

TOWN OF COTTESLOE



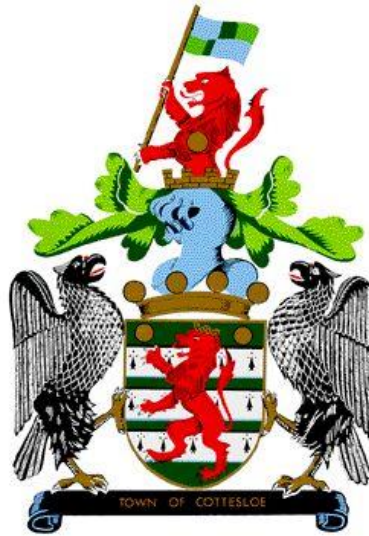
ATTACHMENTS

AGENDA FORUM – 18 NOVEMBER 2025
ORDINARY COUNCIL MEETING – 25 NOVEMBER 2025

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TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.1A: EMAIL MANAGEMENT POLICY

Email Management Policy



1. Policy Statement

Town of Cottesloe email accounts are intended for business transactions in support of the Town's strategic goals and objectives. Accordingly any email transmission residing on the Town's network is potentially an official record.

The effective management of electronic mail transmissions is essential in order to permit the Town to meet various legislative and accountability requirements and administrative needs.

The roles and responsibilities of the Town's employees, defined by this policy, reflect the Town's current electronic recordkeeping system.

2. Introduction

A large portion of the Town's operational communication is carried out via electronic mail. Email is used for a wide range of purposes, including instructions, negotiations, authorisations, development of policies, employment matters, communications with residents, advice of meeting arrangements, circulation of reports and Council and Committee minutes and agendas. Since most of these email communications are official records within the meaning of the *State Records Act 2000* (the Act) and other applicable legislation, it is necessary to ensure they are effectively and efficiently managed.

This policy will assist staff in understanding their recordkeeping responsibilities relating to the management of email records and will permit the Town to control the quality and quantity of its email messages. The completeness of the Town's records will enable it to provide evidence of, and justification for, its activities and decision-making processes, thereby facilitating compliance with its legislative environment.

3. Definitions

'Accountability'	The principle that individuals, organisations, and the community are responsible for their actions and may be required to explain them to others (including regulatory authorities, stakeholders, and the public).
'Subject Files'	Subject Files are administrative files managed by the Records Manager and organised according to Keywords for Council Thesaurus.
'Electronic Mail'	Electronic mail or email is defined as the transmission of messages over computer networks.

'Record'	Recorded information in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business and kept as evidence of such activity.
'Records Management'	The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposal of records, including procedures for capturing and maintaining evidence of and information about business activities and transactions in the form of records.
'Records Management System'	An information system that captures, manages, maintains and provides access to records over time.
'Retention and Disposal'	A records retention and disposal schedule is a systematic listing Schedule'of the records series maintained by an organisation in which the period of time that each series is to be maintained or reviewed for destruction or kept for permanent archival retention is stated.
'Retention Period'	The period for which a record must be kept before it may be destroyed.
'State Records Commission'	The State Records Commission was established in 2001 under the terms of the Act. It is responsible for establishing principles and standards that govern recordkeeping by government organisations, and monitoring the operation and compliance with the Act.

4. Purpose

The purpose of this policy is to establish an organisation wide policy of the management of electronic mail transactions as official Town records.

5. Scope

This policy applies to all staff that use the Town's electronic mail system to create, receive, transmit, and retain information. This includes permanent, temporary and part-time employees and contractors.

5.1 Legislative Requirements

The Act has specific provisions relating to the responsibility to create, manage and dispose of records in accordance with principles and standards issues by the State Records Commission.

Electronic mail transmissions are included within the meaning of the Act's definition of a 'record' which includes *'anything on which information has been stored or recorded, either mechanically, magnetically, or electronically'*.

5.2 Determining the Value of an Email Message

For the purpose of this policy email transmission falls into one of the following four categories.

5.2.1 Personal Email

Personal email messages have no relevance to the official business of the Town and can be deleted at any time.

5.2.2 Spam Emails

Unsolicited email messages that are not related to an employee's work responsibilities should be deleted immediately.

5.2.3 Information Value Only

Emails that relate to the business of the Town, but are intended only for informational value or to facilitate Town business may be deleted once they are no longer needed. This includes:

- Email messages received by courtesy copy and where no action is required. Examples include copies of committee minutes, reports and newsletters.
- Advertising material and any other publicly available material
- Invitations
- Internal Social Arrangements
- Informational and/or broadcast messages

5.2.4 Administrative Email

As a general rule, emails received or initiated by the Town's employees and which relate to the business activities of the Town and that have continuing administrative value to the Town must be retained for as long as they are needed to meet administrative and legal retention requirements. Administrative email includes:

- Authorisations and instructions
- Commitments of behalf of the Town
- Communications between the Town's employees relating to official business
- Development or amendment of policies and procedures
- Emails that add value or support to an existing record
- Final versions of reports or recommendations prepared for management and external organisations.
- Formal communications with external organisations
- Formal communications with residents and rate payers
- Formal drafts of agreements and legal documents and associated correspondence
- Minutes and agendas of committees and working parties
- Negotiations and commitments on behalf of the Town
- Research matters
- Statistics and analysis
- Submissions by external bodies
- Where a precedent is created
- When an email requires action from an employee
- Where legal advice is involved

5.3 Roles and Responsibilities

All Town of Cottesloe employees have a responsibility to create and keep records that adequately record the Town's activities and should observe the following when constructing and managing their email:

- a. Decide if individual email messages have value as official Town records.
- b. Email messages that are official Town records must be registered into the recordkeeping system (TRIM). Note, the retention and disposal schedule has been applied to all files in TRIM.
- c. Prevent the premature deletion of email records and delete them only in accordance with approved retention and disposal schedules. Note: Email messages in Outlook can be deleted once captured in TRIM.
- d. Employees who receive administrative emails are expected to ensure the email 'inbox' is read and actioned during any periods of leave/absence.
- e. Respect the confidentiality of email records and the privacy of personal information.
- f. Protect email transmissions against unauthorised access.
- g. Protect email records against alteration and manipulation.
- h. Employees must decide if attachments should be kept, together with the email, as a record. In most circumstances the attachment should be included along with the email message to ensure that the meaning and completeness of the email is retained.
- i. Retain the transmission data of email messages to ensure the integrity of the email as an official Town record. This includes retaining the date and time of the message, sender and recipient details, subject of the message and any attachments to the email.
- j. Where email messages form part of an email conversation string it is not necessary to include each reply separately. Email strings should be included as records at significant points during the conversation or at the end of the email exchange.
- k. Ensure the subject field is sufficiently descriptive about the content of the message to facilitate prompt identification of specific email messages.
- l. Where practical, use folders in Outlook based on the title of the files in TRIM to manage email transmissions. Folders titled Annual Report, Budget issues, Conferences, Research Issues, etc permit email to be more effectively managed then by using only the Inbox and Set folders or organising emails into month or year. It also facilitates the efficient retrieval of messages relating to the same subject and allows for the systematic disposal of redundant emails to take place.
- m. Include an appropriate signature (your name, position, and name of organisation) and a disclaimer. The following disclaimer notice is provided as an example:
PLEASE NOTE:
This email and any attached files may contain confidential information and may be privileged. If you are not the intended recipient any use, disclosure, dissemination or copying of this email or the contents thereof is unauthorised. If you have received this email in error, please advise the sender by return email immediately and delete this

message and any attachments.

- n. Responsibility for deciding whether an email transmission is to be included in the recordkeeping system resides with the originator of the email. When email is received from outside the Town it is the recipient's responsibility.

5.4 Retention and Disposal

Standard 2, Principle 5 (Retention and Disposal) issued by the State Records Commission requires the Town to retain its records for varying periods of time before they are disposed. Accordingly, email records with continuing value must be disposed in accordance with the retention periods indicated by the General Disposal Authority for Local Government Records.

The General Disposal Authority incorporates all appropriate legislative, fiscal, administrative and archival requirements that must be considered when records are appraised for the retention requirements. It should be noted that there isn't one single retention period that specifically covers all records created by email, as it is the information content of each email that must be addressed to determine its retention period. By observing these schedules employees:

- a. Ensure they comply with legislative requirements.
- b. Ensure that records created by email are available for evidentiary purposes, to meet requests under Freedom of Information legislation and other discovery requests and judicial orders.
- c. Prevent the premature destruction of relevant records, thereby avoiding potential administrative or legal problems.

The retention and disposal schedule has been applied to all files in the recordkeeping system (TRIM).

When email records are subject to legal processes such as discovery and subpoena, they must not be destroyed even if the retention period has passed.

Personal emails and emails meant only for information value may be deleted at any time after they have been read.

5.5 Access to Email Records

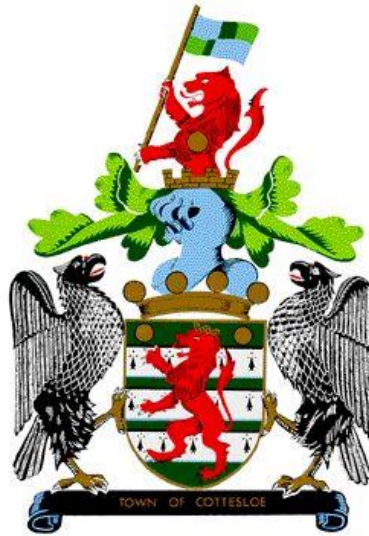
- Electronic messages must remain accessible while they are required to meet administrative and external accountability requirements.
- Email records are official records that belong to the Town and, subject to confidentiality considerations, should be available to any authorised staff member where the email has relevance to their work.
- Employees are required to protect personal or commercially sensitive information from unauthorised disclosure.
- Town records created by email must be made accessible to authorised external agencies requesting them, and when required for legal proceedings.

5.6 Outcomes of Effective Email Management

- Adds to the corporate memory of the Town, and results in better quality decision-making as all information is stored in the Town's recordkeeping system (TRIM).
- Ensures official records created by email are available and accessible to employees.
- Evidence and decision-making and ability to defend decisions during litigation.
- Facilitates identification and accessibility of email transmissions requested by legal processes under Freedom of Information.
- Legislative and external accountability requirements are met, and penalties for non-compliance avoided.
- Prevents the illegal destruction of Town records.
- Promotes sharing of information.

Adopted	26 October 2009
Expected date of review	

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ITEM 10.1.1B: DISABILITY ACCESS & INCLUSION POLICY

Disability Access and Inclusion Policy



1. Background

Council values disability access and inclusion for people with disabilities and has worked to ensure its buildings and events as inclusion friendly as possible in the past. This policy addresses the Disability Services Commission's requirements for every local government to have an up-to-date Access and Inclusion Policy in addition to a Disability Access and Inclusion Plan (DAIP) and will formalise existing practices of the Town with respect to disability access and inclusion.

2. Objectives

- a. To validate the Town's affiliation with the Companionship Card (Acrod Australia) and its conditions of allowing free access to an event or activity run or supported by the Town for the carer of a person with a disability.
- b. To foster a sense of community inclusion for all people who live and visit Cottesloe, no matter their disability.

3. Outcomes

The Town of Cottesloe is committed to achieving six desired outcomes of its DAIP. These are:

- a. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Town of Cottesloe.
- b. People with disabilities have the same opportunities as other people to access the Cottesloe buildings, facilities and infrastructure.
- c. People with disabilities receive information from the Town of Cottesloe in a format that will enable them to access the information as readily as other people are able to access it.
- d. People with disabilities receive the same level and quality of service from the staff of the Town of Cottesloe.
- e. People with disabilities have the same opportunities as other people to make complaints to the Cottesloe.
- f. People with disabilities have the same opportunities as other people to participate in any public consultation by the Town of Cottesloe.

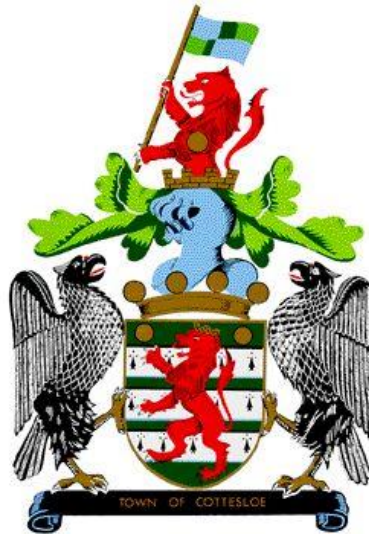
4. Policy

The Town of Cottesloe will achieve the six outcomes of the DAIP by requiring the following conditions to be met by all contractors, consultants, staff and activities run by, sponsored or supported by the Town:

- a. That all existing contractors/consultants engaged by the Town in the last six months be informed of the current DAIP and its relevance to their services to Cottesloe.
- b. That all contractors/consultants who are engaged by the Town from here forward are inducted into the conditions of the DAIP and made aware of the Access and Inclusion Policy and Companionship Card conditions. The Contractor's Induction Checklist must be filled out and filed.
- c. That all Event Coordinators who run activities or events in Cottesloe owned buildings or areas are inducted to the DAIP and made aware of the Access and Inclusion Policy and Companionship Card conditions.
- d. That the Town continues to fund maintenance on its buildings and areas to ensure safe, disability access and participation.
- e. That all building and planning applications be awarded only if the access and inclusion and universal standards are met in Council owned buildings and all business extensions, upgrades and licenses.
- f. That these conditions are considered and included in all updates to event/booking application forms, policies procedures, staff manuals and codes of conduct.
- g. That all staff and Elected Members update their disability access and inclusion training every two years, funded by the Town.
- h. That all material, including, but not limited to, promotional material forms, websites and newsletters be according to the Town's DAIP for inclusion to the sight-impaired.
- i. That the Town provides a member of staff with sign language abilities at all times.
- j. That the Town promotes the Disabilities Services Advisory Committee to the local residents and visitors for as a forum for feedback and comment on its facilities.
- k. The Town recognises that people from culturally and linguistically diverse backgrounds and those with disabilities are valued and contributing members of the community who make a variety of contributions to local social, economic and cultural life.
- l. That the Town promotes awareness of the importance of community inclusion in all aspects of the Town's management.

Adopted	23 August 2010
Expected date of review	

TOWN OF COTTESLOE



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ITEM 10.1.1C: COTTESLOE COUNCIL NEWS POLICY

Cottesloe Council News Policy



1. Objectives

Provide an avenue for dissemination of information relevant to Council's aims, objectives and decision-making processes.

2. Principles

The Town of Cottesloe, as a publicly funded body, has an obligation to the community to provide effective avenues for public information exchange and communication on Council activities and other matters of interest to the Cottesloe community.

3. Issues

- Cottesloe Council News provides an avenue for reporting to the community on Council activities from Council's perspective.
- It is funded by ratepayers and should therefore directly benefit ratepayers.

4. Policy

Cottesloe Council News is the principal communication tool for the Cottesloe Council to keep the community informed of Council activities in line with the identified aims and objectives as follows:

4.1 Aim

To assist Council to keep the community abreast with the issues and activities of Cottesloe.

4.2 Objectives

- a. Provide a forum generating discussion on Council related activities.
- b. Keep community informed of specific items of Council and Community interest.

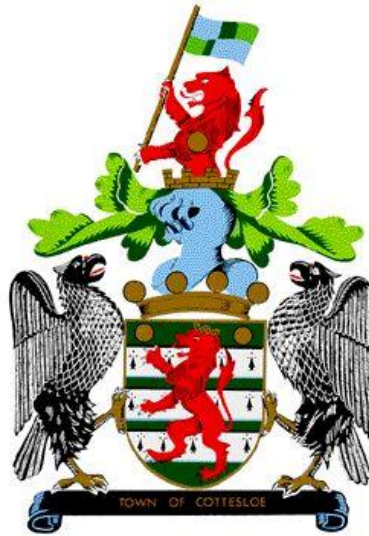
4.3 Editorial Policy

- a. Cottesloe Council News articles will be limited to issues of importance to the Cottesloe community raised by the Cottesloe Council. They will reflect the current and future activities of Council and seek the views of the community.
- b. Articles and information from community-based organisations and others in the community who wish to communicate matters of interest to the community will be received for publication. Priority will be given to organisations recognised as being affiliated with the Civic Centre.
- c. The Chief Executive Officer shall retain editorial control for the publication.

- d. The Councillor Liaison Officer is responsible for:
- developing ideas for articles/series
 - liaising with Councillors to gather articles
 - assisting in proof reading of articles
- e. Advertising will be limited according to space at the discretion of the editor.

Adopted	October 1994
Reviewed	27 June 2011
Expected date of review	

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ITEM 10.1.2A: DRAFT HARDSHIP POLICY WITH TRACKED CHANGES

Hardship Policy



Council Policy: Pol/107	Hardship		
Reference	Council Strategic Community Plan 2013–2023 - 2033 Priority Area: 61 Major Strategy: 1.16.2 Corporate Business Plan 2020–2024 Priority Area: 6 Actions: 6.2		
Responsible Officer	Finance Manager Director Corporate and Community Services		
Policy Area	Finance		
Council Adoption Date	23 June 2020	Version Number	12
Amendment Dates	25 November 2025	Next Review Date	July 202 7 1

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

The Town of Cottesloe recognises that unforeseen and challenging circumstances can result in financial hardship ~~for our ratepayers~~.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ~~ratepayers~~ a person suffering hardship, while treating all members of the community with respect and understanding ~~during difficult times~~.

2. Policy Scope

This policy applies to outstanding rates and service charges as at the date of adoption of this policy ~~and as subsequently levied~~. Where considered appropriate, ~~the provisions of this policy may also be applied to outstanding rent, outgoings, or any other amounts payable to the Town pursuant to a lease, whether accrued prior to or after the date of adoption of this policy, and to any other debts owed to the Town, including those prescribed in the Town's Schedule of Fees and Charges.~~

It is an expectation that those with the capacity to pay rates will continue to do so. Therefore, this Policy is not intended to provide ~~rate~~ relief to ~~ratepayers~~ persons who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

3. Policy Requirements

3.1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependantsdependents. ~~This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.~~

The Town will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3.2. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- ~~Low income or loss of income~~
- ~~Unanticipated circumstances such as caring for and supporting extended family~~
- Any other information provided.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Town will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

3.3. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Local Government Act 1995 are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Town of any change in circumstance that jeopardises the agreed payment schedule.

3.4. Interest Charges

~~In the case of a A ratepayer that meets the successful Financial Hardship Application, the Town Criteria will may consider not attract writing off interest accrued on or penalty charges on rates and/ service charge debts, in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67—Gazetted 8 May 2020).~~

3.5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

3.6. Debt Recovery

The Town will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July ~~2021~~, the Town will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the ~~2021/2022~~ next financial year.

Rates and service charge debts that remain outstanding at the end of that next e-2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.7. Review

The Town will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

3.8. Communication and Confidentiality

The Town will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at your request.

The Town will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Town recognises that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Town will provide additional time to respond to communication and will communicate in alternative formats where appropriate, ensuring all communication with applicants is clear and respectful.

4. Legislation

4.1. Local Government Act 1995

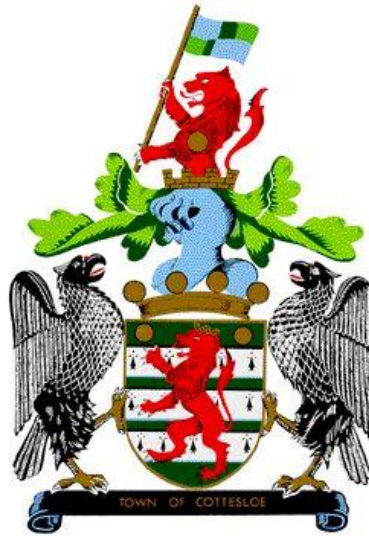
4.2. Local Government (Financial Management) Regulations 1996

4.3. ~~Local Government (COVID-19 Response) Order 2020~~[Rates and Charges \(Rebates and Deferments\) Act 1992](#)

5. Other Relevant Procedures/Key Documents

5.1. Ombudsmen Western Australia. *Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance*

TOWN OF COTTESLOE



AGENDA FORUM

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ITEM 10.1.2B: DRAFT HARDSHIP POLICY

Hardship Policy



Council Policy: Pol/107	Hardship		
Reference	<i>Council Plan 2023 - 2033</i> Priority Area: 1 Major Strategy: 1.1		
Responsible Officer	Director Corporate and Community Services		
Policy Area	Finance		
Council Adoption Date	23 June 2020	Version Number	2
Amendment Dates	25 November 2025	Next Review Date	July 2027

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

The Town of Cottesloe recognises that unforeseen and challenging circumstances can result in financial hardship.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to a person suffering hardship, while treating all members of the community with respect and understanding.

2. Policy Scope

This policy applies to outstanding rates and service charges as at the date of adoption of this policy, and as subsequently levied. Where considered appropriate, the provisions of this policy may also be applied to outstanding rent, outgoings, or any other amounts payable to the Town pursuant to a lease, whether accrued prior to or after the date of adoption of this policy, and to any other debts owed to the Town, including those prescribed in the Town's Schedule of Fees and Charges.

It is an expectation that those with the capacity to pay rates will continue to do so. Therefore, this Policy is not intended to provide relief to persons who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

3. Policy Requirements

3.1. Payment difficulties, hardship and vulnerability

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependents.

The Town will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3.2. Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family
- Any other information provided.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. The Town will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

3.3. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Local Government Act 1995 are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Town of any change in circumstance that jeopardises the agreed payment schedule.

3.4. Interest Charges

In the case of a successful Financial Hardship Application, the Town may consider writing off interest accrued on rates and service charge debts.

3.5. Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
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Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July, the Town will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the next financial year.

Rates and service charge debts that remain outstanding at the end of that next financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

3.7. Review

The Town will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

3.8. Communication and Confidentiality

The Town will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party at your request.

The Town will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

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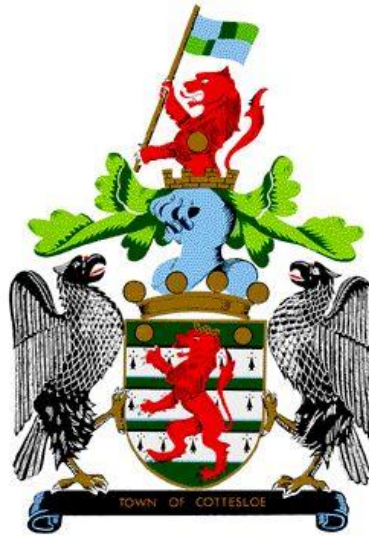
4. Legislation

- 4.1. Local Government Act 1995
- 4.2. Local Government (Financial Management) Regulations 1996
- 4.3. Rates and Charges (Rebates and Deferments) Act 1992

5. Other Relevant Procedures/Key Documents

- 5.1. Ombudsmen Western Australia. *Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance*

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

**ITEM 10.1.3A:
MONTHLY FINANCIAL REPORT 1 JULY 2025 TO 30
SEPTEMBER 2025**

TOWN OF COTTESLOE
MONTHLY FINANCIAL REPORT

For the period ended 30 September 2025

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

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TOWN OF COTTESLOE
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

Note	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	11,709,122	11,789,459	12,302,333	512,874	4.35%	
Rates excluding general rates	155,337	0	0	0	0.00%	
Grants, subsidies and contributions	427,658	50,750	41,506	(9,244)	(18.21%)	
Fees and charges	5,586,499	3,032,432	2,975,911	(56,521)	(1.86%)	
Interest revenue	704,100	74,000	74,555	555	0.75%	
Other revenue	175,018	875	498	(377)	(43.09%)	
Profit on asset disposals	(36,000)	9,000	0	(9,000)	(100.00%)	
	18,721,734	14,956,516	15,394,803	438,287	2.93%	
Expenditure from operating activities						
Employee costs	(8,407,818)	(2,101,954)	(2,067,986)	33,968	1.62%	
Materials and contracts	(8,937,496)	(2,335,624)	(2,201,357)	134,267	5.75%	
Utility charges	(320,100)	(80,025)	(95,261)	(15,236)	(19.04%)	
Depreciation	(3,320,987)	0	0	0	0.00%	
Finance costs	(204,180)	(65,201)	(61,360)	3,841	5.89%	
Insurance	(236,007)	(118,004)	(111,333)	6,671	5.65%	
Other expenditure	(339,462)	(64,968)	(87,995)	(23,027)	(35.44%)	
	(21,766,050)	(4,765,776)	(4,625,292)	140,484	2.95%	
Non cash amounts excluded from operating activities	2(c) 3,356,987	(9,000)	0	9,000	100.00%	
Amount attributable to operating activities	312,671	10,181,740	10,769,511	587,771	5.77%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	2,711,466	0	0	0	0.00%	
Proceeds from disposal of assets	121,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	35,069	0	0	0	0.00%	
Proceeds on disposal of financial assets at fair value through profit and loss	35,802	0	0	0	0.00%	
	2,903,337	0	0	0	0.00%	
Outflows from investing activities						
Right of use assets recognised	0	0	(35,542)	(35,542)	0.00%	
Payments for property, plant and equipment	(858,492)	(382,206)	(383,314)	(1,108)	(0.29%)	
Payments for construction of infrastructure	(3,020,379)	(384,848)	(396,822)	(11,974)	(3.11%)	
Payments for financial assets at amortised cost - self supporting loans	35,802	0	0	0	0.00%	
	(3,843,069)	(767,055)	(815,678)	(48,624)	(6.34%)	
Amount attributable to investing activities	(939,732)	(767,055)	(815,678)	(48,624)	(6.34%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	190,000	0	0	0	0.00%	
	190,000	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(70,945)	0	0	0	0.00%	
Repayment of borrowings	(376,184)	(167,355)	(167,355)	0	0.00%	
Transfer to reserves	(389,773)	0	0	0	0.00%	
	(836,902)	(167,355)	(167,355)	0	0.00%	
Amount attributable to financing activities	(646,902)	(167,355)	(167,355)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,273,963	1,273,963	1,532,776	258,813	20.32%	▲
Amount attributable to operating activities	312,671	10,181,740	10,769,511	587,771	5.77%	
Amount attributable to investing activities	(939,732)	(767,055)	(815,678)	(48,624)	(6.34%)	
Amount attributable to financing activities	(646,902)	(167,355)	(167,355)	0	0.00%	
Surplus or deficit after imposition of general rates	(0)	10,521,294	11,319,254	797,960	7.58%	

KEY INFORMATION

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

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	9,757,546	15,737,054
Trade and other receivables	1,372,503	7,159,926
Other financial assets	2,472,907	2,472,907
Inventories	8,920	8,920
Other assets	242,098	238,540
TOTAL CURRENT ASSETS	13,853,974	25,617,347
NON-CURRENT ASSETS		
Trade and other receivables	147,335	147,335
Other financial assets	119,429	119,429
Investment in associate	763,391	763,391
Property, plant and equipment	73,753,135	74,136,449
Infrastructure	68,682,493	69,079,315
Right-of-use assets	1,177,553	1,213,095
TOTAL NON-CURRENT ASSETS	144,643,336	145,459,014
TOTAL ASSETS	158,497,310	171,076,361
CURRENT LIABILITIES		
Trade and other payables	2,835,829	4,619,361
Lease liabilities	48,272	48,272
Borrowings	376,184	208,829
Employee related provisions	1,493,764	1,687,127
TOTAL CURRENT LIABILITIES	4,754,049	6,563,589
NON-CURRENT LIABILITIES		
Lease liabilities	1,243,823	1,243,823
Borrowings	1,377,793	1,377,793
Employee related provisions	132,611	132,611
TOTAL NON-CURRENT LIABILITIES	2,754,227	2,754,227
TOTAL LIABILITIES	7,508,276	9,317,816
NET ASSETS	150,989,034	161,758,545
EQUITY		
Retained surplus	26,143,581	36,913,092
Reserve accounts	8,341,979	8,341,979
Revaluation surplus	116,503,474	116,503,474
TOTAL EQUITY	150,989,034	161,758,545

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

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening	Actual as at	Actual as at
Note	1 July 2025	30 June 2025	30 September 2025
	\$	\$	\$
Current assets			
Cash and cash equivalents	10,069,633	9,757,546	15,737,054
Trade and other receivables	1,127,433	1,372,503	7,159,926
Other financial assets	0	2,472,907	2,472,907
Inventories	8,960	8,920	8,920
Other assets	424	242,098	238,540
	11,206,450	13,853,974	25,617,347
Less: current liabilities			
Trade and other payables	(1,399,202)	(2,835,829)	(4,619,361)
Other liabilities	(62,261)	0	0
Lease liabilities	20,084	(48,272)	(48,272)
Borrowings	0	(376,184)	(208,829)
Employee related provisions	(1,157,500)	(1,493,764)	(1,687,127)
	(2,598,879)	(4,754,049)	(6,563,589)
Net current assets	8,607,571	9,099,925	19,053,758
Less: Total adjustments to net current assets	2(b) (8,607,571)	(7,567,149)	(7,734,504)
Closing funding surplus / (deficit)	0	1,532,776	11,319,254

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(8,694,160)	(8,341,979)	(8,341,979)
Less: Financial assets at amortised cost - self supporting loans	0	(72,907)	(72,907)
Less: Current assets not expected to be received at end of year			
- Current financial assets at amortised cost - self supporting loans	106,673		
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	(20,084)	48,272	48,272
- Current portion of borrowings	0	376,184	208,829
- Current portion of employee benefit provisions held in reserve	0	423,281	423,281
Total adjustments to net current assets	2(a) (8,607,571)	(7,567,149)	(7,734,504)

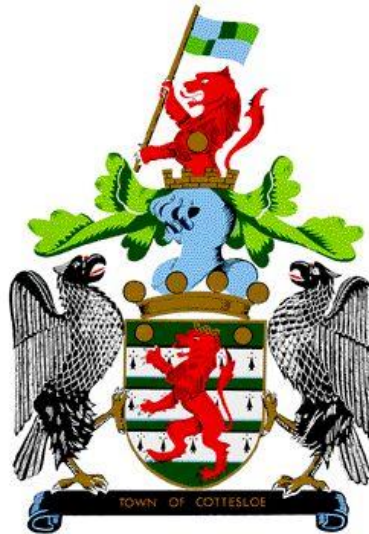
(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	30 September 2025	30 September 2025
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	36,000	(9,000)	0
Add: Depreciation	3,320,987	0	0
Total non-cash amounts excluded from operating activities	3,356,987	(9,000)	0

CURRENT AND NON-CURRENT CLASSIFICATION

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

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.4A: LIST OF PAYMENTS - SEPTEMBER 2025



List of Monthly Payments

01 September 2025 to 30 September 2025

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
25-09-2025	Alsco Pty Ltd	Hygiene Services: Various town centres	933.26
08-09-2025	AMS Technology Group Pty Ltd	Repairs at Shine Community Centre - AC replacement	3,139.27
08-09-2025	Anjalie Group Pty Ltd T/As The Lawncare Man	Application of Fertilisers and Herbicides	660.00
25-09-2025	Australasian Performing Right Assoc. Ltd	OneMusic - License Agreement fee FY 25/26	1,591.37
08-09-2025	Australia Post	Daily mail: delivery and collection	1,041.73
25-09-2025	Australian Institute Of Building Surveyors	AIBS Conference Employee Attendance X2	3,584.00
08-09-2025	Blackwood & Sons	Paint Graffiti Remover (x3)	103.22
25-09-2025	Blackwood & Sons	Supply sling chain	161.79
25-09-2025	Bluecoast Consulting Engineers Pty Ltd	RFQ - Cottesloe Main Beach Access Path Design	5,830.00
08-09-2025	Bob Jane T-Mart	Tyres for mower Toro and Out-front Mower	146.00
25-09-2025	Bob Jane T-Mart	Supply and fit a tyre to the mowing trailer	128.50
25-09-2025	Boral Resources (W.A) Ltd	Grey concrete for works at 17 Reginald Street	529.91
08-09-2025	Borsa Pty Ltd Trading As S & A Smash Repairs	Insurance excess for repair - Ford Ranger	300.00
08-09-2025	Bunnings Group Ltd	Supply tools and paint - fertilizer and water tank items	901.38
25-09-2025	Bunnings Group Ltd	Miscellaneous products for the Civil Works Crew	733.40
25-09-2025	Cat Welfare Society Inc T/A Cat Haven	Impound fee - Adoption Report	55.00
25-09-2025	Christopher Kent Consulting Pty Ltd Aka CK Consulting Pty Ltd	Initiative Definition and Report Structure - FINAL, Draft	17,325.00
08-09-2025	City Of Joondalup	Long service leave contributions - Former employee	9,878.30
08-09-2025	Clark Equipment	Vehicle service - onsite - Bobcat	1,005.80
25-09-2025	Corsign WA Pty Ltd	Signs for posts along verges	759.00
25-09-2025	Cottesloe Coastcare Association	Community Donations Grant 2025/2026	2,393.00
08-09-2025	CSCH Pty Ltd T/As Charles Service Company	Cleaning services - Indiana's toilets, Public toilets	11,981.99
25-09-2025	Curate Arts Incorporated	Community Donations Grant 2025/2026	1,760.00
25-09-2025	D U Electrical Pty Ltd	Carry out flow test at all bore pumps	2,020.70
25-09-2025	Datacom Solutions (AU) Pty Ltd	Variation and travel expense	6,059.48
25-09-2025	Department Of Mines, Industry Regulation And Safety	Cottesloe Building Service Levy - Collection Fee	13,404.77
25-09-2025	Department Of Transport	Disclosure of Information fees 3 months	1,803.45
08-09-2025	DFS Industrial & Environmental Services Pty Ltd	Scheduled gully eduction program and street Sweeping	4,320.25

Date	Creditor Name	Invoice Description	Inclusive Amount
25-09-2025	DFS Industrial & Environmental Services Pty Ltd	Gully education, street sweeping & traffic management	30,970.78
08-09-2025	Diamond Hire	Mini digger Hire - Site: William Street	418.00
08-09-2025	Direct Trades Supply Pty Ltd	Wall patching materials	1,171.91
25-09-2025	E Group Holdings Pty Ltd T/As E Fire & Safety	Fire extinguisher replaced, log books and service books	645.15
25-09-2025	EEO Specialists Pty Ltd	Grievance Officer public course enrolment	3,520.00
25-09-2025	Electricity Generation And Retail Corporation	Streetlights and various reserve lighting	23,370.09
08-09-2025	Flexi Staff Group Pty Ltd T/As Flexi Staff	Temporary labour hire	5,756.47
25-09-2025	Flexi Staff Group Pty Ltd T/As Flexi Staff	Temporary labour hire	4,302.51
08-09-2025	Galvins Plumbing Supplies	Ezy-push tap for Cottesloe public toilets	320.38
25-09-2025	GPC Asia Pacific Pty Ltd T/As Repco	Supply engine oil and distilled water	160.14
25-09-2025	Grace Records Management (Australia) Pty Ltd T/As Grace Information	Scanning project	662.31
25-09-2025	Grech Nossiter Family Trust T/As - QL Management Consultants	Consultancy	1,254.00
08-09-2025	Green Skills Inc	Planting -John Dune Park & herbicide winter spraying	8,372.42
08-09-2025	Greenshed Pty Ltd Trading As Living Turf	Civic Centre lawns maintenance - Herbicide for Ovals	2,131.80
25-09-2025	Greenshed Pty Ltd Trading As Living Turf	Lawn Maintenance	3,822.50
08-09-2025	Hames Sharley (WA) Pty Ltd	Cottesloe Village Precinct Structure Plan - update	1,112.10
08-09-2025	Hays Specialist Recruitment (Australia) Pty Limited	Temporary labour hire	6,166.27
25-09-2025	Hays Specialist Recruitment (Australia) Pty Limited	Temporary labour hire	10,983.97
25-09-2025	Helene Pty Ltd T/As LO-GO Appointments	Temporary labour hire	8,109.65
08-09-2025	Integrated Management Consultants Pty Ltd Trading As Melville Mazda	Vehicle servicing x2	2,521.25
25-09-2025	Integrated Management Consultants Pty Ltd Trading As Melville Mazda	Vehicle Service: Mitsubishi Outlander	380.65
25-09-2025	Iron Mountain Australia Group Pty Ltd	Secure storage & records - x 2 months	1,134.95
08-09-2025	JB Hi-Fi Group Pty Ltd	Charging equipment for devices	426.57
08-09-2025	Kerb 2 Kerb Concreting Pty Ltd	Repair damaged kerb	2,200.00
08-09-2025	Kevrek (Australia) Pty Ltd	Truck repairs - Bent arm on hiab - Reg: 1PU312	2,044.46
25-09-2025	Lock, Stock & Farrell Locksmith Pty Ltd	Keys	100.00
25-09-2025	Luxworks Traffic Control And Management Pty Ltd	Traffic Management Plans	834.90
25-09-2025	M P Rogers And Associates Pty Ltd	Structural Inspection of Indiana Teahouse Ramp	9,483.10
08-09-2025	Major Motors Pty Ltd	Repairs: Horticulture truck and Safety Inspection	9,545.89
25-09-2025	Major Motors Pty Ltd	Vehicle Services X3	2,087.84
08-09-2025	Managed IT Pty Ltd	SkyKick Cloud Backup and Exclaimer for Office 365	1,225.22
25-09-2025	Managed IT Pty Ltd	IT Services, monitoring, testing and software licensing	37,542.54
08-09-2025	Market Creations Agency Pty Ltd	CouncilConnect Website Solution - Additional support	1,408.00
08-09-2025	Mcleods Lawyers Pty Ltd	Legal Advice	6,929.91
25-09-2025	Mcleods Lawyers Pty Ltd	Legal Advice	9,605.68
08-09-2025	Microcom Pty Ltd Trading As Metrocount	Repair Logger level Centreline Lap 10 Pack	2,458.50
25-09-2025	Midshore Pty Ltd T/As Statewide Line Marking	Line marking services: Gibney Street	497.20
25-09-2025	Moore Australia (WA) Pty Ltd	Review and update of depot lease schedule	1,650.00
25-09-2025	Natural Area Holdings Pty Ltd T/As Envirowest Distributors	800 Plant purchases - Infill Planting	2,066.90

Date	Creditor Name	Invoice Description	Inclusive Amount
25-09-2025	Nu-Trac Rural Contracting	Beach cleaning services - August 2025	3,740.00
08-09-2025	Officeworks Ltd	Toner Cartridges	551.25
25-09-2025	Omnicom Media Group Australia Pty Ltd Aka Marketforce	Cottesloe news pages - Metro press Post Newspaper	2,348.50
25-09-2025	Oncall Plumbing & Gas Pty Ltd	Repair the toilet and showers	1,375.00
08-09-2025	Paperbark Technologies Pty Ltd	Arborist report	1,540.00
25-09-2025	Paperbark Technologies Pty Ltd	Arborists report X2	880.00
25-09-2025	Perth Region NRM	Coastal Care & Marine Program 24/25 - Third installment	8,250.00
25-09-2025	Pipeline Irrigation	Capital works - irrigation system rewire	19,454.30
25-09-2025	Pirtek (Fremantle) Pty Ltd	Repair hydraulic hoses for grab bucket	347.23
25-09-2025	Poolegrave Engravers	Harvey Field Playground plaque plus delivery fee	247.50
08-09-2025	Positively Green Pty Ltd	Marine Parade and Main Beach Maintenance	1,980.00
08-09-2025	Pretzos Holdings Pty Ltd T/As Coastline Mowers	Repair Kubota, Atom blades & Trimmer	1,660.55
25-09-2025	Pretzos Holdings Pty Ltd T/As Coastline Mowers	Inspection of faulty hedge trimmer	66.00
08-09-2025	Procott Incorporated	ProCott contribution 2024/25 - Economic Development	162,598.36
25-09-2025	Proficiency Group Pty Ltd	IM & ICT Support	220.00
25-09-2025	PRW Contracting Pty Ltd T/A Claremont Asphalt	Install 2 new lids for soakwell and pipes and patch	10,230.00
25-09-2025	Quadiant Finance Australia Pty Ltd	Folding machine lease - 3 months	1,234.20
08-09-2025	Quantified Tree Risk Assessment	Tree Risk Assessment training for Staff x2	2,134.00
25-09-2025	Quik Corp Pty Ltd	Quik Reel - Remote controlled, firefighting nozzle	8,361.43
25-09-2025	Quito Pty Ltd Atf Quito Unit Trust T/As Benara Nurseries	Supply 30L trees (x7) for street tree planting	726.00
08-09-2025	Reece Australia Pty Ltd - Home Branch - Claremont	Water filters for the fountain (x3)	118.14
08-09-2025	Relationships Australia Western Australia Incorporated	Employee Assistance Program - Counselling completed	880.00
25-09-2025	Relationships Australia Western Australia Incorporated	Employee Assistance Program - Intake and assessment	220.00
08-09-2025	Retech Rubber	Replace soft fall at Napier St Playground	9,309.30
25-09-2025	Ricoh Australia Pty Ltd	Printer lease x 2 Months	2,297.24
08-09-2025	Sage Access Consulting Pty Ltd	Performance Solutions: Design Brief & Report	4,884.00
08-09-2025	SAI Global Australia Pty Ltd	AS3959 - Bushfire Australian Standard	141.96
25-09-2025	Securex Pty Ltd	Security Alarm Monitoring - Depot, Pavilion, Civic Centre	171.60
25-09-2025	Shire Of Peppermint Grove	Infant Health MOU, Contributions to Library and Centre	174,460.20
25-09-2025	Solve Property Group Pty Ltd	SVGC Redevelopment draft report	9,900.00
08-09-2025	South East Regional Centre For Urban Landcare Inc.	Mulching at South Cottesloe	4,455.00
08-09-2025	St John Ambulance Western Australia Ltd.	First aid kit servicing - Civic Centre	259.13
25-09-2025	Stantec Australia Pty Ltd	Road Safety Program-Traffic calming treatments design	11,047.85
08-09-2025	Stone Supplies WA Pty Ltd T/A Creation Landscape Supplies	Supply cube of lawn sand	102.60
25-09-2025	Stone Supplies WA Pty Ltd T/A Creation Landscape Supplies	Supply pine bark mulch, road base service	814.50
25-09-2025	Stratagreen	Supply Medicap (6 boxes)	660.40
25-09-2025	Sunny Industrial Brushware Pty Ltd	Broome refills for street sweeper	726.00
25-09-2025	Surfing Western Australia	Community Donation - WhaleBone Event 2025	5,500.00
25-09-2025	Systems Edge Management Services Pty Ltd Tas Pracsys Management System	Seaview Golf Club Redevelopment	13,184.88

Date	Creditor Name	Invoice Description	Inclusive Amount
08-09-2025	Telstra Limited	Service charges, reticulation, mobile & landlines	5,580.39
25-09-2025	Telstra Limited	Group plan: Landlines, reticulation and services	2,050.65
08-09-2025	The Churches' Commission On Education (Inc) T/A Youthcare	Community Donations Grant 2025/2026	1,650.00
08-09-2025	The Fruit Box Group Pty Ltd	Weekly milk supply - 4 deliveries	287.04
25-09-2025	The Fruit Box Group Pty Ltd	Weekly milk supply 4 deliveries	287.04
25-09-2025	The Trustee For Downundr T/As Down Under Stump Grinding	Stump grinding services	495.00
08-09-2025	The Trustee For L Jeffery Family Trust T/As Cockburn Party Hire	Harvey Field Playground opening event	765.20
25-09-2025	The Trustee For M & S Assets Trust	6 x New tyres - Izuzu Tip Truck	2,580.00
25-09-2025	The Trustee For Rico Family Trust T/As Solo Resource Recovery	Waste collection	84,599.57
25-09-2025	The Trustee For The Andrews Family Trust T/As Aspire Change Managment	ERP Project Change Management	14,784.00
08-09-2025	The Trustee For Total Autos Unit Trust No 2	Purchase vehicle: Nissan X-Trail 2WD Auto	35,981.60
08-09-2025	Total Tools Commercial Pty Ltd	Miscellaneous items for civil crews	682.75
25-09-2025	Totally Workwear Fremantle	Uniforms and PPE	157.30
25-09-2025	T-Quip	Supply blades for the zero turn mower	1,000.26
08-09-2025	Trade West Industrial Supplies Pty Ltd T/As Trade West	Line marking tools and accessories	1,660.23
08-09-2025	Ultimo Catering & Events Pty Ltd	Catering - Agenda Forum and workshops	1,346.80
25-09-2025	Ultimo Catering & Events Pty Ltd	Catering - EM Workshop, catering X2	689.85
25-09-2025	WA Rangers Association	Rangers Conference - WA Rangers - 4 participants	2,800.00
25-09-2025	Water Corporation	Water Usage	13,019.75
08-09-2025	Western Australian Local Government Assoc.	WALGA Convention and Conference attendance x3	2,238.90
25-09-2025	Western Australian Local Government Assoc.	WALGA Convention 2025 and subscriptions	32,829.10
25-09-2025	Western Metropolitan Regional Council	Verge Valet and waste station disposals	74,535.62
08-09-2025	Western Tree Surgeon Pty Ltd	Pruning, Bracing and Removal of Trees	9,009.00
25-09-2025	Western Tree Surgeon Pty Ltd	Tree maintenance and removal services	7,920.00
08-09-2025	Winc Australia Pty Limited	Office supplies - part delivery	1,136.16
25-09-2025	Winc Australia Pty Limited	Office supplies	1,254.40
25-09-2025	Woodlands Distributors Pty Ltd	Supply dog waste bags	2,752.20
08-09-2025	Young's Plumbing Service Pty Ltd	Unblocking of staff toilets at Civic centre 22/8/25	175.00
08-09-2025	Zenith Executives Search Pty Ltd T/As Zenith Search	Temporary labour hire	4,748.91
25-09-2025	Zenith Executives Search Pty Ltd T/As Zenith Search	Temporary labour hire	4,328.43
25-09-2025	Zircodata Pty Ltd	Records storage & services - July 2025	493.00
EFT Total			1,078,859.85

Date	Creditor Name	Invoice Description	Inclusive Amount
Shell Fuel Card - September 2025			

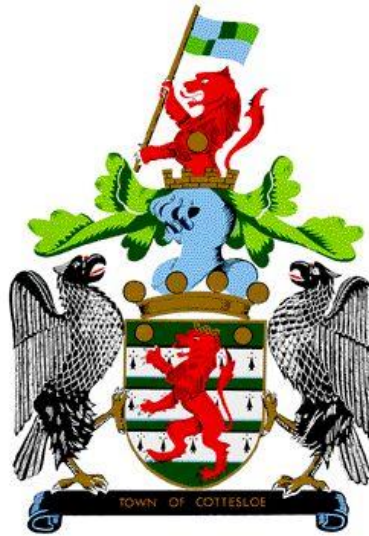
Date	Creditor Name	Invoice Description	Inclusive Amount
			Fuel Card Total 1,629,712.66
05-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1EXZ241	99.77
16-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1EXZ241	106.79
24-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1EXZ241	104.95
18-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1GIZ365	72.07
30-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1GIZ365	139.13
01-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1GXJ065	237.14
18-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1GXJ065	232.12
30-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1GXJ065	136.83
18-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HIY954	116.49
09-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HJT268	115.18
22-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HJT268	120.19
07-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HOH345	118.32
19-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HOH345	120.84
27-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HOH345	100.35
01-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRG905	125.53
16-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRG905	116.89
30-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRG905	124.46
02-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRH174	70.15
03-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRH174	32.89
24-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HRH174	75.12
11-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HTF613	126.69
22-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HTF613	108.00
05-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HVS060	51.12
12-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HVS060	39.07
16-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HVS060	29.05
21-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HVS060	39.07
27-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HVS060	29.88
10-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWK612	187.34
25-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWK612	208.13
04-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWL927	108.25
12-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWL927	113.68
19-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWL927	103.88
26-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HWL927	98.30
01-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZF134	64.94
09-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZF134	64.01

Date	Creditor Name	Invoice Description	Inclusive Amount
17-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZF134	66.20
25-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZF134	53.77
30-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZF134	69.83
02-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZM771	89.38
08-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZM771	88.19
15-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZM771	87.24
21-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZM771	89.20
28-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1HZM771	82.73
19-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1ICU511	102.05
26-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1ICU511	69.34
01-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IGH329	89.63
16-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IGH329	107.58
19-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IKR539	119.01
19-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IOM312	88.79
05-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IPU312	143.64
18-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - 1IPU312	168.40
11-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - DIESEL - Small Plant Items	70.60
04-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - PETROL - Small Plant Items	69.44
11-09-2025	Viva Energy Australia Pty Ltd	Fuel Expense - PETROL - Small Plant Items	35.41

Date	Creditor Name	Invoice Description	Inclusive Amount
Credit Card Payments (Director of Corporate and Community Service)			
Date	Creditor Name	Invoice Description	Inclusive Amount
30-07-2025	IL Lido Italian	Client Coffee	12.59
31-07-2025	WALGA	Councillor Training	100.00
01-08-2025	InDesign	Subscription	32.99
04-08-2025	Pack and Send	Returning Retractable Hose - Depot	531.00
04-08-2025	Repco	Office Appliances	107.69
06-08-2025	Melville Toyota	Town of Cottesloe car service	265.00
07-08-2025	AQUATIC	Staff Training	305.94
08-08-2025	Harvey Norman	AV equipment	706.95
11-08-2025	Starlink	Internet Services	139.00
12-08-2025	Events and Conference Co	Waste and recycle conference	406.00
13-08-2025	Adobe	Adobe Pro Subscription	911.86
20-08-2025	Adobe	Adobe Pro Subscription	87.99
22-08-2025	Town of Cottesloe	Payment Testing	100.00
22-08-2025	Town of Cottesloe	Payment Testing	10.00
22-08-2025	Town of Cottesloe	Payment Testing	10.00
25-08-2025	Harvey Norman	Office Furniture	302.00
25-08-2025	Mailchimp	Mailing Services	61.13
26-08-2025	Rosie'O Facepainters	Facepainting For Event	350.00
28-08-2025	Town of Cottesloe	Payment Testing	10.00
28-08-2025	National Bank of Australia	Card Fee	9.00
28-08-2025	National Bank of Australia	Card Fee	9.00
Credit Card Total			4,468.14

Date	Creditor Name	Invoice Description	Inclusive Amount
Other Payments (including Direct Debits)			
Date	Creditor Name	Invoice Description	Inclusive Amount
04-09-2025	Town of Cottesloe	Payroll - Salaries and Wages	10,410.97
11-09-2025	Town of Cottesloe	Payroll - Salaries and Wages	235,670.55
25-09-2025	Town of Cottesloe	Payroll - Salaries and Wages	232,860.84
05-09-2025	Superchoice	Superannuation Payment	52,200.76
17-09-2025	Superchoice	Superannuation Payment	50,612.42
25-09-2025	Superchoice	Superannuation Payment	50,558.94
03-09-2025	Commonwealth Bank of Australia	Merchant Fee	575.60
11-09-2025	National bank of Australia	Cheque (Dishonoured)	3,748.66
15-09-2025	Bpoint	Transaction Fees	38.47
18-09-2025	National bank of Australia	Account Fees	11.25
30-09-2025	National bank of Australia	Merchant Fee	7.00
30-09-2025	National bank of Australia	Connect Fee - Access and Usage	19.20
30-09-2025	Bpay	National Bpay Charge	1,217.28
30-09-2025	National bank of Australia	Merchant Fee	1,987.63
30-09-2025	National bank of Australia	Merchant Fee	9,411.98
Other Total			649,331.55
Grand Total			1,732,694.95

TOWN OF COTTESLOE



AGENDA FORUM

ATTACHMENT

ITEM 10.1.6C: DELEGATION 1.14 WITH TRACKED CHANGES

1.14 Defer, Grant Discounts, Waive or Write off Debts to a Maximum of \$5,000	
Function Delegated	Waive, grant concessions or write off individual debts to a maximum of \$5,000, in relation to any amount of money which is owed to the Town. <i>Note: Section 6.12(2) of the Local Government Act 1995 does not allow money owed to the Town in respect of rates and services charges to be waived or for a concession in relation to such money to be granted.</i>
Statutory Power Delegated	<i>Local Government Act 1995</i> Section 6.12 Power to defer, grant discounts, waive or write off debts
	1. 6.12. Power to defer, grant discounts, waive or write off debts (1) Subject to subsection (2) and any other written law, a local government may — (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or (b) waive or grant concessions in relation to any amount of money; or (c) write off any amount of money, which is owed to the local government. * Absolute majority required. (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges. (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government. (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.
Power Originally Assigned To	The Local Government
Statutory Power of Delegation	<i>Local Government Act 1995</i> Section 5.42 Delegation of some power or duties to the Chief Executive Officer
Power Delegated To	Chief Executive Officer
Chief Executive Officer's Sub Delegation to	Director Corporate and Community Services Director Development and Regulatory Services Director Engineering Services
Conditions on Delegations (if any)	1. Sub-delegates may only write off or waive fees and charges related to their operational areas and responsibilities. 2. Limited to individual or cumulative debts valued below \$1,000. To be exercised in accordance with the Town's Policies and Local Laws.