3).



Source: OAG using publicly available information

Figure 3: Sources of gifts recorded in entities' publicly available gift registers between 2019 and 2024

The receipt of gifts and benefits may also be covered by other entity policies and procedures. In accepting gifts, the recipient needs to be mindful of those to ensure compliance with both policies. For example, some member entities of the Perth South West Metropolitan Alliance recorded overseas travel to the United States of America in September 2024 as a gift in their registers and others did not. Where entities have recorded this travel within their gift and benefits registers this provides transparency for council and ratepayers. Entities should still ensure acceptance of gifts and recording of these within gift registers does not substitute for complying with their overseas travel policy requirements.

Entities are not effectively managing conflicts arising from accepting gifts

Conflicts of interest created by accepting gifts are not effectively managed increasing the risk of inappropriate influence

Even when accepted gifts are declared and transparent, we found that the resulting conflicts of interest are not effectively identified or managed. A conflict of interest is created by gift recipients accepting gifts and benefits from current or potential suppliers seeking to obtain work with the entity. We found examples in all audited entities where gifts had been accepted and declared from suppliers but some of these individuals had been involved in procurement decisions or contract management with the supplier. Although in these instances there was a level of transparency about the gifts, because conflicts of interest were not managed, the risk of inappropriate influence was not mitigated.

There were almost 700 instances of accepted gifts or benefits from organisations on the supplier master file for all the audited entities. Of these:

- 79 individuals who had accepted gifts and benefits were then involved in procurement as panel members of tenders, approving procurement decisions and/or purchase requisitions, or overseeing contracts with suppliers
- only five of these individuals (6.3%) had disclosed a conflict of interest risk when participating in a procurement decision relating to the entity providing the gift
- for two of the five individuals, even when a conflict of interest had been declared, we were unable to find any documented strategies to mitigate the risk of influence.

Case study 1 where offers of gifts and benefits from suppliers were accepted by staff. Although the value of the gifts were sometimes small in value, they create a concerning trend as they were identified across the audited entities and resulted in a perceived or actual conflict of interest. If these are not managed, they can lead to the perception of improper influence of decisions made by entities.

Case study 1: Examples of inappropriate gifts offered by suppliers and accepted by staff participating in procurement decisions

- In 2019, a staff member was on the evaluation panel that awarded a contract to a supplier for approximately $111,000. The staff member subsequently managed the contract. Six months before the contract was renewed, the contract manager accepted tickets to watch an AFL game at Optus Stadium. This contract manager was also a panel member during the contract renewal process which saw the contract successfully renewed and increase in value to almost half a million dollars.
- A staff member received three bottles of 12-year-old whisky from a property company valued under $300 after the awarding of a tender for an estimated value of $19.2 million over a five-year period. These gifts were surrendered by the staff member to their social club, and therefore still retained by the entity. The offering and acceptance of such gifts is inappropriate, even after the awarding of contracts, as it is intended to build relationships that may bias future decisions.
- At another audited entity, three staff accepted gifts which included alcohol from a current supplier. Two of the staff were on a tender evaluation panel for that supplier and did not declare any conflict of interest in relation to the gifts. The supplier was the successful tenderer and awarded a contract to the value of $400,000. Those staff have also been involved in approving purchase orders for the supplier.
- At one audited entity the following conflicts of interest were identified and not declared:
    - two staff members accepted a bottle of alcohol each, valued at $50 per bottle from a supplier. One of the staff members approved purchase orders for the supplier and was the nominated representative overseeing the contract, currently valued at $185,000
    - a staff member accepted a bottle of whisky valued at $120 from a supplier and approved purchase orders and purchase amendments from this supplier
    - a staff member received a $50 gift card from a supplier and then went on to approve purchase orders and a contract extension for a further one year for this supplier.
- Thirteen staff at another entity received various $50 gift vouchers in 2019 from a supplier. Four of the staff were involved in the tender process where the gift giving organisation was successful with a contract value of approximately $1.4 million.

All audited entities' policies required panel members to declare conflicts of interest during procurement processes. However, none of them asked panel members when assessing tenders or making procurement decisions to consider whether receiving a gift or benefit may create a conflict. Instead, procurement processes focused primarily on conflicts from personal relationships, proximity, or financial interests, which are better understood by staff and still need to be managed. Staff involved in procurement and commercial activities need to understand conflict of interest risks related to receiving gifts or benefits and when to declare a conflict of interest. By excluding gift-based conflict of interest consideration, entities risk overlooking a key source of influence that can affect decision-making as evidenced in Case study 1.

Conflicts of interest are not considered when recording gifts and benefits, limiting entity oversight of risk and staff compliance with policies

Most audited entities do not require staff to consider the risks from gift acceptance. Five of the six entities' gift registers did not require recipients to consider conflict of interest risks. The City of Mandurah was the only entity that explicitly asked recipients to assess perceived and actual conflict of interest, including whether accepting a gift could lead to a future conflict of interest. Staff are required to consider and document whether the acceptance of the gift creates an impression that the staff member will favour the provider when carrying out their duties. The register also requires declarations to detail information considered in decisions made in accepting or declining gifts, including whether their supervisor or manager has been informed of the gift to aide with oversight, representing good practice.

The City of Mandurah's register is supported by guidance requiring staff to decline the receipt of gifts or benefits from suppliers where conflicts of interest arise and defines which gifts may be acceptable and which are prohibited. Prohibited gifts include:

- any token gift over the value of $50
- any cash or equivalent
- training over $300
- ticket to an event valued over $300
- ticket to an event not related to professional development valued over $50
- any gift of alcohol
- prizes of any value.

Low value gifts can create a perception of bias or preferential treatment if received frequently from parties with vested interests, even when staff are following policies.

The gift registers across the six audited entities showed instances where suppliers and stakeholders offered frequent, low-value gifts such as hospitality, promotional items, and event invitations. While suppliers may wish to showcase the value of their products and services, this should occur through fair and competitive procurement processes – not through gifts. Although low-value gifts often fall below disclosure thresholds and may seem harmless and considered gestures of goodwill, if repeated they can gradually build familiarity and influence over decision-makers. Entities should demonstrate that there is a clear benefit to the entity and not to individuals before accepting the gift.

Some entities have statements of business ethics to help prevent suppliers offering gifts

To minimise staff exposure to the risks from supplier gifts, three of the audited entities have a statement of business ethics (City of Perth, City of Mandurah and Town of Cambridge). A statement of business ethics sets out entity expectations of suppliers in conducting business with them, including not providing or offering gifts and incentives, and provides staff guidance in declining gifts and benefits when offered. At one entity, the implementation of a statement of business ethics resulted in a decline in gift offers from suppliers. A statement of business ethics supports staff to minimise the risk of organisations seeking to influence decisions through gifts and benefits.

However, a statement of business ethics on its own will not always prevent gifts from suppliers. Improvements in policy and procedures, training and monitoring is required to manage the risks of gifts and benefits appropriately.

Audited entities are not using all information to mitigate risks arising from accepting gifts

None of the six audited entities have processes to review information in their gift registers to identify patterns or trends in gifts offered or accepted. This means they are not analysing data that could reveal risks such as offers targeting particular positions, repeated offers from the same company, or conflict of interest risks associated with gift providers. As a result, they are less equipped to identify and address emerging risks.

Further, not all audited entities were using other information they have such as supplier masterfile information, tender registers, lease registers and complaint registers that would help them identify whether controls for gift-based conflicts are working. The City of Kwinana introduced a centralised complaints register, but this has not been implemented long enough to identify trends in conflicts of interest or information which may indicate that there are undeclared gifts and benefits. The other entities could also use complaints information to help identify concerns that relate to fair and transparent decisions. However, these entities did not have centralised complaints information because complaints are dealt with in individual business areas. This siloed approach makes it harder to use the information to identify where there has been at least a perception of a conflict of interest that may be linked to gifts and benefits.

The audited entities rely heavily on staff knowing when to declare gifts and following codes of conduct. Consistent oversight is needed to help entities manage gift declarations. While all the audited entities used an electronic system to manage gift and benefit declarations, there were gaps in recording and ensuring compliance. Two of the audited entities are not fully utilising system functionality with one entity manually recording information between their register and system and the other using their system to only manage council members and CEO declarations. Improving system functionality will help entities ensure the information they have is robust and allow them to use this information for effective oversight of gift and benefit declarations and identify and manage conflicts of interest.

There were six instances across two entities where advice from governance staff to declare gifts was not acted upon, reducing transparency and increasing risk. All audited entities had governance teams providing advice and promoting compliance. In one entity, governance advised staff to return gifts offered by current suppliers, demonstrating proactive support but also highlighting ongoing risks in procurement-related roles. Council members, CEOs and staff are encouraged to seek governance advice when unsure about accepting gifts and leadership teams should support and reinforce the advice governance teams provide. Not following governance advice can undermine transparency and weaken controls designed to ensure compliance and reduce risk.

Entities have policies, procedures and training on gifts and benefits but more support is required

Policies and procedures exist but some are outdated and lack details on what is expected of council members and staff

All six audited entities have policies and procedures to help staff recognise and avoid situations where personal interests could influence, or appear to influence, professional decisions. These policies and procedures are supported by codes of conduct that outline disclosure requirements, but most procedures require improvements to help manage the risks inherent in offers of gifts and benefits.

Four of the six entities' gifts and benefits policies lack clear guidance on when gifts and benefits should be declined, with some being outdated. These entities do not clearly outline examples of prohibited gifts, including not accepting gifts from current or potential suppliers.

This limits their usefulness in helping staff make sound decisions when faced with offers of gifts or benefits and protect the entity from perceptions of bias.

At each of the six audited entities, we saw gifts and benefits being declined by staff, which helps demonstrate that staff do assess and decline gifts when benefits to entities are not clear. Gifts and benefits declined included invitations to sporting events, hospitality that included networking with food and alcohol and gifts offered from suppliers. Some audited entities declined gifts and subsequently chose to pay where a work-related benefit was determined for example where a staff member attended professional development courses. These instances demonstrate staff awareness and the majority try to do the right thing and comply with policy positions.

Policies and procedures clearly define the circumstances when it is appropriate or not to accept gifts or benefits and explain the processes to follow where a perceived or actual conflict of interest exists. The City of Mandurah has published a decision-making tool on its intranet to help convey expectations and guide staff in their decisions and declarations of gifts and benefits. This tool is clear, practical and easy to understand and represents good practice made available by the Public Sector Commission[12] (Figure 4). Guidance to staff also includes the Public Sector Commission's 6Ps and 6Rs Tools[13] for managing conflicts of interest.

G – Giver

Who is providing the gift, benefit or hospitality and what is their relationship to me?

Does my role require me to select contractors, award grants, regulate industries or determine government policies?

Could the giver (person or organisation) benefit from a decision I make?

I – Influence

Is the giver seeking to influence my decisions or actions?

Is the gift, benefit or hospitality being offered to me publicly or privately?

Is it a courtesy, token of appreciation or highly valuable?

Does its timing coincide with a decision I am about to make?

F – Favour

Is the giver seeking a favour in return for the gift, benefit or hospitality?

Is the gift, benefit or hospitality being offered honestly?

Has the giver made several offers to me or people in my business area over the last12 months?

Would accepting it create an obligation on me to return a favour?

T – Trust

Will public trust be enhanced or diminished?

Could I publicly explain why I am accepting the gift, benefit or hospitality?

What would my colleagues, family, friends and associates think?

Have I made good records on accepting the gift, benefit or hospitality in accordance with reporting and recording procedures?

Declining a gift can be as simple as saying "Thank you for your offer however as a public officer it is not appropriate for me to accept gifts".

Source: City of Mandurah

Figure 4: Prompts for City of Mandurah staff to consider when offered a gift (using public sector guidance – decision-making tool)

[12] Government of Western Australia, *Decision-making tool: GIFT test*, WA.gov.au website, 3 November 2021, accessed 25 January 2025

[13] The 6Ps and 6Rs tools help authorities and public officers identify and manage conflicts of interest.

Training is available, but it is often limited to the induction process rather than regularly reinforced to help embed desired behaviours

All the audited entities have formal training covering gift and benefits policies and procedures, but for most audited entities training is provided to council members and staff only during onboarding. The City of Mandurah and the City of Perth provide regular training to staff members, which includes some coverage of gifts and benefits. A lack of regular training reduces the likelihood that the behaviours laid out in policies and procedures are embedded in the culture of entities.

In the absence of regular refresher training, most audited entities rely on seasonal or informal reminders to reinforce gift declaration requirements. These typically occur around festive periods, such as Christmas, or during staff briefings. While helpful, this ad-hoc approach may not provide sufficient guidance for staff to consistently apply policies throughout the year.

LGIRS support and guidance on gifts and benefits is not fully effective

There is limited guidance to the sector for entity staff, leaving entities to develop their own guidance, increasing the risk of inconsistent practice across the sector. LGIRS guidance, last reviewed in 2022, is targeted only to council members and CEOs as they are explicitly covered by the LG Act and regulations. LGIRS supports entities and responds to specific individual queries on gifts and benefits but does not proactively communicate these more broadly to enable shared learning.

In some areas the LGIRS guidance has not been sufficient, resulting in different interpretations by entities. Some entities were obtaining their own independent legal advice, at the cost of ratepayers, to help them meet their compliance requirements. In one instance LGIRS recommended an entity seek their own legal advice if they had any doubt on LGIRS interpretation of a query they raised with them. This query was in relation to the timing of exactly when a gift was accepted. Without clear guidance, inconsistent practice can lead to limited transparency and make monitoring of compliance by LGIRS difficult.

All the audited entities told us the guidance provided by LGIRS is not sufficient to meet their needs. For instance, the current disclosure requirements do not require declarations of declined gifts and the disclosure threshold of $300 is higher than that set for the WA State and Australian government entities ($50 and $100 respectively). This can restrict transparency and may not reflect community expectations. All audited entities have independently set lower value thresholds than those required, indicating the $300 threshold does not meet their risk tolerances.

Recommendations

To enable effective management of gifts and benefits, entities should:

1. provide education and guidance that sets out entity expectations and assists staff and council members in making decisions by:

    a. implementing clear and up to date policies and procedures that outline gifts that are acceptable (good practice limits these to token gifts)

    b. requiring accepted and declined gifts from commercial entities, be declared

    c. specifically outline gifts that are prohibited

    d. implement regular training and education programs to ensure staff understand and apply policy, procedure and code of conduct, in practice and when making decisions.

    Implementation timeframe: December 2026

    Entity response: Entities generally accepted the recommendations but noted that there is currently no legal or regulatory requirement to disclose declined gifts.

2. Implement fit for purpose, risk-based monitoring and reporting mechanisms to:

    a. proactively oversee gift and benefit declarations

    b. analyse information across the entity to identify undeclared gifts, check that controls are working and identify any concerning trends or patterns

    c. manage perceived and actual conflicts of interest, requiring these declarations to consider the receipt of gifts and benefits

    d. consider a centralised complaints register to highlight where controls and processes have not been followed and identify systemic risks.

    Implementation timeframe: December 2026

    Entity response: Recommendation supported.

To enable effective oversight of compliance requirements and in supporting the local government sector, LGIRS should:

3. review regulatory requirements and guidelines to consider:

    a. reducing the $300 threshold or explaining why it remains appropriate (noting state entity requirements of $50 or Australian Government requirements of $100)

    b. increasing the timeframe for updating gift registers from 10 days to better reflect the tempo and nature of senior attention, decision-making and compliance reporting processes, (noting 31 days is the Australian Government timeframe)

    c. amending the Form 4 template to record both the date the gift was received as well as the date the gift register was updated to allow regulatory compliance to be monitored.

    Implementation timeframe: December 2026

    Entity response: Recommendation to be considered as part of review of potential legislative reform and updates to guidelines.

4. Issue updated guidance and templates to the sector to:
   a. extend guidance beyond elected members and CEOs to include all entity staff
   b. require entity gift registers to disclose accepted gifts and benefits and declined gifts from commercial entities to:
      - improve transparency – listing all offers improves trust that declined gifts have not been accepted informally and staff have not been subject to influence
      - improve compliance - declined gifts can help identify patterns where repeated offers from the same person or company are being offered or identify situations requiring further oversight
      - help protect staff by officially recording declined gifts demonstrating compliance and maintaining trust.

Implementation timeframe: December 2026

Entity response: LGIRS accepts the recommendation.

Response from the City of Bayswater

The City of Bayswater thanks the Office of the Auditor General (OAG) for its comprehensive report. We acknowledge the complexity of this audit and appreciate the significant effort involved in reviewing extensive information to develop recommendations that support local governments in managing gifts and benefits effectively.

The report confirms that local governments are generally complying with legislative requirements. The data reflects robust governance practices and strong adherence to these requirements, providing confidence in overall compliance across the sector.

Three gifts were identified as accepted by City of Bayswater employees, but not recorded in the City's Gift Register. Two related to an Economic Development Breakfast and one to an Awards Ceremony where the City was nominated for an award. Employees were requested to attend these events as part of their official duties and therefore did not perceive or identify them as gifts.

The City acknowledges there is always room for improvement. While the findings confirm a strong commitment to integrity and sound governance practices, the City of Bayswater values the recommendations and remains committed to continuous improvement and maintaining high standards of accountability.

Response to Recommendations:

Finding 1: The City will review and update its processes and training to provide enhanced education and guidance on the management of gifts and benefits.

Due Date: 31 December 2026

Finding 2: The City will implement a risk-based approach to monitoring the recording and reporting of gifts and benefits.

Due Date: 31 December 2026

Response from the City of Fremantle

Recommendation 1

All newly elected Council Members at the City of Fremantle are required to complete an induction and mandatory training following the election. The City's induction process includes a presentation from WALGA or City Officers, outlining their role and responsibilities as an Elected Member, this includes gifts and interest disclosure requirements. They are also provided with an induction manual, which includes various information regarding gifts and disclosure of interest requirements. The induction manual also includes operational guidelines published by the Department, Council policies and procedures. In 2025, the city also introduced an internal intranet site for Elected Members to provide them with direct access to up-to-date information relevant to their role.

Officers at the City are required to complete mandatory Code of Conduct training, which includes important information in relation to gifts, and specifically outlines that gifts over $300 are prohibited. Information regarding disclosure of interest relating to gifts has also been included in the City's new procurement policy, guidelines and mandatory training. Officers are reminded that they are required to disclose any interests relating to a supplier when undertaking any procurement process such as an RFQ or Tender. Online and in person Governance training has been implemented to ensure staff are aware of their requirements relating to gifts, and regular reminders and information is also published on the City's internal intranet site.

Elected Members and staff are required to disclose gifts in accordance with the requirements of the Local Government Act and these disclosures are recorded within a gift register which is published on the City's website. The City has not implemented the requirement to disclose gifts that have been declined, as this is not a requirement of the Act. However, staff are required to record this information in the City's records keeping system for future reference.

Recommendation 2

In addition to the annual Compliance Audit Return review, the City undertakes regular internal Governance audits, to monitor gift disclosures and compliance. When non-compliance occurs, the matter is reviewed and appropriate action is taken. This may include mandatory training relating to gift and interest disclosures, or if the matter is serious or repeated, disciplinary action may be taken and the matter is reported to the Department and CCC. If non-compliance is related to an Elected Member or the CEO, this is reported to the Department and CCC as required.

Disclosure of declined gifts

Whilst the City makes every effort to ensure Staff and Elected Members are aware of their requirements relating to gifts, and gift disclosures are made to ensure compliance and transparency, in the City's opinion, the disclosure of gifts that are declined is not required for the following reasons:

The Local Government Act 1995 establishes disclosure obligations for gifts that are received by the CEO and Council Members. Section 5.87A(1) requires disclosure only for gifts that have been received. The term "received" implies acceptance and possession of the gift. Where a gift is declined, it is never taken into possession and therefore does not meet the statutory condition of being "received". As such, a gift that is offered but not accepted, in the City's opinion, does not fall within this definition.

The intent of disclosure provisions is to ensure transparency regarding benefits that may influence decision-making. If a gift is declined, no benefit is conferred, and therefore no potential for undue influence exists. Recording declined gifts as disclosures could create unnecessary administrative burden and misrepresent the nature of interactions, as no actual transfer of value occurred. Therefore, a gift that has not been accepted should not be disclosed, as it does not meet the legislative requirement of being "received," nor does it present any risk of influence or conflict of interest.

Gifts received electronically by email

A gift offered via email is not considered "received" until formal acceptance occurs. The City's interpretation is based on the following principles:

Section 5.87A of the Act requires disclosure of gifts that are received. The term "received" implies both acceptance and possession. An emailed offer is merely an invitation; until the recipient formally accepts, no transfer of benefit has occurred. The intent of the legislation is to ensure transparency regarding benefits that may influence decision-making. If a gift remains unaccepted, there is no actual benefit conferred, and therefore no potential for undue influence.

Formal acceptance provides a clear, auditable point in time when the gift becomes a reportable item. This prevents ambiguity about whether an offer constitutes a received gift and supports consistent governance practices. Treating emailed offers as "received" without acceptance could lead to unnecessary disclosures and misinterpretation of interactions. Requiring formal acceptance ensures that only genuine transfers of value are recorded.

In conclusion, a gift offered by email should only be considered "received" once formal acceptance has been given, as this aligns with the statutory wording, legislative intent, and best practice for transparency and accountability.

Concluding remarks

As a result of this Audit, the City has commenced a review of the information, processes and training provided to staff and Elected Members relating to gift and disclosures of interest, to ensure improvement. Various initiatives as outlined in the responses above have already been implemented, and additional improvements are being considered by the City, with the intent to be implemented as actions as a result of this audit. These actions will be reported to the City's Audit, Risk and Improvement Committee for consideration and adopted by Council.

Response from the City of Kwinana

The City of Kwinana (City) appreciates the Office of the Auditor General's (OAG) report on local government management of gifts and benefits and supports the recommendations provided. The City values the OAG's review and acknowledges the importance of robust compliance practices in relation to gifts, benefits and conflicts of interest. The findings and insights outlined in the report will assist the City in further strengthening its ongoing commitment to transparency, integrity and public trust in decision-making.

The report highlights that legislative change alone may not always achieve all governance outcomes as intended. It reinforces that compliance with minimum statutory requirements does not necessarily equate to best practice. The City recognises the OAG's encouragement for local governments to exceed baseline standards, including consideration of measures such as declaring declined gifts and recording supplementary information in the Form 4 register. While the City acknowledges the value of enhanced disclosure, the inclusion of additional information is not currently within the scope of the legislatively prescribed form. Accordingly, the City suggests that any expansion of reporting requirements be supported by formal legislative amendment and that proposed changes be clearly communicated to all local governments to ensure consistent application.

The City is committed to supporting its Governance and Legal team in the implementation of required changes arising from the OAG's recommendations. The Leadership team will play a key role in proactively promoting clear information and encouraging adherence to updated processes and procedures, ensuring that all staff are well-informed and equipped to comply effectively. The City also notes its support for the recommendations directed to the Local Government Integrity Reporting System (LGIRS).

Since the OAG audit commenced in November 2024, the process has already prompted improvements to the City's internal practices concerning gifts, benefits and conflicts of interest. The City has initiated a comprehensive review of relevant processes and is progressively implementing necessary changes. A detailed project plan has been developed to guide the coordinated implementation of all recommendations. Progress reports will be provided to the City's Audit, Risk and Improvement Committee for ongoing oversight and monitoring.

The City will continue to implement these improvements with the objective of maintaining best practice standards in the management of gifts, benefits and conflicts of interest. The

City thanks the Office of the Auditor General for its audit and constructive recommendations and is confident that the actions underway will further enhance governance, accountability and community confidence.

Recommendation 1

The City acknowledges and accepts the recommendations outlined for the effective management of gifts and benefits, and conflicts of interest within Local Government entities. Since the commencement of the OAG audit, the City has proactively begun implementing changes to its approach.

Recommendation 2

The City acknowledges and accepts the recommendations regarding the implementation of fit for purpose, risk-based monitoring and reporting mechanisms. The City would like to note it has completed recommendation 2(d) by establishing the City's "Feedback Register" in August 2023.

Response from the City of Mandurah

The City of Mandurah (the City) has established controls in place that address the OAG recommendations. These controls are reviewed annually to assess their effectiveness and to support continuous improvement.

Through the City's control environment, employees are required to carefully assess the appropriateness of accepting any gift or benefit, particularly where they are involved in procurement activities, grant assessments, or the exercise of delegated authority.

Employees are reminded that the acceptance of a gift must not compromise, or be seen to compromise, their impartiality or the integrity of the City. Decisions must be made on merit, free from undue influence. Where there is any doubt, employees are required to decline the gift and/or seek guidance in accordance with the City's Code of Conduct requirements.

The City has a number of controls to proactively oversee gifts and benefit declaration, including quarterly and annual reporting.

The City will improve its current reporting to the Chief Executive Officer to include a three-year trend analysis that will identify: number of gifts received; number of gifts offered and declined; individuals repeatedly receiving gifts; business units repeatedly receiving gifts; suppliers repeatedly offering gifts and categories of gifts received. Where there a trends observed, the City will utilise this information to provide:

- further education for individuals or teams;
- improvement to controls, such as procedures and guidelines;
- contact City suppliers regarding their obligations under the Statement of Business Ethics, i.e. do not provide gifts to City employees.

The City will further strengthen its employee gifts and conflict of interests training, including identifying and managing any actual, potential or perceived conflict of interest arising from it. This requirement will apply particularly where employees are:

- Undertaking procurement and tender evaluation processes
- Assessing or recommending grant funding
- Exercising delegated or statutory authority

- Training materials, guidelines and procedures will be updated to reinforce these obligations and ensure consistent understanding and application by City officers.

The City will continue to reinforce these obligations through, training, guidelines and ongoing awareness initiatives to ensure consistent and ethical decision-making across the organisation.

Response from the City of Perth

The City of Perth is committed to continuous improvement and feedback and has welcomed the opportunity to participate in the OAG's Local Government Management of Gifts and Benefits Audit.

The City has a range of policies and guidance in place for both staff and elected members to support them in meeting their obligations relating to the declaration of gifts and benefits. This also provides additional guidance and oversight in the management of any related interests.

Based on the two recommendations in this report the city will further enhance its education and training on gifts and benefits and interests' management.

Recommendation 1

The City of Perth believes it already has clear and up to date policies in place. However, the City will review its gifts management framework to ensure currency and promote best practice. The City will also continue to encourage its Elected Members to declare all gifts.

The City is developing additional training (face to face) to further support employee understanding of gifts management at the City. Additional training (face to face) is expected to be implemented in the first quarter of 2026.

Recommendation 2

The City of Perth will review its gifts management framework to ensure currency and promote best practice as suggested in this report. Noting that Employee and Elected Member complaint registers will continue to be kept separately.

Response from the Town of Cambridge

The Town of Cambridge is committed to continuous improvement and has welcomed the opportunity to participate in the OAG’s management of gifts and benefits performance audit. The Town acknowledges the overall findings and recommendations and supports the better practice guide.

The Town has maintained strong internal controls in relation to the acceptance of gifts and benefits. In addition, our outward facing Statement of Business Ethics clearly establishes the Town’s expectations in relation to the conduct of business with the Town, including not offering gifts.

The Town will look to incorporate the better practice system of controls detailed in the report as part of a future review of the Town’s policy and procedures in relation to the acceptance of gifts and benefits.

Response from the Department of Local Government, Industry Regulation and Safety

Recommendations 3 and 4

Suggested legislative reform would need to be considered as part of the larger reform program and would be subject to stakeholder consultation and decisions of Government.

LGIRS acknowledges the Auditor General's observation and supports the need for clear and practical guidance to assist local governments in managing integrity risks.

Our current guidance is directed at council members and CEOs, as they are explicitly covered by the regulations. Gift disclosure and reporting requirements for local government employees that are not CEOs should be included in each individual local government employee code of conduct. LGIRS recognises that additional guidance may assist local governments in supporting staff to meet the requirements of their codes of conduct.

The Local Government Regulatory Approach outlines LGIRS' commitment to fostering best practice and supporting compliance across the sector. Consistent with this approach, LGIRS issued a Local Government Alert – Guidance on managing gifts, benefits and hospitality on 4 September 2025, encouraging all local governments to review their codes of conduct and consider additional policies. LGIRS will continue to engage with the Western Australian Local Government Association and the Local Government Professionals WA to review its guidance materials and to explore opportunities for further sector support, including joint training initiatives by 31 December 2026.

LGIRS notes that the Local Government Inspector formally commenced on 1 January 2026. This represents a significant change in the State Government's regulatory approach for the local government sector, and accordingly, the Local Government Inspector will play a central role in shaping the future compliance framework and approach to proactive monitoring. LGIRS will liaise with the Local Government Inspector to hand over this recommendation for consideration as part of the Inspector's compliance monitoring plan. LGIRS will also engage with the Inspector regularly to assist with monitoring.

Audit focus and scope

This audit was conducted with an initial review of published gifts and benefits registers from all 147 entities with results informing our more in-depth work at six metropolitan entities.

The objective of this audit was to assess whether entities effectively manage gifts and benefits.

We based our audit on the following criteria:

- Are entities complying with their gifts and benefits policies and procedures?
- Are entities recording all offers of gifts and benefits?
- Are entities' decisions for accepting or declining gifts and benefits appropriate?
- Are entities recording and managing all conflicts of interests in relation to gifts and benefits?
- Is LGIRS actively monitoring compliance with the regulations and providing adequate guidance to entities?

The audit reviewed gifts and benefits registers and the recording and management of conflict of interests at each audited entity over the period 1 July 2019 to 30 June 2024.

We assessed each entity's policies and procedures against legislative requirements, LGIRS' operational guidelines and our better practice guidance in Appendix 1. At each entity, we also:

- reviewed policies, procedures and processes relating to gifts and benefits
- examined records and processes for monitoring conflicts of interest
- reviewed all entity / regional council entities' gifts and benefits register for council members, CEO and council
- conducted e-discovery procedures on the email correspondence of selected key decision makers for undeclared gifts and benefits to test the completeness of gift and benefit declarations
- e-discovery procedures used defined terms of common offers of gifts and benefits we identified through our initial review of published gifts and benefits registers of all entities. Our results are restricted to these terms meaning not all offers of gifts and benefits to selected risk positions can be identified
- where e-discovery procedures identified offers of gifts and benefits, these have been assessed by entities. They have updated their registers to record and make transparent gift offers that have been accepted and notified external entities where compliance obligations were not met
- reviewed tender and procurement contracts
- met with key staff from governance, procurement, contracts and finance areas.

We did not assess electoral gifts as they fall under different rules and regulations and are only relevant for a specific period (during elections).

It is outside the scope of this audit and our remit under the *Auditor General Act 2006* to, and we did not, conduct any investigation of:

- the conduct of any individual member of staff in accepting gifts or benefits or the appropriateness of each individual decision to accept a gift or benefit
- the appropriateness of decisions made by staff after accepting gifts or benefits
- the conduct of any commercial supplier; or
- whether there was any direct or deliberate attempt to influence any particular procurement by offering gifts or benefits to entity staff or seek to identify any direct inappropriate influence on any specific procurement.

As this was our first audit into gifts and benefits for local government entities, we are not naming individuals and have relied on the sampled entities to update their gift registers and report non-compliance appropriately. However, we may change this position in future audits if we again find instances where gifts and benefits are accepted, but not disclosed.

This was an independent performance audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was $690,000.

Appendix 1: Form 4 – Register of gifts

Local Government Act 1995

Local Government (Administration) Regulations 1996

REGISTER OF GIFTS

Name of person making disclosure	Description of gift	Name and address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between person who made gift and person who received gift	For a gift that is a travel contribution — description and date of travel	For an excluded gift under s. 5.62(1B)(a) — the date of the approval referred to in s. 5.62(1B)(a)(ii) and the reasons for the approval

Source: Local Government (Administration) Regulations 1996

Form 4 – Register of gifts within the Regulations to be used by entities to manage risks associated with the receipt of gifts and benefits highlighted weaknesses.

Appendix 2: Gifts and benefits better practice guidance

Entities need to have gifts and benefits policies and procedures that are up-to-date and accessible to staff. These policies and procedures should include key controls for the declaration of gifts and benefits, the management of conflict of interests created from accepting gifts and benefits and regular review and monitoring.

The table lists the key elements of a system of controls for effective gifts and benefits management, which guided our audit.

Key elements / Framework component[14]	Outcome	What we expect to see
Policies and procedures	Comprehensive, approved and up-to-date policies and procedures to provide all local government staff with guidance on their obligations	• clear and easy to understand policy and procedures that detail prohibited gifts • code of conduct signed at start of employment and annually thereafter • clear and specific definitions of gifts and benefits to aid in decision-making and limit ambiguity, providing examples relevant to entity operations • set out overarching entity expectations reinforcing policy, procedures and code of conduct messages • management of gifts and benefits considered in the context of ethical conduct, impartiality, honesty, transparency and accountability • evidence of periodic review.
Declaration of all gifts and benefits	Consistent expectations	• all gifts and benefits are declared regardless of value or acceptance • standardised declaration forms, ensuring consistency of information recorded and decision-making process • consider whether the receipt of gifts and benefits results in a conflict of interest that needs to be identified and managed • gift registers should detail where there are nil returns to ensure they provide transparency and date of update of registers should be evident
Making appropriate decisions	Clear decision-making framework	• to minimise risk, the entity's policy position should be communicated to stakeholders, suppliers and clients – his could include sharing the statement of business ethics • guidance to aid staff with decision-making and when the acceptance of gifts may be considered appropriate • guidance be clear in setting out processes for avoiding and managing conflicts of interest to

[14] Refer to Figure 1 Key components of a gifts and benefits framework

Key elements / Framework component[14]	Outcome	What we expect to see
		consider who benefits from the acceptance of the gift or benefit • decisions be based on risk assessment that consider potential, perceived and actual conflicts of interest • provide clear guidance on declaring conflicts of interest, managing (with documented mitigation strategies) and reviewing these • guidance to support staff in declining gifts and benefits.
Training and education	Training to increase awareness of impartiality, integrity and conduct expectations	• regular codes of conduct, fraud awareness and integrity training (yearly) • regular reminders to council members, CEO and staff to make sure there is awareness and understanding of compliance obligations • advanced integrity training for staff in areas identified as high risk of influence (e.g. procurement, recruitment, finance, binding decision makers).
Oversight	Regular monitoring and reporting to provide management with insights into use and the effectiveness of controls, and to address shortcomings in a timely manner Identification of patterns, areas of increased risk Evidence of reviews should be retained	• reports from monitoring and reviews made available to leadership and audit committee periodically • all accepted and declined gifts or benefits reported to a central member of management to allow for effective oversight • monitor for repeat offers and cumulative value as these may flag risk where there is an intention to influence decisions that require further scrutiny, as well as monitor acceptance of repeat token gifts that may otherwise go undetected.

Key components of a gifts and benefit framework

Identify and record gifts and benefits

Identify and manage conflicts of interest

Use information to monitor and oversee risk

Source: OAG

This page is intentionally left blank

Auditor General's 2025-26 reports

Number	Title	Date tabled
11	Local Government Management of Gifts and Benefits	18 March 2026
10	Controls Over Portable Assets – State Entities	6 March 2026
9	Microsoft 365 Security Controls – State Entities	6 March 2026
8	Status of Local Government Audits 2025	28 January 2026
7	State Government 2025 – Information Systems Audit Results	3 December 2025
6	State Government 2025 – Financial Audit Results	3 December 2025
5	Valuation of Property Held by the Public Education Endowment Trust	3 December 2025
4	WA's Progress to Implement the National Principles for Child Safe Organisations (arising from the Royal Commission into Institutional Responses to Child Sexual Abuse)	27 November 2025
3	Maintaining Regional Local Roads	12 November 2025
2	Gold Corporation – Trade Applications	29 October 2025
1	Management of Housing Maintenance Information	6 August 2025

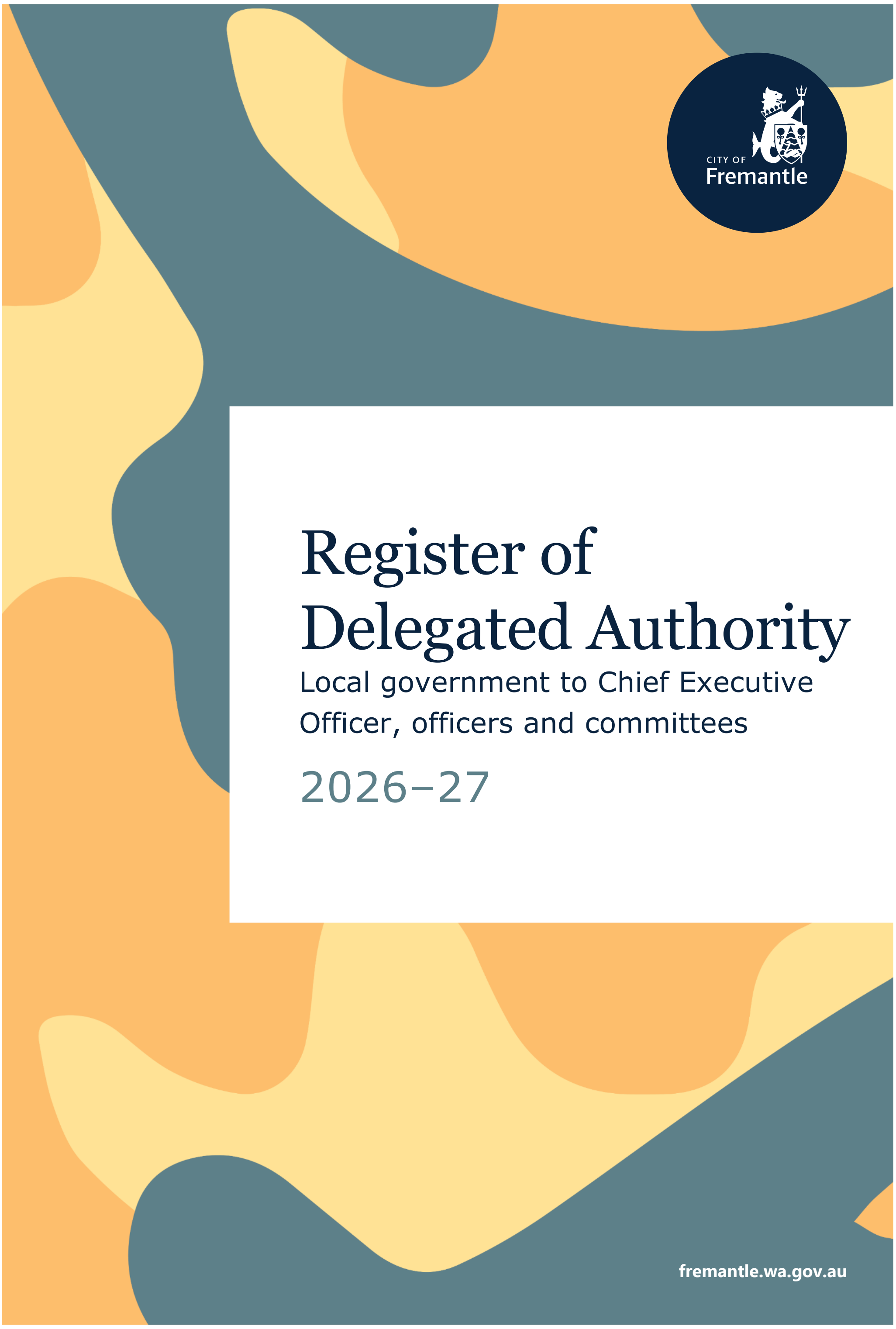
Office of the Auditor General for Western Australia

7th Floor Albert Facey House
469 Wellington Street, Perth

T: 08 6557 7500
E: info@audit.wa.gov.au

www.audit.wa.gov.au

@OAG_WA
Office of the Auditor General for Western Australia



CITY OF Fremantle

Register of Delegated Authority

Local government to Chief Executive Officer, officers and committees

2026–27

fremantle.wa.gov.au

OFFICIAL

Register of Delegated Authority 2026-27

Table of Contents

OFFICIAL

Register of Delegated Authority 2026-27

OFFICIAL

Register of Delegated Authority 2026-27

OFFICIAL

Register of Delegated Authority 2026-27

Explanation notes

General

Section 5.42 of the *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place limitations on any delegations if they desire. The powers cannot be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer, and which the Chief Executive Officer has further delegated to officers.

Limits on delegations to the CEO

Section 5.43

The following are decisions that cannot be delegated to the Chief Executive Officer:

(a) any power or duty that requires a decision of an absolute majority;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(d) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A 5.100 or 5.129 of the Act;
(e) borrowing money on behalf of the local government;
(f) hearing or determining an objection of a kind referred to in section 9.5;

(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;

(g) any power or duty that requires the approval of the Minister or Governor;

(h) such other duties or powers that may be prescribed by the Act.

Purpose of delegating authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. The register details the related document(s) where the power to delegate is derived from.

This delegated authority register will be reviewed in accordance with the Act on an annual basis.

Councils understanding

It is that by delegating its authority it is granting sufficient power to enable the City's responsibilities to be fulfilled in a timely, open and accountable manner.

It is the expectation of council that the Chief Executive Officer and other officers will use the delegated authority conferred on them in a manner that aligns with council's values and objectives and they will demonstrate appropriate judgment and accountability in regard to the circumstances and extent of the use of that power.

Legislation

The Act allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in section 5.43. All delegations made by the council must be by absolute majority decision {S5.42 (1)}.

Associated legislation

Legislation other than the *Local Government Act 1995*, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- *Building Act 2011* and associated regulations;
- *Bush Fires Act 1954* and associated regulations;
- *Cat Act 2011* and associated regulations;
- *Caravan Parks and Camping Grounds Act 1955* and associated regulations;
- City of Fremantle Local Laws;
- *Control of Vehicles (Off-Road Areas) Act 1978* and associated regulations;
- *Dog Act 1976* and associated regulations;
- Local Planning Scheme No. 4;
- *Environmental Protection Act ~~2005~~ 1986* and associated regulations;
- *Food Act 2008* and associated regulations;
- *Freedom of Information Act 1992* and regulations;
- *Health Act (Miscellaneous Provisions) 1911* and associated regulations;
- *Land Administration Act 1997* and associated regulations;
- *Litter Act 1979* and associated regulations;
- *Local Government (Miscellaneous Provisions) Act 1960* and associated regulations;
- *Planning and Development Act 2005* and associated regulations;
- *Spear-guns Control Act 1955;*
- *Strata Titles Act 1985* and associated regulations;

Acting through another person

Section 5.45

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

a. *a local government from performing any of its functions by acting through a person other than the CEO; or*
b. *a CEO from performing any of his or her functions by acting through another person.*

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right, as though he or she were the original decision maker. Alternatively, where a person is 'acting through' they are making a decision as previously instructed.

The difference between a delegated authority to exercise discretion on behalf of the City and acting through another person to undertake a function on behalf of the City where no discretion exists is reinforced by Section 56 of the *Interpretation Act 1984* which states:

"May" imports a discretion, "shall" is imperative

*(1) Where in a written law the word **"may"** is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*

*(2) Where in a written law the word **"shall"** is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*

The City's Delegated Authority Register and Authorisations Management Procedures should be read in conjunction with this.

Delegation by the Chief Executive Officer

The Act allows for the CEO to delegate any of the powers to another employee {S5.44 (1)}. This must be done in writing {S5.44 (2)} The Act allows for the CEO to place limitations on any delegations if desired {S 5.44 (4)}

Transfer of authority due to absence

Where an officer has been appointed to act in a delegated position in the absence of the usual officer, the authority shall transfer to the officer acting as appointed, for the duration of the authorisation.

Register of, and records relevant to delegations Section 5.46

A register of delegations is to be kept and reviewed at least once every financial year.

If an officer is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The onus is on the officer exercising delegated authority to ensure that a record is made.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under S 5.74(b) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power {S 5.44 (1)}.

Reporting use of delegation

Any use of delegation must be recorded in the City's record keeping system, in accordance with legislative requirements.

Authority to amend the Delegated Authority Register

The Manager Governance is authorised to effect non-substantive changes to the Delegated Authority Register to reflect:

(a) Changes to titles or positions,

(b) changes to legislative references,

(c) Expired positions; and

(d) Corrections to spelling and grammatical errors or inconsistencies

OFFICIAL

Register of Delegated Authority 2026-27

How to read a delegation table	
Delegator:	Council
Date adopted:	The date on which Council adopts the delegated authority.
Delegation:	A reference to: • The legislation allowing delegation. • The legislation under which the delegation is made.
Delegated to:	The position/s to which the power or duty is delegated.
Limitations on delegation:	Council imposed limitations on the extent of use of this delegation.
Power to sub delegate:	A reference to the legislation allowing sub delegation, if any. Some legislation does not include the power to sub delegate.
Description of sub delegation	
Delegator	Chief Executive Officer
Date approved:	The date in which the Chief Executive Officer approves the sub delegation.
Sub delegated to:	The position/s to which the power or duty is sub delegated.
Limitations on sub delegation:	Chief Executive Officer imposed limitations on the extent of use of this delegation.
Reporting requirements	
The information required to be recorded when this delegation has been used. (who, what, when, why and how much)	

PART 1
Delegations to Committees of Council

OFFICIAL

Register of Delegated Authority 2026-27

<table>
<tr><th colspan="2">1.1 Delegated Committees of Council</th></tr>
<tr><td>Delegator:</td><td>Council</td></tr>
<tr><td>Date adopted:</td><td>27 May 2026</td></tr>
<tr><td>Delegation:</td><td>Council delegates all of its powers and functions as a local government, except any power or duty that requires a decision of an absolute majority or a 75% majority of Council, in accordance with:

Legislation | Section
Local Government Act 1995 | 5.16 and 5.17
Planning and Development Act 2005 | 214(2), (3) or (5).
City of Fremantle Local Planning Scheme No. 4 | Planning and Development (Local Planning Schemes) Regulations 2015 section 82

For the purpose of the effective decision making by the City of Fremantle.</td></tr>
<tr><td>Delegated to:</td><td>• Planning Services Committee
• Strategic and General Services Committee</td></tr>
<tr><td>Limitations:</td><td>Delegated committees are provided the above powers and functions of the local government in accordance with the following limitations:

1. A decision of committee can only be made by the votes of at least four (4) members of the committee.

2. When approving leases of council property:
a. the term must not exceed ten (10) years,
b. the disposal must be in accordance with Sections 3.58 and 3.59 of the Local Government Act 1995.

3. When approving closure of council carparks, the closure must not exceed fourteen (14) days.

4. When accepting or declining to accept tenders, they must be within budget.

Cont..</td></tr>
</table>

	5. May not determine final approval for or revocation of: • Council Policies • Council strategies • Council plans • Appointment or termination of a Chief Executive Officer • City related international travel • Local Planning Policies • Local Planning Schemes • Local development plans • Scheme amendments • Structure Plans
Power to sub delegate:	Nil
Reporting requirements	
All Minutes of delegated committees must record and identify each decision made under this delegation in accordance with legislative requirements.	

PART 2
Delegations to the Chief Executive Officer

OFFICIAL

Register of Delegated Authority 2026-27

2.1 Administration of local laws	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to undertake all actions and processes and otherwise administer the City's local laws in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.2 Investing and managing investments	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Invest money held in the municipal or trust fund that is not, for the time being, required for any other purpose. 2. Establish and document internal control procedures to be followed by employees to ensure control over investments, enabling the identification of the nature and location of all investments and the transactions related to each investment. in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42, 5.43 and 6.14(1) *Local Government (Financial Management) Regulations 1996* — Regulation 19 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Investment Council Policy.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation: 1. Is to be presented in a report to each monthly Council meeting. 2. Is to be recorded in the City's record keeping system.	

2.3 Defer payment, grant a concession, waive fees and write off debts	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to waive fees or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government, in accordance with: **Legislation** / **Section** *Local Government Act 1995* / 5.42, 5.43, and 6.12 For the purpose of effective management of the City of Fremantle. Note: Section 6.12(2) of the *Local Government Act 1995* does not allow money owed to the City in respect of rates and services charges to be waived or for a concession in relation to such money to be granted.
Delegated to:	Chief Executive Officer
Limitations on delegation:	Where all reasonable avenues of recovery have been exhausted the Chief Executive Officer may waive fees, grant concessions or defer payment in relation to any amount of money or write off any amount of money that is owed to the local government, up to the maximum amount indicated below, per financial year: Defer Payment of a debt: $500,000.00 Waive fees or grant a concession (discount): $100,000.00 Write – Off a debt other than an infringement debt: $50,000.00 Write – Off an infringement debt: $10,000.00 All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** / **Section** *Local Government Act 1995* / 5.44
Reporting requirements	
Use of this delegation, 1. When waiving or writing off debts valued at $1000 or above per debtor this must be reported to the Audit, Risk and Improvement Committee. 2. Is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.4 Disposing of property	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Dispose of property to: a. the highest bidder at public auction or b. the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender 2. Dispose of property by direct negotiation only in accordance with section 3.58(3) of the Act. (give public notice and consider submissions). 3. Dispose of property excluded from section 3.58 of the Act. in accordance with: **Legislation** / **Section** *Local Government Act 1995* / 5.42, 5.43, 3.58(2) and (3) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	The Chief Executive Officer may approve leases of council property where: 1. The key lease terms and performance criteria have been agreed by council; or a. the lease is not for a period greater than ten (10) years; or b. the lease agreement does not require a business plan; or c. the disposal of property is in accordance with s.3.58 of the *Local Government Act 1995*; and d. the lease is in accordance with relevant council policies. The Chief Executive Officer may, up to the maximum amount indicated**:** Approve disposals of land (sale of land): $50,000.00 Approve disposals of property other than land $20,000.00 All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Acquisition and Disposal of Property Council Policy and Leasing of City Property in a Competitive Manner Council Policy.

16/91

OFFICIAL

Register of Delegated Authority 2026-27

Power to sub delegate:	**Legislation** *Local Government Act 1995*	**Section** 5.44
Reporting requirements		
Use of this delegation: 1. Is to be recorded in the Leases and Licenses register. 2. Is to be recorded in the City's record keeping system.		

2.5 Payments from municipal or trust fund	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to make payments from the municipal or trust fund in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42, 5.43 and 6.9(4) *Local Government (Financial Management) Regulations 1996* — Regulation 12(1)(a) and 13 ~~For the purpose of effective management of the City of Fremantle.~~ For the purpose of this delegation, "payments" refer exclusively to the execution and release of funds from the City's municipal or trust fund bank accounts.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation: 1. Is to be presented in a report to each monthly Council meeting. 2. Is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.6 Determine grants and sponsorship allocations	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine allocation of the City's grants, and sponsorships in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 and 5.43 *Local Government (Financial Management) Regulations 1996* — Regulation 12(1)(a) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Grants and Sponsorship Council Policy**.**
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44

Reporting requirements

Use of this delegation:
1. Is to be recorded in the Grants and Sponsorships register.
2. Is to be reported to the Audit, Risk and Improvement Committee.
3. Is to be recorded in the City's record keeping system.

Register of Delegated Authority 2026-27

2.7 Agreements for payment of rates and service	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to make an agreement with a person for the payment of rates or services charges. in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42, 5.43 and 6.49 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Financial Hardships Council Policy**.**
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.8 Require lessee to pay rent in satisfaction of rates or services charge	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Give notice to a lessee of land in respect of which there is an unpaid rate or service charge requiring the lessee to pay its rent to the local government. 2. Recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice. in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 5.42, 5.43, 6.60(2) and (4) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.9 Objection to rate record - objection and review	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to make decisions regarding objections to the rates record including extending the time for a person to make an objection and following consideration, make a decision whether to allow or disallow the objection, either wholly or in part, In accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42, 5.43, 6.76(4) and (5) For the purpose of effective management of the City of Fremantle
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.10 Rate exemptions	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine applications for rate exemptions in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42, 5.43 and 6.26 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.11 Expressions of interest and tenders	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine: 1. To call tenders. 2. To call tenders for the disposal of impounded goods. 3. To invite tenders though not required to do so. 4. The criteria for accepted tenders. 5. To vary tender information after public notice of invitation to tender and before the close of tenders. 6. Seek clarification from tenderers in relation to information contained in their tender submission. 7. To evaluate tenders and decide which is the most advantageous. 8. To accept or reject tenders. 9. To decline any tender. 10. Minor variations before entering into a contract. 11. To accept another tender where within 6-months of either accepting a tender a contract has not been entered into OR the successful tenderer agrees to terminate the contract. 12. When to seek expressions of interest and to invite expressions of interest to supply goods or services. 13. Consider expressions of interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers. in accordance with: **Legislation** — **Sections** *Local Government Act 1995* — 3.57, 5.42 and 5.43 *Local Government (Functions and General) Regulations 1996* — **Regulations** 11, 13, 14(2a), (5), 18(2), (4), (4a), (5), (6), (7), 20, 21, and 23. For the purpose of effective management of the City of Fremantle.

OFFICIAL

Register of Delegated Authority 2026-27

Delegated to:	Chief Executive Officer	
Limitations on delegation:	1. May only call tenders where there is an adopted budget for the proposed procurement, with the exception being in the period immediately prior to the adoption of a new annual budget where the proposed procurement is required to fulfil a routine contract related to the day to day operations of the City, with an imminent expiry date and the value of the proposed contract has been included in the draft annual budget papers. 2. May accept a tender where the consideration under the resulting contract is $1,000,000 or less and the item is identified in the adopted annual budget. 3. May only agree to variations before a contract is entered into in accordance with relevant City of Fremantle policies. 4. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Purchasing Council Policy.	
Power to sub delegate:	**Legislation** *Local Government Act 1995*	**Section** 5.44
Reporting requirements		
Use of this delegation: 1. Is to be recorded in the goods and services register. 2. Is to be recorded in the City's record keeping system.		

2.12 Sole supplier of goods and services	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier, in accordance with: **Legislation** / **Section** *Local Government Act 1995* — 5.42 and 5.43 *Local Government (Functions and General) Regulations 1996* — Regulation 11(2)(f) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	The Chief Executive Officer being satisfied that: 1. The total amount spent does not exceed $100 000. 2. Adequate market research has been undertaken to verify that no alternative supplier of the goods or services is available; and 3. Sufficient investigation into the use of potential substitute goods or services has been undertaken. 4. Determinations to be reported to the Audit, Risk and Improvement Committee at least annually. 5. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Purchasing Council Policy.
Power to sub delegate:	**Legislation** / **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation: 1. Is to be recorded in the goods and services register. 2. Is to be reported to the Audit, Risk and Improvement Committee 3. Is to be recorded in the City's record keeping system.	

2.13 Appoint persons to receive complaints and withdrawals of complaints	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to appoint 1 or more persons for the purpose of receiving and withdrawals of complaints in accordance with ~~the *Local Government Act (Model Code of Conduct) Regulations 2021*~~: **Legislation** / **Section** *Local Government Act 1995* / 5.42 and 5.43 *Local Government (Model Code of Conduct) Regulations 2021* / 11(3) ~~For the purpose of effective management of the City of Fremantle.~~
Delegated to:	Chief Executive Officer
Limitations on delegation:	~~All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Complaint Management Council Policy and Council Code of Conduct Division 3 Complaint Handling Council Policy~~. A complaint must be dealt with under clauses 12 to 13 of the *Local Government (Model Code of Conduct) Regulations 2021 unless it is referred to the Local Government Inspector.* The appointed person may conduct an investigation and present findings to Council for a decision. *Note: Appointment of persons for this delegation, and for complaints made under the Council complaints policy and Public Interest Disclosure Act 2003, are dealt with under CEO Delegation 5.1 (Dealing with complaints).*
Power to sub delegate:	**Legislation** / **Section** *Local Government Act 1995* / 5.44
Reporting Requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.14 Additional powers when notice is given to the owner or occupier of land under Section 3.25	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to do anything necessary to achieve the purpose for which a notice has been given and to recover costs associated with achieving the purpose for which a notice has been given, in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 3.25, 3.26, 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.15 Particular things local governments can do on land that is not local government property	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to do any of the things prescribed in Schedule 3.27 of the *Local Government Act 1995* in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 3.27, 5.42 and 5.43, and Schedule 3.2 For the purpose of effective management of the City of
Delegated to:	Chief Executive Officer
Limitations delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44

Reporting requirements
Use of this delegation is to be recorded in the City's record keeping system.

2.16 Crossing from public thoroughfare to private land or private thoroughfare	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Approve the construction of a crossing giving access from a thoroughfare to private land or a private thoroughfare serving the land. 2. Give a person who is the owner or occupier of private land a notice in writing requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 and 5.43 *Local Government (Uniform Local Provisions) Regulations 1996* — Regulation 12(1) - Sch. 9.1 cl. 7(2) and Regulation 13(1)(2) - Sch. 9.1 cl. 7(3) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	1. Approval must be in writing for the crossing under regulation 14(2) of the *Local Government (Uniform Local Provisions) Regulations 1996.* 2. Due process for the issuing of a notice under section 3.25 of the *Local Government Act 1995* must be followed. 3. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Cross Over Council Policy.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44

Reporting requirements
Use of this delegation is to be recorded in the City's record keeping system.

OFFICIAL

Register of Delegated Authority 2026-27

2.17 Powers of entry	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Enter on to land to perform any function of the local government under the Act. 2. Give a notice of entry. 3. Seek and execute an entry under warrant. 4. Execute entry in an emergency. 5. Give notice and effect entry by opening a fence. in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 3.32, 3.33, 3.34, 3.36, 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.18 Disposing of confiscated or uncollected goods	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to sell or otherwise dispose of confiscated or uncollected goods and to recover expenses incurred for removing and impounding and in disposing of confiscated or uncollected goods, in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 3.47, 3.48, 3.58, 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.19 Disposal of sick or injured animals	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to destroy and dispose of an animal that is determined to be too sick or injured to treat, in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 3.47A(1), 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.20 Close thoroughfares to vehicles	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles. 2. Give public notice, and provide to the Commissioner of Main Roads and consider submissions relevant to road closures for proposed closures of thoroughfares for a period exceeding 4 weeks. 3. Where level or alignment of a thoroughfare is fixed or altered or where draining water from a thoroughfare to private land, notify affected owners and consider any submissions made. in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 3.50, 3.50A, 3.51, 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City’s record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.21 Reserves under control of local government	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to do anything for the purposes of controlling and managing land that is vested in or under the management of the City, in accordance with: **Legislation** — *Local Government Act 1995* **Section** — 3.54, 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — *Local Government Act 1995* **Section** — 5.44
Reporting Requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.22 Dangerous excavations in or near public thoroughfares	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to deem an excavation to be dangerous and to fill in or fence the excavation, or request the owner or occupier to fill or securely fence the excavation, in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 and 5.43 *Local Government (Uniform Local Provisions) Regulations 1996* — Regulation 11 Sch.9.1 cl.6 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	1. That due process for the issuing of a notice under section 3.25 of the *Local Government Act 1995* is followed. 2. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

2.23 Private works on, over or under public places	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 and 5.43 *Local Government (Uniform Local Provisions) Regulations 1996* — Regulation 17 Sch.9.1 cl.8 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	Subject to: 1. Schedule 3.1, Division 2, item 3 of the *Local Government Act 1995.* 2. That due process for the issuing of a notice under section 3.25 of the Act is followed. 3. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

2.24 Execution of documents	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to sign various classes of documents in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 5.43(ha) and 9.49A(4) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer All Directors All Managers
Limitations on delegation:	Execution of documents is to be undertaken in accordance with the Execution of Documents Council Policy and the *Local Government Act 1995* [s9.49A].
Power to sub delegate:	Nil
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

PART 3
Delegations from other legislation

OFFICIAL

Register of Delegated Authority 2026-27

Bush Fires Act 1954

3.1 *Bush Fires Act 1954* Powers, duties and functions of a local government	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates all powers, duties and functions of the local government under the *Bush Fires Act 1954*, in accordance with: **Legislation** — **Section** *Bush Fires Act 1954* — 48 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	Authority excludes powers and duties that: 1. Are prescribed in the Act with a requirement for a resolution of the local government. 2. Are prescribed by the Act for performance by designated officers. 3. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Food Act 2008

3.2 *Food Act 2008* Appoint authorised and designated officers	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to appoint a person: 1. To be an authorised officer for the purposes of the *Food Act 2008.* 2. To be a designated officer for the purposes of the *Food Act 2008.* in accordance with: **Legislation** — **Section** *Food Act 2008* — 122(1) and 126(13) *Food Act 2008* — 118(2)(b), 118 (3) [s119] and [s120] and 118(4) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

3.3 *Food Act 2008* Prohibition orders	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the *Food Act 2008* [s65]. 2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices. 3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection. in accordance with: **Legislation** / **Section** *Food Act 2008* — 118(2)(b), 118 (3) [s119] and [s120] and 118(4) *Food Act 2008* — 65(1), 66, and 67(4) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer Director Planning, Place and Urban Development Manager Regulatory Services Principal Environmental Health Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

3.4 *Food Act 2008* Prosecutions	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to institute proceedings for an offence under the *Food Act 2008* in accordance with: **Legislation** — **Section** *Food Act 2008* — 118(2)(b), 118 (3) [s119] and [s120] and 118(4) *Food Act 2008* — 125 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer Director Planning, Place and Urban Development Manager Regulatory Services Principal Environmental Health Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

3.5 *Food Act 2008* Registration of food businesses	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Determine applications for registration of a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration. 2. After considering an application, grant (with or without Limitations) or refuse the application. 3. Vary the Limitations or cancel the registration of a food business in respect of any premises under Part 9 of the in accordance with: **Legislation** / **Section** *Food Act 2008* — 118(2)(b), 118 (3) [s119] and [s120] and 118(4) *Food Act 2008* — 110(1) and (5) and 112 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer Director Planning, Place and Urban Development Manager Regulatory Services Principal Environmental Health Officer All Environmental Health Officers
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

3.6 *Food Act 2008* Determine compensation	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine to refuse or pay on an application for compensation from a person on whom a prohibition notice has been served, who has suffered loss as a result of the making of the order; and considers that there were insufficient grounds for making the order, in accordance with: **Legislation** / **Section** *Food Act 2008* — 118(2)(b), 118 (3) [s119] and [s120] and 118(4) *Food Act 2008* — 70(2) and (3) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	1. The level of compensation to be paid in respect of any single claim is not to exceed $5 000. 2. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

46/91

Building Act 2011

3.7 *Building Act 2011* Approve or refuse building permit	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Grant a building permit. 2. Refuse a building permit. 3. Determine approved alternative building solution to meet performance requirement in the Building Code relating to fire detection and early warning. 4. Determine approval / refusal of battery powered smoke alarm and determine application form. in accordance with: **Legislation** — **Section** *Building Act 2011* — 127 *Building Act 2011* — 20, 27(1) and (3) *Building Regulations 2012* — Regulation 55 and 61 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Building Act 2011* — 127(6A)
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

3.8 *Building Act 2011* Approve or refuse demolition permit	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Grant a demolition permit. 2. Refuse a demolition permit. 3. Impose, vary or revoke Limitations on a demolition permit. in accordance with: **Legislation** | **Section** *Building Act 2011* | 127 *Building Act 2011* | 21, 27(1) and (3) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** | **Section** *Building Act 2011* | 127(6A)
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

<table>
<tr><th colspan="2">3.9 Building Act 2011 Grant occupancy permit or building approval certificate</th></tr>
<tr><td>Delegator:</td><td>Council</td></tr>
<tr><td>Date adopted:</td><td>x June 2026</td></tr>
<tr><td>Delegation:</td><td>Council delegates the authority to:

1. Require an applicant to provide any document or information required in order to determine an application.

2. Grant or modify an occupancy permit or building approval certificate.

3. Impose, add, vary or revoke Limitations on an occupancy permit or building approval certificate.

4. The period in which an occupancy permit or modification, or building approval certificate has effect.

in accordance with:

Legislation | Section
Building Act 2011 | 127
Building Act 2011 | 58, 62(1) and (3)

For the purpose of effective management of the City of Fremantle.</td></tr>
<tr><td>Delegated to:</td><td>Chief Executive Officer</td></tr>
<tr><td>Limitations on delegation:</td><td>All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.</td></tr>
<tr><td>Power to sub delegate:</td><td>Legislation | Section
Building Act 2011 | 127(6A)</td></tr>
<tr><th colspan="2">Reporting requirements</th></tr>
<tr><td colspan="2">Use of this delegation is to be recorded in the City's record keeping system.</td></tr>
</table>

3.10 *Building Act 2011* Designate authorised persons	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to designate an employee as an authorised person, in accordance with: **Legislation** — **Section** *Building Act 2011* — 127 *Building Act 2011* — 96(3) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Building Act 2011* — 127(6A)
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

3.11 *Building Act 2011* Issue and revocation of building orders	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Make building orders in relation to: a. Building work. b. Demolition work. c. An existing building or incidental structure. 2. Give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)] 3. Revoke a building order [s.117]. 4. If there is non-compliance with a building order, cause an authorised person to: a. Take any action specified in the order. b. Commence or complete any work specified in the order. c. If any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118 (2)]. 5. Take court action to recover as a debt, reasonable costs and expenses incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Initiate a prosecution pursuant to section 133(1) for noncompliance with a building order made pursuant to section 110 of the *Building Act 2011.* in accordance with: **Legislation** — **Section** *Building Act 2011* — 127 *Building Act 2011* — 110(1), 111(1), 117(1) and (2), 118(2) and (3) and 133(1) For the purpose of effective management of the City of Fremantle.

Delegated to:	Chief Executive Officer	
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.	
Power to sub delegate:	**Legislation**	**Section**
	Building Act 2011	127(6A)
Reporting requirements		
Use of this delegation is to be recorded in the City's record keeping system.		

3.12 *Building Act 2011* Inspection and copies of building records	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine an application from an interested person to inspect and copy a building record, in accordance with: **Legislation** — **Section** *Building Act 2011* — 127 *Building Act 2011* — 131(2) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Building Act 2011* — 127(6A)
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

Litter Act 1979

3.13 *Litter Act 1979* Withdrawal of infringement notices	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine if an infringement is to be withdrawn; and to sign withdrawal notices sent under subsection 4 of the *Litter Act 1979*, in accordance with: **Legislation** / **Section** *Litter Act 1979* / 30(4a) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer Director Planning, Place and Urban Development Manager Regulatory Services Team Leader Community Safety and Parking
Limitations on delegation:	1. An individual infringement notice cannot be withdrawn or extended by the same officer that has issued it. 2. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Dog Act 1976

3.14 *Dog Act 1976* Functions	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to undertake all the powers and duties of the local government under the *Dog Act 1976*, in accordance with: **Legislation** — **Section** *Dog Act 1976* — 10AA For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Local Laws Relating to Dogs.
Power to sub delegate:	**Legislation** — **Section** *Dog Act 1976* — 10AA(3)
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Cat Act 2011

3.15 *Cat Act 2011* Functions	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to undertake all of the powers and duties of the local government under the *Cat Act 2011*, in accordance with: **Legislation** — **Section** *Cat Act 2011* — 44 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Cat Act 2011* — 45
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Graffiti Vandalism Act 2016

3.16 *Graffiti Vandalism Act 2016 Functions*	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to undertake all of the powers and duties of the local government under the *Graffiti Vandalism Act 2016*, in accordance with: **Legislation** / **Section** *Graffiti Vandalism Act 2016* / 16 *Graffiti Vandalism Act 2016* / Part 3 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions, including but not limited to the Street Arts and Graffiti Removal Council Policy.
Power to sub delegate:	**Legislation** / **Section** *Graffiti Vandalism Act 2016* / 17
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

Public Health Act 2016

3.17 *Public Health Act 2016 Functions of an Enforcement Agency*	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to exercise all of the powers and duties conferred or imposed on a local government, as an enforcement agency, under the *Public Health Act 2016*. in accordance with: **Legislation** / **Section** *Public Health Act 2016* / 21 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	1. The designation of authorised officers is to be in accordance with section 25 of the *Public Health Act 2016.* 2. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Fines, Penalties and Infringement Notices Enforcement Act 1994

3.18 *Fines, Penalties and Infringement Notices Enforcement Act 1994* Appointment of prosecution officers	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to provide written notice to the Registrar designating those officers that are prosecution officers for the purposes of sections 16 and 22 of the *Fines, Penalties and Infringement Notices Enforcement Act 1994*, in accordance with: **Legislation:** *Fines, Penalties and Infringement Notices Enforcement Act 1994.* — **Section:** 13 and 13(2) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil.
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

Planning and Development Act 2005

3.19 *Planning and Development Act 2005* Illegal development	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to: 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements. 2. Give a written direction to the owner or any other person who undertook an unauthorised development: a. to remove, pull down, take up, or alter the development b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. in accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 *Planning and Development Act 2005* — 214(2), (3) and (5) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Local Government Act 1995* — 5.44

Reporting requirements
Use of this delegation is to be recorded in the City's record keeping system.

OFFICIAL

Register of Delegated Authority 2026-27

City of Fremantle Local Planning Scheme No. 4

3.20 City of Fremantle Local Planning Scheme No. 4 Enforcement and appeals	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to take action under part 13 of the *Planning and Development Act 2005* for any failure to comply with the provisions of Local Planning Scheme No. 4 or the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed Provisions). As well as the power to determine a position in respect to any mediation resulting from an application for review made under Part 14 of the *Planning and Development Act 2005* in response to a decision made under delegated authority; and The determination of the City's position with respect to any appeal to the State Administrative Tribunal on a decision made under delegated authority. In accordance with: **Legislation** — **Section** *Planning and Development Act 2005* — Parts 13 and 14 *Planning and Development (Local Planning Schemes) Regulations 2015* — Division 2 of Schedule 2, cl. 82 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Planning and development (Local Planning Schemes) Regulations 2015* — Sch 2 cl. 83

Reporting requirements
Use of this delegation is to be recorded in the City's record keeping system.

Register of Delegated Authority 2026-27

3.21 City of Fremantle Local Planning Scheme No. 4 Development Control	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the authority to determine: 1. applications for planning approval (including the exercise of discretion under Local Planning Scheme No. 4 and the Residential Design Codes); 2. all matters which arise out of the imposition of conditions on planning approvals; and 3. all matters delegated to the City of Fremantle under the *Planning and Development Act 2005,* or functions that the City is authorised to exercise under that Act. in accordance with: **Legislation**: *Local Government Act 1995* — **Section**: 5.42 and 5.43 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation**: *Local Government Act 1995* — **Section**: 5.44
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

3.22 Modifications to the Heritage List and Local Heritage Survey	
Delegator:	Council
Date adopted:	x June 2026
Authorised function:	Council provide authorisation to modify the Heritage List and Local Heritage Survey to maintain their currency by: • amending listing information where no advertising is required under the regulations ~~to more accurately describe the listed property~~, and • reclassifying to **Level 4 -** Historic Record Only and removing from the Heritage List any properties that ~~which~~ have been subdivided from the originally listed parent lot and have little or no heritage significance~~which do not retain heritage significance in their own right or maintain a significant contribution to the heritage significance of the original property~~. In accordance with: **Legislation** — **Section** *Local Government Act 1995* — 5.42 *Planning and Development (Local Planning Schemes) Regulations 2015* — Part 10, Division 2 of Schedule 2 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	1. Any amendments must have the support of the effected landowner where consultation is required under legislation. 2. All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Planning and Development (Local Planning Schemes) Regulations 2015* — Schedule 2 cl.83
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

Health (Asbestos) Regulations 1992

3.23 *Health (Asbestos) Regulations 1992 Appointment of authorised officers and approved officers*	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council delegates the appointment in writing of persons or classes of persons to be authorised officers or approved officers for the purposes of the *Criminal Procedure Act 2004* Part 2 in relation to infringement notices under the *Health (Asbestos) Regulations 1992*, in accordance with: **Legislation** — **Regulation** *Health (Asbestos) Regulations 1992* — 15D(5) For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

Health (Miscellaneous Provisions) Act 1911

3.24 *Health (Miscellaneous Provisions) Act 1911 Powers of local government*	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council appoints a deputy to exercise the powers and functions of the local government under the *Health (Miscellaneous Provisions) Act 1911*, in accordance with: **Legislation** — **Section** *Health (Miscellaneous Provisions) Act 1911* — 26 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	**Legislation** — **Section** *Health (Miscellaneous Provisions) Act 1911* — 26
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

OFFICIAL

Register of Delegated Authority 2026-27

Short-Term Rental Accommodation Act 2024

3.25 *Short-Term Rental Accommodation Act 2024* Designated Officer	
Delegator:	Council
Date adopted:	x June 2026
Delegation:	Council designates for the purpose of issuing a certificate in accordance with section 29 of the *Short-Term Rental Accommodation Act 2024:* **Legislation**: *Short-Term Rental Accommodation Act 2024* — **Section**: 29 For the purpose of effective management of the City of Fremantle.
Delegated to:	Chief Executive Officer Director Planning, Place and Urban Development Manager City Planning Manager Regulatory Services
Limitations on delegation:	All actions are to be undertaken in compliance with relevant legislative, procedural and policy provisions.
Power to sub delegate:	Nil
Reporting requirements	
Use of this delegation is to be recorded in the City's record keeping system.	

PART 4
Delegations to local government from external agencies

The delegations outlined in part 4 of this register are externally established and may be subject to change. Please check the Government Gazette for most current version and use this register for reference only.

OFFICIAL

Register of Delegated Authority 2026-27

Environmental Protection Act 1986

4.1 Noise Control – Serve Environmental Protection Notices [S65(1)]

Noise Control – Serve Environmental Protection Notices [S65(1)]

Published in Government Gazette No.47, 19 March 2004

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows -

Powers and duties delegated -

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made -

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995.*

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved –

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

4.2 Noise Control – Keeping of Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events [Reg.16]

Noise Control – Keeping of Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events [Reg.16]

Published in Government Gazette No.232, 20 December 2013

EV402*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to—

(1) waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B

(2) bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);

(3) community activities—noise control notices in respect of community noise under regulation 16;

(4) motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;

(5) shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;

(6) calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;

(7) sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation—

(a) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013. JASON BANKS, Acting Chief Executive Officer.

Approved by—

JOHN DAY, Acting Minister for Environment; Heritage.

4.3 Noise Control – Noise Management Plans – Construction Sites [Reg.13]

Noise Control – Noise Management Plans – Construction Sites [Reg.13]

Published in Government Gazette No.71 – 16 May 2014

EV405*

ENVIRONMENTAL PROTECTION ACT 1986

DELEGATION NO. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of —

(8) Chief Executive Officer under the *Local Government Act 1995;* and
(9) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997,* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.
JASON BANKS, Acting Chief Executive Officer.

————

Approved by—

Hon ALBERT JACOBS JP MLA, Minister for Environment: Heritage

Planning and Development Act 2005

4.4 Referral arrangements - Western Australian Planning Commission

Western Australian Planning Commission – Referral Arrangements

Government Gazette No. 8 – 18 January 2022 (pages 115 - 117)

PL406

PLANNING AND DEVELOPMENT ACT 2005

NOTICE OF RESOLUTION

Resolution under Clause 32 of the MRS

RES 2021/01

Notice of resolution made under clause 32 of the Metropolitan Region Scheme (MRS) regarding development control powers of the Western Australian Planning Commission

Under clause 32 of the MRS, the WAPC may, by resolution, identify land and require that applications for all or certain classes of development on that land, be referred to the WAPC for determination.

Resolution under clause 32 of the MRS

On 8 December 2021, pursuant to clause 32 of the MRS, the WAPC RESOLVED—

A. TO REVOKE its resolution made under clause 32 of the MRS as detailed in the *Government Gazette* of 12 June 2015 at pages 2062 and 2063 and as published in the *Government Gazette* of 11 December 2011 concerning Lots 202 and 203, Corner Kwinana Freeway, Beeliar Drive and Wentworth Parade, Success.

B. TO REQUIRE all local governments within the MRS area to refer applications for development of the classes and in the locations specified in clauses 1 to 4 of Schedule 1 to the WAPC for determination.

C. TO REQUIRE the local governments specified in clauses 5 to 8 of Schedule 1 to refer applications for development of the classes and in the locations specified in clauses 5 to 8 of Schedule 1 to the WAPC for determination.

D. TO CONFIRM that words used in the schedule to this resolution have the meanings given to them in the *Planning and Development Act 2005* (Act) and the MRS, unless the context otherwise requires, the meanings defined in Schedule 3. In the case of any inconsistency, the Act prevails;

E. TO DECLARE that the resolution takes effect when notice of it is published in the *Government Gazette*.

SAM FAGAN, Secretary, Western Australian Planning Commission.

————

SCHEDULE 1

All Local Governments in the area covered by the MRS

1. Development of state or Regional Significance

Development in respect of which the WAPC, by notice in writing in each case, advises the local government that the development is of state or regional significance or that, in the public interest, the development should be subject of an application determined by the WAPC.

2. Development in the rural zone

Extractive Industry applications and any other uses which in the opinion of the WAPC or the local government may not be consistent with the rural zone.

3. Poultry Farms

Applications made under clause 28 of the MRS for approval to commence and carry out development of new poultry farms or any extension or addition in excess of 100 square meters to the improvements of an existing poultry farm in the Rural, Urban or Urban Deferred zones in the MRS.

4. Development in Activity Centres

Applications made under clause 28 of the MRS for approval to commence and carry out development relating to a building or extension/s to an existing building for shop-retail purposes —

(a) where the local government or the WAPC considers that the development proposed may be of State or regional significance;

(b) where the development proposed is major development which the local government considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;

(c) where the development proposed is major development which the WAPC (after consulting the relevant local government) considers is appropriately located in an activity centre of a higher level of the Activity Centre Hierarchy that the activity centre in which it is proposed to be located;

(d) for Strategic metropolitan centre or Secondary centre developments where the development proposed is major development;

(e) for District centre developments, where the development is major development and where approval of the proposal would result in the shop/retail floorspace exceeding 20 000m^2 of shop/retail floorspace (net lettable area); or

(f) where the development proposed is wholly or partly located in zoned land in specialised centres.

except where the application complies with an activity centre structure plan or equivalent plan or strategy for the activity centre endorsed by the WAPC.

Referral arrangements for specific local governments

5. Stirling and Glendalough Station Precinct

Unless a structure plan is in place for the areas defined in the WAPC plan No. 4.1495/1, the City of Stirling is to refer for determination to the WAPC the following classes of applications under clause 28 of the MRS for approval to commence and carry out development on land –

(a) Applications that include non-residential uses and/or development;

(b) Applications for 5 or more residential dwellings.

6. Kwinana Industrial Area

The City of Kwinana is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan No. 4.1489/1, except where development is estimated by the applicant to be less than $250,000 in respect of which the council may decide at its discretion to submit or not to the WAPC.

7. North Coogee Industrial Area

The City of Cockburn is to refer for determination by the WAPC all applications made under clause 28 of the MRS for all classes of development for the area shown on WAPC plan 4.1622.

8. Parliament House Precinct 6

The City of Perth is to refer for determination by the WAPC all applications for approval to commence and carry out development within –

(a) The area depicted as the Inner Precinct on WAPC plan 3.2096; and
(b) The area depicted as the Outer Precinct on WAPC plan 3.2096, where the development proposed will exceed the specified height limits, previously determined by the WAPC.

Interpretation

In this notice of resolution, words have the meaning given to them in the Act and the MRS. Unless the context otherwise requires —

"activity centre" is defined in section 9 of State Planning Policy 4.2;

"activity centre hierarchy" means the categories of activity centres set out in Appendix 1 of State Planning Policy 4.2, namely—

- Capital City
- Strategic centres
- Specialised centres
- Secondary centres
- District centres
- Neighbourhood centres; and
- Local centres

"Advice agency" means a department public authority or body which is requested to provide advice and recommendations on applications for planning approval under the GBRS as an agency responsible for reserved land or to which local governments refer applications under the terms of schedule 3.

"Category A activity centre uses" means land uses as defined in section 9 of State Planning Policy 4.2;

"Forward to the WAPC" and similar expressions mean convey by email, by hand or electronically to the office of the Department of Planning Lands and Heritage.

"major development" means development as defined in section 9 of State Planning Policy 4.2;

"net lettable area" is defined in section 9 of State Planning Policy 4.2;

"precinct structure plan or equivalent" means a precinct structure plan prepared for an activity centre as required under 7.2 of State Planning Policy 4.2, and includes what were previously referred to as an activity centre plan;

"Planning approval" means the planning approval of the WAPC as required under the MRS and this resolution, whether granted by the WAPC or by delegates of the WAPC including committees, or officers.

————

OFFICIAL

Register of Delegated Authority 2026-27

4.5 Development applications - Western Australian Planning Commission

Western Australian Planning Commission – Development Applications

Government Gazette No. 8 – 18 January 2022 (pages 111 – 115)

PL405

PLANNING AND DEVELOPMENT ACT 2005

Instrument of delegation

DEL 2022/03 Powers of Local Governments Metropolitan Region Scheme

Delegation of certain powers and functions of the Western Australian Planning Commission relating to the Metropolitan Region Scheme

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function to an officer of a public authority or to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or conferred upon the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 8 December 2021, pursuant to section 16 of the Act, the WAPC resolved—

A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;

B. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2017/02 Powers of local governments (MRS)" published in the *Government Gazette* on 30 May 2017, to give effect to this delegation,

SAM FAGAN, Secretary, Western Australian Planning Commission.

————

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

SECTION A—Types of Development

1. Development on zoned land

Applications for development on land zoned under the MRS except—

(a) where the land is subject to a resolution under Clause 32 of the MRS; or

(b) where the land is subject to the declaration of a planning control area under Section 112 of the *Planning and Development Act 2005*; or

(c) where that land is partly within the development control area described in section 10 of the *Swan and Canning Rivers Management Act 2006* or is outside the development control area but abuts waters within the development control area and the Swan River Trust objects to the proposal, or a referral body recommends refusal; or

(d) where the local government is of the opinion that the application should be determined by the WAPC on the grounds that the proposal is of State or regional importance or is in the public interest, or

(e) in respect of public works undertaken by public authorities.

2. Development on regional road reservations

Applications for developments on or abutting land that is reserved in the MRS for the purpose of a regional road.

SECTION B—Conditions

1. Referral requirements for development on land within or abutting a regional road reservation

The following applications for development on land that abuts or is fully or partly reserved as regional road reservation (classified as Category 1, 2 and 3) shall be referred to Main Roads WA (MRWA) or the Department of Planning, Lands and Heritage, as applicable, for transport planning related comments and recommendations before being determined by the local government subject to the process explained in clause 4, Section B.

Type of regional road reservation in the MRS	Classification on plans SP 693 (PRR) and SP 694 (ORR)	Referral Agency
Primary Regional Road (PRR)	Category 1, 2 and 3	Main Roads WA
Other Regional Road (ORR)	Category 1, 2 and 3	Department of Planning, Lands and Heritage

The regional road network (PRR and ORR) changes periodically with amendments to the MRS. This clause relates to all regional road reservations in the MRS as amended from time to time. Regional roads subject to this notice and the relevant agency that is responsible for their planning are shown on accompanying editions of plans SP 693(PRR, MRWA) and SP 694 (ORR, WAPC).

The road categories shown on plans SP 693 (PRR) and SP 694 (ORR) classify the regional roads based on—

(a) the permissible vehicular access arrangements to the subject land via the regional road frontage

- **Category 1 road** means that frontage access is not allowed (control of access);
- **Category 2 road** means that frontage access may be allowed subject to approval; and

(b) the legibility and statutory powers of current road land requirements defined for the purpose of regional road reservation in the MRS

- **Category 3 road** means that the subject regional road reservation is not accurately defined or is subject to review by the agency that is responsible for planning of the regional road.

"**Category 1 road**" applies where regional roads—

(a) are constructed or planned to a fully controlled and grade separated freeway standard; or

(b) are constructed or planned to an access controlled arterial standard, (i.e. functioning as Primary Distributor or Integrator Arterial (District Distributor) road with widely spaced signalised intersections or roundabouts, and a few, if any, direct access points to individual sites or local streets.

"Category 2 road" applies where regional roads—

(a) are constructed or planned to a partially access controlled arterial standard, (i.e. a primary or district distributor road with direct connections to local streets and driveways to larger sites, but with some restriction of direct frontage access to individual properties); or

(b) have direct frontage access to abutting properties due to the historic development of the road and properties.

"Category 3 road" applies where regional road reservation is not accurately defined or is under review.

Tables 1, 2 and 3 below outline the category of the regional road reservation and the criteria for referring development applications to agencies for comment in accordance with this instrument of delegation.

OFFICIAL

Register of Delegated Authority 2026-27

Table 1—Referral process of development applications with respect to Category 1 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. Where a development application has one or more of the following characteristics— (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves direct vehicle access to and/or from the regional road reservation.	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

Table 2—Referral process of development applications with respect to Category 2 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. Where a development application has one or more of the following characteristics— (a) Development, including earthworks and drainage, which encroaches or impacts upon the road reservation; or (b) Development with potential for a significant increase in traffic on the regional road using any access, either directly or indirectly, onto the road reservation; or (c) Development, which involves the retention of more than one existing access; or additional, relocated or new access between the subject land and the road reservation; or (d) Development, which proposes retention of an existing access between the subject land and the road reservation, where alternative access is or could be made available from side or rear streets or from rights of way at rear; or (e) Development on a lot affected by the regional road reservation where— • all or part of the proposed development is within the regional road reservation; and • has a construction value greater than $50 000; or (f) Development on a lot affected by the regional road reservation where— • none of the proposed development is within the	1. Where the local government first decides to refuse the application under the MRS; or 2. Under circumstances where the application is for an ancillary and incidental addition or modification to an existing authorised development, which does not encroach upon the road reservation and has no intention to alter existing access arrangements.

regional road reservation; and • has a construction value greater than $250 000	

Table 3—Referral process of development applications with respect to Category 3 (PRR or ORR reservations in the MRS)

Respective referral agency (as per Section B)	
Referral is required in these instances	**Referral is not required in these instances**
1. All development applications, other than those where local governments first decides to refuse it.	1. Where the local government first decides to refuse the application under the MRS.

Notes—

(1) Copies of plans SP 693 (PRR) and SP 694 (ORR) are available from the WAPC's website: "Resolutions and instruments of delegation—WAPC Powers of local governments (MRS)"*.* (http://www.DPLH.wa.gov.au/1212.asp).

(2) In determining applications under this delegation, local governments shall have due regard to relevant WAPC and MRWA policy and guidelines, including but not limited to the Commission's D C Policy—*5.1 Regional Roads (Vehicular Access)*, the Transport Impact Assessment Guidelines, and MRWA *Driveways Policy*, which set out the principles and requirements to be applied when considering proposals for vehicle access to or from developments abutting certain categories of regional roads.

(http://www.DPLH.wa.gov.au/publications/812.asp; and https://www.mainroads.wa.gov.au/BuildingRoads/StandardsTechnical/RoadandTrafficEngineering/GuidetoRoadDesign/Pages/Driveways.aspx)

(3) Local governments shall ensure that sufficient transport information accompanies the development application to assist the referral agency in assessing the transport implications of the proposal. This information should be provided in accordance with the WAPC's *Transport Impact Assessment Guidelines.* http://www.DPLH.wa.gov.au/publications/1197.asp

(4) With regard to proposals for new noise-sensitive developments, the local government shall have due regard to the provisions of Commission's *State Planning Policy—5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*. (http://www.DPLH.wa.gov.au/publications/1182.asp)

2. Referral requirements for development on land abutting the Swan River Trust Development Control Area

Applications for development on land that is outside the development control area but abutting land that is in the development control area, or which in the opinion of the local government are likely to affect waters in the development control area, shall be referred to the Swan River Trust for comment and recommendation before being determined by the local government.

3. Referral requirements for development on land abutting other reservations

Applications for development on land abutting land reserved in the MRS for purposes other than regional roads or Parks and Recreation (where the reservation corresponds with the Swan River Trust development control area and is covered by Clause 2, Section B of this notice) shall be referred to the public authority responsible for that reserved land for comment and recommendation before being determined by the local government.

In the case of land reserved for the purpose of Parks and Recreation, which is not vested or owned by another public authority, the applications shall be referred to the Department of Planning, Lands and Heritage before being determined by the local government.

4. For the purpose of this Instrument of Delegation

(a) Where an application is referred by the local government to a public authority for comment and recommendation, the public authority shall provide comment and a recommendation, if any, within 30 days of receipt of the application. If no comment or recommendation is received within that 30 day period the local government may determine the application on the available information.

(b) Where the recommendation provided by the public authority specified in the delegation notice is not acceptable to the local government the application, together with the recommendations provided by all public authorities consulted and the reasons why the recommendation is not acceptable to the local government, shall be referred immediately to the WAPC for determination.

(c) The powers delegated to a member or officer of a local government may only be exercised by a member or officer who has been delegated power from the local government to consider and determine applications for approval to commence and carry out development within the local government district under the local government's local planning scheme.

Interpretation

In this Instrument of Delegation, unless the context otherwise requires—

- A reference to a 'position' or 'classification' contemplates and includes a reference to its successor in title.
- "access" means both entry and exit from either a road or abutting development by a vehicle.
- "Commission" or "WAPC" means the "Western Australian Planning Commission".
- "development" has the same meaning given to it in and for the purposes of the *Planning and Development Act 2005* or "*development means the development or use of any land, including—*
  - (a) *any demolition, erection, construction, alteration of or addition to any building or structure on the land;*
  - (b) *the carrying out on the land of any excavation or other works;*
  - (c) *in the case of a place to which a Conservation Order made under section 59 of the Heritage of Western Australia Act 1990 applies, any act or thing that—*
    - (i) *is likely to change the character of that place or the external appearance of any building; or*
    - (ii) *would constitute an irreversible alteration of the fabric of any building".*
- "local road" means a public road other than a private road or a road subject of reservation under Part II of the MRS.
- "not acceptable" means that the local government wishes to determine the application, as a delegate of the WAPC, in a manner that is inconsistent with the recommendation received from the public agency to which the local government was required to consult under this Notice of Delegation.
- Main Roads WA means Main Roads Western Australia
- "regional road" means any road designated under the region Scheme as follows—
  - (a) land coloured red in the Scheme Map—Primary Regional Roads; and
  - (b) land coloured dark blue in the Scheme Map—Other Regional Roads.
- "reserved land" means land reserved under Part II of the MRS.
- "road reservation" means land reserved for the purposes of a regional road in the MRS.
- "significant increase in traffic" means generating more than 100 vehicle trips in the peak hour and would therefore require a transport assessment to accompany the development application. Refer to the Commission's *Transport Impact Assessment Guideline.*

OFFICIAL

Register of Delegated Authority 2026-27

Strata Titles Act 1985

4.6 Western Australian Planning Commission - Strata Title Scheme Applications –

Western Australian Planning Commission – Strata Title Scheme Applications

Government Gazette –29 January 2021 (Pages 449-450)

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*.

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause ~~2~~ 3 of Schedule 1;
B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
C. To amend "Del 2020/01 – Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Secretary,

Western Australian Planning Commission.

————

83/91

Schedule 1

1. Applications made under section 15 of the Strata Titles Act 1985

Power to determine applications under section 15 of the

Strata Titles Act 1985, except those applications that—

(a) propose the creation of a vacant lot;

(b) propose vacant air stratas in multi-tiered strata scheme developments;

(c) propose the creation or postponement of a leasehold scheme;

(d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);

(e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—

i. a type of development; and/or

ii. land within an area

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application;

(f) in the opinion of the relevant local government as notified to the WAPC in writing, propose development of a type which the local government considers would warrant the imposition of a condition requiring the ceding of land for public open space or payment in lieu thereof.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under –

(a) section 21 of the *Strata Titles Act 1985;*

(b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the power referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

OFFICIAL

Register of Delegated Authority 2026-27

Heritage Act 2018

4.7 Section 19 of the Heritage Act 2018 - Department of Planning, Lands and Heritage

Section 19 of the Heritage Act 2018 - Department of Planning, Lands and Heritage

Government Gazette N0.13 – 3 February 2026 (page 227)

HR401

HERITAGE ACT 2018

INSTRUMENT OF DELEGATION – CITY OF FREMANTLE

Pursuant to section 19 of the Heritage Act 2018 (Act), the Heritage Council of Western Australia resolved—

1. To REVOKE the delegation instrument as published in the Government Gazette on 20 May 2025 at page 663;
2. To DELEGATE the authority to provide advice under section 74 of the Act to the following officers of the City of Fremantle (City) (each a Delegate and together the 'Delegates')—
   a. the Manager City Planning; or
   b. the Team Leader Strategic Planning and Heritage

   in relation to proposals as defined under section 71 of the Act that if implemented would, or would be likely to, affect P25225 West End, Fremantle (West End), a place entered in the State Register of Heritage Places.
3. To REQUIRE that the Delegates must not exercise this delegation in respect of proposals falling within the classes or location specified in Schedule 1, and must instead refer those proposals to the Council for determination.
4. To REQUIRE that the authority delegated under this instrument may only be exercised personally by a Delegate and must not be further delegated, assigned or sub-delegated.
5. To REQUIRE that the delegates have due regard to, and act consistently with, the Heritage Council Delegation Framework dated July 2023 as published by the Council on its website when exercising this delegation.
6. To DECLARE that this resolution take effect when notice of it is published in the Government Gazette.

This delegation shall come into operation on 3 February 2026.

KRISTI CLARKE, A/Assistant Director General, Heritage and Property Services,
Department of Planning, Lands and Heritage.

Schedule

This is the Schedule to the instrument of delegation as authorised by the Heritage Council of Western Australia pursuant to section 19 of the Heritage Act 2018 (Act).

Schedule 1

1. Other registered places

Proposals that would also affect, or be likely to affect, any registered place as defined in section 4 of the Act, other than West End.

OFFICIAL

Register of Delegated Authority 2026-27

2. Places owned or occupied by the City
Proposals related to a place owned or occupied by, or where the management body is, the City.

3. Contentious issues
Proposals where, in the opinion or understanding of the delegate—
(a) the impacts on the cultural heritage significance of a place are assessed as 'major' on the Impact Rating provided at Schedule 1 of the Heritage Council Delegation Framework dated July 2023;
(b) there is substantial public, community commentary or media activity;
(c) the Minister for Heritage is, or is likely to become, involved or interested;
(d) there are significant stakeholder objections or concerns;
(e) the recommended response would conflict with the direction or activity of any statutory authority or State agency;
(f) the recommended response conflicts or is inconsistent with a previous Council resolution, or an adopted Council policy;
(g) there is no consensus between the delegate and their reporting/supporting officer(s) or professional advisers;
(h) a decision may have a negative impact on the reputation of the Council, the Minister or cultural heritage in general.

4. State-wide interest
Proposals for—
(a) any State-wide or regional activity, policy, guidelines or strategy where there is an identified heritage matter to be raised
(b) State legislation or policy that may impact on heritage places
(c) projects that will have a broad impact on the economy or cultural heritage of the State or a region.

5. Heritage Agreements
Proposals that would result in the delegate exercising their delegated powers in a way that would commit the Council to entering a heritage agreement; unless it can be clearly demonstrated as being consistent with the Council's policy 'Heritage agreement as a condition of Heritage Council support'.

6. Places of strategic priority
Proposals that relate to a place for which the delegate has received notice that, in the opinion of the Council, is a strategic priority.

PART 5
Delegations from the Chief Executive Officer

OFFICIAL

Register of Delegated Authority 2026-27

DELEGATIONS FROM THE CHIEF EXECUTIVE OFFICER

Approved separately by the CEO and added to the Register of Delegated Authority.

OFFICIAL

Register of Delegated Authority 2026-27

PART 6
Delegations from Other Council Meetings

DELEGATIONS FROM OTHER COUNCIL MEETINGS

Nil.

OFFICIAL

Register of Delegated Authority 2026-27

Table of amendments/review

Delegation reference	Reason for change	Decision reference
All delegations	Annual Review of Delegated Authority Council to CEO and officers approved by Council.	x June 2026 C2606-x

Office of the Auditor General
Serving the Public Interest

Report 13: 2025-26 | 15 April 2026

FINANCIAL AUDIT RESULTS

Local Government 2025

Office of the Auditor General
for Western Australia

Audit team:
Grant Robinson
Kellie Tonich
Tamara McCarthy
Financial Audit teams
Information Systems Audit teams

National Relay Service TTY: 133 677
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for those with visual impairment.

ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Image credit: shutterstock.com/khanhnguyenpictures

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Local Government 2025 – Financial Audit Results

Report 13: 2025-26
15 April 2026

This page is intentionally left blank

THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

LOCAL GOVERNMENT 2025 – FINANCIAL AUDIT RESULTS

This report has been prepared for submission to Parliament under the provisions of section 24 of the *Auditor General Act 2006*.

The report summarises the final results of our annual audits of 138 of 147 local government entities for the year ended 30 June 2025.

I wish to acknowledge the assistance provided by the councils, chief executive officers, finance officers and others, including my staff and contract audit firms, throughout the financial audit program and in finalising this report.

Caroline Spencer
Auditor General
15 April 2026

Contents

This page is intentionally left blank

Auditor General's overview

This report summarises the results of our annual financial audits of 138 local government entities for the financial year ended 30 June 2025. It also includes results from 11 of the 12 audits outstanding at the time of the *Local Government 2023-24 – Financial Audit Results* report, which have since been finalised.

In 2025, we issued 136 clear audit opinions. Pleasingly, the number of audit qualifications has continued to decrease, with only two of the 138 entities included in this report for 2025 receiving qualified opinions. Of continuing concern is the quality of financial reports submitted for audit. The value of current year errors and the number of prior period errors increased largely as a result of issues linked to property and infrastructure assets. As my office has recommended over successive years, the sector required guidance to support a consistent understanding of valuation obligations and to improve valuation practices generally. So, it is pleasing that the Department of Local Government, Industry Regulation and Safety (LGIRS) recently published this guide on 5 March 2026 which entities can utilise in 2026.

Approximately 33% of entities provided five or more versions of their financial report to my audit teams, with one entity providing 19 versions. As I've said before, this signals a need for greater care and capability in financial reporting. Multiple revisions create delays, cost time and resources and reflect gaps in quality assurance processes. This requires priority attention by entities affected.

This year, for the first time, the online version of this report will include an interactive map graphic to provide insight on our assessment of entity performance from the perspective of financial management control issues raised. This is a useful tool for stakeholders to compare the performance of their local government to those in the surrounding areas or bands. Further, this analysis shows pockets of concerning performance and inability to meet statutory deadlines. We will update this map each year, with the view to showing year on year comparatives.

Of the audits delayed in 2024, four stand out: City of Nedlands, Shire of Coolgardie, Shire of Halls Creek and Shire of Yalgoo. These audits, in conjunction with other delayed audits in 2025 or prior years, were motivating factors behind issuing my recent *Status of Local Government Audits* report[1]. The added public oversight of audit delays is intended to improve timeliness.

This year my team performed some financial health analysis around entities' ability to meet their short-term payment obligations (current ratio) which shows numerous entities facing financial pressure (Appendix 9). Four entities had a ratio of less than one, meaning their current liabilities exceeded their current assets and they may not be able to pay their debts as and when they fall due. The four entities were the: Shire of Coolgardie, Shire of Derby-West Kimberley, Shire of Irwin and Shire of Victoria Plains. The sector-average current ratios continue to decline as do the median ratios. This reflects a sector declining in its ability to meet short-term financial obligations. Our opinion on the Shire of Coolgardie's 30 June 2024 financial report included a material uncertainty related to going concern, indicating that the Shire's ability to continue its financial operations (that is, its financial viability) was not assured. While these concerns were known to my office, they were not publicly disclosed until the Shire's audit report was issued in June 2025. Earlier intervention by councillors and CEOs, and failing that the LGIRS, the Local Government Inspector or the Minister is needed for entities in financial difficulty or crisis.

[1] Office of the Auditor General, *Status of Local Government Audits 2025*, OAG website, 28 January 2026.

It is pleasing to see the sector respond positively to our request to bring audit delivery forward by being audit ready however, there remains opportunities for improvement. The spike in issuing audit opinions (Figure 1) is not sustainable and requires all entities to prepare for earlier completion, thereby enabling more timely reporting to all key stakeholders.

Our advocacy work with entities and LGIRS in relation to legislative reforms has helped reduce certain review requirements for entities, without reducing transparency or accountability. This was a welcome change via the local government legislative reform. It was pleasing to see how responsive LGIRS were to suggestions, and I appreciate their engagement with my office.

Finally, in response to sector feedback, we have refined our best practice entity reporting approach this year. To better reflect the diversity of local government entities, we have aligned our assessment to the WA Local Government banding model[2]. Stakeholders indicated that evaluating best practice at a sector-wide level was less meaningful, and that introducing a level of segmentation would provide clearer and more relevant insights. This change ensures our reporting is more comparable, equitable, and reflective of the unique operating environments within local government. I congratulate those entities recognised as best practice for 2025.

My sincere thanks also to entities, my staff and our contract audit firms for their continued diligent efforts in delivering timely reliable local government financial reports and audits for the Western Australian community.

[2] In Western Australia, local governments are classified into four bands based on the determination of the Salaries and Allowances Tribunal. These bands are used to determine the maximum and minimum number of council members based on the population of the local government district. The classification of local governments into these bands is a key aspect of the *Local Government Act 1995* and is subject to change with new regulations and amendments.

2025 local government reporting cycle at a glance

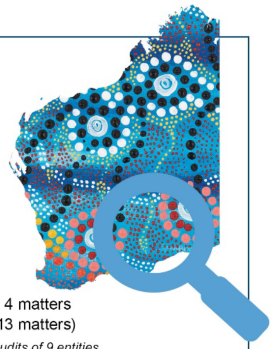
147 local government entities (PY: 147)

138 audits finalised and the results included in this report (PY: 146)

0* disclaimer opinion (PY: 1)

2* qualified opinions on 4 matters (PY: 10 opinions on 13 matters)

** Does not include the outstanding audits of 9 entities.*

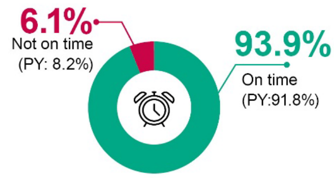


We audited
$5.6 billion
of local government revenue
(PY: $5.4 billion)

We audited
$60.7 billion
of total local government sector assets
(PY: $59.8 billion)

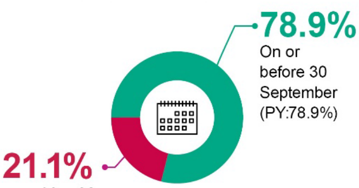
Timeliness

Audit completion



Audits completed within the prescribed period
(by 31 December 2025)

Submission of audit ready financial statement

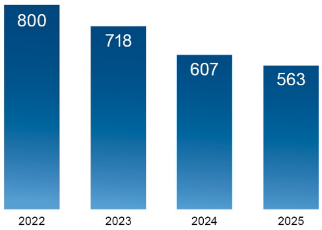


PY: prior year

Audit results*

** Does not include the outstanding audits of 9 entities.*

Number of financial management issues



0 disclaimer of opinion (PY: 1)

2 qualified opinions (PY: 10)

9 opinions outstanding (PY: 1)

563 financial management issues (PY: 607)

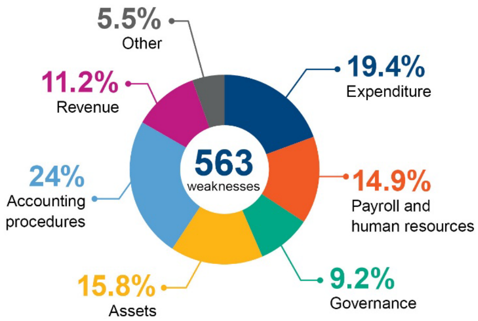
333 information system control issues (PY: 360)

Removed **6** qualified opinions on 7 matters (PY: 6 opinions on 7 matters)

22 emphasis of matter paragraphs (PY: 20)

Financial and management weaknesses

The 138 entities with finalised audits had:



Financial reporting, accountability and audit matters

Quality and timeliness of financial reporting (page 11)

Assets (page 21)

Financial health (page 25)

OAG insights (page 29)

Review of the 2025 financial year

What we did

Our financial audit program is performed under the related Auditing and Assurance Standards Board standards. Our focus is on ensuring the accuracy of an entity's annual financial statements. This report summarises the results of the financial audits of local government entities for the year ended 30 June 2025. It includes the results for 138 of 147[3] entities (Appendix 1), with the remaining nine entities included in our *Status of Local Government Audits 2025* report[4]. Appendix 1 also includes opinion types by local government band to enable entities to compare their own results.

Summary of audit opinions

For the financial year ended 30 June 2025, we issued clear opinions for 136 entities by 31 December 2025, and two audit opinions were qualified. We included 22 emphasis of matter (EoM) paragraphs in the auditor's reports of 22 entities. We also issued 11 audit opinions for entities from previous financial years.

Audit year	2024	2025
Number of entities subject to OAG audit	147	147
Number of entity audits included in results report	135	138
Number of entity audits included in updated statistics	146	N/A
Clear (unqualified) audit opinions	135	136
Qualified opinions	10	2
Disclaimer of opinion	1	0
Material uncertainty related to going concern	2	0
Emphasis of matter paragraphs	20	22

Source: OAG

Table 1: Audit results for the past two years

Entities that did not make the 2024 results report cut-off included in this report

At the cut-off date of this report, with the exception of the Shire of Yalgoo, all entities outstanding in the *Local Government 2023-24 – Financial Audit Results* report have now been finalised. While many of these entities received clear 2024 audit opinions, this may not have been the case had the audits been completed on time. The delays with these audits were mostly to give entities time to provide more evidence and correct their financial report. Delays in audits present significant inefficiencies, cost impacts and resourcing pressures on audit teams.

Disclaimer removals

Following a disclaimer of opinion, we generally qualify the comparability of the current year's financial results with the prior year, as the prior year figures were not audited and may be incorrect. Further, when an entity restates figures from a disclaimer year, and they cannot be

[3] 31 December 2025 is the statutory deadline for local government entities to complete their audits and is used as the statistics cut-off date for this report.

[4] Office of the Auditor General, *Status of Local Government Audits 2025*, OAG website, 28 January 2026.

audited, another related qualification is issued. These qualifications alert users to exercise care when comparing the two years.

The 2024 audit reports for the City of Nedlands and Shire of Halls Creek (issued during 2025) featured disclaimer removals, as did the Shire of Toodyay's 2025 audit report.

The City of Nedlands 2024 audit report contained one qualification on comparability as the prior year numbers could not be audited.

The Shire of Halls Creek 2024 audit report contained three qualifications:

- one was on comparability as the prior year restated numbers could not be audited
- a related qualification, the current year disclosure note on the restated numbers could not be audited
- a third qualification for not valuing other infrastructure assets at 30 June 2022 or 2023.

The Shire of Toodyay 2025 audit report contained three qualifications:

- two were as per the Shire of Halls Creek, comparability of restated numbers which could not be audited, and the related disclosure note
- a third qualification was for unreconciled amounts in cash and cash equivalents.

Full details of the qualifications issued for these three entities can be seen in Appendix 4.

Two qualified opinions

The Shire of Boyup Brook and the Shire of Toodyay were the only entities to receive qualified audit opinions in 2025. This represents a decrease compared to 2024, which recorded 10 entities with audit qualifications out of 146 completed audits. We expect there will be more audit qualifications to come from the nine entities that did not meet their statutory deadline.

The two qualified entities in 2025 had four qualification matter paragraphs, two of which relate to prior year disclaimed opinions (refer above: disclaimer removals). The audit qualifications are included in Appendix 4.

Emphasis of matter paragraphs (EoM)

In 2025, we included 22 EoM (Appendix 5) paragraphs in 22 entity audit reports which is relatively on par with the 20 EoM paragraphs included in 20 reports the prior year. We expect the number of EoM's to increase as the outstanding nine audits are finalised. This year EoM paragraphs directed the readers' attention to:

- restatements of comparative figures or balances to correct prior period errors, largely related to property and infrastructure assets (2025: 16 entities) (2024: 16 entities)
- the basis of accounting used by the entity (2025: 2 entities) (2024: 1 entity)
- investment in associates (2025: 4 entities) (2024: 0).

This year we refined our use of EoM paragraphs relating to prior period errors. Auditing standards allow judgement in this area. We now only include an EoM where errors are deemed fundamental to users' understanding of the financial report. This ensures EoMs highlight to users what is essential for their consideration. While the number of EoM paragraphs this year is similar to 2024, all 2025 errors were serious enough to impact users' understanding of the financial report. This is more concerning, especially as the number would have been higher without our refined EoM approach.

We have a section of this report dedicated to prior period errors, refer to the prior period errors section. A full description of EoM paragraphs is included in Appendix 5.

Material uncertainty related to going concern

Under Australian Auditing Standards, we consider whether events or conditions exist that may cast significant doubt on the entity's ability to continue as a going concern. Essentially, if an entity can fund their continuing operations, they are considered to be able to continue as a going concern.

This applied to the Shire of Coolgardie's 30 June 2024 financial position. This audit was not finalised until June 2025 and therefore it was not included in our *Local Government 2023-24 – Financial Audit Results* report[5]. The audit had challenges largely stemming from the Shire's financial situation and resourcing issues.

The material uncertainty related to the Shire's ability to continue as a going concern, as it had incurred a net loss of $4.6 million for the year ended 30 June 2024. At that date, the Shire's current liabilities exceeded its current assets by $14.2 million and the unrestricted cash balance was overdrawn by $934,000. The Shire disclosed these details along with options available to them to navigate their way through these challenges in a note to the financial statements.

The Shire's 30 June 2025 audit report did not include a material uncertainty related to going concern. A case study of the Shire's financial health is included in the section on financial health of local governments.

Provision of quality financial reports enables timely financial reporting

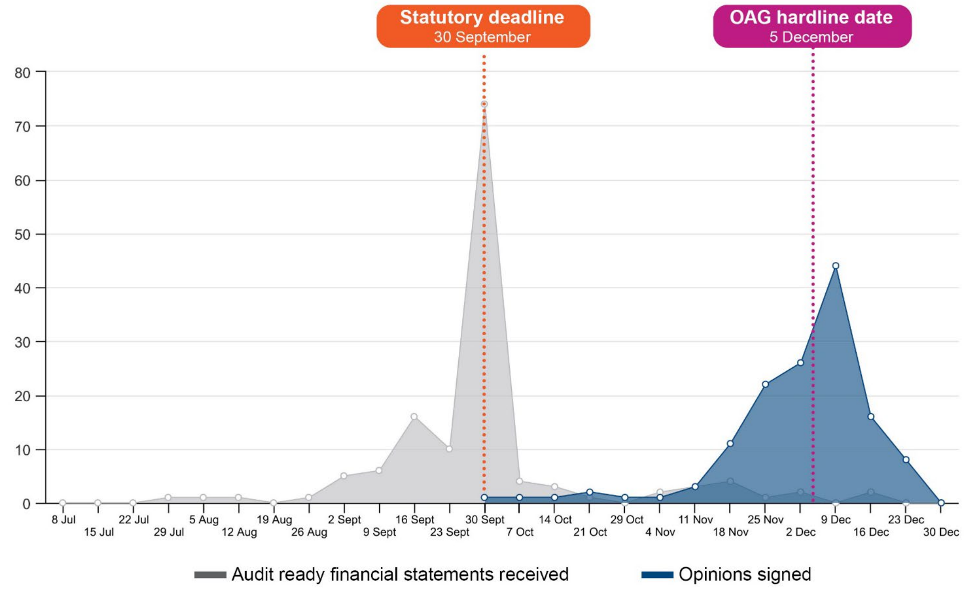
Provision of financial reports

While 84% of the 138 local government entities included within this report provided their financial report by the legislated deadline of 30 September 2025, 54% of entities provided their financial report during the week of the deadline. One-third of entities provided their financial report to the auditors on the deadline. This can be seen in the clear spikes in Figure 1 which suggests entities may be aiming for legislative compliance rather than better practice. Similarly, there is a peak in the number of audit opinions issued at the date of our hardline initiative[6], on 5 December for 2025. In the week ended 5 December 2025 we issued approximately a third of the 138 opinions included in this report. Again, this represents compliance rather than better practice. To encourage sector-wide uplift and a culture focused on improvement, we encourage entities to access our suite of better practice and audit readiness tools to assist them in earlier financial reporting.

An audit-ready financial report is the starting point for a financial audit, without this, auditors are unable to commence their work in earnest. Also of concern is the accuracy of the financial reports provided. Only 6% of entities required no adjustments to their financial report. The remaining entities needed to make adjustments to their financial report, indicating a lack of quality. Further details on audit adjustments are included in the quality section of this report.

[5] Office of the Auditor General, *Local Government 2023-24 Financial - Audit Results* , OAG website, 24 April 2025.

[6] Our hardline initiative is focused on improving the quality and timeliness of financial reports and associated workings provided for audit. As part of the approach, we will no longer wait until the entity is ready if key information and people are not reasonably available within the agreed schedule. Instead, we will issue our audit opinion on the information available, even if this results in a qualified audit opinion.



Source: OAG

Figure 1: Financial reports received and audit completion dates by week

Timeliness of reporting

More opinions meeting statutory deadlines

For the first time, we issued a standalone report on the timeliness of local government audit opinions[7]. This new reporting initiative increases transparency, to Parliament and the community, on entity financial report progress and reinforces our commitment to issuing all audit opinions by 31 December, in line with legislated timeframes.

In 2025, 94% of local government audit opinions were issued by the statutory deadline, a continued improvement on prior years. We anticipate further improvement in 2026, with the long-term aim that all audits are completed well within the required timeframe.

Since 2023, we have provided entities with an early December target date, previously referred to as the OAG hardline initiative, to support earlier audit completion and reduce the risk that minor delays push audits beyond 31 December. For the 2025 cycle, this date was 5 December. This initiative has contributed to a significant reduction in the number of audits outstanding at 31 December, as shown in Figure 2.

[7] Office of the Auditor General, *Status of Local Government Audits 2025*, OAG website, 28 January 2026.

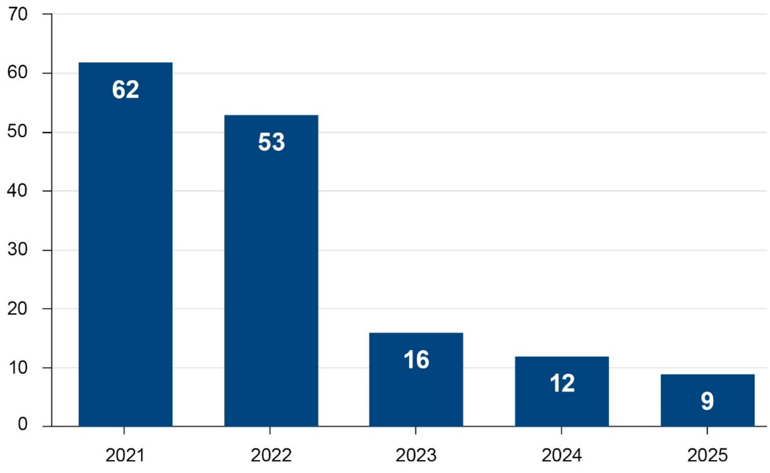


Figure 2: Number of audits outstanding at 31 December for the last five years

For the nine outstanding audits included in the *Status of Local Government Audits 2025*[8] report in January 2026, the only substantive change is for the Shire of Yalgoo with their 2023 and 2024 audits now finalised, and the Shire of Dalwallinu with their 2025 audit now finalised. For both 2023 and 2024 the Shire of Yalgoo's audit opinions were qualified in respect of:

- bank reconciliation issues
- accrued income recoverability
- valuation of infrastructure asset (roads) not being undertaken.

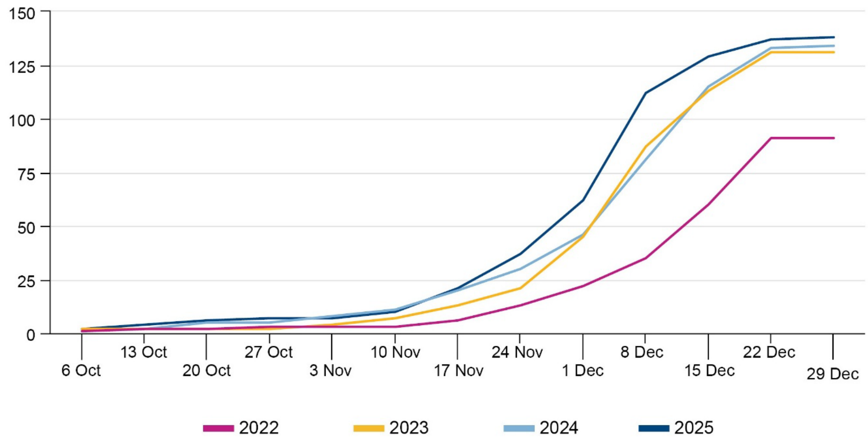
Despite delayed lodgements in 2024 the following entities, through appropriate commitment and resolve, successfully addressed the contributing issues and met the statutory deadline in 2025:

- City of Greater Geraldton
- Shire of Bridgetown-Greenbushes
- Shire of Collie
- Shire of Coolgardie
- Shire of Dundas
- Shire of Nannup
- Shire of Toodyay (last met the statutory deadline in the 2020 financial year)
- Shire of Wickepin
- Town of Cottesloe.

[8] Office of the Auditor General, *Status of Local Government Audits 2025*, OAG website, 28 January 2026.

Overall Progress is positive, but audit bottleneck continues

Figure 3 shows that 2025 was ahead of previous years in terms of number and timing of opinions issued. While the improvement in timeliness is encouraging, there continues to be a bottleneck of audit opinions being issued in December.

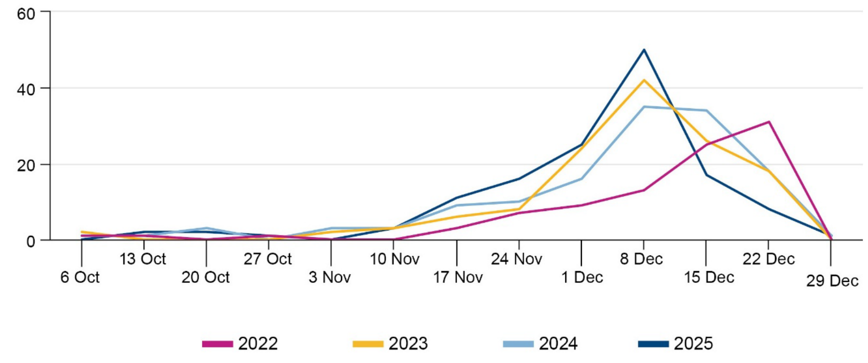


Source: OAG

Figure 3: Cumulative opinions issued from October to December for 2022 to 2025

We are pleased with the sector successfully responding to our efforts to bring audit delivery forward before the 31 December deadline, although there remain opportunities for improvement. There is concern that entities treat our hardline initiative date as their target for receiving an opinion. There were 58% of 2025 local government opinions issued in December, with 33% of opinions issued during the week ended 5 December 2025. The clear spike in opinions issued around this date is shown in Figure 4.

This spike in issuing opinions is unsustainable. Looking forward we want to see entities preparing for earlier audit completions to create a smoother curve of opinions being issued, rather than a sharp spike. This would enable earlier reporting by entities to their ratepayers and have the added benefit of reducing the pressure on finance teams and auditors.



Source: OAG

Figure 4: Opinions issued per week 2022 to 2025

Quality

Good quality financial reports are accurate, clear and complete.

Errors and the number of versions of the financial report submitted to audit are indicators of the quality of financial operations of an entity. Both are indicative of a weakness in an entity's financial report preparation process. It creates additional effort, both internally for the entity and for the auditor, which leads to increased costs (internally and audit fees).

Prior period errors are increasing

A prior period error is a significant misstatement or omission, made by an entity in previous financial years, identified during the current year. It is usually corrected retrospectively by restating the opening balances in the financial statements. Entities with prior period errors have increased by 13% from 2024, with the 2025 numbers subject to increase as the nine outstanding audits are finalised. Many errors relate to asset accounting.

Common themes were:

- found assets
- valuation errors
- duplicate assets.

The growth in prior period errors and continued presence of asset related errors demonstrates a need for entities to focus on improving their asset accounting processes. As revaluations are only required every five years, many entities are in the outer year of a valuation cycle. We expect these errors could get worse in a valuation year.

A compounding issue with prior period errors, once identified, is that many entities are unsure how to correctly account for and disclose these errors in their financial reports. This contributes to inconsistent treatment across the sector and increases the level of auditor involvement required to resolve the matters.

Financial report versions still too high

On average we received four versions of an entity's financial report in 2025, similar to 2024. While the proportion of entities with only one version of the financial report prior to finalisation has increased to 6% (3% in 2024), this proportion is insufficient.

Approximately 33% of entities provided five or more versions of their financial report to audit, which is consistent with the previous year. We consider five or more versions of a financial report to be excessive, and indicative of a lack of financial management and reporting expertise and audit readiness by entities. One entity was a concern with 19 versions of their financial report provided to audit. This is an increase from 2024 where one entity had 16 versions for their financial report before finalisation.

Each version of the financial report provided to auditors needs to be reviewed, compared to previous versions with changes being queried and validated. All of which increase audit hours and costs. Entities should be aiming for one to two versions of their financial report. Any more than this indicates inadequate quality review processes in the preparation of the report.

Value of errors increase in 2025

The number and value of adjustment errors made to financial statements increased in 2025.

Errors are identified during the audit process, and we advise entities of those that are more than clearly trivial. Material errors must be corrected to avoid a potential modified opinion, while immaterial errors may be left unadjusted where they do not affect the fair presentation of the financial report.

Year	Adjusted errors			Unadjusted errors			Total errors	
	No. of entities	No. of errors	Value	No. of entities	No. of errors	Value	No. of errors	Value
2025	98	301	$674,314,611	55	125	$43,987,252	426	$718,301,863
2024[9]	100	297	$393,532,137	63	137	$58,713,391	434	$452,245,528
2023	100	285	$1,125,288,333	59	104	$69,157,705	389	$1,194,446,038
2022	91	335	$1,613,529,048	58	132	$50,668,884	467	$1,664,197,932

Source: OAG

Table 2: Adjusted and unadjusted errors for entities

Entities should exercise discretion when considering adjustments for immaterial errors. While these smaller errors may not affect the fair presentation of the financial report, processing and validating them consumes time and resources.

Entities need to strike a balance between the overall objective of presenting a fair financial report and the additional effort required to process adjustments. Each adjustment not only increases the entity's workload but also requires auditors to perform further validation and review additional versions of the financial report, increasing audit time and cost, and resulting in delay for both parties.

While the overall number of errors for 2025 appears relatively consistent with 2024, we expect this to increase once the nine outstanding audits are finalised.

The Shire of Toodyay and Town of Claremont had the equal largest number of adjusted errors in 2025, with 10 errors each. The Shire of Toodyay adjusted errors amounting to $10.3 million, whilst the Town of Claremont's adjustments amounted to $38.9 million. Two other entities were significant outliers due to the value of their adjustments:

- The City of Albany undertook infrastructure valuations (internally) for the 2025 financial year that indicated an increase in value of infrastructure assets of $148 million, which was recorded. However, the valuation was unable to be relied upon for audit purposes as it lacked sufficient supporting evidence. Accordingly, the revaluation adjustment was subsequently reversed.
- The City of Swan recorded $75.6 million across two adjustments to correct their works in progress (WIP) balance as disclosed in the note:
  - $18.5 million of property, plant and equipment (PPE) additions were incorrectly classified as transfers from WIP
  - $57.1 million in infrastructure additions were incorrectly classified as transfers from WIP.

  These changes only relate to the WIP balance and PPE disclosures and were not impacting the overall PPE balance in the statement of financial position.

These outliers contributed to the overall increase in value of errors; however, the uplift in error values is evident across the sector.

[9] 2024 numbers have been restated and are now inclusive of 11 entities which have been signed out since our *Local Government 2023-24 Financial Audit Results* report.

Best practice entities

This year we are reporting best practice entities in two categories:

- top 10 band 1 and 2 entities
- top 20 band 3 and 4 entities and regional councils.

This is a change from our prior reporting of a top 20 of all entities. The change better reflects differences, complexities and numbers of entities within the various bands. The number of entities in bands one and two makes up 30% of the total 147 local government entities. Bands three, four and regional councils make up the remaining 70%.

The criteria we rate entities on remains unchanged. We rate entities on their financial reporting practices against the following criteria:

- timeliness of CEO-certified financial report
- quality of financial report (including the number of errors identified)
- quality of working papers that support the financial report
- management resolution of accounting matters
- key staff availability during the audit
- number and significance of management letter findings
- clear opinion with no EoM or other audit report modifications.

We congratulate the entities we rated as the top achievers for 2025.

Best practice top entities	
Top 10 Band 1 & 2	**Top 20 Band 3, 4 and other entities**
• City of Belmont • City of Cockburn • City of Fremantle • City of Greater Geraldton • City of Rockingham • City of Vincent* • Shire of Mundaring* • Shire of Murray* • Shire of Northam • Shire of Wyndham-East Kimberley	• Murchison regional vermin council • Shire of Beverley* • Shire of Boddington • Shire of Chittering • Shire of Christmas Island* • Shire of Donnybrook-Balingup • Shire of Exmouth* • Shire of Gingin • Shire of Irwin* • Shire of Lake Grace* • Shire of Laverton • Shire of Menzies* • Shire of Nannup • Shire of Narembeen • Shire of Ngaanyatjarraku • Shire of Peppermint Grove • Shire of Three Springs* • Shire of Wagin • Shire of Waroona • Shire of Wyalkatchem

Source: OAG

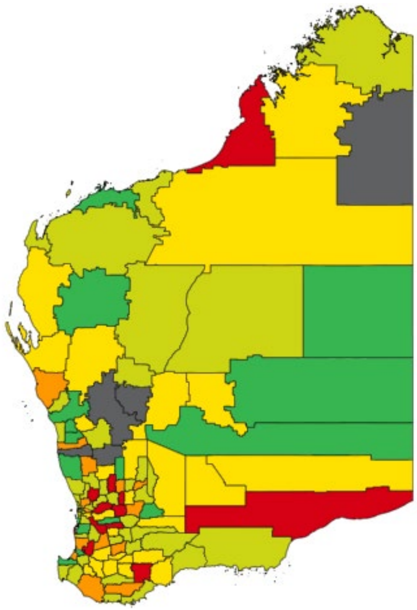
** Indicates entities which received best practice in the Local Government 2023-24 – Financial Audit Results report.*

Table 3: Best practice entities for 2025

Control weaknesses

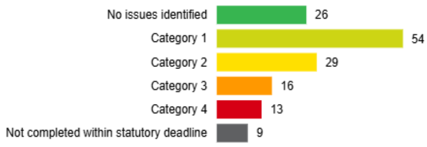
Improvements in overall control environment

An entity's control environment includes the governance and management functions as well as the attitudes, awareness and day-to-day actions that contribute to the internal control practices of importance to the entity. We reported a total of 896 control findings in 2025 which is a decrease from the prior year (967 control findings). These are made up of 563 financial management issues (2024: 607) and 333 information systems (IS) control issues (2024: 360).



For the first time in 2025 we have compiled an interactive map graphic to provide clear visuals on the comparative financial control performance of local governments. Figure 5 is only accessible via the online version of this report. This graphic can be filtered by WALGA region, local government band or metro or regional entities.

This is a useful tool for stakeholders to compare the performance of their local government to those in the surrounding areas. Further, this shows pockets of concerning performance and inability to meet statutory deadlines. We will update this map each year, with the view to showing year on year comparatives.



Source: OAG

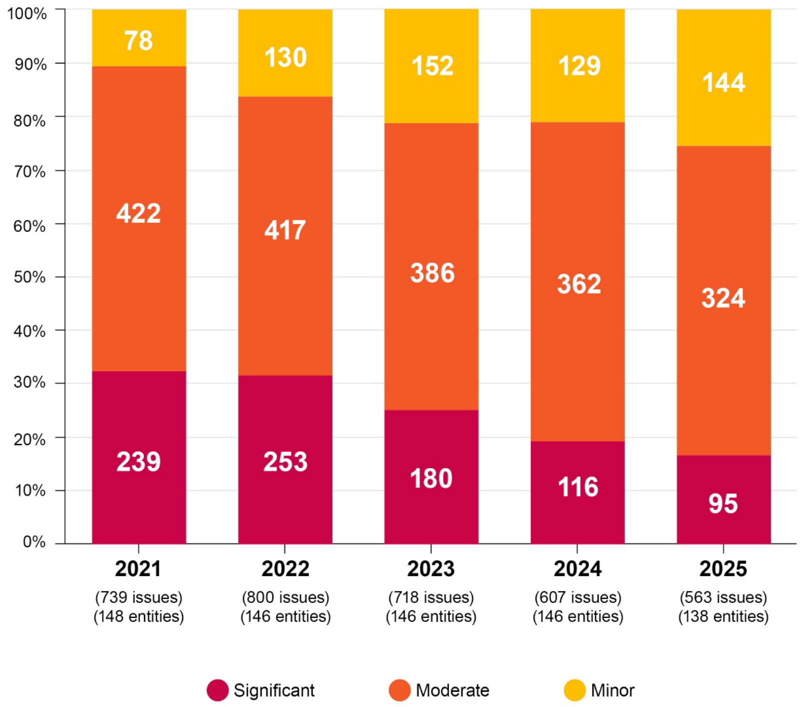
Figure 5: Entities by financial management control rating category

Our audits are primarily focused on controls that support the preparation of the financial report. A control environment with adequate systems, processes and people reduces the risk of error and fraud, and provides assurance to management, council and other stakeholders that financial reports are materially correct. We assess each entity's control environment during our risk assessment procedures. We report details of weaknesses identified through the audit process in the control environment to entities management and those charged with governance. The main themes of these weaknesses are discussed in further detail. We reported in detail the IS control findings in a separate report to Parliament.[10]

[10] Office of the Auditor General, *Local Government 2025 – Information Systems Audit Results report*, OAG website, 25 March 2026.

Financial management controls

In 2025, management letter issues continued their downward trend, reducing from 607 in 2024 to 563. The number of entities with reported control weaknesses also decreased, from 130 in 2024 to 112 in 2025. The number of control weaknesses is expected to increase once the nine outstanding audits are finalised. The reduction was driven by fewer significant and moderate findings, though minor issues increased in both number and proportion as can be seen in Figure 6. Definitions of our finding risk ratings are included in Appendix 12.



Source: OAG

Figure 6: Proportion of control weaknesses reported to management in each rating category

The movement in findings by category was mixed for 2025, as seen in Figure 7. Financial reporting remained the largest area of concern, although the number of issues decreased slightly compared to 2024. Conversely, issues relating to expenditure increased modestly year on year. Other categories either decreased slightly or remained broadly consistent with 2024.

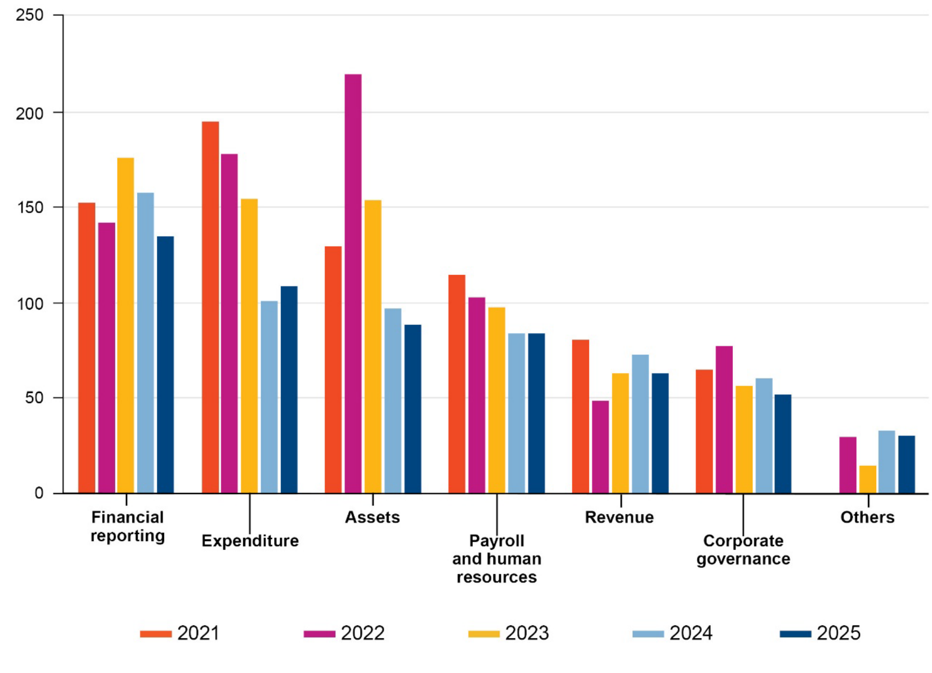


Figure 7: Financial management control issues reported to entities by category

Financial reporting

We raised 135 issues (2024: 158 issues) across 70 entities (2024: 77 entities) relating to their financial reporting procedures. Of these issues, 49 were unresolved from the prior year and 14 were rated as significant.

- **Journal entries and reconciliations:** 27% of issues (36 issues) related to journal entries and general ledger reconciliations (excluding bank reconciliations). Journal entries are commonplace but present a high-risk area, as they adjust approved transactions. Key controls include appropriate review processes and segregation of duties between those who post and those who approve journals. Without these controls, the risk of error and fraud increases. Similarly, when finance system balances are not reconciled to sub-systems in a timely manner, errors within the financial report are more likely. These risks are further compounded when reconciliations are not appropriately reviewed. Importantly, these control weaknesses are readily addressed through the implementation of basic controls.
- **Policies and procedures:** 22% of issues (30 issues) related to policies and procedures, predominantly where they were outdated, not recently reviewed, or not implemented. Without up-to-date approved policies and procedures, staff may be unaware of council and management expectations regarding their responsibilities and the performance of key transactions and activities. This increases the risk of errors, fraud and non-compliance.
- **Bank reconciliations:** 16% of issues (22 issues) related to bank reconciliations. Bank reconciliations are a critical financial management control for all entities. As with

general ledger reconciliations, inadequate reconciliation processes increase the risk of errors and undetected fraud. This risk is heightened for bank reconciliations due to their direct connection to cash balances, which are more susceptible to misappropriation if controls are weak. We again found instances of basic reconciliations not being performed or reviewed in a timely manner, and reconciling items remaining long outstanding.

Preparation of an accurate financial report requires timely completion of reconciliations and high quality supporting working papers. These should be provided to auditors at the commencement of the audit. We expect the financial report to be reviewed by the CEO and council or the audit committee prior to submission, ensuring its completeness and accuracy. Following this review, the CEO should sign the financial report and submit it for audit. Guidance for entities is available in our better practice guides, accessible on our website[11].

Expenditure

We reported 109 expenditure weaknesses to 61 entities in 2025, compared with 101 issues to 64 entities in 2024. Of these 109 weaknesses, 33 were unresolved from the prior year and five were rated as significant. Poor procurement practices continue to be of concern, as they increase the risk of fraud and reduce the likelihood that entities achieve value for money. Entities need to ensure they have appropriate controls and processes in place that operate effectively to mitigate these risks.

- **Purchase orders:** As with previous years, we identified instances where purchase orders were raised after the invoice date and where entities did not seek an adequate number of quotes. Obtaining an appropriate number of quotes is an important control to ensure value for money. Purchases made without authorised purchase orders increase the risk of unauthorised spending. These issues accounted for 52% (57 issues) of all expenditure related findings.
- **Supplier master files:** Issues relating to supplier master files formed the second largest category of expenditure findings, representing 17% (19 issues). Strong controls over supplier master files are essential in preventing fraudulent payments. Where controls are weak, there is an increased risk that payments may be made to incorrect or fraudulent bank accounts.
- **Credit cards:** Credit card controls accounted for 16% (17 issues) of findings. We identified instances where credit card purchases were not supported by receipts, transactions were not appropriately reviewed or approved, and credit card policies were not complied with. This reflects non-compliance with policies and procedures and increases the risk of fraud.

Asset management

We identified 89 findings at 56 entities in 2025, compared with 97 findings at 57 entities in 2024. Of the 89 findings, 27 were prior year issues which remained unresolved, and eight were rated as significant.

- **Valuations:** Most asset management findings related to valuations, comprising 26% of issues (23 issues). This area was a key source of findings in 2023 but not in 2024. This fluctuation is partly due to the cyclical nature of valuations under local government regulations, which require entities to revalue assets every five years. Each year a different cohort of entities is due for revaluation, influencing the number and nature of findings identified.

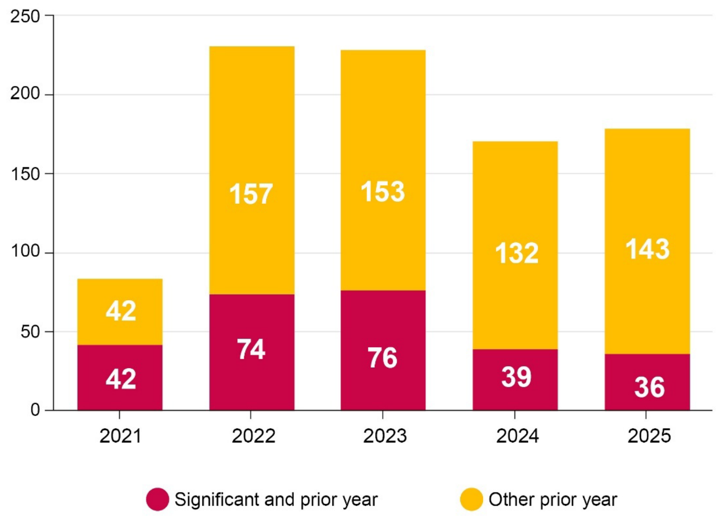
[11] Office of the Auditor General, *Better practice guidance*, OAG website, n.d., accessed 9 February 2026.

- **Capitalisation of works in progress (WIP):** The second largest category of asset management findings related to WIP, representing 20% (18 issues) in 2025. These findings generally related to late capitalisation of WIP, where assets were available for use or already in use, but were not depreciated. In some cases, errors involved assets from prior years that should have been transferred from WIP but were not, resulting in prior period errors.
- **Asset reconciliations:** Asset reconciliations were the third largest category, comprising 18% (16 issues). Reconciliations ensure that asset records are complete, accurate and aligned between the finance and asset systems. Where reconciliation processes are inadequate, entities risk losing track of assets or incorrectly recognising them, which can affect asset valuations and lead to found asset errors in future years.

Control weaknesses in asset management can lead to qualified audit opinions due to the material value of property and infrastructure assets held by local governments. Entities need to remain vigilant and ensure valuation, capitalisation and reconciliation processes are robust and consistently applied each year.

Findings unresolved from prior year

For 2025, 179 financial management control findings raised across 81 entities (2024: 171 findings across 77 entities) remained unresolved from prior years. This represents 32% of all current year findings (2024: 28%). Of these unresolved issues, 20% (36 issues) (2024: 23% 39 issues) were rated as significant, requiring urgent action. While the proportion of significant unresolved findings has remained consistent, it is concerning that the number of unresolved issues increased.



Source: OAG

Figure 8: Prior year issues per year

Unresolved findings from prior years primarily relate to financial reporting, expenditure and asset management. These unresolved issues align with the underlying themes previously identified within this report, for each category. It is concerning that these matters remain unresolved, as they continue to add to audit time and costs. Entities need to prioritise addressing these issues, particularly those rated as significant.

Information system controls

The purpose of general computer control (GCC) audits is to assess the effectiveness of entities' computer controls relied on to accurately process and maintain the integrity, confidentiality and availability of key financial business systems and information.

For the 2025 financial year, we reported 333 general computer control weaknesses to 68 entities, compared to 360 control findings to 89 entities in 2024. Over half of these weaknesses (60%) were unaddressed prior year issues. Nine percent of findings were rated significant, 69% moderate and 22% minor (Figure 9).

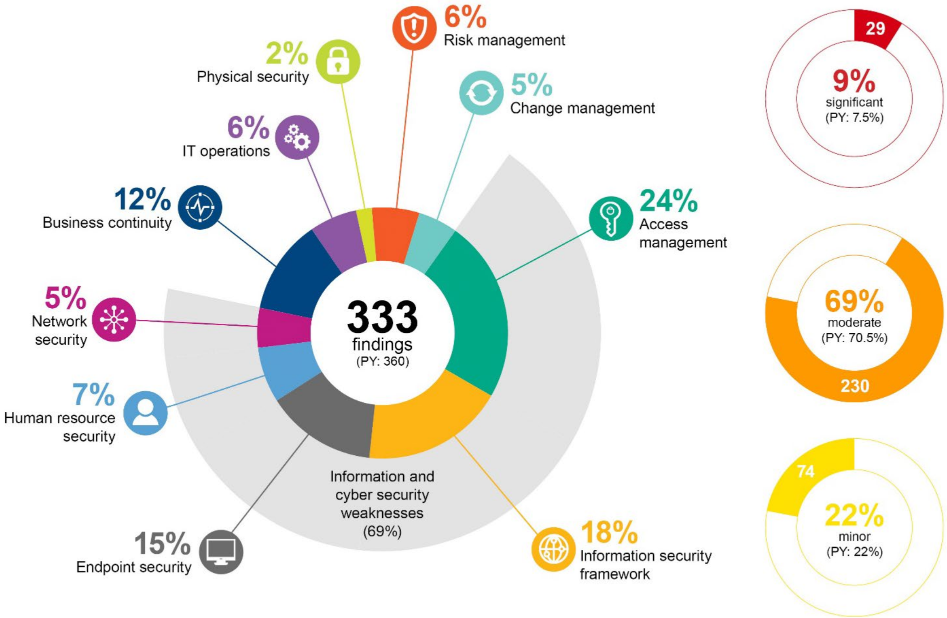
Entity controls in the following control categories showed significant weaknesses:

- access management
- business continuity
- endpoint security
- information security framework
- network security.

Of the 333 weaknesses identified, the majority related to information and cyber security controls:

- 24% related to managing access, such as delays in removing access of former staff and contractors, poor control over privileged and system accounts, and insufficient user activity monitoring.
- 18% related to information security framework weaknesses. These issues comprised insufficient information and cybersecurity policies, as well as governance and compliance weaknesses.
- 15% related to controls to protect endpoints (end user devices and servers). These included system vulnerabilities, legacy systems, and limited controls to prevent malware.

The *Local Government 2025 – Information Systems Audit Results* report presents a detailed analysis of these findings.



Source: OAG

Figure 9: Information system weaknesses across 10 control risk categories and ratings

Improvement opportunities

Financial health of local governments

Financial sustainability is a challenge for many local governments across the country due to a combination of:

- operating losses
- declining cash reserves
- increasing compliance and complexity
- limited capacity to generate sufficient own source revenue (from existing or alternative means)
- the general economic environment.

These factors are just as relevant in Western Australia and were most evident for the Shire of Coolgardie in 2024 when we included a material uncertainty related to going concern in the Shire's 2024 audit report.

Case study 1: Historical financial viability concerns at the Shire of Coolgardie

Under the going concern basis of accounting, financial statements are prepared on the assumption that an entity will continue operating for the foreseeable future. Auditors are required to report when there is a material uncertainty about an entity's ability to continue as a going concern.

For the Shire of Coolgardie's 2024 audit, finalised on 23 June 2025, we highlighted concerns by drawing attention to note 1 of the Shire's financial report. The note disclosed that the Shire:

- recorded a net loss of $4.6 million for the year ended 30 June 2024
- had current liabilities exceeding current assets by $14.2 million
- had an overdrawn unrestricted cash balance of $934,000
- had inappropriately used restricted funds for operational purposes.

These issues, along with other disclosures in the financial report, indicated the presence of a material uncertainty that cast significant doubt on the Shire's ability to continue as a going concern.

Following the 2024 audit, the Shire undertook debt restructuring and other initiatives to improve its financial position. We were satisfied with these actions, and as a result, a material uncertainty paragraph was not required in the 2025 audit report. However, because the 2024 audit report and financial statements were the first public signal of concerns, the situation highlights the importance of stronger monitoring and guidance for entities on financial sustainability.

LGIRS has developed the Local Government Financial Indicator (LGFI) tool, which provides a point-in-time assessment of an entity's capacity to meet its short and long term financial obligations, having regard to its funding sources. The LGFI replaced the former Financial Health Indicator (FHI) and, unlike the FHI, is not designed to assess longer term financial sustainability. Further information on the methodology and application of the LGFI is available through the MyCouncil FAQs[12].

LGFI data was first published on the MyCouncil website in May 2025 for the 2019 to 2023 financial years. As the indicator relies on audited financial information, data publication necessarily follows the completion of audit and associated validation processes. At 23 February 2026, LGFI results were available up to the 2023 reporting period, with subsequent years to be released in line with established update schedules. However, the indicator is only genuinely useful when it is updated in a timely manner after audited financial reports and grant information returns are released.

LGIRS has established a benchmark score of 70 for the LGFI. Scores below this benchmark indicate that an entity may warrant further consideration in relation to its financial position. Looking back, the LGFI for the Shire of Coolgardie had been declining for some time, indicating emerging concerns well before the issues became public in June 2025, acknowledging that the department had been engaging with the Shire, and our Office, since early 2024 in respect of a variety of concerns identified by them through other available information.

Financial analysis

For 2025, we analysed the current ratios of all local government entities with audits finalised by 31 December 2025. The current ratio is an indicator of an entity's ability to meet its short-term obligations for payment, with a ratio of less than one suggesting that an entity owes more in the short term than it may be able to afford to pay. Four entities recorded a current ratio of less than one (2024: 2; 2023: 1). The four entities with ratios less than one were:

- Shire of Coolgardie
- Shire of Derby-West Kimberley
- Shire of Irwin
- Shire of Victoria Plains.

A further 13 entities reported a ratio between 1 and 2 (2024: 11; 2023: 13), which also indicates potential financial pressure.

Appendix 9 contains a complete listing of the current ratio for each entity for 2024 and 2025.

Case study 2: Historical financial viability concerns at the Shire of Coolgardie

For 2025, the Shire of Coolgardie recorded a current ratio of 0.57. Given the heightened concern with the Shire's financial viability, we performed further audit procedures to satisfy ourselves that the going concern basis for preparation of the financial report was appropriate and a material uncertainty was not required to be included in the audit report. The procedures included:

- deeper and more intensive analysis of cashflow forecasts
- review of budgets
- status of financial facilities
- asset disposal alternatives
- year to date actual financial information for 2026.

[12] Government of Western Australia, *MyCouncil*, mycouncil.wa.gov.au, n.d., 9 February 2026.

Entities hovering around a score of one or trending downwards, should pay particular attention to their cashflow needs and forecasts. Sector-wide results also show a gradual decline. The sector-average current ratio decreased from 5.5 in both 2023 and 2024 to 5.0 in 2025. Median ratios similarly declined from 4.1 in 2023 to 3.75 in 2024 and 3.63 in 2025. The decline in the median indicates that this trend is not driven by outliers but reflects a broader sector decline in entities' ability to meet their short-term payment obligations.

While a number of entities report large surpluses each year, the sector is facing increasing cost pressures with a limited ability for entities to expand their revenue base. Local governments will need to closely monitor their financial outlays and positions to ensure they can continue to deliver essential community services and maintain appropriate levels of investment in their community infrastructure.

Valuations

This year we encountered several instances where a valuer did not comply with the LGIRS (previously the Department of Local Government, Sports and Cultural Industries) directive requiring the use of the market approach for valuing land, including the consideration of public sector restrictions. In all cases, entities were unaware that their valuations were non-compliant with the above requirements, resulting in additional auditor involvement to resolve the matter with the valuer. Adjustments were required to valuations and financial reports.

Assets (PPE and infrastructure) are generally the largest balances in the financial report, meaning that errors in this area tend to be large and carry significant exposure for entities. This is also an area where we see significant numbers of prior period errors, as discussed in the quality section of this report[13].

For several years, we have recommended LGIRS develop and finalise their valuation guidance for the sector. We have provided input on various drafts since September 2023; and this guide has recently been published on 5 March 2026. This guidance will support a consistent understanding of valuation obligations and improve valuation practices generally. Ahead of their 2026 audits, entities should review this guidance to ensure their compliance with the guidelines.

Advocacy and reform

We engage closely with stakeholders and maintain a sector-wide view of emerging risks and systemic issues through our ongoing liaison with key stakeholders. This enabled us to raise with LGIRS a duplication in review requirements. As a result, regulation 5(2)(c)[14] of the Local Government (Financial Management) Regulations 1996, which required a three-yearly CEO review of the appropriateness and effectiveness of financial management systems, was removed effective 1 January 2026. Enhancements have been made to the remaining review obligations under regulations 16 and 17 of the Local Government (Audit) Regulations 1996.

Further reforms have also progressed, importantly the Local Government Inspector has been established to strengthen the regulation of council members and local government staff conduct. In addition, audit committees have been re-constituted as audit, risk and improvement committees, with a requirement for an independent chair to enhance objectivity, accountability and oversight across the sector.

[13] Prior period errors are increasing.

[14] Government of Western Australia, *Local Government Regulations Amendment Regulations (No 4) 2025*, Western Australian Legislation, 17 Dec 2025, 9 February 2026.

We welcome these regulatory changes, which streamline oversight and reduce unnecessary administrative burden on entities. We hope to see positive impacts from these changes when we audit entities.

Governance expectations

We are often asked to meet separately with the council outside of entrance and exit meetings and may also be asked to attend the annual electors meeting. The requests stem from the requirement in 7.12A of the *Local Government Act 1995*, which requires a local government to meet with the auditor of the local government at least once in every year. LGIRS advice is if council formally delegated this responsibility, a meeting between the audit, risk and improvement committee and the auditor would satisfy this requirement.

Meeting with the auditors should occur in a non-public audit entrance and/or exit meeting. This is so conversations can occur outside of normal standing order meeting protocols and confidential matters can be discussed. These are the forum for members of council, the audit committee and administration to speak to their auditors. They are meetings to discuss risks, issues, progress, status and results. It's important these meetings are closed to the public to maintain confidentiality around audit sensitivities and to ensure public or media enquiries are addressed to the Auditor General directly for consideration, rather than audit staff.

We plan to provide guidance on meeting attendance to support a consistent approach to audit related meetings across the sector. This will help streamline processes for entities and ensure best value for money.

We are often asked by entities to meet pre-determined deliverable dates to attend meetings with council, audit, risk and improvement committees, and electors. This can become challenging when there are delays in the audit process. These delays are commonly linked to issues with entity work papers supporting the financial report, or matters requiring formal technical resolution. Greater flexibility from councils is appreciated when necessary to ensure timelines remain reasonable and achievable. The alternative is to stay with the set meetings and report based on the status at that point and specify what is outstanding and plan to resolution.

OAG insights and tips

Our observations from the year are largely unchanged from previous years, indicating entities need continued refinement of their operations.

Streamline the audit process

Entities should:

1. Submit good quality, reviewed and CEO-signed financial reports for audit, no later than 30 September. Earlier submission is encouraged. CEO certification should indicate that management and those charged with governance are satisfied the financial report is complete, accurate and supported by underlying work papers. Supporting work papers and reconciliations should be available when financial reports are lodged. All content should be error free.
2. Communicate to the auditor their assessment of the significance of errors and determine whether adjustments are required. Entities should also analyse the root cause of identified errors.
3. Communicate delays to financial report submission early to minimise disruptions and enable effective resource allocation. Flexibility may be required when rescheduling audits.
4. Evaluate opportunities to submit financial reports earlier for audit.
5. Exercise greater flexibility around committee and council meeting times.
6. Ensure council attend audit entrance and exit meetings with the audit, risk and improvement committee, or that an appropriate delegation is in place. Audit entry and exit meetings are not intended to be part of public proceedings, but are undertaken to communicate audit plans, timeframes and findings with relevant entity staff and committee members.

Better support for entities

The Department of Local Government, Industry Regulation and Safety (LGIRS) should:

7. Update LGFI data on the MyCouncil website as a priority following audit finalisation
8. Consider LGFI information along with other intelligence to proactively intervene and support entities with challenges.

LGIRS response to 7 and 8:

LGIRS recognises the importance of timely publication and updates LGFI data on the MyCouncil website once governance and quality assurance processes are completed. For future reporting years, LGFI data will be published by the end of April following finalisation of audited financial statements by 31 December and receipt of grant information by the end of February each year. This timing will be communicated to local governments via an LG Alert and on the MyCouncil website.

LGIRS continues to strengthen its governance and quality assurance processes to support timely reporting and enhanced transparency, including clearer internal verification milestones, more structured follow-up with local governments, and improved monitoring and oversight arrangements, in coordination with the Local Government Inspector where appropriate. These measures support earlier identification of emerging risks and more proactive engagement with local governments. LGFI information is considered within a broader monitoring and assurance framework and is assessed alongside audit outcomes, compliance activity and direct engagement, rather than in isolation.

The Local Government Inspector has the statutory powers to intervene where this is considered necessary. Any proactive engagement or intervention is undertaken in a measured and proportionate manner, having regard to the specific circumstances of each local government. LGIRS' approach is focused on the early identification of risk and the provision of guidance and support to assist local governments in addressing emerging challenges.

Improve reporting and accounting for fixed assets

Entities should:

9. Conduct asset counts/stocktakes to support the completeness and accuracy of asset records.
10. Review the newly released LGIRS valuation guide to ensure compliance.

Reduce financial report errors, versions and management letter findings

Entities should:

11. Establish robust financial report quality control procedures, incorporating review by the audit, risk and improvement committee and council.
12. Seek appropriate and timely independent advice when unsure on accounting and disclosure obligations.
13. Alert OAG audit engagement leaders to new processes or systems, issues encountered during the year, or any area of concern or technical accounting determinations.

LGIRS should:

14. Provide guidance for entities via model accounts on how to account for prior period errors.

LGIRS response to 14:

Guidance on the correction of prior period errors is included in the Guidance Material Annual Financial Report Models (2025) for Class 1 and 2 local governments and for Class 3 and 4 local governments. This guidance references the relevant disclosure and retrospective application requirements under AASB 101 and AASB 108.

While the existing material provides an appropriate framework, it is acknowledged that additional practical guidance may assist entities in applying these requirements in particular circumstances. Further enhancements to the guidance are being considered for inclusion in the 2026 annual guidelines. Where a local government identifies a material prior period error, early engagement with LGIRS is expected. While this expectation is not currently formalised in published guidance, it will be communicated through an LG Alert accompanying the updated annual Model Financial Statements, which will be published in Q2 of 2026.

LGIRS will provide guidance as required, including examples where appropriate, to support compliance with the applicable accounting and disclosure requirements. This approach maintains consistency with the existing legislative and accounting framework while allowing LGIRS to provide targeted and proportionate support based on the specific circumstances of each case.

Resources

OAG provide various tools to assist entities with audit readiness and better practice and are available on our website:

- Audit Readiness Tool
- Prepared by client listing
- Financial statements review
- Going concern assessment
- Western Australian Public Sector Audit Committees –Better Practice Guide
- Better practice guidance

LGIRS provide the following to assist entities monitor their performance and prepare their financial report.

- Government of Western Australia, *MyCouncil*, mycouncil.wa.gov.au, n.d., 9 February 2026.
- Department of Local Government, Industry Regulation and Safety, *Financial policy and accounting*, dlsgsc.wa.gov.au, 5 March 2026, 9 February 2026.

Appendix 1: Status and timeliness of audits

Type of audit opinion	
Clear (unmodified)	
Clear opinion with emphasis of matter, matter of significance paragraph or material uncertainty related to going concern	
Material uncertainty related to going concern	
Qualified or a disclaimer of opinion	
Qualified opinion with an emphasis of matter, matter of significance paragraph or material uncertainty related to going concern	

Financial report timeliness – audit ready submissions*	
Received financial report by statutory deadline of 30 September 2025 and assessed audit ready	
Received an extension from DLGSC to the statutory deadline and met this extension with audit ready financial report	
Extension or statutory deadline was not met with audit ready financial report	

** Financial report initially provided may not be of a quality that is audit ready. The icon in the table below reflects the date we assessed the financial report as audit ready.*

Entities listed in alphabetical order with opinion type, opinion date and audit ready financial report submission status.

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
1	Catalina Regional Council	Other		24/09/2025	
2	City of Albany	1		4/12/2025	
3	City of Armadale	1		12/12/2025	
4	City of Bayswater	1		1/12/2025	
5	City of Belmont	1		21/11/2025	
6	City of Bunbury	1		19/11/2025	
7	City of Busselton	1		19/11/2025	
8	City of Canning	1		3/12/2025	
9	City of Cockburn	1		26/11/2025	
10	City of Fremantle	1		3/12/2025	
11	City of Gosnells	1		5/12/2025	
12	City of Greater Geraldton	1		4/12/2025	

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
13	City of Joondalup	1		17/11/2025	
14	City of Kalamunda	2		12/11/2025	
15	City of Kalgoorlie-Boulder	1		8/12/2025	
16	City of Karratha	1		28/11/2025	
17	City of Kwinana	1		25/11/2025	
18	City of Mandurah	1		11/12/2025	
19	City of Melville	1		15/12/2025	
20	City of Perth	1		28/11/2025	
21	City of Rockingham	1		24/10/2025	
22	City of South Perth	2		12/11/2025	
23	City of Stirling	1		16/12/2025	
24	City of Subiaco	2		5/12/2025	
25	City of Swan	1		25/11/2025	
26	City of Vincent	2		14/11/2025	
27	City of Wanneroo	1		19/11/2025	
28	Eastern Metropolitan Regional Council	Other		7/10/2025	
29	Mindarie Regional Council	Other		10/11/2025	
30	Murchison Regional Vermin Council	Other		12/12/2025	
31	Resource Recovery Group	Other		18/12/2025	
32	Rivers Regional Council	Other		21/02/2025	
33	Shire of Ashburton	2		21/11/2025	
34	Shire of Augusta-Margaret River	2		14/11/2025	
35	Shire of Beverley	4		4/11/2025	
36	Shire of Boddington	4		8/12/2025	
37	Shire of Boyup Brook	4		19/12/2025	
38	Shire of Bridgetown-Greenbushes	3		8/12/2025	
39	Shire of Brookton	4		20/11/2025	

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
40	Shire of Broome	2		2/12/2025	
41	Shire of Broomehill-Tambellup	4		5/11/2025	
42	Shire of Bruce Rock	4		8/12/2025	
43	Shire of Capel	3		3/12/2025	
44	Shire of Carnamah	4		5/12/2025	
45	Shire of Carnarvon	2		5/12/2025	
46	Shire of Chapman Valley	4		4/12/2025	
47	Shire of Chittering	3		8/12/2025	
48	Shire of Christmas Island	3		4/12/2025	
49	Shire of Collie	3		19/12/2025	
50	Shire of Coolgardie	3		3/12/2025	
51	Shire of Corrigin	4		24/11/2025	
52	Shire of Cranbrook	4		11/11/2025	
53	Shire of Cuballing	4		4/12/2025	
54	Shire of Cue	4		8/12/2025	
55	Shire of Cunderdin	4		8/12/2025	
56	Shire of Dandaragan	3		4/12/2025	
57	Shire of Dardanup	3		21/11/2025	
58	Shire of Denmark	3		3/12/2025	
59	Shire of Derby-West Kimberley	2		24/11/2025	
60	Shire of Donnybrook Balingup	3		9/12/2025	
61	Shire of Dowerin	4		10/12/2025	
62	Shire of Dumbleyung	4		4/12/2025	
63	Shire of Dundas	4		10/12/2025	
64	Shire of East Pilbara	2		27/11/2025	
65	Shire of Esperance	2		5/12/2025	
66	Shire of Exmouth	3		3/12/2025	

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
67	Shire of Gingin	3		20/11/2025	
68	Shire of Gnowangerup	4		21/11/2025	
69	Shire of Goomalling	4		26/11/2025	
70	Shire of Harvey	2		20/11/2025	
71	Shire of Irwin	3		1/12/2025	
72	Shire of Jerramungup	4		27/11/2025	
73	Shire of Katanning	3		10/12/2025	
74	Shire of Kellerberrin	4		25/11/2025	
75	Shire of Kent	4		2/12/2025	
76	Shire of Kojonup	3		2/12/2025	
77	Shire of Kondinin	4		5/12/2025	
78	Shire of Koorda	4		16/10/2025	
79	Shire of Kulin	4		5/12/2025	
80	Shire of Lake Grace	4		25/11/2025	
81	Shire of Laverton	3		5/12/2025	
82	Shire of Leonora	3		22/12/2025	
83	Shire of Manjimup	2		25/11/2025	
84	Shire of Meekatharra	3		18/12/2025	
85	Shire of Menzies	4		21/11/2025	
86	Shire of Merredin	3		25/11/2025	
87	Shire of Mingenew	4		24/11/2025	
88	Shire of Moora	3		28/11/2025	
89	Shire of Morawa	4		27/11/2025	
90	Shire of Mount Marshall	4		1/12/2025	
91	Shire of Mukinbudin	4		13/11/2025	
92	Shire of Mundaring	2		2/12/2025	
93	Shire of Murchison	4		27/11/2025	

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
94	Shire of Murray	2	✔	18/11/2025	⏰
95	Shire of Nannup	4	✔	4/12/2025	⏰
96	Shire of Narembeen	4	✔	28/11/2025	⏰
97	Shire of Narrogin	3	✔	14/11/2025	⏰
98	Shire of Ngaanyatjarraku	4	✔	4/12/2025	⏰
99	Shire of Northam	2	✔	1/12/2025	⏰
100	Shire of Northampton	3	✔	15/12/2025	⏰
101	Shire of Nungarin	4	✔	3/12/2025	⏰
102	Shire of Peppermint Grove	4	✔	27/11/2025	⏰
103	Shire of Perenjori	4	✔	4/12/2025	⏰
104	Shire of Pingelly	4	✔	19/12/2025	⏰
105	Shire of Plantagenet	3	✔	15/12/2025	⏰
106	Shire of Quairading	4	✔	4/12/2025	⏰
107	Shire of Ravensthorpe	3	✔	4/12/2025	⏰
108	Shire of Sandstone	4	✔	15/12/2025	⏰
109	Shire of Serpentine-Jarrahdale	2	✔	12/11/2025	⏰
110	Shire of Shark Bay	4	✔	11/12/2025	⏰
111	Shire of Tammin	4	✔	2/12/2025	⏰
112	Shire of Three Springs	4	✔	2/12/2025	⏰
113	Shire of Toodyay	3	✘	23/12/2025	⏰
114	Shire of Trayning	4	✔	2/12/2025	⏰
115	Shire of Upper Gascoyne	4	✔	5/12/2025	⏰
116	Shire of Victoria Plains	4	✔	28/11/2025	⏰
117	Shire of Wagin	4	✔	14/11/2025	⏰
118	Shire of Wandering	4	✔	15/12/2025	⏰
119	Shire of Waroona	3	✔	21/11/2025	⏰
120	Shire of West Arthur	4	✔	10/12/2025	⏰

	Entity	Band	Type of opinion	Opinion issued	Audit ready submission of financial report
121	Shire of Westonia	4		4/12/2025	
122	Shire of Wickepin	4		4/12/2025	
123	Shire of Williams	4		9/12/2025	
124	Shire of Wiluna	4		2/12/2025	
125	Shire of Wongan-Ballidu	4		12/12/2025	
126	Shire of Woodanilling	4		4/12/2025	
127	Shire of Wyalkatchem	4		28/11/2025	
128	Shire of Wyndham-East Kimberley	2		25/11/2025	
129	Shire of Yilgarn	3		9/10/2025	
130	Shire of York	3		27/11/2025	
131	Town of Bassendean	3		14/11/2025	
132	Town of Cambridge	2		4/12/2025	
133	Town of Claremont	3		10/12/2025	
134	Town of Cottesloe	3		3/12/2025	
135	Town of Mosman Park	3		8/12/2025	
136	Town of Port Hedland	1		17/12/2025	
137	Town of Victoria Park	2		8/12/2025	
138	Western Metropolitan Regional Council	Other		17/10/2025	

Source: OAG

Opinion type by entity band allocations

Band of entity	Number of entities	Opinions issued	Clean opinions	Modified opinions	Opinions including EoM paragraphs
Band 1	23 (23)	23 (23)	23 (22)	0 (1)	6 (4)
Band 2	21 (21)	20 (21)	20 (20)	0 (1)	6 (5)
Band 3	35 (35)	32 (35)	31 (32)	1 (3)	5 (5)
Band 4	60 (60)	56 (59)	55 (52)	1 (7)	3 (5)
Other (e.g. councils)	8 (8)	7 (8)	7 (7)	0 (1)	2 (1)
Total	**147 (147)**	**138 (146)**	**136 (133)**	**2 (13)**	**22 (20)**

Source: OAG

Notes: 2024 numbers included in brackets.

Audits from prior years finalised in 2025

Entity	Balance date	Opinion issued	Opinion type
City of Greater Geraldton	30 June 2024	28 March 2025	
City of Nedlands*	30 June 2024	5 September 2025	
Shire of Bridgetown Greenbushes	30 June 2024	4 April 2025	
Shire of Collie	30 June 2024	20 May 2025	
Shire of Coolgardie	30 June 2024	23 June 2025	
Shire of Dundas	30 June 2024	9 April 2025	
Shire of Halls Creek*	30 June 2024	19 December 2025	
Shire of Nannup	30 June 2024	4 February 2025	
Shire of Toodyay	30 June 2024	13 June 2025	
Shire of Wickepin	30 June 2024	14 February 2025	
Town of Cottesloe	30 June 2024	14 February 2025	

Source: OAG

** These entities audits are also delayed for 2025 and were included in our Status of Local Government Audits 2025 report*[15]

[15] Office of the Auditor General, *Status of Local Government Audits 2025*, OAG website, 28 January 2026.

Appendix 2: Entities who received an extension from LGIRS to submit their financial report after the 30 September legislated deadline

Entity	Approved extension date
Resource Recovery Group	17 October 2025
Shire of Dundas	3 November 2025
Shire of Halls Creek	18 December 2025
Shire of Leonora	31 October 2025
Shire of Merredin	14 October 2025
Shire of Toodyay	1 October 2025
Shire of Wongan-Ballidu	10 October 2025
Town of Cottesloe	13 October 2025
Town of East Fremantle	31 October 2025

Source: LGIRS

Appendix 3: Qualified and disclaimer of opinions

2025 qualifications

Entity	Details of qualification
Shire of Boyup Brook	**Biological assets** We were unable to obtain sufficient appropriate audit evidence to verify the existence and number of biological assets at 30 June 2024, nor were we able to confirm the biological assets by alternative means. Our audit opinion on the annual financial report for the period ending 30 June 2024 was modified accordingly. Since the closing balance at 30 June 2024 of biological assets is the opening balance at 1 July 2024 and forms the basis for the determination of operations for the year, we were unable to determine whether any adjustments to the operations net result for the year ended 30 June 2025 may be necessary.
Shire of Toodyay	**Financial report comparative information not supported with complete and accurate underlying records** We were unable to obtain sufficient and appropriate audit evidence regarding the prior year financial report, as the financial report was submitted for audit purposes without complete and accurate underlying records. Our opinion on the financial report for the year ended 30 June 2024 was modified accordingly. Our opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current year's figures and the corresponding figures.
	Cash and cash equivalents The Shire's bank reconciliation at 30 June 2025 included an unreconciled balance of $22,991. We were unable to confirm this figure by alternative means and consequently were unable to determine whether any adjustments were necessary on cash and cash equivalents at 30 June 2025.
	Restatement of corresponding figures We were unable to obtain sufficient and appropriate audit evidence for the restatement of corresponding figures as set out in Note 28. We were unable to confirm these restatements by alternative means and consequently were unable to determine whether any adjustments were necessary to Note 28. In addition, Note 28 does not comply with the disclosure requirements of AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors, and it did not include all corrected line items in the statement of cash flow and the statement of financial activity.

Source: OAG

Delayed 2024 qualified and disclaimer of opinions

The below list of qualified and disclaimer of opinions is for those entities listed in Appendix 1 which had their 2024 audits finalised in 2025.

Entity	Details of qualification or disclaimer
City of Nedlands	**Qualification** **Financial report comparative information not supported with complete and accurate underlying records** We were unable to obtain sufficient and appropriate audit evidence regarding the prior year financial report, as the financial report was submitted for audit purposes without complete and accurate underlying records. The opinion on the financial report for the year ended 30 June 2023 was modified accordingly. The opinion on the current year financial report is also modified because of the

Entity	Details of qualification or disclaimer
	possible effect of this matter on the comparability of the current year's figures and the corresponding figures.
Shire of Halls Creek	**Qualification** **Financial report comparative information not supported with complete and accurate underlying records** We were unable to obtain sufficient and appropriate audit evidence regarding the prior year financial report, as the financial report was submitted for audit purposes without complete and accurate underlying records. The opinion on the financial report for the year ended 30 June 2023 was modified accordingly. The opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current year's figures and the corresponding figures.
	Qualification **Restatement of corresponding figures** We were unable to obtain sufficient and appropriate audit evidence for the restatement of corresponding figures as stated in the Statement of Comprehensive Income, Statement of Cash Flows, Statement of Financial Activity and Note 28 of the financial report. We were unable to confirm these restatements by alternative means and consequently were unable to determine whether any adjustments were necessary on the corresponding figures of these statements.
	Qualification **Infrastructure assets not revalued as required by the Local Government (Financial Management) Regulations** Other Infrastructure assets reported at the carrying values of $6,460,241 and $6,963,171 as at 30 June 2023 and 30 June 2022 respectively in Note 9 (a) of the financial report have not been revalued as required by Regulation 17A(4A)(b) of the Local Government (Financial Management) Regulations 1996 since 30 June 2018. Consequently, we were unable to determine the extent to which the carrying amounts of other infrastructure assets are misstated, as it was impracticable to do so. Additionally, we are unable to determine whether there may be any consequential impact on Revaluation Surplus as at 30 June 2023 and 30 June 2022, as well as Depreciation, Net Result for the Period and Retained Surplus as at 30 June 2023.
Shire of Nannup	**Qualification** **Land and buildings and infrastructure** The opinion in the prior year was qualified because land, buildings and infrastructure with carrying values of $1,615,000, $8,737,435 and $100,957,611 respectively disclosed in Notes 8(a) and 9(a) of the financial report as at 30 June 2023, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.
Shire of Wickepin	**Qualification** **Infrastructure asset valuation** The opinion in the prior year was qualified because infrastructure assets reported at the carrying value of $92,213,435 as disclosed in Note 7(a) as at 30 June 2023, had not been revalued as required by the Regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures.

Entity	Details of qualification or disclaimer
Shire of Toodyay	**Disclaimer** **Financial report not supported with complete and accurate underlying records** We were unable to obtain sufficient appropriate audit evidence regarding the financial report as a whole, as the financial report was submitted for audit purposes without complete and accurate underlying records. We were unable to audit the financial report by alternative means. Consequently, we are unable to determine whether any adjustments were necessary to the financial report as a whole for the year ended 30 June 2024.

Source: OAG

Appendix 4: Prior year qualifications and disclaimers removed in 2025

Entity	Details of prior year qualification
Shire of Goomalling	**Infrastructure** The opinion in the prior year was qualified because infrastructure asset classes of roads, drainage and footpaths (as disclosed in note 8(a) of the financial report at 30 June 2023) with the carrying values of $40,811,938, $2,153,484 and $770,060 respectively, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures.
Shire of Kent	**Infrastructure** The opinion in the prior year was qualified because other infrastructure assets (as disclosed in note 9(a) of the financial report at 30 June 2023) with a carrying value of $4,867,091, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.
Shire of Nannup	**Land and buildings and infrastructure** The opinion in the prior year was qualified because land, buildings and infrastructure assets (disclosed in notes 8(a) and 9(a) of the financial report at 30 June 2023) with carrying values of $1,615,000, $8,737,435 and $100,957,611 respectively, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.
Shire of Westonia	**Infrastructure** The opinion in the prior year was qualified because infrastructure assets (as disclosed in note 9(a) of the financial report at 30 June 2023) with a carrying value of $43,562,879, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.
Shire of Wickepin	**Infrastructure assets valuation** The opinion in the prior year was qualified because infrastructure assets (as disclosed in note 7(a) of the financial report at 30 June 2023) reported at the carrying value of $92,213,435, had not been revalued as required by the regulations. The Shire was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is modified because of the possible effects of this matter on the comparability of the current period's figures and the corresponding figures.
Town of Port Hedland	**Infrastructure assets valuations** The Town did not recognise 670 (2023:797) infrastructure assets with a value of $17,371,521 (2023: $25,112,117) in accordance with the Regulation 17A(2)(a) of the Local Government Financial Management Regulations 1996, as these assets could not be located due to weaknesses in the asset management system. The assets were instead adjusted to a nil carrying value while still being in use and accounted for in the asset register. We were unable to determine the

Entity	Details of prior year qualification
	impact on the net carrying amount of infrastructure assets and the consequential impact on retained earnings, revaluation reserves, depreciation and net surplus for the year, as it is impracticable to do so. In addition, the opinion in the prior year was qualified because drainage and other infrastructure assets, reported at a carrying value of $33,243,203 and $47,582,860 respectively (as disclosed in note 9 to the financial statements at 30 June 2023), were not all revalued as required by the regulations. The Town was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures. **Investment property** The opinion in the prior year was qualified because investment property (as disclosed in note 12 of the financial report at 30 June 2023) with the carrying value of $45,027,262, had not been revalued as required by the regulations. The Town was unable to correct these prior year figures in the current year. Consequently, the opinion on the current year financial report is also modified because of the possible effect of this matter on the comparability of the current period's figures and the corresponding figures.

Source: OAG

Entity	Details of prior year disclaimer
Shire of Toodyay	**Financial report not supported with complete and accurate underlying records** We were unable to obtain sufficient appropriate audit evidence regarding the financial report as a whole, as the financial report was submitted for audit purposes without complete and accurate underlying records. We were unable to audit the financial report by alternative means. Consequently, we were unable to determine whether any adjustments were necessary to the financial report as a whole for the year ended 30 June 2024.

Source: OAG

Appendix 5: Emphasis of matter paragraphs included in auditor reports

2025 emphasis of matter paragraphs

Entity	Description of EoM paragraphs
City of Bayswater	**Investment in Associates** We draw attention to note 27 to the financial report, which states that effective 1 July 2025, two member participants have resolved to withdraw as member participants from Eastern Metropolitan Regional Council effective from 1 July 2025. The City continues to be a member council participant. Our opinion is not modified in respect of this matter.
City of Busselton	**Restatement of Comparative balances** We draw attention to Note 32 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
City of Joondalup	**Restatement of Comparative balances** We draw attention to Note 26 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in these financial statements. Our opinion is not modified in respect of this matter.
City of Kwinana	**Restatement of comparative figures** We draw attention to Note 32 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
City of Subiaco	**Restatement of comparative balances** We draw attention to Note 31 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
City of Swan	**Investment in Associates** We draw attention to Note 25 to the financial report, which states that the City has resolved to withdraw as a member participant from Eastern Metropolitan Regional Council effective from 1 July 2025. Our opinion is not modified in respect of this matter.
Rivers Regional Council	**Basis of accounting** We draw attention to Note 1 of the financial report, which discloses that the Council has decided to wind up Rivers Regional Council. Consequently, the financial report has been prepared on a liquidation basis. Our opinion is not modified in respect of this matter.
Shire of Bruce Rock	**Restatement of comparative balances** We draw attention to Note 30 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Coolgardie	**Restatement of comparative figures** We draw attention to Note 31 to the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated

Entity	Description of EoM paragraphs
	and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Dardanup	**Restatement of comparative balances** We draw attention to Note 30 of the financial statements which states that the amounts reported in the previously issued 30 June 2024 financial statements have been restated and disclosed as comparatives in these financial statements. Our opinion is not modified in respect of this matter.
Shire of Denmark	**Restatement of Comparative balances** We draw attention to Note 29 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Manjimup	**Restatement of Comparative Balances** We draw attention to Note 30 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Meekatharra	**Restatement of Comparative balances** We draw attention to Note 25 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Mundaring	**Investment in Associates** We draw attention to Note 22 to the financial report, which states that the Shire has resolved to withdraw as a member participant from Eastern Metropolitan Regional Council effective from 1 July 2025. Our opinion is not modified in respect of this matter.
Shire of Serpentine-Jarrahdale	**Correction of Error** We draw attention to Note 34 of the financial report which states that previously unrecognised assets have been recognised prospectively at 30 June 2025 as retrospective restatement was impracticable. Our opinion is not modified in respect of this matter.
Shire of Shark Bay	**Restatement of Comparative Balances** We draw attention to Note 27 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Shire of Williams	**Restatement of comparative figures** We draw attention to Note 29 to the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Resource Recovery Group	**Basis of Accounting** We draw attention to Note 1 of the financial report which describes the basis of accounting and that the financial report has been prepared on a non-going concern basis for the reasons set out therein. Our opinion is not modified in respect of this matter.
Town of Bassendean	**Investment in Associates** We draw attention to Note 22 to the financial report, which states that effective 1 July 2025, two member participants have resolved to withdraw as member

Entity	Description of EoM paragraphs
	participants from Eastern Metropolitan Regional Council effective from 1 July 2025. The Town continues to be a member council participant. Our opinion is not modified in respect of this matter.
Town of Cambridge	**Restatement of Comparative Balances** We draw attention to Note 31 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Town of Port Hedland	**Restatement of comparative figures** We draw attention to Note 33 to the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.
Town of Victoria Park	**Restatement of comparative figures** We draw attention to Note 30 of the financial report which states that the amounts reported in the previously issued 30 June 2024 financial report have been restated and disclosed as comparatives in these financial statements. Our opinion is not modified in respect of this matter.

Source: OAG

2024 delayed emphasis of matter paragraphs

The below list of emphasis of matter paragraphs is for those entities listed in Appendix 1 which had their 2024 audits finalised in 2025.

Entity	Description of EoM paragraphs
City of Nedlands	**Restatement of assets, liabilities and equity as at 1 July 2023** We draw attention to Note 29 of the financial report which states that historical errors in assets, liabilities and equity amounts reported have been corrected in opening balances as at 1 July 2023 in this financial report. Our opinion is not modified in respect of this matter.
Town of Cottesloe	**Restatement of Comparative balances** We draw attention to Note 30 of the financial report which states that the amounts reported in the previously issued 30 June 2023 financial report have been restated and disclosed as comparatives in this financial report. Our opinion is not modified in respect of this matter.

Source: OAG

Appendix 6: Delayed 2024 audit material uncertainty related to going concern paragraph

The below list of material uncertainty relating to going concern (MURGC) paragraph is for those entities listed in Appendix 1 which had their 2024 audits finalised in 2025.

Entity	Description of MURGC paragraph
Shire of Coolgardie	**Material uncertainty related to going concern** We draw attention to Note 1 in the financial report, which indicates that the Shire incurred a net loss of $4,617,984 for the year ended 30 June 2024 and as of that date, the Shire's current liabilities exceeded its current assets by $14,210,643 and the unrestricted cash balance was overdrawn by $934,081. As stated in Note 1, these events, or conditions, along with other matters as set forth in Note 1, indicate that a material uncertainty exists that may cast significant doubt on the Shire 's ability to continue as a going concern. The audit opinion is not modified in respect of this matter.

Source: OAG

Appendix 7: Local government certifications issued since September 2025

Certifications issued for 2025

Entity and opinion	Opinion issued
City of Bayswater	
Local Roads and Community Infrastructure Program (Phases 1-4)	31 October 2025
City of Mandurah	
Roads to Recovery	5 November 2025
Local Roads and Community Infrastructure Program (Phase 4)	5 November 2025
City of Busselton	
Roads to Recovery	14 November 2025
Local Roads and Community Infrastructure Program	14 November 2025

Source: OAG

Outstanding certifications issued from 2021-22

Entity and opinion	Opinion issued
Shire of Halls Creek	
Local Roads and Community Infrastructure Program	23 December 2025

Source: OAG

Note: the cut-off date is 24 March 2026.

Appendix 8: Other local government opinions issued since September 2025

Entity	Opinion issued
Shire of Yalgoo 2023	19 February 2026
Shire of Yalgoo 2024	19 February 2026
Shire of Dalwallinu	23 March 2026

Source: OAG

Note: the cut-off date for this appendix is 24 March 2026.

Appendix 9: Local government current ratios for 2025

Below are the calculated current ratios for each local government for the past two years. The current ratio calculated as the current assets divided by current liabilities. A current ratio of less than one means an entity has more current liabilities than current assets, meaning they may not be able to pay their debts as and when they fall due.

Entity	Band	Current ratio 2025	Current ratio 2024
Bunbury-Harvey Regional Council	Other	NCWST	1.70
City of Albany	1	3.30	3.46
City of Armadale	1	3.52	3.11
City of Bayswater	1	4.41	4.27
City of Belmont	1	5.34	6.92
City of Bunbury	1	2.29	2.24
City of Busselton	1	3.90	4.26
City of Canning	1	4.14	4.11
City of Cockburn	1	4.75	5.56
City of Fremantle	1	2.39	2.75
City of Gosnells	1	2.41	3.17
City of Greater Geraldton	1	1.91	2.66
City of Joondalup	1	3.47	3.60
City of Kalamunda	2	3.57	2.78
City of Kalgoorlie - Boulder	1	1.61	2.55
City of Karratha	1	9.15	8.45
City of Kwinana	1	1.90	1.99
City of Mandurah	1	2.35	2.41
City of Melville	1	4.32	5.25
City of Nedlands	2	NCWST	2.31
City of Perth	1	6.10	5.94
City of Rockingham	1	3.40	3.99
City of South Perth	2	3.88	3.55
City of Stirling	1	3.16	2.77
City of Subiaco	2	12.03	9.87
City of Swan	1	4.36	3.57
City of Vincent	2	3.06	2.72
City of Wanneroo	1	4.40	4.90
Eastern Metropolitan Regional Council	Other	1.75	2.32
Mindarie Regional Council	Other	3.28	4.83
Murchison Regional Vermin Council	Other	3.10	2.33

Entity	Band	Current ratio 2025	Current ratio 2024
Rivers Regional Council	Other	8.31	5.06
Shire of Ashburton	2	4.92	4.46
Shire of Augusta-Margaret River	2	2.48	2.77
Shire of Beverley	4	2.70	2.14
Shire of Boddington	4	1.92	1.84
Shire of Boyup Brook	4	2.32	2.91
Shire of Bridgetown-Greenbushes	3	1.70	2.55
Shire of Brookton	4	11.38	10.52
Shire of Broome	2	3.64	4.01
Shire of Broomehill-Tambellup	4	2.89	4.18
Shire of Bruce Rock	4	3.01	3.15
Shire of Capel	3	2.30	4.21
Shire of Carnamah	4	4.07	5.03
Shire of Carnarvon	2	2.17	2.46
Shire of Chapman Valley	4	2.00	2.36
Shire of Chittering	3	2.18	1.89
Shire of Christmas Island	3	2.52	2.45
Shire of Cocos (Keeling) Islands	4	NCWST	9.42
Shire of Collie	3	2.22	1.86
Shire of Coolgardie	3	0.57	0.17
Shire of Coorow	4	NCWST	3.75
Shire of Corrigin	4	10.60	7.10
Shire of Cranbrook	4	5.97	7.99
Shire of Cuballing	4	2.15	2.33
Shire of Cue	4	17.13	12.93
Shire of Cunderdin	4	4.25	7.00
Shire of Dalwallinu	3	NCWST	6.08
Shire of Dandaragan	3	4.81	3.83
Shire of Dardanup	3	2.98	3.53
Shire of Denmark	3	2.49	2.24
Shire of Derby-West Kimberley	2	0.96	0.95
Shire of Donnybrook-Balingup	3	2.82	2.24
Shire of Dowerin	4	5.13	4.87
Shire of Dumbleyung	4	9.66	7.15
Shire of Dundas	4	3.68	5.81
Shire of East Pilbara	2	5.43	7.34
Shire of Esperance	2	5.07	5.32

Entity	Band	Current ratio 2025	Current ratio 2024
Shire of Exmouth	3	8.39	6.71
Shire of Gingin	3	2.70	2.60
Shire of Gnowangerup	4	4.19	5.46
Shire of Goomalling	4	1.07	1.30
Shire of Halls Creek	3	NCWST	2.73
Shire of Harvey	2	2.30	2.35
Shire of Irwin	3	0.92	1.09
Shire of Jerramungup	4	4.32	4.14
Shire of Katanning	3	2.27	2.40
Shire of Kellerberrin	4	2.51	3.43
Shire of Kent	4	12.23	10.26
Shire of Kojonup	3	2.46	1.50
Shire of Kondinin	4	3.90	6.45
Shire of Koorda	4	7.27	6.92
Shire of Kulin	4	4.90	4.04
Shire of Lake Grace	4	7.62	13.96
Shire of Laverton	3	6.17	4.54
Shire of Leonora	3	4.42	3.75
Shire of Manjimup	2	3.42	3.50
Shire of Meekatharra	3	28.45	25.36
Shire of Menzies	4	11.32	11.85
Shire of Merredin	3	4.90	3.25
Shire of Mingenew	4	2.87	2.98
Shire of Moora	3	1.94	3.65
Shire of Morawa	4	6.64	6.61
Shire of Mount Magnet	4	NCWST	5.90
Shire of Mount Marshall	4	4.37	2.85
Shire of Mukinbudin	4	4.83	4.19
Shire of Mundaring	2	3.71	3.89
Shire of Murchison	4	2.26	3.05
Shire of Murray	2	2.38	2.89
Shire of Nannup	4	2.53	2.96
Shire of Narembeen	4	6.14	8.24
Shire of Narrogin	3	3.85	3.41
Shire of Ngaanyatjarraku	4	37.74	10.03
Shire of Northam	2	2.38	2.45
Shire of Northampton	3	1.47	2.10

Entity	Band	Current ratio 2025	Current ratio 2024
Shire of Nungarin	4	5.04	5.93
Shire of Peppermint Grove	4	4.83	4.50
Shire of Perenjori	4	4.69	3.99
Shire of Pingelly	4	2.84	2.09
Shire of Plantagenet	3	3.49	5.41
Shire of Quairading	4	5.38	4.50
Shire of Ravensthorpe	3	3.96	3.80
Shire of Sandstone	4	16.22	32.52
Shire of Serpentine-Jarrahdale	2	2.53	2.56
Shire of Shark Bay	4	6.94	2.70
Shire of Tammin	4	11.07	12.76
Shire of Three Springs	4	7.97	5.34
Shire of Toodyay	3	2.19	2.21
Shire of Trayning	4	6.39	4.31
Shire of Upper Gascoyne	4	3.24	3.30
Shire of Victoria Plains	4	0.81	1.52
Shire of Wagin	4	5.19	6.45
Shire of Wandering	4	1.13	1.55
Shire of Waroona	3	2.60	2.28
Shire of West Arthur	4	4.07	4.46
Shire of Westonia	4	9.74	14.69
Shire of Wickepin	4	8.48	10.74
Shire of Williams	4	3.38	4.82
Shire of Wiluna	4	6.79	11.30
Shire of Wongan-Ballidu	4	4.02	5.87
Shire of Woodanilling	4	3.63	2.95
Shire of Wyalkatchem	4	4.53	14.88
Shire of Wyndam-East Kimberley	2	1.82	3.12
Shire of Yalgoo	4	NCWST	NCWST
Shire of Yilgarn	3	10.45	10.53
Shire of York	3	1.77	2.95
Resource Recovery Group	Other	1.58	1.94
Catalina Regional Council	Other	30.98	93.29
Town of Bassendean	3	2.77	2.55
Town of Cambridge	2	5.89	5.31
Town of Claremont	3	4.25	3.94
Town of Cottesloe	3	2.91	3.05

Entity	Band	Current ratio 2025	Current ratio 2024
Town of East Fremantle	3	NCWST	2.08
Town of Mosman Park	3	3.48	3.17
Town of Port Hedland	1	8.95	12.07
Town of Victoria Park	2	3.60	3.78
Western Metropolitan Regional Council	Other	2.41	2.13

Source: OAG

NCWST: audit not completed within statutory timeframes, data was not available at the cut-off date of this report.

Average current ratio by band

Refer to the below table which shows the average ratio across each band of local government.

Band	2025 Average	2025 Median	2024 Average	2024 Median
Band 1	3.98	3.52	4.35	3.60
Band 2	3.76	3.42	3.73	3.12
Band 3	4.08	2.60	3.89	2.95
Band 4	6.11	4.35	6.38	4.84
Other (regional councils)	7.35	2.76	14.20	2.33
Sector overall	5.00	3.63	5.51	3.75

Source: OAG

Appendix 10: Other certifications issued since September 2025

Certifications issued for 2025

Entity and opinion	Opinion issued
Western Australian Land Authority	
Royalties for Regions - Collie Eco-Concrete Feasibility Study & Peel Business Park Activation - Aryzta Bakery	1 December 2025
Commissioner for Main Roads	
National Partnership on Infrastructure Projects in Western Australia	18 December 2025
Black Spot Projects (*National Land Transport Act 2014*)	18 December 2025
Land Transport Infrastructure Projects (*National Land Transport Act 2014*)	18 December 2025
Department of Local Government, Industrial Relations and Safety	
Local Government Financial Assistance Act 1995	20 January 2026
Department of Creative Industries, Tourism and Sport	
Royalties for Regions– Regional Exhibition Touring Boost Project- Final Report	26 February 2026

Source: OAG

Note: the cut-off date for this appendix is 24 March 2026.

Appendix 11: Other opinions issued since September 2025

Entity and opinion	Opinion issued
Albany Cemetery Board	25 November 2025
Bunbury Cemetery Board	26 November 2025
Electricity Networks Corporation trading as Western Power - agreed upon procedures	17 December 2025
Kalgoorlie-Boulder Cemetery Board	5 December 2025
Keep Australia Beautiful Council (W.A.)	11 November 2025
Trustees of the Public Education Endowment	26 November 2025
Western Australian Greyhound Racing Association	1 December 2025

Source: OAG

Note: the cut-off date for this appendix is 24 March 2026.

Appendix 12: Opinion and management letter definitions

In the auditor's report we include the audit opinion on the annual financial report and any other matters that, in our judgement, need to be highlighted. This year the Auditor General has issued the following types of opinions:

- **Clear opinion**: Indicates satisfactory financial controls. The financial report is based on proper accounts, complies with relevant legislation and accounting standards, and fairly represents performance and financial position.
- **Clear opinion with an EoM:** Draws attention to a matter disclosed in the financial report to aid the readers understanding but does not result in a qualified opinion.
- **Qualified opinion:** Given when the audit identifies materially misleading information, inadequate controls or conflicts with the financial reporting frameworks.
- **Disclaimer of opinion:** The most serious audit outcome, issued when the auditor is unable to form an opinion due to insufficient evidence to form an opinion after all reasonable efforts.

We report weaknesses in the control environment to the CEO, mayor, president or chairperson and the Minister for Local Government. Findings will be rated as significant, moderate or minor. We also indicate if the finding has the potential to impact the audit opinion and if it relates to the prior year and remains unresolved. Both quantitative and qualitative aspects guide our ratings.

Risk category	Audit impact	Management action required
Significant	Findings where there is potentially a significant risk to the entity should it not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.	Priority or urgent action by management to correct the material misstatement in the financial report to avoid a qualified opinion or for control risks, implement a detailed action plan as soon as possible, within one to two months.
Moderate	Findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.	Control weaknesses of sufficient concern to warrant action being taken as soon as practicable, within three to six months. If not addressed promptly, they may escalate to significant or high risk.
Minor	Those findings that are not of primary concern but still warrant action being taken.	Management to implement an action plan within six to 12 months to improve existing process or internal control.

Source: OAG

We give management the opportunity to review our audit findings and provide comments prior to completion of the audit. Each control finding is documented in a management letter which identifies weakness, implications for the entity, risk category and a recommended improvement action.

Auditor General's 2025-26 reports

Number	Title	Date tabled
13	Local Government 2025 – Financial Audit Results	15 April 2026
12	Local Government 2025 – Information System Audit Results	25 March 2026
11	Local Government Management of Gifts and Benefits	18 March 2026
10	Controls Over Portable Assets – State Entities	6 March 2026
9	Microsoft 365 Security Controls – State Entities	6 March 2026
8	Local Government Audit Status Report	28 January 2026
7	State Government 2025 – Information Systems Audit Results	3 December 2025
6	State Government 2025 – Financial Audit Results	3 December 2025
5	Valuation of Property Held by the Public Education Endowment Trust	3 December 2025
4	WA's Progress to Implement the National Principles for Child Safe Organisations (arising from the Royal Commission into Institutional Responses to Child Sexual Abuse)	27 November 2025
3	Maintaining Regional Local Roads	12 November 2025
2	Gold Corporation – Trade Applications	29 October 2025
1	Management of Housing Maintenance Information	6 August 2025

**Office of the Auditor General
for Western Australia**

7th Floor Albert Facey House
469 Wellington Street, Perth

T: 08 6557 7500
E: info@audit.wa.gov.au

www.audit.wa.gov.au

@OAG_WA

Office of the Auditor General
for Western Australia

PURCHASING POLICY EXEMPTIONS

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
$15,001-$50,000 Request 2 Quotes Min.	Specialist Legal or Consultant Advice	Senversa Pty Ltd	Jason Clay from Senversa is highly regarded as a contaminated sites auditor and has been the independent contaminated sites auditor for the Former South Fremantle Landfill from initial contaminated sites reports. He is aware of the background of the site and the previous data acquired during preliminary and detailed site assessments, the landfill gas and groundwater studies at the site. He is very well placed to provide the mandatory auditors report on the site. Less requirement to obtain background information and history of the site to provide a report on the current work. Less likelihood of his recommendations being questioned by the Department of Water and Environmental Regulations once submitted, leading to further delays and potential additional spending on the site.	3 Months	$21,175.00	24/03/2026	Director Planning, Place and Urban Development
$15,001-$50,000 Request 2 Quotes Min.	Specialist Legal or Consultant Advice	Fremantle Production Agency	Clancy Travers of Fremantle Production Agency is an AV specialist with an intimate working knowledge of the Fremantle Town Hall. He has produced dozens of performances in the Town Hall over a 20 year period and, more recently, completed consultancy works with the City in the planning of the Town Hall upgrades led by City employee Greg Truscott. It is logical that Clancy Travers of Fremantle Production Agency continues the remainder of the consultancy works. Cost efficiencies due to works already completed by consultant. Continuity of service delivery. Higher quality outputs gained from the consultant having strong working knowledge of Town Hall and no. of years experience.	6 Months	$14,640.00	24/03/2026	Director Infrastructure

Total Exemptions: $15,001-$50,000 **$35,815.00**

MINUTES

Local Emergency Management Committee (LEMC)

Wednesday 25th February 2026 9.30am

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Minutes

Meeting Date	25th February 2026
Location	City of Fremantle – Council Chamber
Chair	Cr Geoff Graham
Time	9.30am
Videoconference link	N/A

EM Act Section 39: Functions of local emergency management committees

a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its districts.

b) To liaise with public authorities and 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

1.0 OPENING AND WELCOME

We acknowledge the Whadjuk Nyoongar people as the traditional custodians of the lands and water where the City is situated and pay our respects to Elders past, present and emerging.

2.0 ATTENDANCE AND APOLOGIES

Attendance	Apologies
Aaron Dolin	Adam Gianatti
Alan Millard	Andrew de Weerd
Cate Willey	Anthony Brockmann
Courtney Owston	Anthony Nemeth
Declan Kennedy	Brad Karafil
Geoff Graham	Brian Tan
Helen Barrett	Christian Tomlinson
Jacquelin Scott	Darren Davy
Jarrad Duggan	Donna Morgan
Jarryd Mann	Fedele Camarda

Javier Mogollon	Fraser Henderson
Jesani Nitinkumar	Jason Lansom
Johnathan Throssell	Jodie Ransom
Kirrily Clarke	Katie Minor
Kenan Bender	Katy Aviles
Lara Goetz	Liam Burke
Mark Donnelly	Liam Plant
Megan Sargant	Lucinda Maywood
Nadia O'Malley	Michele Oswald
Paul McKee	Mike Hayward
Richard Denny	No Malley
Sarah Gauer	Pierre Delattre
Sarah Romaniello	Rebecca Beange
Shaun Gilbert	Rebecca Dreverman
Traci Cascioli	Savio Fernandes
	Thomas Robinson
	Vikki Barlow

3.0 DISCLOSURE OF INTERESTS

Identify real, perceived, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and, if possible, raised with the Chair prior to the meeting to determine the appropriate way to manage the conflict. N/A

4.0 REVIEW OF ACTION LIST AND BUSINESS ARISING

Mark and Javier confirmed.

ITEM	OWNER	STATUS
1. Confirmation of previous minutes (27/10/2025)		

4.1 Terms of Reference - LEMC Meeting – Review/Implementation

Sarah Romaniello – Discuss emergency management guidelines. Previously it was agreed to meeting three times a year instead of four mainly because of our size and takes a lot of people around table at time, however guidelines state to meet four, wanted to confirm how the committee members feel about this arrangement.
Cate Wiley – It is better to have three meaningful meetings rather than four less meaningful.
Committee agreement - Decision based to hold three efficient meeting instead of four plus an exercise

Johnathan Throssell - Chairperson (Geoff Graham) would you like to be the chair for all meetings including when held at town of East Fremantle or would you only like to chair during meetings held at the City of Fremantle council?
Geoff Graham – Agreed to chair at all the meetings, in his absence a member from town of East Fremantle is to take over chair, following their absence, Emergency management coordinator to chair.

Sarah Romaniello – Queston, are only the listed the members of voting allowed to vote on committee meetings or do other attendees have the right to vote.
Cate Wiley - More of a guideline and a general consensus for voting and changes can be agreed upon by attendees to committee meetings.

4.2 Bridge Alliance – Sarah Romaniello to follow up if someone from Bridge Alliance can attend future meetings

Achieved, Jarryd Mann was in attendance and will be presenting to group today.

5.0 CORRESPONDENCE

5.1 Correspondence In – State Recovery Arrangements Approved – Cate Willey – DFES – District Emergency Management

Cate Wiley – Updating the committee this has been approved and in place and being used.
Mark Donnelly - Have seen the arrangements for City of Cockburn, confirming if our approved arrangements will be circulated.
Cate Wiley – Arrangements need to be endorsed by Council and sent out for consideration. They are required to go to Council for noting and approval, including the resolution number and date, before being submitted to DEMC for membership.

5.2 Correspondence Out – Sarah Romaniello forwarded SLSWA Standards

Operating Procedures to LEMC which were forwarded on by Javier Mogollon General Manger, SLSWA
Javiar. thank you and circulated to all committee members.

6.0 REVIEW OF LEMC MEMBERSHIP AND CONTACT LIST UPDATES

- Recent Council Elections and new Committee Members - Welcome
  Cr Geoff Graham and Cr Fedele Camarda – City of Fremantle
  Cr Lucinda Maywood and Cr Antony Brockmann - Town of East Fremantle

- Review LEMA Appendix 6 – Emergency Contact Register
  Reviewed last meeting and up to date

7.0 LOCAL EMERGENCY MANAGEMENT (STANDING ITEMS)

7.1 Post Incident Reports
No incidents noted. No further action required
House fire on Ellen Street noted

7.2 Post Exercise Reports
N/A

7.3 Exercise
Next exercise planned for June 2026.
Any suggestions – DFES and/or Fremantle Ports

At the last meeting, we discussed starting an exercise, specifically a desktop exercise. After speaking with Cate, the intention is to involve members of this committee and run through how an incident would be activated, managed, and coordinated. This would include the roles and responsibilities of DFES and other relevant agencies throughout the process.

7.4 Review Local Emergency Management Arrangements
Arrangements were endorsed at last LEMC

Mark Donnelly – City of Fremantle have had arrangements endorsed at council meeting in December.
Mark to provide Cate with meeting reference details for endorsement.

Sarah Romaniello - East Fremantle will take to next council meeting for endorsement and share with Cate.

Local recovery plans are currently shared, however agreed to have separate arrangements for each council, Both Fremantle and East Fremantle. To be completed by June and shared next LEMC.

7.5 LEMC Reporting
No outstanding reporting at this stage. Next round next financial year.

8.0 AGENDA ITEMS

8.1 Fremantle Bridge Construction
Fremantle Bridge Alliance – Jarryd Mann (Presentation)

Thank you for having us. The team successfully shut down the old Queen Victoria Street bridge in February to allow for the removal of the original structure. Three of the original deck segments, both the top deck and the under-structure, have now been removed.

For the new bridge, the first bridge beam will be installed on 9 March, starting on the northern side, and this will allow the segments to be connected. Overall, construction is progressing safely and extremely well.

From a traffic perspective, there has been a reduction in vehicle volumes. Travel times reported by Main Roads have remained stable, typically increasing by less than three minutes across all monitored routes. Additional signage has also helped reduce misuse of the bus lane.
It is expected that it will take 8–10 weeks for road user behaviour and travel patterns to fully stabilise. Daily briefings continue between Main Roads, St John, WA Police, and other partners. There have been no instances where emergency services have been unable to cross the bridge due to congestion.

The reopening timeframe remains up to 12 months, with the aim to complete the works as soon as possible, ideally toward the end of this year. A specific date cannot yet be provided but is on track for the end of 2026.
Main Roads has identified several improvements that may be implemented after the bridge is fully completed. Decisions regarding these will be made once construction is finalised.
It was also noted that Nitton will be taking over traffic management duties as Jarryd will be departing the project.

The Chair raised community complaints regarding congestion on Hampton Road and Ord Street and noted that there does not appear to be visible evidence of modified signal phasing or intersection improvements at Ord Street.
Main Roads advised that a roundabout had previously been assessed as the most effective option. In the interim, they will provide further advice along with updated signage, adjusted speed limits, modified line-marking, and an electronic message board to assist with current issues.

Police reported ongoing concerns regarding speeding at Ord Street and Hampton Road. Officers have been deployed to target speeding in the area and will continue enforcement activities.

8.2 DEFES
Shaun Gilbert – District Officer Beeliar – Recent changes and updated processes (presentation)

Since the first of December, DFES has recorded a range of incidents across both the City of Fremantle and the Town of East Fremantle. A key trend has been lithium battery related incidents, with 44 recorded during this period. Most of these have involved e-scooters or e-bikes, and interestingly many were not being charged at the time. DFES continues to promote lithium safety resources available on its website to help the community manage these risks.

The seasonal bushfire outlook continues to be updated each season and indicates an elevated fire risk across the metropolitan area, including the likelihood of Total Fire Bans during high-risk conditions. As part of preparedness efforts, DFES receives detailed meteorological briefings twice a week, covering rainfall, river systems, cyclones, and broader weather patterns. Forecasts from the Bureau of Meteorology are incorporated into the Fire Danger Rating System to ensure localised and accurate fire behaviour Predictions.

Operationally, DFES is progressing work on the combined aerial pumper, drawing on lessons from Victoria's Generation 3 model. Validation is currently underway to ensure it can operate effectively in Fremantle's narrower urban streets, with the capability to draw water directly from a hydrant or from the appliance. The fleet is also undergoing changes, with one truck being transferred to Cockburn, which will be replaced by an upgraded Generation 3 appliance.

DFES also continues to review the situation around the Fremantle Bridge and Main Roads network, particularly in relation to traffic impacts, emergency access, and operational response considerations.

9.0 GENERAL BUSINESS

Declan - reported that Fremantle Ports will be conducting a joint oil spill exercise on 16 March, focusing on community and public impacts as well as the overall management of such an incident. DFES has been invited to participate.

Cate Wiley - advised that the City of Fremantle and the Town of East Fremantle should also been invited to attend the oil spill meeting in an observer capacity.

Javier - noted that weekend patrols continue along Leighton Beach and Mosman Beach.

Fremantle Hospital - has indicated that the Fremantle Health Unit is expected to open around May–June.

Cate - As part of DEMC responsibilities, an email was issued regarding the Fremantle Bridge closure, encouraging agencies to consider any additional impacts that may not have been addressed.

Department of Communities - provided an update on emergency communications and evacuation centres. Between 26–31 November last year, 18 evacuation centres supported around 300 people, with continued assistance provided since Christmas. Reference was also made to the Forrest Chase incident and the crisis communications report indicated that mental health support lines remained open throughout the event.

Evacuation centre training programs are being prepared and will be rolled out once the current season concludes, encouraging any relevant staff to participate.

Kenan - advised that there was a small disease outbreak has been effectively managed and is currently under control.

10.0 NEXT MEETING

DATE	ACTIVITY	VENUE	COMMENT
24/06/2026 @9.30am (Wednesday)	Meeting and Exercise	Town of East Fremantle	Date remains that date

11.0 MEETING CLOSURE 10:28 AM CLOSED.

Local Emergency Management Arrangements

The City of Fremantle and the Town of East Fremantle

Approved at LEMC meeting: 27/10/2025
Endorsed by Council (Fremantle):
Endorsed By Council (East Fremantle):17/03/2026
Date of approval: TBC
Review date: TBC

Authority

These Local Emergency Management Arrangements have been prepared in accordance with Section 41(1) of the *Emergency Management Act 2005.*

These Arrangements have been endorsed by the City of Fremantle and Town of East Fremantle Local Emergency Management Committee on 27/10/2025.

These Arrangements have been tabled for information and comment by the South Metropolitan District Emergency Management Committee on TBC.

For copies of this plan please refer to the local government's website, or to provide comment, contact:

Community Safety Team, City of Fremantle	Town of East Fremantle
T: 08 9432 9999 E: info@fremantle.wa.gov.au	T: 08 9339 9339 E: admin@eastfremantle.wa.gov.au

TABLE OF CONTENTS

SUBJECT **PAGE**

Contents

1 Distribution list

Distribution list conditions

The following table has been developed to identify the level of access persons in the distribution list have to each of the documents found below.

FV: Full Version;
RV: Restricted Version (removal of private contact information);

Level 2 Access Copy –all contact names, telephone numbers, locations and other sensitive information removed. Level 2 Access copies are the only copies to be released to the public.

	Level 1 Access	Level 2 Access
COF and TOEF Local Emergency Management Arrangements	**FV**	**RV**
COF and TOEF Recovery Arrangements	**FV**	**RV**
Local Emergency Management Plan for the Provision of Support - Fremantle Region (provided by Communities)	**FV**	**RV**
Animal Welfare Plan	**FV**	**RV**
COF Pandemic Business Continuity Plan	**FV**	**RV**
COF and TOEF Emergency Evacuation Centres Register (not for public viewing)	**FV**	**RV**
Contact Register (not for public viewing)	**FV**	**RV**
Resource Asset Register (not for public viewing)	**FV**	**RV**
Response Protocols for Engineering Services (not for public viewing)	**FV**	**RV**

Distribution list

	No. of Copies		Access Level
Type of Copy (USB or Hard Copy)	USB	H/C	
City of Fremantle			
Manager Field Services			Level 1
Chief Executive Officer			Level 1
Director City Business			Level 1
Community Safety Team Leader			Level 1
Director Community Development			Level 1
Director Infrastructure and Project Delivery			Level 1
Fremantle Recovery Coordinator (Team Leader of Community Safety)			Level 1
Emergency Management Kit			Level 1
Website			Level 2
Town of East Fremantle			
LEMC Representative - Principal Environmental Health Officer			Level 1
Chief Executive Officer			Level 1
Executive Manager Regulatory Services			Level 1
Executive Manager Technical Service			Level 1
Executive Manager Corporate Service			Level 1

Ranger			Level 1
Website			Level 2
General Public			Level 2
COF and TOEF LEMC			
WAPOL District Officer			Level 1
DFES District Officer			Level 1

Fremantle Ports representative			Level 1
Fremantle Hospital representative			Level 1
Cockburn SES			Level 1
Italian Village aged care representative			Level 1
COF Senior Environmental Health Officer			Level 1
COF Manager Field Services			Level 1
COF Manager Infrastructure Engineering			Level 1
Department of Communities Regional Coordinator			Level 1
Chairperson - Team Leader of Community Safety			Level 1
Fremantle Recovery Coordinator			Level 1
Other			
DEMC – Executive Officer			Level 1
SEMC			Level 1

Document availability

Restricted copies of these arrangements can be found at:

- Online access at www.fremantle.wa.gov.au
- Online access at http www.eastfremantle.wa.gov.au
- Hard copies are available for inspection free by members of the public during office hours at the City of Fremantle.

2 Amendment record

Proposals for amendment or additions to the text of these arrangements should be forwarded to the Chairperson of the City of Fremantle and Town of East Fremantle Local Emergency Management Committee (LEMC) and endorsed by the LEMC.

To provide feedback, copy the relevant section, mark-up the proposed changes and forward the copy to:

Chairperson – Local Emergency Management Committee
City of Fremantle
PO Box 807
FREMANTLE WA 6959

Or email to:

info@fremantle.wa.gov.au please include in the subject line *'Amendment Request for the Local emergency management arrangements'*

AMENDMENT		DETAILS OF AMENDMENT	AMENDMENT BY
NUMBER	DATE		NAME
1	24/04/2017	Change of structure at the City of Fremantle	Alex Peach
2	24/07/2017	Updates made to Appendix 2 - location of emergency cupboard	Lisa Hilliard
3	17/10/2017	Change of Logo - Town of East Fremantle	Lisa Hilliard
4	17/10/2017	Updates made to call out roster – Appendix 9	Lisa Hilliard
5	17/10/2017	Change of structure at the City of Fremantle	Lisa Hilliard
6	20/11/2017	Additional info - Emergency Centres – Appendix 2	Lisa Hilliard
7	28/05/2018	Additional info – Economic Profile for Town of Eas Fremantle	Lisa Hilliard
8	28/05/2018	Added logo for Town of East Fremantle	Lisa Hilliard
9	28/05/2018	Updates made to call out roster – Appendix 9	Lisa Hilliard
10	28/05/2018	Changes of structure at the City of Fremantle	Lisa Hilliard
11	26/07/2018	Updates made to Appendix 2 - location of emergency cupboard	Lisa Hilliard
12	27/07/2018	Updates made to call out roster – Appendix 9	Lisa Hilliard
13	05/12/2018	Replaced CPFS with Department of Communities	Lisa Hilliard
14	05/12/2018	Change of Structure at The Health Department – Appendix 6	Lisa Hilliard
15	09/12/2019	Updates made to call out roster and staffing – Appendix 9	Lisa Hilliard
16	09/12/2019	Updates made to Emergency Contact Register – Appendix 6	Lisa Hilliard
17	03/10/2021	Updates made to Emergency Contact Register – Appendix 6	Lisa Hilliard
18	03/10/2021	Updates made to call out roster and staffing – Appendix 9	Lisa Hilliard
19	30/01/2022	Updates made to Appendix 2 - location of emergency cupboard	Lisa Hilliard
20	10/04/2022	Update made to Arrangements and Appendices - roles and responsibilities	Lisa Hilliard
21	27/04/2022	Update contacts list	Christopher Scanlan
22	05/03/2025	Updated contact list, equipment register & Local Emergency Relief and Support Plan	Jarrad Duggan
23	06/03/2025	Review and update all appendices 1 to 10	Jarrad Duggan
24	18/09/2025	Review and update arrangement and appendices	Sarah Romaniello

3 Support plans

The following plans support these arrangements and are approved by the COF and TOEF. They are to be read and used in conjunction with this plan. The support plans consist of:

SUPPORT PLANS	APPENDIX
Resource and Equipment Register (not for public viewing)	1
Evacuation Centre Register (not for public viewing)	2
Local Emergency Relief and Support Plan (not for public viewing)	3
Animal Welfare Plan (not for public viewing)	4
COF and TOEF Local Recovery Arrangements	5
Contact Register (not for public viewing)	6
Special Needs Groups Register (not for public viewing)	7
Critical Infrastructure Register (not for public viewing)	8
Response Protocols for Engineering Services at the City of Fremantle (not for public viewing)	9
Pandemic Business Continuity Plan	10
Local Government Maps	11

4 Introduction

Acknowledgement

The City of Fremantle (COF) and the Town of East Fremantle (TOEF) Local Emergency Management Arrangements have been compiled to address those areas where the City and Town provide support to hazard management agencies (HMA) and other agencies in the event of an emergency. It also addresses the responsibility for recovery operations.

Consultation of the State Emergency Management Committee (SEMC) Local Emergency Management Arrangements guidelines and model assisted in ensuring best practice was adopted.

Aim

The aim of these arrangements is to ensure the community is prepared to deal with identified emergencies should they arise.

The purpose of these emergency management arrangements is to set out:

a) the local government's policies for emergency management;

b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);

d) a description of emergencies that are likely to occur in the local government district;

e) strategies and priorities for emergency management in the local government district;

f) other matters about emergency management in the local government district prescribed by the regulations; and

g) other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plans. Furthermore:

- This document applies to the local government districts of the COF and TOEF;
- This document covers areas where the COF and TOEF provides support to HMAs in the event of an incident; and
- This document details the COF and TOEF capacity to provide resources in support of an emergency, while still maintaining business continuity; and the COF and TOEF responsibilities in relation to recovery management.

These arrangements are to serve as a guideline and to be used at the local level and incidents that may arise will require action or assistance from district, state or federal levels.

Fremantle and East Fremantle profile

The area covered by this arrangement is the geographic area covered by the COF and TOEF under the *Local Government Act 1995*.

City of Fremantle

Fremantle, which is approximately 18 kilometres southwest of the Perth CBD, is currently home to 31 930 people (ABS 2021) and includes the suburbs of Beaconsfield, Fremantle, Hilton, North Fremantle, O'Connor, Samson, South Fremantle and White Gum Valley. The COF employs more than 600 people and services more than 30 000 residents.

Bounded by the Swan River and the Indian Ocean, Fremantle is widely regarded as Perth’s second city. Fremantle's unique character is captured by its landscape, heritage architecture, music, arts, culture, festivals, retail stores, markets, cafés and restaurants, which all contribute to its village-style atmosphere.

Fremantle has developed a reputation for being gritty, eclectic and quirky as well as creative, musical and artistic. It is a place to discover a wide range of hidden treasures and experience laid-back adventures.

According to Tourism Western Australia, Fremantle is often ranked as the state’s most visited tourist destination outside of the Perth CBD, attracting over 1.3 million national and international tourists each year.

In October 2015, Lonely Planet voted Fremantle as one of the top 10 cities to visit in the world for 2016.

Sunshine, combined with the Swan River waterfront, beaches, public spaces and reserves means Fremantle desirable Mediterranean climate offers ideal opportunities for relaxing with family and friends.

Fremantle's rich cultural history has created a city with numerous dining options, a vibrant café and bar scene, and a range of entertainment options. The arts are strikingly represented within the city, and numerous food, arts and music festivals take place in the city each year.

The COF extends for 6 kilometres (km) along the shoreline of the Indian Ocean with the mouth of the Swan River being a central feature of the shoreline.

The most distinctive feature is the limestone ridge running north to south about 1½ km from the ocean. The ridge forms part of the large-scale coastal landscape plain system of about 1 km width. East of the ridge system, the landscape changes considerably to low, rolling hills. Fremantle Port, within the City area, is a major seaport which sits inside the mouth of the Swan River.

A significant percentage of the coastal plain is at a height of 3 metres AHD or less and at least 50% of the City's commercial and retail centres are within this zone.

Town of East Fremantle

The Town of East Fremantle is a vibrant suburb located in the southern suburbs of Perth, Western Australia, located approximately 18 kilometers southwest of the Perth CBD.

The Town of East Fremantle boasts a population of 8,060. It is 3.2 kilometres in area, bounded to the north and west by the Swan River. To the east it shares a common boundary with the City of Melville, and to the south and west with the City of Fremantle.

The Town has a rich history. The local Aboriginal tribe known as Nyoongar/Whadjuk obtained food and drinking water from the river foreshore and open grassy areas. The track that linked the fledgling Swan River Colony based in Fremantle to the future city centre of Perth in 1831 is documented traversing along the East Fremantle cliff edge finishing at the river ferry crossing at Preston Point.

With the first meeting of the East Fremantle Council held on August 14, 1897, the town has a strong commitment to preserving its heritage, with many homes, gardens, and streetscapes remaining intact. East Fremantle offers a unique blend of residential areas, including the Plympton precinct with worker's cottages and the Richmond Hill Precinct with expansive river views.

The Town features a variety of amenities, including parks, recreational facilities and community/sporting groups as well as a rich commercial holding with a range of entertainment and dining options available.

Population

City of Fremantle

Population: 31 930
Number of dwellings: 15 690

Town of East Fremantle

Population: 8060
Number of dwellings: 3430

Economy

Fremantle has a diverse economy, with more than 5 116 registered businesses operating across a wide range of sectors. Many of the city's enterprises are small businesses, with 70% employing fewer than five people.

The professional, scientific and technical services industry has the largest number of total registered businesses in the City of Fremantle, comprising 17.9% of all businesses.

Fremantle's biggest employment sector is health care and social assistance – 17% of the city's workers are employed in this area generating over 5,600 local jobs, reflecting the influence of the Fremantle Hospital.

The transport, postal and warehousing sector employs 11% of workers, followed by retail and manufacturing, employing 10% each industry. The gross local product of Fremantle is $4.27 billion which continues to grow steadily.

East Fremantle has a small but vibrant economy with over 1 822 local businesses, many of them small businesses employing fewer than five people.

The largest industry in the Town is the health care sector and social assistance.

The Town's Gross Regional Product (GDP) is estimated at $0.42 billion, which represents 0.2% of WA's Gross State Product.

As of early 2025, the WA unemployment rate was 3.6% for Greater Western Australia but only 3.1% for East Fremantle.

As of early 2025, the employment landscape in East Fremantle has seen some changes. Currently, 4,512 residents of the Town are employed, with approximately 75% of them commuting outside the Town for work. Meanwhile, there are now 2,732 jobs located within the Town, with 26% of those positions filled by local residents.

Climate

The area is considered as a typically Mediterranean climate consisting of 4 seasons, with the monthly average temperature ranging from

The prevailing wind patterns are determined by global cyclonic and anticyclone winds.

Winter Pattern - From about May to November the cyclonic winds bring periods of rain characterised by winds backing from North East to South West. There are some gale force winds reaching over 100 km per hour. These conditions at times cause localised mini-tornado conditions with a narrow, relatively short track; conditions that can cause trees and power lines to be destroyed, and roofs to be lost.

Summer Pattern - From about November to March the climate is characterised by local winds. Dry and often hot winds from the east during the morning typically range up to a maximum of about 60 km per hour. Cooler, moist winds blow from the south west during the afternoon, typically ranging up to about 45 km per hour.

The period from April through May is often calm.

Agreements, understandings and commitments

There are currently no partnering agreements between our neighboring local authorities for the purpose of mutual aid and/or recovery management activities during emergencies. Requests for support will be made through the incident controller (IC) of the Hazard Management Agency (HMA) in consultation with the designated Fremantle and East Fremantle Recovery Coordinator and Local Emergency Coordinator.

Special considerations

The COF and TOEF has several considerations throughout the year that may impact emergency management arrangements in the event of an emergency:

- Storm season May to September
- Large events held within the Town of East Fremantle attracting crowds above 10,000
  (Date listings of events can be found on the Fremantle story website www.fremantlestory.com.au)
- Construction of the new Fremantle Traffic Bridge will result in closure of the crossing for up to 12 months (anticipated to begin in early 2026). Traffic modelling shows that the closure of the bridge will have a severe impact on the road network with commuters likely to experience delays. As a result, temporary network modifications are essential to keep traffic moving during the closure.

Finance arrangements

The provision of the State EM Policy 5.12 – Funding for Emergency Response, State EM Plan 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies.

Whilst recognising the above, the COF and TOEF are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents, visitors and staff. Such arrangements must in accordance with the financial management provisions of the Local Government Act 1995. Further details on the provision of financial arrangements are outlined in the Local Recovery Plan.

The Mayor and CEOs will be approached immediately an emergency event requiring resourcing by the City occurs, to ensure the desired level of support is achieved.

Local emergency operations centre

An Emergency Operations Centre (EOC), also referred to as Emergency Coordination Centre (ECC), is a facility for the central management of resources in an emergency. It is the focus of the community emergency response and recovery structure.

NOTE: The EOC may also be used as a Recovery Coordination Centre if required during recovery activities. Refer to the COF and TOEF Recovery Arrangements (appendix 5) for further details.

5 Resources, Roles and Responsibilities

Local Resources

The HMA is responsible for determining the resources required for specific hazards. Resources within the COF and TOEF assets have been identified in the COF and TOEF Resource and Equipment Register (appendix 1). Where possible, COF and TOEF resources will be made available upon request.

The equipment register contains the following type of information:

- Organisation who manages the resource;
- Contact name;
- Contact details (Business/after hours);
- Resource type; and
- Quantity held.

Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local government	The functions of the COF and TOEF as specified in section 36 of the *Emergency Management Act 2005 are to*: a) Ensure that effective LEMA are prepared and maintained for its district; b) Manage recovery following an emergency affecting the community in its district; and c) Perform other functions given to local government under this Act.
Local emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Emergency Relief	During an evacuation where a local government facility is utilised by the Department of Communities the LG Emergency

liaison officer	Relief liaison officer shall provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	• Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

LEMC Roles and Responsibilities

The COF and TOEF have established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements in accordance with section 38(1) of the *Emergency Management Act 2005.*

The LEMC comprises of representatives from agencies, organisations and community groups that are associated with the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee, it is group established by local governments to assist with the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities to become more prepared for major emergencies by;

- Developing, enhancing and testing preparedness planning from a multi- agency perspective with local knowledge of hazards, and considering demographic and geographic factors;

- Providing advice to Hazard Management Agencies (HMA) to develop effective local hazard plans;
- Providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share information and learnings to ensure continuous improvement

LEMC membership must include at least one local government representative and the Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities nominate their representatives to be members of the LEMC.

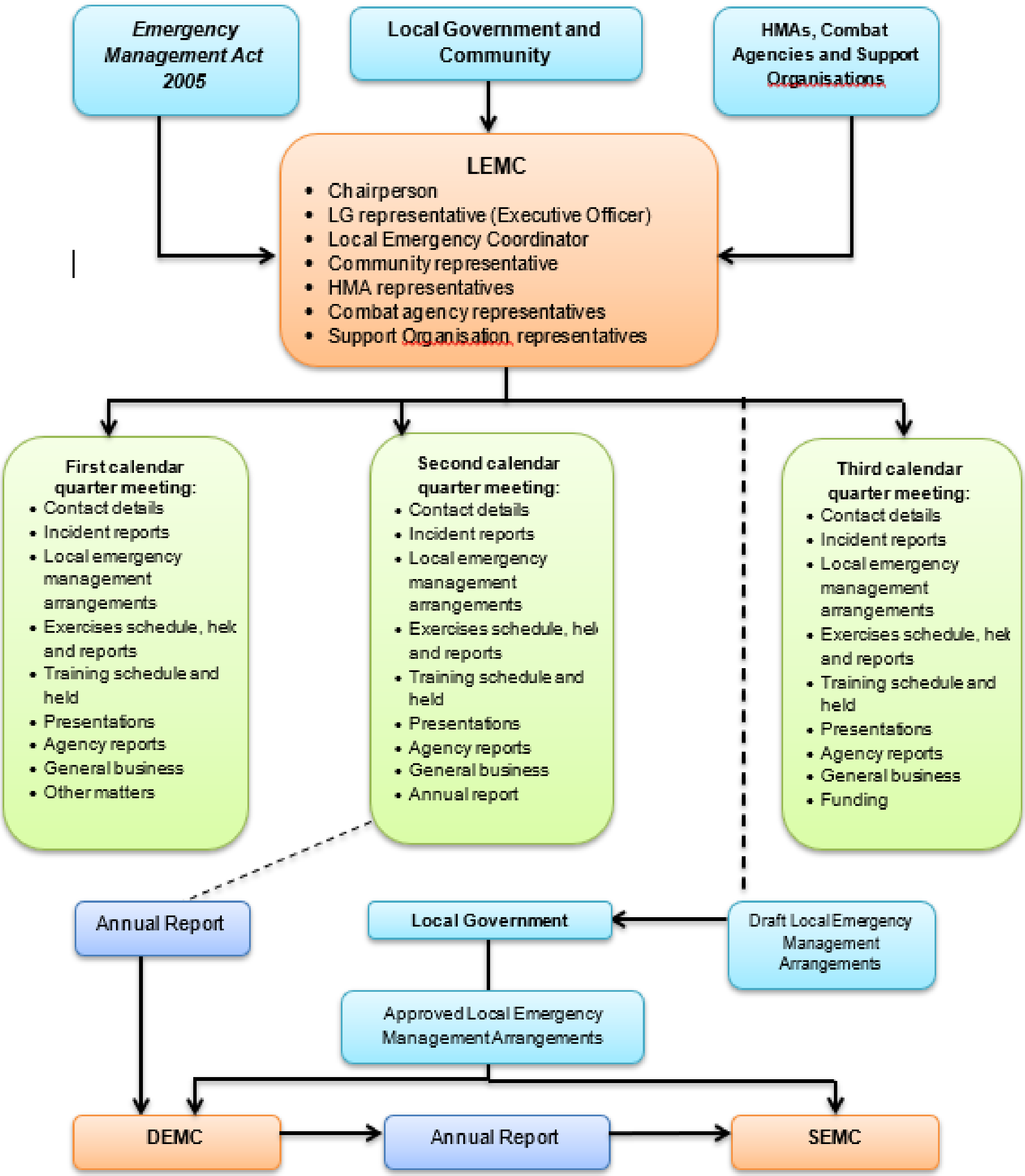
The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The following table outlines the roles and responsibilities of those on the LEMC:

ROLE	DESCRIPTION AND RESPONSIBILITIES
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: Provide secretariat support including: • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register; Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; • Annual Report; • Annual Business Plan; • Maintain Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required.
Local Emergency Management Coordinator (LEC)	Under the *Emergency Management Act 2005* section 37, the LEC for a local government district has the following functions: a) to provide advice and support to the LEMC for the district in the development and maintenance of LEMA for the district; b) To assist HMA's in the provision of a coordinated response during an emergency in the district; c) To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	The Local Recovery Coordinator provides support to the LEMC by: • ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA • providing advice and generating awareness of recovery • advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings
LEMC Members	LEMC committee members can provide support to the LEMC by: • attending and actively participating in meetings

	• advising the Executive Officer of non-attendance and arranging for a proxy • contributing to the agenda and reviewing all meeting papers prior to the meeting. • completing meeting actions as required • bringing copies of relevant documents • reading and being familiar with the Terms of Reference • representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation • participating in EM activities
District Emergency Management Advisors	District Emergency Management Advisors (DEMAs) support the work of the SEMC by providing services to the emergency management sector throughout WA • Supporting local government emergency management arrangements through the LEMCs. • Providing executive officer support to the DEMC. • Advising local governments on establishment of recovery arrangements following major emergency events. • Contributing to the development of SEMC policy and procedures. • Advising local governments and district stakeholders on risk, capability and emergency management issues. • Developing resources and events to promote awareness in the community.

Flowchart for the establishment of a LEMC and its functions



6 Agency, roles and responsibilities

Responsibility for resourcing and responding to an emergency initially rests at the local level.

LOCAL EMERGENCIES	DISTRICT EMERGENCIES	STATE EMERGENCIES
A local emergency is defined as an emergency that can be managed utilising local resources only.	An emergency beyond the capability of local resources will receive support from district resources	State assistance can be provided to supplement district resources as required.

In the event of an emergency, the local government liaises with a range of state agencies who are involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency Roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to: • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency (HMA)	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' (s. 4 EM Act). The HMAs are prescribed in the *Emergency Management Regulations 2006*. Their function is to: • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or

	other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

7 Managing risk

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, enabling them to better prepare for, respond to, and recover from, a major emergency.

The risk assessment for the COF and TOEF will be reviewed in 2025 as part of the State Risk Projects review.

Risk assessment

The ERM process identified major hazards within the COF and TOEF as perceived by the previous COF and TOEF arrangements that were endorsed by the LEMC back in 2002. The following table indicates major hazards that are a source of risk to the community, the responsible HMA, arrangements are based on the premise that the controlling agency is responsible for the identified risks and will develop, and test and review appropriate emergency management plans/arrangements for their hazard.

POTENTIAL HAZARD	HAZARD MANAGEMENT AGENCY
Fremantle Port emergencies	Fremantle Ports
Storm	DFES
Flood	DFES
Air Transport	WAPF
Marine Transport	DOT
Rail Transport	Public Transport Authority
Major building fire and explosion	DFES
Earthquakes	DFES
Terrorism	WAPF
Human epidemic	DoH
Tsunami	DFES

8 Coordination of emergency operations

Hazard management agency (HMA) structure

It is recognised that HMA's, Controlling Agencies and Combat Agencies may require COF and TOEF resources and assistance in an emergency. COF and TOEF are committed to providing assistance/support where required and able to do so.

The following table identifies the HMAs and Controlling Agencies for each prescribed Hazard in Western Australia. Further information on the state level risks of these hazards can be found at the link below:

State Risk Profile Fact Sheets

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
Air Crash	Commissioner of Police WA	Police Force
Animal or plant, pest or disease	Agriculture Director General	Department of Primary Industries and Regional Development
Collapse - Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	DFES
Cyclone	Fire and Emergency Services Commissioner	DFES
Earthquake	Fire and Emergency Services Commissioner	DFES
Electricity Supply Disruption - Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person	Coordinator of Energy	Energy Policy WA
Flood	Fire and Emergency Services Commissioner	DFES
Gas Supply Disruption - Loss of or interruption to the supply of natural gas, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person	Coordinator of Energy	Energy Policy WA
Actual or impending spillage, release or escape of a biological, substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
Heatwave	Chief Executive Office, Department of Health	Department of Health

Hostile Act	Commissioner of Police	WA Police Force
Human epidemic	Chief Executive Office, Department of Health	Department of Health
Land search - for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
Liquid Fuel Supply Disruption - Loss of or interruption to the supply of liquid fuel as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person	Coordinator of Energy	Energy Policy WA
Marine Transport Emergency - Actual or impending event involving a vessel (including a collision, a stranding or an incident of navigation that is capable of causing or resulting in: • material damage to the vessel or another vessel • loss of life, injury to a person or damage to the health of a person, property or environment or • a hazard to the navigation of other vessels	Chief Executive Officer, Department of Transport and Major Infrastructure	Department of Transport and Major Infrastructure • State waters • shipping and pilotage waters • port waters (Level 2/3) Port Authority • port waters (Level 1)
Radiation escape from nuclear powered warship	Commissioner of Police	WA Police Force
Rail crash - Public Transport Authority Network	Public Transport Authority	• Public Transport Authority or • WA Police Force or DFES, by agreement following the declaration of an emergency situation or state of emergency or circumstances where the demands of the situation are deemed to exceed the capacity or capability of the Public Transport Authority
Rail crash - Arc Infrastructure Network	Arc Infrastructure Pty Ltd	• Arc Infrastructure Pty Ltd or • WA Police Force or DFES, by agreement following the declaration of an emergency situation or state of emergency or circumstances where the demands of the situation are deemed to exceed the capacity or capability of Arc Infrastructure Pty Ltd
Road crash	Commissioner of Police	WA Police Force

Storm	Fire and Emergency Services Commissioner	DFES
Space Debris Re-entry	Commissioner of Police	WA Police Force
Terrorist Act - as defined in the Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 (Commonwealth)	Commissioner of Police	WA Police Force
Tsunami	Fire and Emergency Services Commissioner	DFES

Incident Support Group

The Incident Support Group **(**ISG) is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are:

- where an incident is designated as Level 2 or higher
- multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of ISG Meetings

The frequency of ISG meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a ~~coordinated approach. The location of the incident support meeting will be determined~~ based on the nature, and size of the emergency. The Town Hall in the Town of East Fremantle and Walyalup Civic Centre in the City of Fremantle could be considered as a suitable location for these meetings.

9 Evacuation and support

Evacuation

The actual act of evacuating a community is the responsibility of the Controlling Agency (CA), the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning.

A comprehensive evacuation plan assists the CA to make timely and informed decisions about the need to evacuate. The decision to evacuate is based on an assessment of the nature and extent of the hazard.

Managing evacuation

The CA is responsible for the planning, communicating and executing the evacuation, and ensuring that support for the evacuees is maintained. The CA is also responsible for ensuring the safe return of evacuees. Majority of the hazards are DFES responsibility and WA Police take on the role of supporting the CA.

The Department of Communities ('Communities') will activate the Local Emergency Relief and Support Plan (LERSP) should the need for activation of an Emergency Relief centre be deemed necessary by the Incident Controller (IC). On request by the IC and/Communities, the City will arrange for the opening of an Evacuation Centre.

Communities to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of emergency relief services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system.

On advice of a Community evacuation or notice of '**STAND BY for Evacuation**,' please alert Communities.

For activation of Emergency Relief and Support services for hazards defined under the WA Emergency Management arrangements call 0418 943 835.

Refer to the Department of Communities Local Emergency Relief and Support Plan: Fremantle Region, for more information.

For further information on emergency relief centres, refer to;

- COF and TOEF Emergency Evacuation Centres Register (appendix 2), or the
- Local Emergency Relief & Support Plan: Fremantle Region (appendix 3)
- Checklist – City of Fremantle and Town of East Fremantle Evacuation Centre opening checklist

Emergency Relief & Support

The Department of Communities has the role of managing emergency relief and support services. The Department of Communities has developed a Local Emergency Relief and Support Plan for the Fremantle area. This document can be viewed in appendix 3.

Emergency Relief provisions are outlined in the ***State Emergency Management Plan (State EM Plan)*** ***(Section 5.5.4 Emergency Relief and Support Services)***.

- ***State Support Plan: Emergency Relief and Support***

Local Emergency Relief and Support Coordinator (Communities)

Communities shall appoint a Local Emergency Relief and Support Coordinator who will liaise with the City's Local Emergency Relief and Support Liaison Officer and coordinate the provision of resources detailed in the above-mentioned support plans.

The Local Emergency Relief Coordinator is appointed by the Department of Communities to:

a) Prepare, promulgate, test, and maintain the Local Emergency Relief and Support Plans.

b) Represent the department and the emergency relief function on the Local Emergency Management Committee and Local Recovery Committee.

c) Establish and maintain the Local Emergency Relief Coordination Centre ensuring personnel and organisations are trained and exercised in their emergency relief responsibilities.

d) Coordinate the provision of emergency relief services during response and recovery phases of an emergency.

e) Represent the department on the Incident Management Group when required.

Local Government Liaison Officer

The Local Government Liaison Officer is nominated by the local government to coordinate emergency relief and support response during emergencies and liaise with the Local Evacuation Centre Coordinator.

The local government is to appoint a liaison officer, this role is detailed in the contact list. This role will provide assistance to the Local Evacuation Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Register.Find.Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, the Department of Communities, in coordination with the Australian Red Cross, is responsible for the registration of impacted persons. Register.Find.Reunite allows impacted persons to register themselves safe, for family members to find missing loved ones, and to reunite communities back together.

At-Risk Community Groups

The following groups within the community may require specialised needs or resources during an evacuation. Appendix 7 contains contact information:

- Schools, child care facilities and and higher places of learning (universities)

- Aged care faicities and their residents
- Child care centres
- Hospitals and health facilities including people with medical needs
- People living with disability
- Homeless and street dwelling individuals
- Caravan parks, backpackers and tourist accommodation
- Culturally and Linguistically Diverse community

Animals during evacuation (Inc. assistance animals)

The COF Community Safety Officers and TOEF Rangers will work in close cooperation with other stakeholders on animal welfare matters arising from evacuation. Refer to the Local Emergency Relief and Support Plan (Appendix 3) and Animal Welfare Plan (appendix 4)

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. Providing this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water matters, Western Power on power matters etc.), however release times, problems identified and content are coordinated through the ISG to avoid conflicting messages being given to the public.

Public Information Systems

Public Information systems for emergency alerts in Western Australia are coordinated by DFES. These systems make use of ABC local radio stations to provide community updates and directions from emergency services and the Emergency WA website www.emergency.wa.gov.au . The COF and TOEF will work with the HMA to have consistent messaging to the community during the response stage.

Public Warning Systems

During an emergency one of the most critical components is effective communication and providing information to the public in a timely and efficient manner. The table below highlights local communication strategies.

Local Communication Strategies	
Local Systems	The COF and TOEF utilises; • Local radio station • Website • Facebook • Twitter • Instagram • DFES's website for media releases • Emergency alert SMS
Standard Emergency Warning Signal (SEWS)	The SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television.
DFES Emergency Information Line	13 33 37
SES Assistance	132 500
ABC Radio	Call sign 6WF Frequency 720AM Perth
Emergency Alert Systems	Emergency alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for the community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location where there is immediate danger. All home phones (landlines), including silent numbers, are automatically registered on emergency alert. Mobile phones are automatically registered to the billing address. Messages broadcast by emergency alert are made with the authority of a HMA in emergency situations.

Further information regarding the Australian Warning System for bushfire, cyclone, storm and flood can be obtained from the link below:

[Australian Warning System]

10 Recovery

Following and during an emergency the COF or TOEF, may need to assist the community to recover from the effects of the disaster. Recovery is a coordinated process of supporting the affected community in:

a) The reconstruction of damaged physical infrastructure; and

b) Restoration of community emotional, social, economic and physical wellbeing.

The COF and TOEF Recovery Arrangements (appendix 5) assist the community in attaining a proper level of functioning as soon as practicable.

Recovery activities normally commence in conjunction with response activities but may continue for an extended period after response activities have concluded.

The Fremantle Recovery Coordinator (FRC)
The Community Safety Team Leader has been appointed as the Fremantle Recovery Coordinator (FRC) in accordance with the *Emergency Management Act 2005,* section 41. (4). The following positions will act in the role when the primary appointee is unavailable during an emergency:

- Manager Field Services
- TOEF Environmental Health Officer
- Senior Community Safety Officer

The FRC is responsible for the development and implementation of the recovery management arrangements for the COF and TOEF. It is important to note that the FRC holds no specific powers, and assumes only a managing recovery role. All tasks are to be directed to the appropriate agencies or personnel with the authority to complete them.

The functions of the FRC can be found in the COF and TOEF Recovery Arrangements (Appendix 5)

The Fremantle Recovery Coordination Group

The Fremantle Recovery Coordination Group (FRCG) comprises of a core membership. The FRCG is responsible for the overall coordination of community recovery following an emergency event. The FRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the FRCG. The makeup of the FRCG or any respective subcommittees will be determined by the scale of the event. The FRCG and subcommittees will change over time.

The FRCG must be driven by the operational recovery plan. (Refer to Appendix 5)

The core functions of the FRCG are listed in the COF and TOEF Recovery Arrangements (Appendix 5). The FRCG comprises of a core membership listed below, plus other personnel depending on the type and magnitude of the event.

- Mayor, City of Fremantle (Spokesperson)
- Chief Executive Officer, COF (Chairperson)
- Recovery Coordinator, COF
- Communications Officers, COF
- TOF East Fremantle representative
- District Emergency Management Advisor (DEFS)
- Department of Communities
- Australian Red Cross
- Representatives from the HMA
- Representatives from affected public utilities
- City officers as co-opted under the authority of the Chairperson or CEO
- Community representatives as required and approved by the Chairperson or CEO

11 Annual reporting, testing, exercising and reviewing the arrangements

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility, however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements;
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- Help educate the community about local arrangements and programs;
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

The LEMC shall conduct at least one multi agency exercise per year; however a minimum of one exercise per year will be conducted as required under State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19.

Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Examples of exercise types:
- Desktop/discussion;
- A phone tree recall exercise;
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- Operating procedures of an Emergency Coordination Centre; or
- Locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Once the exercise has been completed a post exercise report should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of these Arrangements

Section 42 of the *Emergency Management Act 2005* outlines the responsibilities for ensuring the arrangements (including the recovery arrangements) are reviewed and amended as follows:

- Contact lists are reviewed and updated continuously (appendix 6);
- A review is conducted after training that exercises the arrangements;
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

Review of LEMC Membership

The membership of the Local Emergency Management Committee is reviewed annually to ensure relevancy to the committee, however members (depending on their relevancy) may be added or removed as required.

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed electronic copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

13 APPENDIX DOCUMENTS

SUPPORT PLAN	APPENDIX

City of Fremantle

TOWN of EAST FREMANTLE

14 Glossary of terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management glossary for Western Australia.

The following definitions apply throughout this document:

AIIMS	The Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small to large difficult or multiple incidents. It is designed to expand to ensure effective span of controlat all levels
COMBAT	To take steps to eliminate or reduce the effects of a hazard on the community
COMBAT AGENCY	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.
COMMUNITY EMERGENCY RISK MANAGEMENT	A systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT)
COMMAND	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and cabinet minutes and/or by agreement within an organisation. COMMAND relates to ORGANISATIONS and operates VERTICALLY within an ORGANISATION.
CONTROL	The overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management arrangements and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. CONTROL relates to SITUATIONS and operates HORIZONTALLY across ORGANISATIONS.
CONTROL CENTRE	A facility where the Incident Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.
CONTROLLING AGENCY	An agency nominated to control the response activities to a specified type of emergency.
CO-ORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.
EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

NOTE: *The terms "emergency" and "disaster" are used nationally and internationally to describe events that require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community. The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".*

EMERGENCY MANAGEMENT	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
EMERGENCY MANAGEMENT CONCEPTS	The emergency management concepts for Western Australia are consistent with those of the Commonwealth and in accordance with State Emergency Management West Plans for specified hazards: a) Prevention activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred. b) Preparedness activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education. c) Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations. d) Recovery activities support emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.
EMERGENCY COORDINATION CENTRE	A facility, where the area coordinator is located and from which coordination of all support to the Incident Manager is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres
"FUNCTION" SUPPORT COORDINATOR	Person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Support Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Support Plan.
HAZARD	A situation or condition with potential for loss or harm to the community or the environment
HAZARD MANAGEMENT AGENCY	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
INCIDENT	An *Emergency,* which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
INCIDENT SUPPORT GROUP (ISG)	The group that may be convened by an *Incident Manager* in consultation with the relevant *Local Emergency Coordinator* to assist in the overall management of an *Incident.* The ISG includes representation from key agencies involved in the response.
INCIDENT MANAGER	The person designated by the relevant *Hazard Management Agency, or Controlling Agency* responsible for the overall management and *control* of an *incident* and the tasking of agencies in accordance with the needs of the situation

ESSENTIAL SERVICES	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
LOCAL EMERGENCY COORDINATOR	That person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.
OPERATION	An *Incident* or multiple *Incidents* which impact, or is likely to impact, beyond a localised community or geographical
OPERATIONS AREA	That area, defined by the *Operations Area Manager,* incorporating the entire community or geographical area impacted or likely to be impacted, by an *Operation* and incorporating a single or multiple *Incident Areas.*
OPERATIONS AREA MANAGEMENT GROUP (OASG)	The group that may be convened by an *Operations Area Manager,* in consultation with the relevant *District Emergency Coordinator(s),* to assist in the overall management of an *Operation.* The OAMG includes representation from key agencies involved in the response.
OPERATIONS AREA MANAGER	The person designated by the relevant *Hazard Management Agency*, responsible for the overall management of an *Operation* and provision of strategic direction to agencies and *Incident Manager(s)* in accordance with the needs of the situation.
RISK	a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
RISK MANAGEMENT	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to IS 31 000 (Risk Management – Principles and Guidelines) and the National Emergency Risk Assessment Guidelines (2010).
STATE EMERGENCY COORDINATION GROUP (SECG)	A group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.
SUPPORT ORGANISATION	That organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of WA, WA Main Roads etc.) or to provide functions such as support, medical and health, transport, communications, engineering etc.

15 Acronyms used in these arrangements

AIIMS	Australasian Inter-service Incident Management System
BOM	Bureau of Meteorology
CA	Controlling Agency
COF	City of Fremantle
DFES	Department of Fire and Emergency Services
DFES-SES	State Emergency Service
DFES-FRS	Fire and Rescue Service
DFES-BFS	Bush Fire Service
DEC	District Emergency Coordinator
DEED	Department of Energy and Economic Diversification
DEMC	District Emergency Management Committee
DoE	Department of Education
DoH	Department of Health
EM	Emergency Management
ERM	Emergency Risk Management
ECC	Emergency Coordination Centre
FRC	Fremantle Recovery Coordinator
FRCG	Fremantle Recovery Coordinating Group
HMA	Hazard Management Agency
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
LG	Local Government
LO	Liaison Officer
LRC	Local Recovery Coordinator (referred to as the Fremantle Recovery Coordinator FRC)
LRCG	Local Recovery Coordination Group (referred to as the Fremantle Recovery Coordination Group FRCG)
NGO	Non Government Organisation
OAM	Operations Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
SECG	State Emergency Coordination Group
SEWS	Standard Emergency Warning Signal
SOP	Standing Operating Procedure
TOEF	Town of East Fremantle
WAPF	Western Australian Police Force