



Meeting attachments

Audit and Risk

Management Committee

Wednesday 19 October 2022 5.30pm



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ARMC2210-1 PURCHASING POLICY EXEMPTIONS JULY TO AUGUST 2022

ATTACHMENT 1 - Purchasing Policy Exemption Detail – July to August 2022

PURCHASING POLICY EXEMPTIONS - JULY TO AUGUST 2022

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
<\$2,000 1 verbal Quote	Original Equipment Manufacturer	Toyota Material Handling	Filters for Toyota Forklifts are specific to Forklifts and are not the same as fitted to passenger or heavy Toyota vehicles.	2022/23 financial year	\$1,000.00	13-Jul-22	Director Infrastructure

Total Exemptions: <\$2,000

\$1,000.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Specialist Consultant Advice	BJ Systems	Atelier Furniture are the contractors who were commissioned to supply and install cabinetry and fittings at the WCC. Works are required to meet business requirements and changes that were not part of original scope.	2 Months	\$3,660.00	6-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Specialist Consultant Advice	Wesco	As part of the flood risk mitigation strategy, it has been recommended to install plinths to the underside of the existing UPS cabinets. Wesco are the electrical contractors who were commissioned to supply and install the UPS system.	6 Months	\$3,886.50	7-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	T Quip	No other parts dealership in Perth for Toro equipment. Non genuine part specific are purchased where possible from other suppliers. Example filters, tyres, bearings, batteries.	2022/23 financial year	\$7,500.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	CJD Equipment	Heavy Duty Parts stock parts for the Volvo L35B. Specific parts are required to be purchased from CJD Equipment. Filters, batteries, tyres, hydraulic parts are sourced from other suppliers	2022/23 financial year	\$4,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	MacDonald Johnston Engineering CO/ Bucher	The Waste Compactors are specifically made and designed by MacDonald Johnson Engineering/ Bucher. Waste compactor panels, paddles, Binlifter and binlifter actuators are items which are made specifically for this purpose and genuine parts are needed. Where possible we purchase bearings, seals, hydraulic filters from other suppliers.	2022/23 financial year	\$2,500.00	13-Jul-22	Director Infrastructure



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Major Motors	FHT10011 is a vehicle which is covered by Warranty. JBT and Japanese Trucks Australia have parts for Isuzu which we do source from when possible. Not all Isuzu parts can be sourced from them. Some filters, batteries, lights, are sourced from other suppliers.	2022/23 financial year	\$5,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Pressure Masters	Generic parts are sourced from other businesses when and where possible. These include fittings, pipes, hoses, bearings, filters and lances etc. Some components required to produce the High Pressure cleaner are sourced internationally by the builder and are specific to their build of the machine.	2022/23 financial year	\$3,500.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Skipper Truck Centre / Daimler	Generic parts are sourced through a number of businesses. These include Cummins, Alison Transmissions, Premium Brakes and Truckline. Specific parts relating to cab etc are purchased through Skipper Truck Centre as no success with other suppliers	2022/23 financial year	\$2,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Truck Centre WA	Where possible generic parts are used. Brake pads, rotors, filters etc are sourced from other suppliers. Parts specific (genuine) are sourced through Truck Centre. These may include controls, electrical components.	2022/23 financial year	\$10,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Vermeer	Where Possible generic parts are sourced. Filters, pipe fittings, nozzles are sourced from other suppliers. Parts specifically designed for the VSK250D need to be purchased via Vermeer.	2022/23 financial year	\$5,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Wa Hino Sales & Service	Genuine Part Supplier	2022/23 financial year	\$3,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer	Westrac PTY LTD	Genuine Parts for Caterpillar Equipment	2022/23 financial year	\$3,000.00	13-Jul-22	Director Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Specialist Consultant Advice	Hocking Heritage	The request relates to the re-roofing of the Arts Centre. The works were originally scheduled to be done over 5 separate stages with Stage 1 & 2, documented by Hocking Heritage, now completed. Stages 3-5 now require completion of the documentation including submission of a new DA (original prepared by Hocking has lapsed) and consultation with DPLH. Would be the greatest benefit to the City in both time and cost to continue with Hocking Heritage's service to complete all works to the same standard.	6 Months	\$9,850.00	29-Jul-22	Director Infrastructure



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Artist Exemption	The Merindas	10 Nights in Port All artists listed are performing & presenting work as part of the Fremantle Festival: 10Nights in Port - 11 to 21 August 2022. Each artist performed over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix was used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	10 Days	\$3,500.00	15-Aug-22	Director Community Development
	Artist Exemption	WA Bad Ass Gospel Choir			\$3,000.00		
	Artist Exemption	Marissa Verma			\$3,000.00		
	Artist Exemption	Catia Dolzadelli			\$3,000.00		
	Artist Exemption	Michael Boase			\$2,000.00		
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Sole Source of Supply	WESCO Electrical and Communication Contractor	WESCO Electrical are the main electrical contractor who installed the full electrical fit out for the Walyalup Civic Centre. The works are still in Defects Period so are still under warranty with WESCO	2 weeks	\$2,880.00	23-Aug-22	CEO

Total Exemptions: \$2,000-\$9,999

\$80,276.50

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Sole Source of Supply	Paramount Security Services	A competitive tender process is underway - FCC602.22 - this will go to the MPA Group Friday 1 July and then to Council. This extension gives FAC security services until the successful company is contracted.	4 Months	\$25,000.00	07-Jul-22	CEO
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer	Intelife	Exemption type is not listed above -> Australian Disability Enterprise Intelife is an NDIS employer and provides value for money, therefore it is exempt from Tender requirements as per the Purchasing Policy. The contract is for litter pickup at beaches and coastal dunes in Leighton, Port, Bathers and South Beach.	12 months with possibility to extend for an additional 12 months	\$14,820.00	11-Jul-22	Director Infrastructure



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	Resolve Group Pty Ltd	Resolve Group were appointed through Kerry Hill to provide a certificate of construction compliance for the Walyalup Civic Building. This request covers two items which were additional areas / but required the services of a building surveyor to issue the necessary certification. 1. BCA Compliance & Consultancy Services for Approval for the internal Stairway between level 1 and level 2 tenancies, this included consultant review of proposed issue of CBC & lodgement of Approval. 2. Provide a certificate of design compliance and certificate of construction compliance for the New Visitors Centre. This was an additional Fit Out, additional to the original scope.	6 Months	\$10,550.00	11-Jul-22	Director Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer	Rosmech Sales & Service	Generic parts are sourced from other businesses when and where possible. These include fittings, pipes, hoses, bearings, filters, brooms etc. Truck chassis parts on the Mistral can be sourced from WA Hino, JTB or Japanese Truck Australia. The Azura Sweeper is imported from Europe by Rosmech. They are the only dealership with the franchise selling the Auzra sweeper. The Scarab Minor is imported from England by Rosmech. They are the only dealership with the franchise selling the Scarab Minor. Parts specific to these machines are purchased through Rosmech.	2022/23 financial year	\$15,000.00	13-Jul-22	Director Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer	Superior Pak PTY LTD	The Waste Compactors are specifically made and designed by Superior Pak. Waste compactor panels, paddles Binlifter and binlifter actuators are items which are made specifically for this purpose and genuine parts are needed. Specific waste compactor panels and paddles Where possible we purchase bearings, seals, hydraulic filters from other suppliers	2022/23 financial year	\$20,000.00	13-Jul-22	Director Infrastructure



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Sole Source of Supply	IP Cameras Australia	IP Cameras Australia built the mobile CCTV trailer in 2018 to a specification set by the City. Since that time IP Cameras Australia has continued to carry out maintenance and servicing of the trailer as required. Other IT/Security organisations such as Zenien were approached to seek input on the maintenance of the trailer and they advised this is a specialty item that they wouldn't feel comfortable or qualified to work on. The City's depot team also are not qualified to replace items within the trailer. Currently the cctv trailer is out of service due to a faulty power unit and faulty cameras, a quote to replace these items has come in at \$34,000 + GST. For this reason I seek CEO approval for these works to be carried out by IP Cameras Australia as a sole supplier.	Duration of repair works	\$34,000.00	23-Aug-22	CEO
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	Perth Region NRM Inc	Perth NRM are the nationally recognised regional NRM group for the Perth metropolitan region. The City has a long standing relationship with the Perth NRM Coastal and Marine Program. The program provides a coastal facilitator that supports the City's community engagement and on-ground dune restoration activities at its four beaches. The coastal facilitator works with community groups including schools, community coast care groups and other NGO's including SERCUL and Conservation Volunteers Australia to deliver revegetation, beach clean-up and caring for our coast awareness activities.	2022/23 financial year	\$15,000.00	25-Aug-22	Director Infrastructure



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer	MA Group Services Pty Ltd	The existing contract for the supply of security patrols and alarm response is due to expire 2nd September 22. The procurement of a new contract was undertaken and 3 suppliers were contacted and confirmed they would provide a response. One supplier did not respond, one responded (the incumbent) but made a mistake and didn't include their schedule of rates. The City only received one compliant response which was not deemed good value for money for the City as it represented a 300% increase in cost. For value for money reasons the incumbent has been contacted and is willing to extend the contract for 6 months under the same conditions and rates. These rates were obtained competitively 2 years ago and are deemed good value for money. To date the City has spent \$93,666 on this contract and it is anticipated that we will spend a further \$15k if we extend for 6 months. (the costs for the security guard on the ground floor are due to finish on 2nd September)	6 Months	\$15,000.00	30-Aug-22	Director Infrastructure

Total Exemptions: \$10,000-\$49,999

\$149,370.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$50,000-\$149,999 Formal RFQ Min. 3 written quotes rec'd	Original Equipment Manufacturer	Civica Pty Ltd	In 2016, the City of Fremantle ran a competitive tender process for a Library Management System (LMS). The solution required a number of core service modules, interfaces, cash management, analytics and user support services. In November 2016, the City of Fremantle entered in a five (5) years contractual agreement with Civica, for the provision of a Library Management Solution (LMS), Spydus, to deliver library circulation services. The implementation of the system, moving from the previous LMS AmLib, took approximately seven (7) months, for a "Go Live" date of 20 June 2017. The Fremantle Library is heavily reliant on a management solution to run essential library services, including lending, cataloguing, membership services, circulation and inter-library loans, and the system integrates with the newly installed Radio Frequency Identification (RFID) hardware from FE Technology. Together these systems allow for a secure and efficient library service. In early 2022, the Fremantle Library completed a complementary project on the move to the Walyalup Civic Centre, introducing the new RFID system from FE Technology, which is now successfully integrated with Spydus. This included	3 Years	\$60,000.00	7-Jul-22	Director City Business



POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
			development of a custom patron app that allows staff and public to utilise the LMS via mobile devices with real-time data supplied by the two (2) systems, Spydus and FE Technology. The patron app aspect of the project was completed in May 2022, and to date the operations team and the community are highly satisfied with the experience to date with Spydus. The City would like to engage Civica, on a sole source of supply basis, to continue to use their LMS solution, and have access to related maintenance an support. Spydus LMS solution, is a Civica exclusive product; Civica are the developer, IP owner and sole supplier of the Spydus LMS product The current contract with Civica expired on 21 June 2022. The City of Fremantle is currently benefitting from a grace period agreed with Civica to ensure continuity of the service while a new contract is put in place. The new proposed agreement will be for a period of three (3) years, with an annual subscription equal to \$60,000 (ex GST) and a Total Contract Value of \$ 180,000 (ex GST).				
\$50,000-\$149,999 Formal RFQ Min. 3 written quotes rec'd	Subscription (excluding Software)	Stevens Reserve JMC	This purchase order is for the City of Fremantle's contribution to Stevens Reserve JMC for grounds maintenance as per the conditions of the lease.	1 Year	\$60,500.00	29-Aug-22	Director Infrastructure

Total Exemptions: \$50,000-\$149,999

\$120,500.00

TOTAL EXEMPTIONS

\$351,146.50

	July 2022	August 2022	TOTAL
Artist Exemption	\$	\$4,500.00	\$ 14,500.00
Original Equipment Manufacturer	156,320.00	\$15,000.00	\$171,320.00
Sole Source of Supply	\$25,000.00	\$36,880.00	\$ 61,880.00
Specialist Consultant Advice	\$27,946.50	\$15,000.00	\$42,946.50
Subscription (excluding Software)	\$	\$60,500.00	\$ 60,500.00
	<u>\$209,266.50</u>	<u>\$141,880.00</u>	<u>\$351,146.50</u>



ARMC2210-3 INFORMATION REPORT – OCTOBER 2022

STATUS REPORT OF COUNCIL MOTIONS – 1 JUNE 2022 TO 30 SEPTEMBER 2022

ATTACHMENT 1 - Status Report of Council motions – 1 June 2022 to 30 September 2022

**Motions incomplete and ongoing in the reporting period
1 June 2022 to 30 September 2022**

The motions in this section are those decisions that have not yet been completed. Progress comments or explanations are provided.

Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
Manager Waste and Fleet	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	The first 12 months of FOGO ended late November 2020 following which officers were requested to undertake a review of the verge collection and establish options. Officers have consulted with other Local Authorities and have undertaken public consultation. A presentation of findings was delivered to an Informal Elected Members Meeting (IEM) in March. An updated presentation was delivered to an IEM in August 2022. A revised presentation looking into alternative service model scenarios will be delivered to an IEM in November 2022	Ongoing	30/09/2021 31/01/2022 31/05/2022 30/06/2022 30/08/2022 30/09/2022 31/10/2022
Manager Strategic Planning and City Design	SPT	SPT2011-1	KINGS SQUARE INTERPRETATIVE ARTWORK	Artists completed a detailed Project Plan/Funding Document 5/5/22. Project being reviewed by Executive Leadership Team.	Ongoing	1/01/2022 1/02/2022 01/03/2022 30/06/2023
Manager Economic Development and Marketing	FPOL	FPOL2101-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Lease has been signed and keys handed over. Fit out underway and due for opening in November 2022.	Ongoing	31/07/2021 31/01/2022 31/12/2022
Manager Economic Development and Marketing	FPOL	FPOL2103-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Lease has been signed and keys handed over. Fit out underway and due for opening in November 2022.	Ongoing	31/07/2021 31/01/2022 31/05/2022 31/12/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
Manager Economic Development and Marketing	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREO PTY LTD – 18 PHILLIMORE STREET, FREMANTLE	Tenant has advised they will not be proceeding with the proposed redevelopment, and have such have not met criteria outlined in motion. Officers are in the process of reverting tenant back to current lease terms given surrender of current lease was not proceeded with.	Ongoing	31/07/2021 31/01/2022 31/05/2022 31/12/2022
Director of Strategic Planning and Projects	OCM	FPOL2104-9	THE HEART OF BEACONSFIELD MASTERPLAN – OUTCOMES OF ADVERTISING AND FINAL ADOPTION	My Say page updated, submitters notified, Working Group advised. Plan published on web page. Progression of negotiation over Recreation Facility pending outcomes of Community, Sport & Recreation Plan. Discussions with Lefroy Road Quarry agencies and Development WA regarding coordinated redevelopment options undertaken 8/21 and 10/21, 5/22 and ongoing. Estimated update to Council October 2022	Ongoing	31/12/2021 23/03/2022 30/06/2022 31/08/2022 31/12/2022
Manager Economic Development and Marketing	OCM	Petition	Submitted 27 October 2021 (OCM) Cr Andrew Sullivan presented a petition from Cheynee Cullen, requesting Harbour Road, South Fremantle become residents only parking. The petition contains 15 signatures.	Officers are assessing the request for resident only parking, taking into account current resident parking arrangements, on and off street parking provision and nearby land uses. A report will be prepared for Council.	Ongoing	31/03/2022 31/12/2022
Director City Business	OCM	C2006-9	FREMANTLE MARKETS ESSENTIAL WORKS AND LEASE EXTENSION PROPOSAL	Scope and design works have been completed and agreed by all parties. Tender process has closed. Currently working through initial clarifications prior to selecting a preferred tenderer.	Ongoing	30/09/2021 30/06/2022 30/06/2023
Director City Business	OCM	FPOL2103-10	NOTICE OF MOTION BY CR HANNAH FITZHARDING – INVESTIGATION INTO POSSIBLE INTRODUCTION OF FREMANTLE CARD FOR FREMANTLE RATEPAYERS	Officers will commence an investigation as per the Council decision prior to the end of the 2022/23 FY.	Ongoing	Unknown
Manager Communications and Events	OCM	FPOL2104-11	ROUND HOUSE CONSERVATION MANAGEMENT PLAN	Round House and Arthur Head continue to form part of the City's advocacy priorities agenda.	In Progress	Ongoing



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
Manager Parks and Landscapes	OCM	FPOL2104-3	INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE	The updated Street and Reserve Tree Policy and Verge Garden Policy are currently being drafted and will be brought to Council in 2022.	Ongoing	21/12/2022
Director Infrastructure	OCM	FPOL2109-14	FORMER NAVAL STORE BUILDING IMPROVEMENTS	The proposed works have been put on hold by the tenant.	Ongoing	1/04/2022 1/07/2022 01/07/2023
Director City Business	FPOL	FPOL2112-1	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – OFFICE SPACE	Ongoing	Ongoing	30/06/2022 31/12/2022
Director Infrastructure	FPOL	FPOL2112-2	FREMANTLE GOLF COURSE AND COMMUNITY CENTRE	Main Roads WA have now confirmed additional funding for the delivery of the project. Officers are now preparing the tender to put out to market.	Ongoing	28/02/2022 30/04/2022 31/05/2022 1/10/2022
Manager Infrastructure Engineering	FPOL	FPOL2202-5	PARKLET APPLICATION – 1/36 HENRY STREET (DARLING DARLING BAR)	The item was put forward at the February Finance, Policy, Operations and Legislation Committee meeting where the application for the parklet was refused due to extended operating times.	Ongoing	30/06/2022 30/09/2022 31/10/2022
Manager Information Technology	OCM	FPOL2202-8	PROPOSED PUBLIC ROAD CLOSURE - BAYLY STREET NORTH FREMANTLE - AMALGAMATION WITH FREMANTLE PORTS PROPERTY	A formal application was submitted to the Department of Planning, Lands and Heritage (DPLH) on 11/04/2022 in accordance with Council's resolution. DPLH are requesting that the City liaise with Fremantle Ports regarding actual sale of the land (conveyancing). This will extend the City's involvement until March 2023. DPLH are at the stage of obtaining a valuation assessment from Landgate. 13/09/2022 – No further update.	Ongoing	31/05/2022 31/03/2023
Manager Information Technology	OCM	FPOL2203-10	DEDICATION OF SETBACK AREAS – 14 PARRY STREET, FREMANTLE (PART LOT 1508) AND THE WHOLE OF LOT 50 PARRY STREET, FREMANTLE	Council resolved on to support the proposal on 23 March 2022 – A formal application was submitted to the Department of Planning, Lands and Heritage (DPLH) on 19/04/2022 in accordance with Council's resolution. DPLH is processing this application. 28/09/2022 - DPLH has forwarded the City's application to the Metropolitan and Peel Case Management Team, the City is awaiting an update.	Ongoing	31/05/2022 31/12/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
Manager Strategic Planning and City Design	OCM	FPOL2203-7	DRAFT PARKING PLAN PRINCIPLES	Principles adopted by Council 23/03/2022 but work to develop final Parking Plan ongoing	Ongoing	30/09/2022
Manager Strategic Planning and City Design	OCM	FPOL2203-8	CAT BUS REVIEW – ADDITIONAL FINDINGS	Further actions identified in Council resolution 23/03/2022 ongoing, with view to completion in time for a further report back to Council in October 2022	Ongoing	31/10/2022
Manager Infrastructure Engineering	FPOL	FPOL2204-4	METROPOLITAN REGIONAL ROAD GROUP-ROAD REHABILITATION GRANT APPLICATION 2023/24	1. Application for Metropolitan Regional Road Group funding for 2023-24 Road Rehabilitation grants was completed by the due date of 22 April 2022. 2. Advice from Main Roads on the draft list is expected in November 2022. Detail design is underway on scope to prepare an estimate for budget request for Council's consideration and approval for the 2023/24 financial year.	Ongoing	30/06/2022 30/11/2022
Manager Field Services	OCM	FPOL2204-8	ADVERTISING THE INTENTION TO SPECIFY VIRGINIA RYAN PARK AS A DOG EXERCISE AREA	Community consultation being prepared on the use of Virginia Ryan Park as a Dog Exercise Area. At the completion of consultation a report will be prepared for Council consideration. Consultation report received 06/09/22, report to be provided for Finance, Policy, Operations and Legislation Committee in October 2022	Ongoing	31/07/2022 01/11/2022
Manager Field Services	OCM	ARMC2204-1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP UPDATE	Report endorsed by Council, for Cr Groome and Cr Mofflin to be appointed to the Local Emergency Management Committee (LEMC) as members. Next LEMC meeting is 27 July 2022 where changes will be implemented. A report of the LEMC will be provided to the Audit and Risk Management Committee. Information report prepared for Audit and Risk Management Committee in Oct 2022.	Ongoing	1/11/2022
Manager Facilities and Environmental Management	OCM	FPOL2206-8	WESTGATE MALL UPGRADE OF AWNINGS	Budget reconciled. Design and procurement to prepare for onsite start mid-February.	Ongoing	28/04/2023
Chief Executive Officer	OCM	FPOL2206-10	PROPOSED LICENSE AGREEMENT – SOUTH FREMANTLE FOOTBALL CLUB	The proposed license agreement has been provided to the SFFC for review. SFFC have advised (Sept '22) they have appointed lawyer to review.	Ongoing	31/10/2022
Manager Governance	OCM	ARMC2206-5	INFORMATION REPORT – JUNE 2022	Progress on the action required for part 2 of the Council Decision (22/06/22), has been delayed due to staffing changes. A report will be brought to the next appropriate Audit and Risk Management Committee meeting.	Ongoing	28/02/2023



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
Manager Strategic Planning and City Design	OCM	FPOL2207-4	FREMANTLE OVAL REDEVELOPMENT – BUSINESS PLAN			
Manager Strategic Planning and City Design	OCM	PC2207-8	LOCAL HERITAGE SURVEY AND HERITAGE LIST ADJUSTMENTS 34 QUEEN STREET AND 61-69 KNUTSFORD STREET			
Manager Infrastructure Engineering	FPOL	FPOL2208-3	PARKLET APPLICATION – 96 HIGH STREET FREMANTLE (PALACE ARCADE)	This item was held over pending a review of the Parklet Policy, which following a workshop of Elected Member in late August, will now be listed on the round of meetings scheduled for October 2022.	Ongoing	30/09/2022 31/10/2022
Manager Infrastructure Engineering	FPOL	FPOL2208-2	HAMPTON ROAD TREATMENT OPTIONS – BEACONSFIELD PRIMARY GUARDED SCHOOL CROSSING	Actions and discussions are proceeding on all recommendations.	Ongoing	30/11/2022
Manager Economic Development and Marketing	FPOL	FPOL2208-1	SALE OF 7-15 QUARRY STREET, FREMANTLE	Investigation as requested in motion currently underway.	Ongoing	31/12/2022
Manager Infrastructure Engineering	OCM	Petition	Submitted 24 August 2022 (OCM) Cr Fedele Camarda presented a petition that was signed by 38 people requesting traffic calming and infrastructure upgrades to Oldham Crescent around Grigg Park.	The request is being investigated, with a review of the speed and volume counts, and will assessed through the Local Area Traffic Management Warrant Criteria. A report will be prepared for Council's consideration. Any measures that might be recommended will be listed for design in order to identify scope and estimate of cost for budget consideration on the Forward Works Program.	Ongoing	30/11/2022
Manager Field Services	OCM	PC2208-6	PLANNING COMPLIANCE - NO. 42 MCCLEERY STREET BEACONSFIELD AND NO. 67 ATTFIELD STREET, FREMANTLE - INCOMPLETE DEVELOPMENT (REF: RMP20/0036 AND RMB22/0047)	Report carried by Council to; 1. Authorise the Chief Executive Officer to issue a Building Order under section 112 of the Building Act 2011 requiring works to be completed within 12 months to make the three storey dwelling at 42 McCleery Street, Beaconsfield deemed fit for human occupation, otherwise to be demolished should the 12 month time frame not be met. And; 2. Authorise the Chief Executive Officer to issue a Building Order under section 112 of the Building Act 2011 requiring works to be completed within 12 months to make the single house second storey additions at 67 Attfield Street, Fremantle deemed fit for human occupation, otherwise to be demolished should the 12 month time frame not be met. Owners of the properties and the complainants are to be advised of the outcome of Council. Officers to prepare and issue extensions to the building permits	Ongoing	14/09/2023



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Estimated completion date
				for 12 months and prepare and issue building orders requiring works to be completed within 12 months.		
Manager Parks and Landscapes	OCM	FPOL2208-6	TENDER FCC606/22 - DESIGN AND CONSTRUCT BOOYEEMBARA PARK MOUNTAIN BIKE TRAIL	Officers are negotiating with the preferred tenderer to award the Contract.	Ongoing	30/09/2022
Manager Governance	OCM	FPOL2208-9	ADOPTION OF THE CITY OF FREMANTLE PARKING AMENDMENT LOCAL LAW 2022	Gazetted on 2 September 2022, advertised on 10 September 2022. Explanatory memorandum sent 14 September 2022. The City is now waiting for Joint Standing Committee to approve.	Ongoing	31/10/2022



Development application motions completed in the reporting period 1 June 2022 to 30 September 2022

The motions in this section are those decisions about development applications that have been completed. They have been grouped for ease of reference only.

Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Development Approvals	PC	PC2022-1	REFERRED ITEM - STIRLING HIGHWAY, NO. 110 (LOT 2) AND LESLIE ROAD, NO. 5 (LOT 3) NORTH FREMANTLE - TWO STOREY MIXED USED DEVELOPMENT (THREE MULTIPLE DWELLINGS AND A SHOP) (JCL DA0265/21)	Determination letter issued	Complete	17/05/2022
Manager Development Approvals	PC	PC2022-3	SCOTT STREET, NO.26 (LOT 15), SOUTH FREMANTLE – ADDITIONS TO EXISTING SINGLE HOUSE – (CS DA0003/22)	Determination letter issued	Complete	19/05/2022
Manager Development Approvals	PC	PC2022-4	MCCLEERY STREET, NO. 32 (LOT 2), BEACONSFIELD - DEMOLITION OF EXISTING SINGLE HOUSE (ED DA0078/22)	Determination letter issued	Complete	18/05/2022
Manager Development Approvals	PC	PC2022-5	JENKIN STREET, NO. 9 (LOT 23), SOUTH FREMANTLE – DEMOLITION OF EXISTING HOUSE AND NEW SINGLE STOREY SINGLE HOUSE (ED DA0046/22)	Determination letter issued	Complete	18/05/2022
Manager Development Approvals	OCM	PC2022-2	SOUTH TERRACE, NO. 2/284 (LOT 22) SOUTH FREMANTLE – SECTION 31 STATE ADMINISTRATIVE TRIBUNAL RECONSIDERATION FOR CHANGE OF USE FROM OFFICE TO SHOP AND UNAUTHORISED SIGNAGE (JL DA0405/21)	Determination letter issued	Complete	7/06/2022
Manager Development Approvals	OCM	C2205-1	SECTION 31 RECONSIDERATION - BRACKS STREET, NO. 90 (LOTS 241-260), NORTH FREMANTLE - DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES - (CS/CJ DA0440/21)	Determination letter issued	Complete	3/06/2022
Manager Development Approvals	PC	PC2206 - 1	REFERRED ITEM - SOLOMON STREET, NO. 45 (LOT 40) FREMANTLE – ADDITIONS (THREE STOREY) AND ALTERATIONS TO EXISTING SINGLE HOUSE (TG DA0553/21)	Determination letter issued	Complete	8/06/2022
Manager Development Approvals	PC	PC2206-2	ELLEN STREET, NO.53 (LOT 1), FREMANTLE – TWO STOREY ADDITION TO EXISTING RESIDENTIAL BUILDING – (CS DA0506/21)	Determination letter issued	Complete	7/06/2022
Manager Development Approvals	PC	PC2206-3	HULBERT STREET, NO. 22 (LOT 116), SOUTH FREMANTLE - SECOND STOREY ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE - (ED DA0038/22)	Determination letter issued	Complete	7/06/2022
Manager Development Approvals	PC	PC2206-5	LILLY STREET, NO.2A (LOT 2), SOUTH FREMANTLE – TWO STOREY SINGLE HOUSE – (CS DA0455/21)	Determination letter issued	Complete	7/06/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Development Approvals	PC	PC2206-4	BARNETT STREET, NO.4 (LOT 19), FREMANTLE – ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE – (CS DA0025/22)	Determination letter issued	Complete	7/06/2022
Manager Development Approvals	PC	PC2207-2	HIGH STREET, NO.39 (LOTS 62 AND 63), FREMANTLE – VARIATION TO PREVIOUS PLANNING APPROVAL DA0314/20 (INTERNAL ALTERATIONS AND CHANGE OF USE TO TAVERN) (JL VA0010/22)	Advice of deferral of item letter issued	Complete	18/07/2022
Manager Development Approvals	PC	PC2207-3	EDMUND STREET, NO. 142 (LOT 31) BEACONSFIELD - TWO STOREY SINGLE HOUSE (TG DA0133/22)	Determination letter issued	Complete	18/07/2022
Manager Development Approvals	PC	PC2207-4	MANNING STREET, NO. 5 (LOT 28) FREMANTLE - TWO STOREY ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (JCL DA0100/22)	Advice of deferral of item letter issued	Complete	18/07/2022
Manager Development Approvals	PC	PC2207-5	DOUST STREET, NO. 12 (LOT 1) HILTON - TWO STOREY SINGLE HOUSE (JCL DA0089/22)	Determination letter issued	Complete	22/07/2022
Manager Development Approvals	PC	PC2207-6	ELIZABETH STREET, NO. 13 (LOT 18) WHITE GUM VALLEY – ADDITIONS, ALTERATIONS AND UNAUTHORISED WINDOW ADDITION TO EXISTING SINGLE HOUSE (JL DA0134/22)	Determination letter issued	Complete	22/07/2022
Manager Development Approvals	OCM	PC2207-1	SECTION 31. RECONSIDERATION - SOUTH TERRACE, NOS. 271-271A (STRATA LOTS 1 AND 2) SOUTH FREMANTLE - CHANGE OF USE TO SMALL BAR AND ALTERATIONS AND ADDITIONS TO EXISTING BUILDING AND CHANGE OF USE TO SHOP (DA0352/21)	Determination letter issued	Complete	10/08/2022
Manager Development Approvals	PC	PC2208-1	PEARSE STREET, NO. 32 (LOT 8) NORTH FREMANTLE - ADDITIONS AND ALTERATIONS (TWO STOREY) TO EXISTING SINGLE HOUSE (TG DA0161/22)	Determination letter issued	Complete	15/08/2022
Manager Development Approvals	PC	PC2208-2	THOMPSON ROAD, NO.2/86 (LOT 211), NORTH FREMANTLE – ADDITIONS AND ALTERATIONS TO EXISTING HOUSE – (CS DA0158/22)	Determination letter issued	Complete	15/08/2022
Manager Development Approvals	PC	PC2208-3	ROSE STREET, NO. 12 (LOT 18) SOUTH FREMANTLE - ADDITIONS AND ALTERATIONS TO SINGLE HOUSE (TG DA0190/22)	Determination letter issued	Complete	16/08/2022
Manager Development Approvals	OCM	PC2208-4	NICHOLAS CRESCENT, NO. 56 (STRATA LOT 1) HILTON - UNAUTHORISED PRIMARY FENCING TO EXISTING SINGLE HOUSE (TG DA0460/21)	Determination letter issued	Complete	5/09/2022



**Motions other than development applications completed in the reporting period
1 June 2022 to 30 September 2022**

The motions in this section are all other decisions made by Council except development applications that have been completed.

Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Community Development	OCM	C2110-3	GRANT APPLICATION- LOCAL GOVERNMENT PARTNERSHIP FUND FOR HOMELESSNESS	City of Fremantle application has been successful. Meeting and contract finalisation pending mid August 2022.	Complete	31/07/2022
Chief Executive Officer	OCM	ARMC2111-2	CITY OF FREMANTLE RISK MANAGEMENT FRAMEWORK	The Framework has been adopted and implemented.	Complete	30/09/2022
Chief Executive Officer	OCM	FPOL2112-10	CONSIDERATION OF AMENDMENT TO THE SPICER DEVELOPMENT DEED (8-10 HENDERSON STREET, FREMANTLE)	Final variations completed with Fiveight on 7 September, updated document with Fiveight for signing.	Complete	7/09/2022
Manager Parks and Landscapes	OCM	FPOL2112-3	GILBERT FRASER RESERVE SCOREBOARD	Project complete.	Complete	1/07/2022
Manager Governance	FPOL	FPOL2202-3	PROPOSED LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2022 – SHARK FISHING ON BEACHES PROPOSED PROHIBITION	Local public notice posted on noticeboards, My Say Freo and advertised in the Fremantle Herald on 19 February 2022. Submissions closed 11 April 2022. Local Law adopted 25 May 2022 and submitted to the JSCDL.	Complete	25/05/2022
Manager Governance	FPOL	FPOL2202-4	PROPOSED CITY OF FREMANTLE CAT MANAGEMENT AMENDMENT LOCAL LAW 2022	Local public notice posted on noticeboards, My Say Freo and advertised in the Fremantle Herald on 19 February 2022. Submissions closed 11 April 2022. Local Law adopted 22 June 2022 and submitted to the JSCDL.	Complete	22/06/2022
Manager Arts and Culture	FPOL	FPOL2203-4	SOLE SOURCE OF SUPPLY – DARWIN ABORIGINAL ARTS FAIR FOUNDATION LTD	Darwin Aboriginal Arts Fair Foundation Ltd contracted 18/03/2022	Complete	31/07/2022
Manager Parks and Landscapes	OCM	FPOL2203-11	TENDER - PORT BEACH SAND NOURISHMENT VIA DREDGE PROJECT	Tender awarded and nourishment works have commenced.	Complete	30/06/2022
Director Infrastructure	OCM	ARMC2204-3	WALYALUP CIVIC CENTRE – PROJECT UPDATE	Building construction project complete. Financial management of retentions and 12 month defect management ongoing. Works activity relates to flood damage repairs complete.	Complete	30/06/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Financial Services	OCM	ARMC2204-2	FREMANTLE PARK – PROJECT INDEPENDENT FINANCIAL AUDIT REPORT	The independent Financial Audit report was completed and presented to ARMC on 20th April 2022. Officers will seek to meet with Fremantle Workers Social & Leisure Club to discuss findings of the report. 11/08/22: The independent audit report was presented to representatives of the Fremantle Workers Social & Leisure Club at a meeting attended by City Officers and the independent Auditor. The findings of the report were discussed. The FWSLC has since clarified their position that the costs that were the subject of the audit will be paid in full. 17/08/22: The matter has been fully resolved.	Complete	17/08/2022
Manager Community Development	FPOL	FPOL2205-2	CHANGING PLACE GRANT EXPRESSION OF INTEREST – SOUTH BEACH	External grant application approved. Project will be included as part of South Beach public toilet upgrade	Complete	31/07/2022
Director City Business	FPOL	FPOL2205-3	ADVERTISING OF THE PROPOSED DIFFERENTIAL RATE FOR THE 2022/23 FINANCIAL YEAR	11/08/22: The advertising of the proposed differential rates for the 2022/23 financial year was approved. by FPOL at the meeting of 11 May 2022. The proposed differential rates were advertised in news media and available on the City's webpage from Saturday 14 May 2022, and subsequently adopted by Council at a Special Council Meeting held on 20 July 2022.	Complete	20/07/2022
Manager Governance	OCM	FPOL2205-4	ADOPTION OF THE CITY OF FREMANTLE LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2022 – FOR THE CONTROL OF SHARK FISHING	Local Law adopted, all supporting actions undertaken and submitted to the JSCDL.	Complete	25/05/2022
Manager Governance	OCM	FPOL2205-5	DELEGATED AUTHORITY REGISTER REVIEW 2022	Delegated Authority Register updated and published on the City's website. Notification emails distributed to designated employees.	Complete	8/06/2022
Manager Governance	OCM	FPOL2205-6	REVIEW OF ELECTED MEMBER RELATED POLICY	Policies updated and published on the City's website, as adopted.	Complete	4/07/2022
Manager Financial Services	OCM	FPOL2205-7	BUDGET AMENDMENTS – MAY 2022	11/08/22: The Budget Amendments for May 2022 were presented to, and adopted by, Council at the Ordinary Council Meeting held on 25 May 2022, and have since been implemented.	Complete	25/05/2022
Manager Facilities and Environmental Management	OCM	FPOL2205-8	TENDER FCC595/22 70 PARRY STREET GROUND AND FIRST FLOOR LAYOUT CHANGES	Budget reconciled. Works progressing.	Complete	26/05/2022
Manager Parks and Landscapes	FPOL	FPOL2206-1	SOUTH BEACH PUBLIC FACILITIES	An Elected Member Briefing was held on 15 August 2022 presenting revised concept options.	Complete	15/08/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Governance	FPOL	FPOL2206-2	PROPOSED CITY OF FREMANTLE PARKING AMENDMENT LOCAL LAW 2022	Local public notice posted on noticeboards, My Say Freo and advertised in the Fremantle Herald. Submissions closed 1 August 2022. Local Law to be considered for adoption at the August round of meetings.	Complete	1/08/2022
Manager Waste and Fleet	FPOL	FPOL2206-3	PROPOSED PLASTIC FREE JULY 2022 DECLARATION	Declaration and events / activities progressed.	Complete	30/07/2022
Manager Parks and Landscapes	FPOL	FPOL2206-4	ACCEPTANCE OF TENDER - FCC592/22 - PROVISION OF TURF LAYING SERVICES	Tender awarded.	Complete	5/07/2022
Manager Governance	OCM	FPOL2206-5	MEETING PROCEDURES POLICY REVIEW	Updated policy published on the City's website as adopted.	Complete	4/07/2022
Manager Governance	OCM	FPOL2206-6	COUNCIL CODE OF CONDUCT DIVISION 3 COMPLAINT HANDLING POLICY REVIEW	Updated policy published on the City's website as adopted.	Complete	4/07/2022
Manager Governance	OCM	FPOL2206-7	ADOPTION OF THE CITY OF FREMANTLE CAT MANAGEMENT AMENDMENT LOCAL LAW 2022	Local Law adopted, supporting actions undertaken and submitted to the JSCDL.	Complete	30/06/2022
Manager Financial Services	OCM	FPOL2206-9	BUDGET AMENDMENTS - JUNE 2022	11/08/22: The Budget Amendments for June 2022 were presented to, and adopted by, Council at the Ordinary Council Meeting held on 22 June 2022, and have since been implemented.	Complete	22/06/2022
Director Infrastructure	OCM	ARMC2206-1	WALYALUP CIVIC CENTRE – UPDATE	A report was presented to the August 2022 Audit and Risk Management Committee providing an overall summary – including the Walyalup Civic Centre and all other associated projects and costs – inc ref the Kings square business plan (2012).	Complete	17/08/2022
Director City Business	OCM	FPOL2206-11	RATES DEBTOR WAIVER – RACHELLE WALKER (T/AS WILD TWIG)	11/08/22: The recommendation to waive the specified debt was approved by FPOL at the meeting of 8 June 2022, and subsequently endorsed by Council at the Ordinary Council Meeting of 22 June 2022. The debt has now been waived.	Complete	22/06/2022
Director City Business	OCM	FPOL2206-12	SUNDRY DEBTOR WAIVER – SOLDON PTY LTD (T/AS MEN BEHAVING HANDY)	11/08/22: The recommendation to waive the specified debt was approved by FPOL at the meeting of 8 June 2022, and subsequently endorsed by Council at the Ordinary Council Meeting of 22 June 2022. The debt has now been waived.	Complete	22/06/2022
Manager Information Technology	FPOL	FPOL2207-1	SOLE SOURCE OF SUPPLY – CIVICA SPYDUS LIBRARY MANAGEMENT SYSTEM	A contract has been created, and signed, between the City and Civica for the supply of the Spydus Library Management System for the next 5 years.	Complete	22/08/2022
Manager Parks and Landscapes	FPOL	FPOL2207-2	ACCEPTANCE OF TENDER - FCC605/22 - PROVISION OF TREE MAINTENANCE SERVICES	The tender has been awarded.	Complete	15/07/2022
Director City Business	SCM	SC2207-1	ADOPTION OF THE ANNUAL BUDGET 2022-2023	11/08/22: The 2022-2023 Annual Budget was adopted by Council at a Special Council Meeting held on 20 July 2022.	Complete	20/07/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Director of Strategic Planning and Projects	OCM	FPOL2207-3	SOUTH FREMANTLE LANDFILL SITE – SOLAR FARM PROJECT	Solar farm proponents given notice of termination of informal extension of Exclusive Working Agreement, and termination of further work by the City on facilitating development of a solar farm on the site, in accordance with Council resolution of 27 July.	Complete	11/08/2022
Chief Executive Officer	OCM	FPOL2207-5	REQUEST FOR APPROVAL OF PROPOSED SALE OF 8 POINT STREET (PREVIOUSLY 2 POINT ST) FREMANTLE	Sale Deed finalised between SKS, Sirona and CoF.	Complete	30/09/2022
Chief Executive Officer	OCM	C2207-5	ELECTED MEMBER MOTION - HIGH STREET PARKING ISSUES – CR MARIJA VUJCIC	Motion lapsed due to no seconder - no further action required.	Complete	27/07/2022
Manager Development Approvals	OCM	PC2207-7	AMENDMENTS TO LOCAL PLANNING POLICY 1.9 - DESIGN ADVISORY COMMITTEE AND PRINCIPLES OF DESIGN	Adopted	Complete	27/07/2022
Manager Financial Services	OCM	FPOL2207-6	BUDGET AMENDMENTS - JULY 2022	11/08/22: The Budget Amendments for July 2022 were presented to, and adopted by, Council at the Ordinary Council Meeting held on 27 July 2022, and have since been implemented.	Complete	27/07/2022
Manager People and Culture	OCM	C2207-1	CEO ANNUAL PERFORMANCE REVIEW FOR 2021/22 AND ADOPTION OF PERFORMANCE CRITERIA FOR 2022/23	CEO performance review for 2021/22 completed with Performance Criteria adopted	Complete	27/07/2022
Manager Arts and Culture	FPOL	FPOL2208-4	TENDER FCC602/22 -PROVISION OF SECURITY SERVICES	M A Services have been contracted and commenced provision of security services at Fremantle Arts Centre 1 September.	Complete	1/09/2022
Director Community Development	OCM	C2208-1	NORTH FREMANTLE BOWLING CLUB EXPRESSION OF INTEREST (EOI) - RECOMMENDATION TO PROCEED TO LEASE NEGOTIATIONS	Progression to lease negotiations endorsed at September Finance, Policy, Operations and Legislation Committee 14 September 2022.	Complete	14/09/2022
Manager Governance	OCM	FPOL2208-8	ADOPTION OF FRAUD AND MISCONDUCT CONTROL POLICY	Policy adopted, included in 'City documents' and published on the City's website.	Complete	26/08/2022
Manager Financial Services	OCM	FPOL2208-11	AMENDMENT TO THE FEES AND CHARGES 2022-23	17/08/22: The advertising of the proposed changes to the adopted FY22-23 Fees and Charges was approved by Council at OCM 24/08/2022. The changes were advertised on 27/08/22 and became effective 1/09/2022.	Complete	1/09/2022
Manager Facilities and Environmental Management	OCM	FPOL2208-7	TENDER FCC604/22 LEISURE CENTRE POOL ROOF	Contractor start on site 12 September 22	Complete	25/08/2022
Manager Governance	OCM	FPOL2208-10	ADOPT DETERMINATION – BRINGING CATS ONTO LOCAL GOVERNMENT PROPERTY	Determination adopted and final advertisement placed in Herald and on website on 3 September 2022.	Complete	3/09/2022
Manager Governance	OCM	ARMC2208-6	ADOPTING THE ANNUAL REPORT AND SETTING THE DATE FOR THE ANNUAL GENERAL MEETING OF ELECTORS	Annual report adopted and date set for AGME. Venue booked for AGME.	Complete	26/08/2022
Manager Information Technology	OCM	ARMC2208-1	INFORMATION TECHNOLOGY POLICIES	The Information Technology Security Policy was endorsed by council and subsequently this Policy and associated administration policies are scheduled to be distributed around the City.	Complete	24/08/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update	Status	Completion date
Manager Financial Services	OCM	ARMC2208-4	AUDIT OF THE ANNUAL FINANCIAL STATEMENTS 30 JUNE 2021	17/08/22: The OAG audit of the FY21 Annual Financial Statements was completed on 5/08/2022 with the City receiving an unqualified Audit Report. The Auditor's Report and Audited Financial Statements were received by Council at OCM 24/08/2022.	Complete	24/08/2022
Chief Executive Officer	OCM	ARMC2208-7	DEVELOPMENT, IMPLEMENTATION AND COST COMPARISON OF THE KINGS SQUARE BUSINESS PLAN	Presented to the ARMC meeting on 17 August and received by Council on 24 August 2022 (ARMC2208-7)	Complete	24/08/2022



**Motions where no action was required in the reporting period
1 June 2022 to 30 September 2022**

The motions in this section are from those reports that were provided to Council for information only.

Responsible officer	Final decision maker	Item No	Title of Item	Officer update.	Status	Completion date
Manager Development Approvals	PC	PC2022-6	Information Report - May 2022	For information only - no action required	Complete	4/05/2022
Manager Economic Development and Marketing	FPOL	FPOL2205-1	CORPORATE BUSINESS PLAN – QUARTERLY REPORT – JANUARY TO MARCH 2022	For information only - no action required	Complete	11/05/2022
Manager Financial Services	OCM	C2205-2	MONTHLY FINANCIAL REPORT - APRIL 2022	For information only - no action required	Complete	25/05/2022
Manager Financial Services	OCM	C2205-3	STATEMENT OF INVESTMENTS – APRIL 2022	For information only - no action required	Complete	25/05/2022
Manager Financial Services	OCM	C2205-4	SCHEDULE OF PAYMENTS – APRIL 2022	For information only - no action required	Complete	25/05/2022
Manager Development Approvals	PC	PC2206-6	Information Report - June 2022	For information only - no action required	Complete	1/06/2022
Manager Financial Services	OCM	ARMC2206-2	PURCHASING POLICY EXEMPTIONS MARCH TO APRIL 2022	For information only - no action required	Complete	22/06/2022
Manager Financial Services	OCM	ARMC2206-3	OVERDUE DEBTORS REPORT AS AT 30 APRIL 2022	For information only - no action required	Complete	22/06/2022
Manager Financial Services	OCM	ARMC2206-4	TENDERS AWARDED UNDER DELEGATION MARCH TO APRIL 2022	For information only - no action required	Complete	22/06/2022
Manager Financial Services	OCM	C2206-1	MONTHLY FINANCIAL REPORT - MAY 2022	For information only - no action required	Complete	22/06/2022
Manager Financial Services	OCM	C2206-2	STATEMENT OF INVESTMENTS – APRIL 2022	For information only - no action required	Complete	22/06/2022
Manager Financial Services	OCM	C2206-3	SCHEDULE OF PAYMENTS – MAY 2022	For information only - no action required	Complete	22/06/2022
Director City Business	OCM	ARMC2206-6	EMERGING ISSUES REPORT - JUNE 2022	For information only - no action required	Complete	22/06/2022
Manager Development Approvals	PC	PC2207-9	Information Report - July 2022	For information only - no action required	Complete	6/07/2022



Responsible officer	Final decision maker	Item No	Title of Item	Officer update.	Status	Completion date
Manager Financial Services	OCM	C2207-3	STATEMENT OF INVESTMENTS – JUNE 2022	For information only - no action required	Complete	27/07/2022
Manager Financial Services	OCM	C2207-4	SCHEDULE OF PAYMENTS – JUNE 2022	For information only - no action required	Complete	27/07/2022
Manager Financial Services	OCM	C2207-2	MONTHLY FINANCIAL REPORT – JUNE 2022	For information only - no action required	Complete	27/07/2022
Manager Development Approvals	PC	PC2208-5	Information Report - August 2022 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only - no action required	Complete	3/08/2022
Manager Economic Development and Marketing	FPOL	FPOL2208-5	CORPORATE BUSINESS PLAN PROGRESS REPORT 2021/22	For information only - no action required	Complete	10/08/2022
Manager Financial Services	OCM	ARMC2208-3	TENDERS AWARDED UNDER DELEGATION MAY TO JUNE 2022	For information only - no action required	Complete	24/08/2022
Director City Business	OCM	ARMC2208-8	EMERGING ISSUES REPORT – AUGUST 2022	For information only - no action required	Complete	24/08/2022
Manager Financial Services	OCM	ARMC2208-5	OVERDUE DEBTORS REPORT AS AT 30 JUNE 2022	For information only - no action required	Complete	24/08/2022
Manager Financial Services	OCM	C2208-2	MONTHLY FINANCIAL REPORT - JULY 2022	For information only - no action required	Complete	24/08/2022
Manager Financial Services	OCM	C2208-3	STATEMENT OF INVESTMENTS – JULY 2022	For information only - no action required	Complete	24/08/2022
Manager Financial Services	OCM	C2208-4	SCHEDULE OF PAYMENTS – JULY 2022	For information only - no action required	Complete	24/08/2022
Manager Financial Services	OCM	ARMC2208-2	PURCHASING POLICY EXEMPTIONS – MAY TO JUNE 2022	For information only - no action required	Complete	24/08/2022



STATUS REPORT OF AUDIT ACTIONS TO 30 SEPTEMBER 2022

ATTACHMENT 1 - Audit actions progress report to 30 September 2022

**Systems and Procedures Review – Internal Control
(Commenced December 2019)**

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Risk assessments	Chief Executive Officer	NA	Implement processes to reinforce awareness of risk management procedures with relevant employees. Ensure all teams are managing risk in a manner which is consistent with the risk management policy and risk management framework.	We will work with Management Team to identify employees who require knowledge of Risk Policy and Procedure. We will implement workshops to improve awareness and understanding of the Framework and Policy	Training program to be implemented.	30/6/2021	30/06/2022 30/06/2023	Ongoing	
Risk management training	Chief Executive Officer	NA	Review the risk assessment training programme to ensure all employees are aware of risk management processes. Include risk management training as part of the induction process where appropriate.	Will review and advise Management Team on best way to implement this.	Remains ongoing .This item is still being considered by the Risk Management Group No further update at 30 March 2021 Remains ongoing at present. There have been some project delays due to resourcing challenges	30/6/2021	30/6/2022	Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Checking employee qualifications	Manager People and Culture	NA	Monitor the new system, once in place, to ensure that electronic reminders for licence expiry dates are properly implemented.	This is a feature of the new HRIS system. This will be monitored once in place.	The new HRIS is in testing phase and is yet to be finalised – expecting this to be early in 2021. There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021. HRIS implementation delayed 6-8 months (live Aug 2021) The new HRIS has been launched, however not all modules have been implemented. The accreditations module (which tracks licence expiry dates) has been launched to capture COVID-19 vaccination certificates but not yet other licences. Development of this module has been paused due to resourcing issues within P&C and IT. The amended completion date of late 2022 is still valid.	31/3/2021	30/06/2021 31/07/2021 30/06/2022 31/12/2022	Ongoing	
Review of council and administration Policies	Manager Governance	NA	Introduce a periodic City-wide policy review to: - minimise the risk of policies becoming outdated; - ensure consistency of formatting between policies; and - promote culture where employees bring all proposed policy amendments to the attention of council.	The Governance Team, are planning a city-wide review of policy to be undertaken within the next 12 – 18 months.	The policy review has commenced, and is currently in the first stage. Initial meetings with managers have been completed and the manager responsibility for each of the policies has been re-allocated where required. The governance team have grouped the policies into business unit, and the next stage is to review each group of policies, one business unit at a time. On hold due to staffing availability issues. Policy review has recommenced. First group of policies ready for council review in September. Council has reviewed: August 2021: strategic planning, governance, and people and culture policies.	1/10/2021	30/06/2022 31/12/2022	Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
					September 2021: communications and events, customer experience and learning, information technology and arts and culture November 2021: Community Development and Economic Development February 2022: Field Services, Asset Management There are three business units remaining for the initial review of policies – these have been delayed due to staffing changes. The project has not progressed since the last update.				



Systems and Procedures Review – Risk Management (Commenced September 2020)

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Information technology (IT) security protocols	Manager Information Technology	NA	Introduce a checklist or compliance calendar to assist the IT Team (and future team members) in ensuring all IT security protocols are undertaken at the correct times. Ensure the Information Security Risk Management Plan is reviewed annually.	The City's IT team will review the introduction of a compliance calendar. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for November 2020. Estimated completion – 30/11/2020	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by January 2022. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for June 2022. Council Policy – IT Security Policy was endorsed by council on 24 August 2022. The policy references corresponding administration policies in relation to IT Security and Risk Management.	30/11/2020	31/03/2021 31/05/2021 30/09/2021 31/03/2022 30/06/2022	Complete	24/8/2022
IT security policy and standards	Manager Information Technology	NA	Develop an IT Security Policy (and accompanying procedural documents) to capture relevant IT security practices.	The City's IT team are currently working to develop an IT Security policy as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 20/21 FY. Estimated completion – 30/6/2021	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by June 2022. Council Policy – IT Security Policy was endorsed by council on 24 August 2022. The policy references corresponding administration policies in relation to IT Security and Risk Management.	30/6/2021	30/09/2021 31/03/2022 30/06/2022	Complete	24/8/2022



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
IT Disaster Recovery Plan	Manager Information Technology	NA	Ensure the IT Disaster Recovery Plan is reviewed annually. Consider cross referencing the IT Disaster Recovery Plan and the Business Continuity Plan.	The City's IT team are currently reviewing the IT DRP as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 20/21 FY. Estimated completion – 30/6/2021	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by June 2022. Council Policy – IT Security Policy was endorsed by council on 24 August 2022. The policy references corresponding administration policies in relation to IT Security and Risk Management.	30/6/2021	30/09/2021 31/03/2022 30/06/2022	Complete	24/8/2022
Communicating IT changes to employees	Manager Information Technology	NA	Ensure there is a formal procedure in place to guide employees on the method of considering and safely introducing new software.	The City's IT Team will review its existing change procedure for selecting and implementing new software.	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021 Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by June 2022. Council Policy – IT Security Policy was endorsed by council on 24 August 2022. The policy references corresponding administration policies in relation to IT Security and Risk Management.	30/9/2021	31/03/2022 30/06/2022	Complete	24/8/2022
Communicating risk to stakeholders	Manager Economic Development and Marketing	NA	Complete and implement a Risk Management Policy that encompasses communicating risk to stakeholders for all events and functions.	Events Teams working on this.	Remains ongoing No further update at 30 March 2021 Remains ongoing at present.	30/6/2021		Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Councillor risk management training	Chief Executive Officer	NA	Include training for 'understanding risk' in a Councillor Training Policy.	Risk management is being assessed in a broader context for the City and councillor training will be implemented as part of that process	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed. The City anticipates basic training across all levels in qtr. 3 2022	31/3/2021	30/9/2022	Ongoing	
Risk reporting	Chief Executive Officer	NA	Ensure managers receive risk management training (including risk reporting) as a part of their regular training regime. Conduct basic risk reporting training for relevant officers. Maintain employee awareness of the risk reporting process through regular reminders at team meetings.	Training with Managers and ELT took place in August 2020 to further clarify and understand the risk process and responsibilities. City aims to roll out basic training across all levels in early 2021.	The City anticipates basic training across all levels of the organisation in late 2022/early 2023.	30/6/2021	30/09/2022 31/03/2023	Ongoing	
Business Continuity Plan	Director City Business	NA	Set a calendar reminder to trigger an annual review of the Business Continuity Plan, the Business Incident Management Plan and the Business Impact Analysis. Ensure all personnel mentioned in the documents are up to date during the annual review. Identify in the Business Continuity Plan who is responsible for the document. Ensure the City completes formal handovers of key documents during team restructures. Include the adoption/approval and review dates in the Disaster Recovery Plan (Appendix to the Record Keeping Plan).	The BCP will be included in the Risk function of the organisation. The City is currently reviewing how risk will be managed and structured in the organisation. The current plan is to implement a new Risk approach within the organisation structure in January 2021. Estimated completion – 31/1/2021	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members. Executive is now considering the most appropriate resourcing in order to adequately implement and manage the framework.	31/1/2021	31/12/2021 30/06/2022 30/06/2023	Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Contract management	Director Infrastructure		Consider adopting a Contract Management Plan template document to assist employees who are managing contracts. This should include formalising the contract inspection process to ensure contractual terms are being performed, and KPI review meetings. Consider offering specific training to relevant employees undertaking contract performance/assessment reviews.	A Contract Management Plan template is under development to be available alongside the recently adopted Contract Procedures. Estimated completion - 31/12/2020	Contract Management Plan under review – draft issued in November 20 with review taking place early Jan 21. Contract Procedures adopted August 20 and available on CoFi. Training with relevant users under way since mid-December 20. Estimated completion June 21 Remains ongoing at present. There have been some project delays due to resourcing challenges A template has been developed. Update / new starter training is arranged for employees managing contracts. A review program is also being developed to monitor contractor terms and performance via a regular assessments – this shall also be done in conjunction with the regular (PMO) project reviews and outputs included in standard regular reporting to the City’s management team.	31/12/2020	30/06/2021 31/12/2021 30/06/2022 30/11/2022	Ongoing	
COVID-19 management	Director Community Development		Continue regular monitoring of introduced COVID-19 protocols until community safety can be confirmed (e.g. global inoculation of vaccine).	City requirements for City-organised meetings communicated by responsible officer. Public Health Emergency Operation Centre (PHEOC) Bulletins monitored & circulated to: All Health Officers, Executive Leadership, Management Team Events Coordinator, Leisure Centre Manager,	Safe WA registration protocol and infrastructure rolled out 2/12/20. Venue restrictions & management maintained as per Guidelines. Covid Event Plans requested where required. Internal etiquette reminders promoted via City intranet site on a daily basis. Vaccination program commenced in Australia February 2021. Western Australia vaccination rates as at 3 May 2022 –95.0% of population aged 12+ double dose vaccinated. Third dose (booster) vaccines available in 4 months	Unknown		Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
				Facilities Manager, Senior People & Culture Project Officer (Workforce Services)	from date of second vaccination from 4 January 2022. Pfizer vaccine to be made available to 5-11 year-olds from 10 January 2022. City employees required to provide proof of vaccination status and to be vaccinated in compliance with State Government mandatory vaccination directions and timelines for employees in the occupations identified in the government directions. Current COVID-19 protocols consistent with revised WA Government public health measures introduced on 29 April being maintained within City premises and events and in relation to City employees. Protocols monitoring and recording of numbers of positive cases amongst City employees ongoing – being monitored by internal Covid-19 Working Group chaired by Director of Community Development. With changes to public health measures as well as significantly reduced employee covid numbers, City of Fremantle work arrangements are being modified with business as usual arrangements being reinstated. Monitoring of employee cases will continue to manage staff and community safety and to ensure a responsive approach with future outbreaks.				
Role descriptions	Manager People and Culture		Specify risk management requirements in manager/supervisor role descriptions, and others where warranted.	Agreed where applicable. Estimated completion – 31/12/2020	This action has been delayed. All position descriptions being reviewed as vacancies arise. Standard wording for manager/supervisor role descriptions has been agreed. Estimated completion - March 2021. Recent turnover of P&C admin staff expected to delay completion to April 2021	31/12/2020	30/04/2021 30/09/2021 30/06/2022 30/06/2023	Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
					All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Ongoing resourcing issues have stalled this project. P&C resourcing issues will be resolved in early FY 22 and this project will be reinvigorated then. Resourcing issues within P&C have delayed work on this project. PDs are updated as roles are replaced. The amended completion date of mid-2023 is still valid.				



Systems and Procedures Review – Legislative Compliance (Commenced October 2021)

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Compliance with meeting procedures	Manager Governance	NA	Review the Elected Member Meeting Procedures Policy (August 2018) (due to be reviewed in 2020) to retain contemporary relevance. Review the procedure for Minute taking and packing down the North Fremantle Hall (July 2019) (was due to be reviewed in July 2021). Include adoption/approval/review details in the policy and procedure for Writing reports for Council and Committee (2019).	The Meeting Procedures Policy is currently under review. Procedure for Minute taking and packing down the North Fremantle Hall will be deleted as the Hall will no longer be used for meetings. It should be noted that new procedure documents will be created for the Chamber at the Walyalup Civic Centre. Adoption/approval details are included in the policy and procedure for Writing Reports for Council and Committee. Estimated completion – 28 February 2022	The Meeting Procedures policy is expected to be presented to the April round of meetings. New procedure documents for the Chamber at the Walyalup Civic Centre have been created and are under constant amendment while staff get to know the new accommodations. - complete ELT pulled the report from May agenda to allow more time to consider potential amendments. The Meeting Procedures Policy was reviewed and adopted by Council on 22 June 2022 (FPOL2206-5).	28/2/2022	30/04/2022 30/06/2022	Complete	22/6/2022
Corporate Business Plan (CBP) requirements	Director City Business	NA	We understand from discussion with the officers that the City does not have a Workforce Plan. Although this is not required by legislation, the City may consider drafting a Workforce Plan.	The City is currently working on the development of a workforce plan. Estimated completion – 31/12/2022	No further update.	31/12/2022	30/6/2023	Ongoing	
Leisure Centre chemical management	Manager Community Development	NA	Consider implementing refresher training in relation to workplace health and safety requirements (e.g. PPE and chemical management) at the Leisure Centre.	A refresher training session on workplace health and safety will be included into the annual aquatic training program.	Working with LGIS to arrange training for Leisure Centre aquatic staff in October 2022	31/7/2022	30/09/2022 31/10/2022	Ongoing	



Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Reporting legal considerations to council	Manager Governance	NA	Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'. Consider amending the policy and procedure for Writing reports for Council and Committee (2019) (and any relevant report templates) to include a risk assessment in all reports to council and committees. This may be in the form of a risk matrix. Although this is not required by legislation, it has the potential to improve the effectiveness of the City's risk management. strategies.	A report will be taken to ELT for consideration to include an additional heading in the report template and policy amendment. Estimated completion 31/03/2022	A request has been sent to ELT to seek approval for addition to the Officer Report template for council agenda reports. ELT has requested that Officers look at other local governments agenda layouts to see how these provisions are incorporated and report back to ELT. ELT brief sent in July 2022 – no response/feedback received. Agendas and Minutes Team advised by CEO to delay for now.	31/3/2022	30/05/2022 31/12/2022	Ongoing	
Strategic Community Plan (SCP) requirements	Director City Business	NA	Draft and endorse a guideline document for minor and major SCP reviews. This should include identifying the City's standards for community engagement, regulatory requirements of the SCP review, key stakeholders (internal and external) and the general review process.	Council endorsed pursuit of an integrated strategic planning and reporting framework involving biennial review after each election in September 2018. More detailed procedure could be prepared, referring to the Department of Local Government's Guidelines where appropriate. Estimated completion – 30 June 2022	Community consultation for major review of Strategic Community Plan currently underway	30/6/2022	30/6/2023	Ongoing	



**Regulation of Consumer Food Safety by Local Government Entities
(Commenced June 2020)**

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Consumer Food Safety	Manager Field Services	NA	Local government entities should: - work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.	Local government entities in our sample generally accepted the recommendations and confirmed that, where relevant, they will improve inspection and enforcement practices, recordkeeping and compliance reporting for regulating food businesses.	8/07/21 – clarifications to the requirements of the system have delayed the estimated completion date to June 2022. 12/09/22 - Awaiting devices to test the provided electronic inspection system.	31/12/2021	30/06/2022 31/12/2022	Ongoing	



Financial Management Review (Year ending 30 June 2020)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Bonds and Trusts Accounts (Bond Account Reconciliation)	Manager Financial Services	Low	The City ensure that bond account reconciliations are undertaken consistently on a monthly basis and that the City investigate why it has not yet transferred the additional \$35,824 of unrefunded bonds which have been outstanding for over 10 years to the Municipal account.	The City performs monthly reconciliations of all bond and trust fund accounts. During 2019-20 a considerable amount of bonds that were held for over 10 years were identified as eligible for transfer to the City's Municipal account. This was actioned on 3 March 2020 with all bonds up greater than 10 years as at 31 January 2020 being transferred to Municipal account. It is intended that all bonds from 1 February to 30 June 2020 will be actioned this financial year with a further transfer to be processed to the Municipal account in the amount of \$35,824. Further during next financial year finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current.	Actions are ongoing. Complete - Unrefunded bonds in the amount of \$35,824 which have been outstanding for over 10 years were transferred to the Municipal Fund as at 30 June 2020. Ongoing - Finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current. EFT project being undertaken to enable all refunds to be processed via EFT. Staged project that will reduce processing time and result in timely payments UAT being undertaken, issues identified are being reviewed for a resolution. Reconciliations of bonds held undertaken on a monthly basis. Bonds held for more than 10 years to be transferred to Muni in January 2022 14/09/2022: An annual review process is now in place whereby Bonds held more than 10 years are reviewed and, where deemed unlikely to be claimed, are transferred to the Municipal Account.	30/06/2021	31/03/2022 30/06/2022	Complete	14/09/2022



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Accounts Payable/Procurement (Purchase Orders)	Manager Financial Services	Medium	- the City clarify its policy and guidelines in regards to the proper use and approval of purchase orders to ensure that all purchase orders are initiated and approved at the date a supplier quote is accepted and/or a supplier contract for the supply of goods and services is enacted. - A copy of the approved purchase order should be issued to the supplier at the date of accepting their quote clearly stating that the supplier is required to state the purchase order number on their invoices.	In an attempt to reduce the instances of purchase orders being raised after the receipt of invoices the following actions have been initiated over the last couple of years: - Training across the organisation is conducted with purchasing officers to remind them of the need to ensure purchase orders are raised prior to the time of authorising works/services or ordering goods. - All invoices received without quoting a valid purchase order are returned to the supplier unpaid. This requirement was advised to all suppliers in writing in November 2018. From this review one-on-one training will be conducted with officers who raised the 8 purchase orders identified. Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation.	A training programme has been discussed whilst further evidence of the number of transgressions and incidents has been acquired. A report has been submitted to ELT to inform them of the size of the issue. The 8 identified have been spoken to about the process. Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required. Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations. An update will be provided through the next ARMC . 14/09/2022: A suitable report for identifying instances where Invoice Date pre-dates Purchase Order Approval Date has been identified and is currently being tested across the Business Units for accuracy of data. It is envisaged that this Report – if deemed suitable – will be run and circulated on a monthly basis from October.	31/12/2021	30/06/2022 31/10/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Asset management (Asset Capital Thresholds)	Manager Financial Services	Low	The asset capitalised threshold guidelines be updated to reflect new asset capitalisation threshold levels.	Since the change asset capitalisation has been in accordance with the revised Financial Management Regulations. The asset capitalised threshold guidelines will be updated to reflect this change in legalisation and internal process.	On-going review Complete - Asset capitalisation threshold of greater than \$5,000 was undertaken in 2019-20 financial year in accordance with revised Financial Management Regulations. Ongoing – Asset capitalisation threshold guidelines to be updated to reflect this change in legislation and internal process. DRAFT policy pending review. 11/08/22: Policy is in draft and will be reviewed with a view to finalising. 14/09/2022: The asset capitalisation guidelines have been updated and are undergoing final review prior to submitting for executive consideration and approval.	31/03/2021	30/06/2021 30/11/2021 30/06/2022 30/09/2022 30/11/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Procurement (contract management)	Manager Financial Services	Medium	- the City, as a matter of priority, endorse the draft contract management policies and ensure that all appointed contract managers fully understand their contract manager responsibly. - to assist compliance that the City develop a formal quality assurance checklist which should be signed off by the contract manager's supervisor/Director as evidence that a contract prior to ending has been contract managed and post contract supplier performance evaluations have been conducted and recorded.	Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation. Once endorsed by the Director training will be conducted across the organisation for relevant officers. It is anticipated to be finalised by September 2020. Training will include supplier evaluation measured against the KPI's within contracts. All policies and procedures will be made available to the organisation through CoFI.	Procedures and Forms endorsed in August 2020 and distributed internally. Training to commence November 2020. Contract Procedures adopted August 20 and available on CoFi. Training with relevant users under way since mid-December 20. Estimated completion June 21 No further update at 30 March 2021 Remains ongoing at present Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations. An update will be provided through the next ARMC . 14/09/2022: Procedures are in place for Contract Management, in relation to: Risk Management, Award of Contract, Contract Variation, Closure and Termination of Contract, and Contract Extension. All need to be reviewed for currency. The policy for Contractor Performance Management is still in draft – not yet published. For User education – development of a Contract Management Guide is in progress. A Contract Management Workbook (for recording of contract management decisions, data, checks and balances, etc) – is available. Not yet in M-Files. Completion of this work is delayed during recruitment of Procure-to-Pay Team members. Once appointed, the above will be progressively completed.	30/06/2021	31/12/2021 30/06/2022 30/04/2023	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Revenue (Cash Receipting and Handling)	Manager Financial Services	Low	- the City review the existing procedure documents for the administration and each out centre and establish a more detailed and comprehensive cash receipting and handling processes incorporating. - Supervisor sign off of the daily reconciliation; - Investigation and approval of cash variances; - Supervisor signoff and approval process for cash refunds and POS adjustments - Threat of theft - staff safety instructions	Management agree with the recommendation and have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation.	Actions are ongoing. Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021 Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be progressed once key personnel recruited. 14/09/2022: This Audit Action has not yet been addressed.	30/06/2021	31/10/2021 28/02/2022 30/06/2022 31/12/2022	Ongoing	



Interim Audit – Finance
(Year ending 30 June 2020)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Fixed asset reconciliation	Manager Financial Services	Moderate	Management should perform a monthly reconciliation between the fixed assets register and the general ledger and ensure it is prepared and independently reviewed in a timely manner.	Currently a formal monthly reconciliation between the fixed asset register and the general ledger is in existence at the City. Processing of monthly capitalisation of assets for the new financial year hadn't commenced at the time of the interim audit therefore no reconciliations were required. The processing for the new year was held off until finalisation of year ending 30 June 2019 to ensure the transactions posted in the new year are based on the final audited asset register balances. This practice will be reviewed to determine possible end of year and start of new year improvements.	Ongoing Complete - Monthly reconciliations between asset register and the general ledger are performed. Ongoing – Process for audit trail as evidence of independent review. Ongoing – to be reviewed pending the outcome of the asset conversation with the OAG 11/08/22: Monthly reconciliations between the Fixed Assets Register and the General Ledger are now routinely undertaken on a monthly basis, even if no movement during the month, and are independently reviewed in a timely manner. This occurs regardless of end of year and start of new year timing.	30/09/2020	30/06/2021 28/02/2022 30/06/2022	Complete	30/06/2022



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Asset stocktake procedures	Manager Financial Services	Moderate	Management should ensure that periodic stocktakes are carried out to confirm the existence of assets and adequate policies and procedures are in place.	A complete physical stocktake of all furniture, art, plant and equipment assets across the organisation (both financial assets and minor assets) is planned to be undertaken in conjunction with the asset revaluation in the 2020-21 financial year. Currently there are some asset physical checks undertaken within business units such as at the Arts Centre on the City's Art Collection and at the Works Depot for various items of plant and equipment. It is acknowledged these are sporadic and that an organisational documented procedure does not exist. The City will develop new process and procedure to put more rigour and consistency across organisation on the control of financial assets and minor assets.	Ongoing Asset audit for Art Collection, Plant and Equipment and Furniture and Equipment is currently in progress. Draft report received in relation to Art Collection under review for completeness. Delayed due to resignations & resourcing issues Report received, in discussion with the OAG in relation to the update of assets and the value at which they may be recorded. Independent accounting advice sought to assist with this. 11/08/22: The revaluation activity has been completed. The process and scope of asset verifications will be reviewed to ensure the prescribed process is adequate. 14/09/22: The process, scope, and schedule of asset verifications has been reviewed, and is currently being validated to ensure all assets are routinely captured.	30/06/2021	30/09/2021 31/12/2021 31/03/2022 30/06/2022 30/09/2022 31/10/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Cancellation of purchase cards	Manager Financial Services	Moderate	Management should review their policy regarding the cancellation of cards due to lost cards and terminated employees. There should be regular communication between payroll and finance to ensure purchases cards are retrieved and cancelled on or before termination.	The current purchase card policy requires the cancellation of cards in a timely manner when an employee terminates employment with the City. The purchasing card policy has been reviewed and a supporting procedure has been developed to strengthen the process of card cancellation due to lost cards and terminated employees. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present. Training with users of cards will be scheduled in prior to the end of this financial year 14/09/2022: The Purchasing Card Policy is currently being reviewed for currency and thoroughness. The eForm workflow that initiates an employee separation is being amended to include notification to Finance leadership (those with access to manage P-Cards in the NAB portal). The Separation eForm is also being amended to add removal of P-Cards to the Manager's checklist (along with collection of IT equipment, etc).. When these tasks are completed a communication campaign will be initiated, reminding cardholders of their responsibilities (including notification of lost cards), and reminding Managers of their responsibilities re collecting cards on termination.	31/03/2021	31/12/2021 30/06/2022 30/11/2022	Ongoing	
Daily banking summary	Manager Financial Services	Minor	The City should ensure that the daily banking summary sheets are reviewed and evidence of this should be retained.	Management have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation. Once endorsed by Executive training of the revised process will be conducted with relevant officers.	Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021 Updated estimated completion - 30/06/2021 Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be	31/12/2020	30/06/2021 31/10/2021 28/02/2022 30/06/2022 31/03/2023	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
					progressed once key personnel recruited. 12/10/2022: Cash handling procedures at all locations will be reviewed with a view to strengthening daily banking controls.				
Purchase card acquittals	Manager Financial Services	Moderate	Management should review their purchasing card policy to ensure that it reflects the current processes.	The purchasing card policy has been reviewed and a supporting procedure has been developed to reflect the current processes. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present. Training with users of cards will be scheduled in prior to the end of this financial year 14/09/2022: The procedure relating to P-Cards is being reviewed for currency and thoroughness. Once completed, the procedures will be communicated to cardholders reminding them of their responsibilities re acquittals, etc. It is expected that this will be followed by routine reporting on unreconciled transactions, with a suitable report currently being evaluated.	31/03/2021	31/12/2021 30/06/2022 30/11/2022	Ongoing	
Supplier master files	Manager Financial Services	Significant	Management should ensure changes made to the vendor Masterfile are appropriately reviewed and approved by an independent officer, including retaining evidence of this process. System access privileges to the master file should be reviewed to ensure that only appropriate, approved staff have access. The City should also perform periodical reviews to remove/deactivate duplicated supplier records.	The City has a procedure in place since November 2017 in relation to changing supplier bank account details to ensure proper controls and segregation of duties. In addition, the Procurement Team Leader runs and checks a report of all supplier bank account changes that have been made in the system before approving each payment run. Based on these audit findings a refresher of the procedure will be undertaken with the	Audit of change of bank accounts in place. Procurement Team Leader reviews changes made before releasing payment run. Procedure updated. Review of Officers having ability to amend Supplier Master File, completed. With regard some suppliers having more than one record due to different address or payment methods. This task has been added to the end of financial year procedure and checklist to be reviewed and completed on an annual basis.	31/3/2021	31/12/2021 30/06/2022 31/12/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
				Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form for audit trail purposes. A further action will be added to this procedure to undertake an internal audit function. This will be a random check of supplier change of bank account forms and documentation to ensure compliance with the procedure. The City will undertake a review of officers having access to change supplier master files details and update security settings as required. A review of duplicate supplier records was undertaken in July 2019 where it was noted that some suppliers have more than one record due to different address or payment methods. To ensure this remains current this task will be added to the end of financial year procedure and checklist to be completed on an annual basis.	No further update at 30 March 2021 No further update at 31 July 2021 No further update at 21 September 2021 Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations. An update will be provided through the next ARMC . 14/09/2022: The Audit of amendments to the Supplier Master File is in place, and is operating as a reliable and effective control. Review of access privileges to amend Supplier Master File details is currently underway. The routine analysis of Supplier Master File data anomalies is still to be implemented.				



Annual Financial Statements
(Year ending 30 June 2020)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Asset impairment and review of useful life	Manager Financial Services	Moderate	The City should implement an asset impairment and review of useful lives policy and ensure yearly reviews are conducted and supported by appropriate documentation.	An asset impairment and review of useful lives policy will be implemented to document the current process undertaken and to ensure audit trail evidence of the review is maintained as supporting documentation. Currently the City conducts inspections and audits of its assets throughout the year. Any assets that are found to be missing or damaged are reported to the Asset Management Team and if significant financially Finance are informed. This would identify any impairment of assets. The useful life of each individual asset is provided to the City by Independent Valuers with the revaluation. These are reviewed by Management before applying. A desktop review of each assets useful life compared to the depreciation rate ranges is conducted on an annual basis.	Review of remaining useful life for each asset undertaken. EOY processing underway Ongoing – review carried out. In consultation with OAG as the appropriateness of this. Further review of calculations to be undertaken by Finance & Asset Managers 11/08/22: Policy is in draft and will be reviewed with a view to finalising. 14/09/2022: The Asset Impairment Policy has been updated and is undergoing final review prior to submitting for executive consideration and approval.	30/06/2021	31/10/2021 31/12/2021 31/03/2022 30/06/2022 30/09/2022 30/11/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Capital works in progress	Manager Financial Services	Moderate	The City should develop a policy to ensure capital works projects are regularly reviewed and capitalised as and when they are completed.	As asset capitalisation policy will be implemented to document the current process undertaken and to ensure audit trail evidence of review and approval is maintained as supporting documentation. Currently assets are capitalised throughout the financial year by reviewing expenditure in each capital project on a monthly basis. Once a project is fully completed the details of the proposed asset(s) to be taken up is reviewed and approved by the Finance Manager before processing. Assets are commissioned based on the date of the last invoice received for goods or service. Due to the nature of works undertaken at the City, such as on-going building and infrastructure construction works, a large proportion of assets are taken up with a commission date of 30 June.	Remains ongoing at present. Additional disclosure to be included in the annual financial statements. In consultation with OAG through EOY audit process. Draft policy prepared to be reviewed by Director City Business and Finance Manager prior to adoption 11/08/22: Routine communication between the Asset Management Team and the Finance Team is now embedded in business practice, which ensures regular review of capital projects to be capitalised. The associated policy is in draft with a view to finalising. 14/09/2022: The asset capitalisation policy has been updated and are undergoing final review prior to submitting for executive consideration and approval.	30/06/2021	30/09/2021 31/12/2021 28/02/2022 30/06/2022 30/09/2022 30/11/2022	Ongoing	
Procedures for identifying leases	Manager Financial Services	Moderate	The City should develop and implement appropriate procedures to identify leases under AASB 16.	The City has developed and implemented a procedure to manage the accounting treatment for AASB 16 Leases. This document was provided to the auditors during the final audit. Subsequently management became aware that AASB 16 also applied to some leased properties of the City which had not been accounted for as per the new Accounting Standard. The City rectified the treatment of the leased properties; these were disclosed correctly in the Annual Financial Statements year ended 30 June 2020. The City will continue to refine the Lease Procedure to ensure full compliance with AASB 16 Leases.	Further improvements have been implemented. Annual financial statements have been populated correctly. Will consider complete once EOY audit finalised by OAG EOY OAG audit not yet complete – estimate finalisation by EO February 2022 11/08/22: An education campaign will be undertaken with the Management Lead Team to stress the importance of identifying new leases. In addition, a new monthly financial task will be implemented to perform a key word search on “lease” on transactions.	30/06/2021	30/09/2021 31/12/2021 28/02/2022 30/06/2022 31/10/2022 31/12/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
					14/09/2022: No further action on this as yet.				
Purchase card transactions	Manager Financial Services	Moderate	Management should review the purchase card monitoring process to ensure purchases above \$1,000 are appropriately approved prior to purchase in accordance with the City's policy.	A new Transaction Card Administration Policy and Procedure were adopted in December 2020. The revised policy and procedure were issued to all card holders in January 2021 with card holders providing email confirmation of having read and agreeing to comply with the Policy and Procedure. The requirement for purchases of \$1,000 and above remained in the new policy and procedure and users were reminded of the requirement to gain approval. A workshop for card users is scheduled to take place by April 2021 to run through the policy and procedure and answer any questions. New card holders will be issued with copies of the policy and procedure and talked through the requirements on an as needed basis.	Purchase card holders continue to be provided with terms and conditions on issue of card and transactions are monitored and addressed when not complying with policy provisions – numbers of transactions not compliant are rare and are addressed immediately. 14/09/2022: A new routine finance control will be developed and implemented to identify P-Card transactions above \$1,000 and check for appropriate approvals.	30/04/2021	30/06/2022 30/11/2022	Ongoing	
Review of creditor reconciliation	Manager Financial Services	Minor	We recommend that management ensure monthly reconciliations are appropriately reviewed in a timely manner.	Creditor reconciliations are prepared by officers and reviewed by the Team Leader on a monthly basis. The current process will be improved to incorporate an audit trail to provide evidence of the independent review.	Process has been put in place to ensure review is tasked through record keeping system to enable an audit trail to be maintained 14/09/2022: The status of this Audit Action to be confirmed.	31/03/2021	30/06/2022 31/10/2022	Ongoing	



Interim Audit - Finance
(Year ending 30 June 2021)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Asset addition and disposal forms	Manager Financial Services	Moderate	We recommend management review its fixed asset management policies and procedures that includes and reinforces the completion of asset addition and disposal forms.	eForms to be created for asset addition and disposal and include a workflow for approval by the authorised officers for completion prior to capitalisation or disposal	14/09/2022: It has been decided to not implement an eForm for asset additions, as this would unnecessarily duplicate the data and communication already occurring between Asset Management and Finance. All of the required information is being captured in the existing process. The eForm for disposal of assets has been re-built to improve both the accuracy and usefulness of the information provided and has been put into production.	30/09/2021	14/09/2022	Complete	14/09/2022
Cancellation of purchase cards	Manager Financial Services	Moderate	Management should ensure evidence that purchase cards have been appropriately destroyed is maintained and there should be regular communication between payroll and finance to ensure purchases cards are retrieved and cancelled on or before termination.	Purchase cards held by the Accounts Payable team until such time as the final statement has been received and actioned prior to cancellation of the purchase card and updated in the Tech1 system.	See comments in Year ending 30 June 2020. 14/09/2022: Additional steps are being implemented to strengthen the communication between Payroll (P&C) and Finance.		31/10/2022	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Capital works in progress	Manager Financial Services	Moderate	The City should develop a policy to ensure capital works projects are regularly reviewed and capitalised as and when they are completed.	Draft asset capitalisation policy under review; anticipate will be brought to Council by 31 December 2021. As above, assets are capitalised throughout the financial year by reviewing expenditure in each capital project on a monthly basis and are reviewed and approved by the Finance Manager. Asset addition and disposal forms to be implemented and will form part of the approval process through the City's record management system.	11/08/22: Routine communication between the Asset Management Team and the Finance Team is now embedded in business practice, which ensures regular review of capital projects to be capitalised. The associated policy is in draft with a view to finalising. 14/09/2022: The asset capitalisation guidelines have been updated and are undergoing final review prior to submitting for executive consideration and approval.	31/12/2021	31/10/2022	Ongoing	
Daily banking summary	Manager Financial Services	Moderate	The City should ensure that the daily banking summary sheets are reviewed and evidence of this should be retained.	Due to resourcing within the Financial Services team, this has not progressed. Once recruitment of current vacancies is complete, this will be actioned.	12/10/2022: Cash handling procedures at all locations will be reviewed with a view to strengthening daily banking controls.	31/03/2022	31/03/2023	Ongoing	
General ledger year-end close	Manager Financial Services	Moderate	The City should implement the capability to permanently close the general ledger after each period end within TechOne. This will ensure that no modifications / updates are allowed to data from a previous month. Furthermore, the City should implement policies and procedures to ensure all transactions are processed into the system in a timely manner and adjusting journals are utilised for any changes required after period end.	The City will investigate the ability to close off the financial year post audit sign off annually. End of month processing requires that prior periods are left open e.g., assets & bank reconciliation. Officers are unable to post their own journals and must select specific year journal type to process into prior years. Timing issues exist with final information e.g., assets & depreciation (FV reports, auditor sign off) Additional OAG Comment Month-end processes and the practice of closing off the general ledger in a timely manner lowers the risk of data manipulation, loss of data integrity and fraudulent activity.	14/09/2022: Analysis of the various business processes that lead to prior-period journal entries has commenced.	30/11/2021	31/03/2023	Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Manual journals	Manager Financial Services	Significant	We recommend the City reviews the levels of user access within TechOne and review segregation of duties to ensure manual journals are approved by authorised independent officers.	System controls put in place as at 30 September 2020 to disallow preparation and posting of journals by the same user other than the purchase card process as described. Assuming that the audit findings have occurred post this date, will investigate and determine how these have been processed and implement the necessary controls.	14/09/2022: The possibility of an Officer preparing and then posting their own journal has been all but eliminated. There is a unique scenario in the Accounts Payable area where the access required to post Invoice/PO matching data, also provides the ability to post an unapproved journal. It is not possible to separate these two from an access perspective. Instead we will look to implement a routine reporting control to identify instances where the same person has prepared and posted a journal. This will be in addition to reminders to A/P staff of the requirements for journal approval.	31/10/2021	31/12/2022	Ongoing	
Purchase orders	Manager Financial Services	Significant	All authorised officers should be reminded of the need to ensure purchase orders are raised prior to ordering goods. This will help ensure good/services have been appropriately ordered and authorised.	Refresher training provided throughout the year and upon commencement of officers responsible for managing budgets or raising purchase orders. Managers provided with monthly reports in relation to purchase orders raised after invoice date.	5/10/2022: A suitable report for identifying instances where Invoice Date pre-dates Purchase Order Approval Date has been identified and is currently being tested across the Business Units for accuracy of data. It is envisaged that this Report – if deemed suitable – will be run and circulated on a monthly basis from October. Development of this solution is requiring specific resource allocation, however once implemented is expected to be readily absorbed into business-as-usual with existing resources.	31/12/2021	31/10/2022	Ongoing	
Review of reconciliations	Manager Financial Services	Moderate	We recommend management ensure monthly reconciliations are appropriately reviewed in a timely manner.	Monthly meetings to review outstanding Debtors occurred on a monthly basis however formal reconciliations not entered into records system until April 2021. Implemented automated interim processing during the period and did not commence processing until early 2021. Reconciliation prepared and reviewed in July 2021. Monthly	12/10/2022: Monthly reconciliations of Sundry and Rates Debtors are undertaken and formally reviewed on a monthly basis by the Revenue Team Leader	31/07/2021		Ongoing	



Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
				reconciliations undertaken for 2021 and formally reviewed and approved in the records system.					
Technology One delegations	Manager Financial Services	Moderate	The City should perform periodic review of the delegations in the TechOne system and ensure inactive or abolished positions are removed.	Management acknowledges that some housekeeping tasks, namely the updating of position titles and removal of re-named positions, have been overlooked or not completed in timely manner. The Business Solutions and Development Team Leader has committed to reviewing this process to document a workflow/process to better manage the TechOne user profile updates and to be consistent with the schedule of authorised expenditure. The 3 active positions within Technology One are not allocated to an Officer and are no longer positions within the organisation structure and will therefore be removed from the system.	14/09/2022: This Audit Action item has not yet been followed up to assess current status.	31/12/2021	31/12/2022	Ongoing	
Timesheets and payroll certification reports	CEO & Executive Leadership Team	Significant	Management should ensure that staff are maintaining accurate records of attendance and ensure that payroll certification reports are provided to managers for review and approval prior to the payrun.	As is already the case management will continue to monitor staff within their teams and remain accountable for ensuring payroll is reflective of actual attendance, absence or leave taken. Fortnightly payroll reports are provided to Managers for their review however at this time there is no formal record of their review. The Executive therefore commit to implementing a formal review process whereby Managers formally record their review and approval of the reports.		30/06/2022		Ongoing	



Annual Financial Statements
(Year ending 30 June 2021)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Walyalup Civic Centre Capital Project Architectural Services Contract	Manager Financial Services	Significant	The City should implement a process to ensure all capital project costs are reviewed against the Council authorised contract on a regular basis. Where additional costs are expected to be incurred, authorisation by Council should be obtained.	The City acknowledges the finding and feedback of the architectural services contract for the Walyalup Civic Centre above. The City is confident it has determined the actual cost of the services provided under the architectural services contract and also confident - following informal legal advice received - that the payments were fair and reasonable based on the time-based structure of the contract. Noting the finding and feedback above the City will undertake a review of our processes to ensure we are actively identifying risks of non-compliance and strengthening those business processes accordingly.	14/09/2022: The review of business processes is underway.	30/06/2023		Ongoing	



**ARMC2210-5 GRANTS AND SPONSORSHIP FY 2021/2022 -
INFORMATION REPORT**

ATTACHMENT 1 - 2021-2022 Funding Report



Grants and Sponsorship Policy Funding
Report

FY 2021/2022



Grants and Sponsorship Policy Funding Report FY 2021/2022

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1. Arts

1.1 Sponsorships

Applicant Name	Actual Paid (\$)	Acc. Code	Council Resolution	Funding Agreement
Fremantle Biennale	\$78,182.00	200485	(OCM 2018)	
Sculptures At Bathers	\$40,000.00	200496		X
Total Item(s)	2			
Total Amount (\$)	\$118,182.00			

1.2 Grant September 2021

Account code: 1005285961

Applicant Name	Actual Paid (\$)	Policy
Undercurrent Theatre Company	\$8,020.00	X
My Local Mind	\$6,160.00	X
Bruce Samuel Gordon	\$5,000.00	X
Total Item(s)	3	
Total Amount (\$)	\$19,180.00	

1.3 Grant March 2022

Account code: 1005285961

Applicant Name	Actual Paid (\$)	Policy
Encounter Theatre Inc.	\$8,917.50	X
DesignFreo	\$8,000.00	X
Xin Hui Ong	\$9,985.45	X
Creative Connection Art and Poetry Exhibitions	\$8,917.50	X
Total Item(s)	4	
Total Amount (\$)	\$35,820.45	

2. Community Development

2.1 Sponsorships

Applicant Name	Actual Paid (\$)	Acc. Code	Council Resolution	Funding Agreement
Tag Hungerford – every two-years from 2020-2024	\$20,000.00	100767	(OCM 29/08/2018)	
Fremantle Surf Lifesaving (Beach Patrols)	\$8,500.00	100770	X	
St Patricks - Imagined Futures Funding Partnership	\$9,091.00	100678	X	
Fremantle Men's Shed- annual sponsorship	\$30,000.00	100458		X
Total Item(s)	4			
Total Amount (\$)	\$67,591.00			

Meeting attachments – Audit and Risk Management Committee
19 October 2022



2.2 Grant September 2021

Account code: 100467.5932

Applicant Name	Actual Paid (\$)	Policy
Metropolitan Migrant Resource Centre	\$4,000.00	X
Propel Youth Arts WA	\$5,500.00	X
Fremantle Wesley Mission	\$2,000.00	X
North Fremantle Social Farm	\$2,750.00	X
Hilton Harvest Community Garden	\$5,000.00	X
Total Item(s)	5	
Total Amount (\$)	\$19,250.00	

2.3 Grant March 2022

Account code: 1004675932

Applicant Name	Actual Paid (\$)	Policy	Council Resolution
Audiowalks WA	\$5,000.00	X	
My Home Australasia Limited	\$4,976.06		(OCM 15/12/2021)
Annie St Community Garden Inc.	\$4,800.00	X	
St Patrick's Community Centre - Youth Place	\$5,000.00	X	
Indian Ocean Dragon Boat Club Inc	\$5,000.00	X	
Fremantle Choir Incorporated	\$2,763.00	X	
Hilton Primary School P&C Assn Inc	\$1,000.00	X	
Nannine Common	\$2,000.00	X	
White Gum Valley Community Orchard Inc.	\$3,150.00	X	
The Rottnest Society	\$2,789.00	X	
St Pauls Anglican Church	\$500.00	X	
Institute 361	\$4,990.00	X	
Forget-Me-Not Dementia Support	\$4,560.00	X	
Total Item(s)	13		
Total Amount (\$)	\$46,528.06		

3. Economic Development

3.1 Annual Partnerships

Annual Partnerships	Actual Paid (\$)	Acc. Code	Council Resolution
<i>Fremantle Chamber of Commerce</i>			
Business awards	\$12,400.00		
Capacity Building	\$10,000.00	100096	
Sponsorship	\$12,810.00		(FPOL 2109-18)
Fremantle Football Club	\$53,004.00	100777	(OCM 2017)
South Fremantle Football Club	\$50,000.00		(OCM 22/06/2022)
Total Item(s)	5		
Total Amount (\$)	\$138,214.00		



4. Events

4.1 Street Party Funding

Account code: 100773

Street Party Funding	In-Kind	Actual Paid (\$)	Policy
Christmas sign- artwork		\$100.00	X
Blinco St- traffic management	\$297.00	\$374.00	X
King William- street party	\$297.00	\$291.33	X
Lilly St- bake-off	\$297.00	\$816.00	X
Street Gallery- decal design		\$98.00	X
Street party		\$250.00	X
Howard St street party	\$297.00	\$340.00	X
Central Ave Street party	\$297.00	\$374.00	X
Trafford St street party	\$297.00	\$613.59	X
<u>Walyalup Koort Open Day</u>		\$27,577.00	X
Sand mural		\$909.00	
Shootout game		\$545.00	
Dance Performance		\$2,000.00	
Entertainment		\$1,250.00	
Equipment hires		\$5,994.00	
Welcome to Country		\$500.00	
Food for Elders		\$34.00	
Open Day		\$938.00	
Jack Davis/ Bush Chooks-Open Day		\$3,000.00	
Speakers/ lectern hire		\$4,687.00	
Playground Opening- PA system		\$1,175.00	
Happy Healthy Hoops		\$400.00	
Magic Dale- magician playground event		\$245.00	
Silver Squid Production- drone footage		\$4,875.00	
Freedom Fairies		\$625.00	
Nature play advocacy & interactive stall		\$400.00	
Total Item(s)	6	10	
Total Amount (\$)	\$1,674.00	\$30,833.92	

**Meeting attachments – Audit and Risk Management Committee
19 October 2022**



4.2 Community Events

Community Events	In-Kind	Actual Paid (\$)	Policy	Council Resolution	Funding Agreement
Silver Squid Production-drone footage		\$4,110.00	X		
High Street theatre-Shakespeare in the Park		\$15,000.00			X
Little Hawk Freo		\$2,888.00	X		
Wayalup Koort- Christmas Activation		\$5,835.00	X		
Gage Roads Brewing Co-Community Open Day		\$379.00	X		
Porch Fest		\$1,100.00			X
Wayalup Koort- security		\$707.00	X		
Wayalup Koort VIP Opening Event		\$3,206.00	X		
Spare Parts Puppet Theatre	\$886.00	\$5,000.00	X	X	
Fish and Sips	\$1,800.00			X	
Bark in the Park	\$746.00				X
Fremantle Forrest Celebration	\$1,859.50				X
Sea to Source National Day of Action	\$150.00				X
Perth Glory- member day	\$3,495.00				X
PSP Launch	\$973.05				X
AFLW - Rd 1 FFC vs WCE	\$6,811.00				X
AFLW - quarantined game	\$6,811.00				X
AFLW Rd 10	\$6,811.00				X
WA Day Festival	\$150.00				X
Blue Gravity Program	\$3,000.00	\$3,500			X
Total Item(s)	12	10			
Total Amount (\$)	\$33,492.55	\$41,725.00			



4.3 Annual Community Events

Account code: 100775

Annual Community Events Funding	In-Kind	Actual Paid (\$)	Policy	Funding Agreement
Reclink Community Cup	\$3,118.50	\$500.00		X
Songfest Inc		\$2,000.00	X	
South Fremantle Festival Lights		\$5,880.00		X
West Australian Marathon	\$3,743.00	\$5,000.00		X
Fishing Fleet Association	\$3,049.25	\$15,485.00		X
WA Screen Culture Awards		\$3,000.00		
Total Item(s)	3	6		
Total Amount (\$)	\$9,910.75	\$31,865.00		

5. Mayor's Sponsorship

Mayor's Sponsorship	In-Kind	Actual Paid (\$)	Acc. Code	Funding Agreement
St Patricks Community Centre - Long table dinner	\$1,353.00	\$6,773.00	100003	X
Various sponsorships and donations		\$2,005.00	100003	X
Chamber of Commerce - Christmas party		\$100.00	100688	X
Urban Development Institute - WA lunch event		\$232.00	100688	X
Total Item(s)	1	4		
Total Amount (\$)	\$1,353.00	\$9,110.00		

6. Concessions

6.1 Rate Concessions

Rate Concessions	Total Item(s)	Actual Paid (\$)
Night Club	3	\$45,626.00
Gross Leases	5	\$7,871.00
Residential Rates	3	\$1,269.00
Commercial Rates	1	\$2,309.00
Total Item(s)	12	
Total Amount (\$)	\$57,075.00	



6.2 Sporting Clubs Rates Concession

Sporting Clubs	Total Item(s)	Actual Paid (\$)
South Fremantle Football Club	1	\$15,000.00
Department Of Planning Lands and Heritage	2	\$9,352.00
Fremantle Volunteer Sea Rescue Group	1	\$2,753.00
Apac WA	1	\$7,466.00
Fremantle Netball Association	1	\$10,217.00
Hilton Park Bowling & Recreation Club	1	\$6,446.00
Royal Fremantle Golf Course	1	\$15,000.00
Fremantle Hockey Club	1	\$11,863.00
Fremantle Surf Life Saving Club	1	\$15,000.00
Fremantle Rugby League Football Club	1	\$8,145.00
Fremantle United Soccer & Recreational Club	1	\$9,278.00
North Fremantle Associated Clubs	1	\$4,978.00
North Fremantle Bowls Club	1	\$4,593.00
The WA Circus School	1	\$1,397.00
Fremantle Park Sport and Community Centre	1	\$18,893.00
Total Item(s)	12	
Total Amount (\$)	\$140,381.00	

6.3 Community Groups Rates Concession

Community Groups	Total Item(s)	Actual Paid (\$)	Council Resolution
The Italian Club	1	\$10,000.00	(OCM 25/11/2020)
WA Portuguese Club	1	\$10,000.00	(OCM 25/11/2020)
WA Croatian Community Centre	1	\$8,914.00	(OCM (25/11/2020)
Total Item(s)	3		
Total Amount (\$)	\$28,914.00		

7. Venue Support

7.1 Sporting Club Seasonal Hire Subsidy

Applicant Name	Applicable Fee	Subsidy Amount	Policy	Council Resolution	Funding Agreement
The Sit' - Bathers Beach	\$676.00	\$676.00		(OCM 22/02/7)	
Waves of Wellness Program - Leighton Beach	\$877.00	\$407.50	X		
CBC Fremantle - Fremantle Park after school	\$1,264.00	\$1,264.00			X
Department of Education, VacSwim - Leighton Beach	\$1,602.35	\$1,602.35			X
University of Notre Dame Frank Gibson Lower Reserve Semester 2 2021	\$355.40	\$146.70	X		

Meeting attachments – Audit and Risk Management Committee
19 October 2022



Simone McGurk MLA - Walyalup Koort	\$16.30	\$16.30	X		
On My Feet - Princess May Park	\$1,043.20	\$1,043.20		(OCM 24/11/2021)	
South Metropolitan TAFE Bruce Lee Reserve 2022	\$2,670.00	\$1,304.00	X		
University of Notre Dame Frank Gibson Lower Reserve Semester 1 2022	\$583.60	\$260.80	X		
Total Item(s)	9	9			
Total Amount (\$)	\$9,087.85	\$6,720.85			

7.2 Fee Waivers

Applicant Name	Applicable Fee	Fee Waived/ Subsidy Amount	Policy	Council Resolution
White Gum Valley Primary School P&C – Sullivan Hall	\$105.95.00	\$52.97.00	X	
Fremantle Chamber Orchestra - four concerts for 2021/2022 – Town Hall	\$2,500.00	\$2,500.00		(OCM 25/082021)
Fremantle Soroptomists – Town Hall	\$2,812.00	\$2,812.00		(OCM 23/03/2022)
Art in Process - North Fremantle Community Hall	\$521.60	\$260.80	X	
Dancing Dhevas – North Fremantle Community Hall	\$258.40	\$64.60	X	
Total Item(s)	5	5		
Total Amount (\$)	\$6,197.95	\$5,690.37		

8. Neighbourhood Quick Response

Account code: 1007725932

Applicant Name	Actual Paid (\$)	Policy
Jewish Freo	\$903.86	X
White Gum Valley Primary School P&C Association	\$1,000.00	X
Akira Jayne Higgins	\$1,100.00	X
Samson Park Friends	\$600.00	X
Growing Change Australia Ltd - North Fremantle Social Farm	\$1,000.00	X
Centre for Stories	\$1,000.00	X
St. Patrick's Community Support Centre	\$1,000.00	X
Rotary Club of Fremantle	\$1,000.00	X
Be Sure Cleaners	\$150.00	X
Curate Arts Incorporated	\$375.00	X
KPR Production	\$336.00	X
Lawley's Bakery	\$62.00	X
Local Community Insurance	\$173.00	X
Facilitator- Bee Happy Hilton Event	\$300.00	X



M J Glaskin Family Trust	\$75.00	X
Catering and materials	\$197.00	X
Performance- Hilton Neighbourhood Event	\$300.00	X
Accessible toilet hire WGV	\$300.00	X
This N That	\$358.00	X
Total Item(s)	19	
Total Amount (\$)	\$10,229.86	

9. Sporting Assistance

9.1 Clubs

Account code: 100469

Applicant Name	Actual Paid (\$)	Policy
Fremantle City Dockers Junior Football Club	\$500.00	X
Table Tennis Fremantle District	\$490.00	X
East Freo Sharks Netball Inc	\$500.00	X
Indian Ocean Dragon Boat Club	\$500.00	X
Flames Netball Club Inc.	\$342.00	X
Fremantle Port Swimming Club	\$500.00	X
Total Item(s)	6	
Total Amount (\$)	\$2,832.00	

9.2 Individuals (Youth)

Account code: 1004695961

Application	Actual Paid (\$)	Policy
Australian Athletics Championships	\$300.00	X
Water Polo	\$300.00	X
Underwater Hockey	\$300.00	X
Sport Climbing	\$300.00	X
Inline speed skating	\$300.00	X
Aquathlon	\$300.00	X
Total Item(s)	6	
Total Amount (\$)	\$1,800.00	

10. Positive Aging Assistance

Account code: 1004595933

Application	Actual Paid (\$)	Policy
Lawn mowing	\$150.00	X
Technology support	\$150.00	X
Lawn mowing	\$150.00	X
Gardening assistance	\$150.00	X
Window cleaning	\$90.00	X
Garden assistance	\$60.00	X
Garden assistance	\$150.00	X
Gardening assistance	\$136.00	X
Gardening assistance	\$150.00	X
Window cleaning	\$150.00	X
Window cleaning	\$150.00	X
Technology support	\$130.00	X
Window Cleaning	\$150.00	X



Gardening assistance	\$150.00	X
Gardening assistance	\$150.00	X
Gardening assistance	\$150.00	X
Garden assistance	\$136.00	X
Mobility device	\$150.00	X
Security device	\$150.00	X
Garden assistance	\$150.00	X
Garden assistance	\$80.00	X
Total Item(s)	22	
Total Amount (\$)	\$2,882.00	

11. Donations

11.1 Community Donations

Account code: 1004675934

Applicant Name	Actual Paid (\$)	Policy
North Fremantle Social Farm	\$250.00	X
South Metropolitan Health Service	\$500.00	X
North Fremantle Primary School	\$500.00	X
This n That: Southside Queers	\$441.00	X
Fremantle Volunteer Heritage Guides Association Inc.	\$500.00	X
Yogazeit Ltd.	\$455.00	X
Lions Cancer Institute	\$273.00	X
Parkrun (south beach recreational reserve)	\$200.00	X
Uniting WA	\$100.00	X
Spectrum Space	\$200.00	X
Fremantle Choir Incorporated	\$110.00	X
Spinnaker Health Research Foundation	\$500.00	X
Tingara Netball Club	\$300.00	X
Christian Brothers Col	\$150.00	X
Moorditch Gurlongga	\$500.00	X
Indigenous Literacy Foundation	\$126.00	X
Hygge Community Life Foundation	\$500.00	X
Total Item(s)	17	
Total Amount (\$)	\$5,605.00	

11.2 Donate Without a Doubt

Donate Without a Doubt	Actual Paid (\$)	Funding Agreement
St Patrick's Community Support Centre – the City of Fremantle matches public donations	\$1,146.00	X
Total Item(s)	1	
Total Amount (\$)	\$1,146.00	



12. Contributions

Contribution	Actual Paid (\$)	Acc. Code	Council Resolution	Establishment Agreement
Friends Of Clontarf Hill - Funding to bushland restoration (SMRC)	\$10,000.00	200803	(OCM)	
Total Item(s)	1			
Total Amount (\$)	\$10,000.00			

13. Waste Minimisation

Waste minimisation	Total Item(s)	Actual Paid (\$)	Policy
Rebate for modern cloth nappies	41	\$5,690.00	X
Total Item(s)	41		
Total Amount (\$)	\$5,690.00		



14. Funding Assistance Summary

PROGRAM	QUANTITY	IN-KIND	MONETARY VALUE
Arts			
<i>Sponsorships</i>	2		\$118,182.00
- Sculptures at Bathers - Fremantle Biennale			
<i>Grants (Allocated budget: \$50,000.00)</i>	7		\$55,000.45
Community Development			
<i>Sponsorships</i>	4		\$67,591.00
- Fremantle surf lifesaving - Imagined Futures - Fremantle Men's shed - TAG Hungerford			
<i>Grants (Allocated budget: \$60,000.00)</i>	18		\$65,778.06
Economic Development			
<i>Sponsorships</i>	3		\$138,214.00
- Fremantle Chamber of Commerce - Fremantle Football Club			
South Fremantle Football Club			
Events			
<i>Sponsorships</i>	26	\$45,077.30	\$104,423.92
- Street party - Community events			
Annual community events			
Sponsorships and Concessions			
Mayor's Sponsorship	4	\$1,353.00	\$9,110.00
Concessions	27		\$226,370
Grants			
Venue Support	14		\$12,411.22
Neighbourhood Quick Response (<i>Allocated budget \$15,000</i>)	19		\$10,229.86
Sporting Club Assistance (<i>Allocated budget: \$10,000</i>)	6		\$2,832.00
Individual Assistance			
Sporting Individual (Youth)	6		\$1,800.00
Positive Ageing Assistance (<i>Allocated budget: \$4,000</i>)	22		\$2,882.00
Donations			
Community Donations (<i>Allocated budget: \$5,000</i>)	17		\$5,605.00
Donate Without a Doubt (<i>Matched funding</i>)	1		\$1,146.00
Contributions			
Friends Of Clontarf Hill	1		\$10,000.00
Rebates			
Waste Minimisation	41		\$5,960.00
TOTAL	220	\$46,430.30	\$837,535.51

Outside of Scope

Southern Metropolitan Regional Council	1		\$444,552.00
<u>Strategic Planning</u>	1		\$228,443.57
Sponsorships			
CAT Bus			
Ken Allen Rugby Goals (gifted to Fremantle Roosters)	2		\$20,000.00



**ARMC2210-7 CITY OF FREMANTLE LOCAL EMERGENCY MANAGEMENT
COMMITTEE INFORMATION REPORT**

ATTACHMENT 1 - City of Fremantle LEMC minutes

MINUTES
Local Emergency Management Committee
(LEMC)

Wednesday 26 July 2022, 2.00pm





LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

NYOONGAR ACKNOWLEDGEMENT STATEMENT

"We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar people as the custodians of the greater Fremantle/Walyalup area and that their cultural and heritage beliefs are still important to the living Nyoongar people today."

ATTENDANCE

Cr Frank Mofflin – Hilton Ward Councillor
Cr Sue Groome – East Ward Councillor
Mark Donnelly – Manager Field Services City of Fremantle
Christopher Scanlan – Team Leader Community Safety & Parking City of Fremantle
Beverley Bone – Manager Community Development City of Fremantle
Kenan Bender – Senior Environmental Health Officer City of Fremantle
Quinta La Rosa – DFES District Emergency Management Advisor
Stuart Ford – Fremantle Police Station
Jane Higgins – Silver Chain
Peter Currell – Fiona Stanley Hospital - Department of Health
Katy Aviles – St John WA
Terry Sillitto – Senior District Emergency Services Officer Department of Communities

CONFIRMATION OF MINUTES

That the minutes of the Local Emergency Management Committee dated 10 November 2021 be confirmed as a true and accurate record.

Confirmed – Mark Donnelly

Seconded – Beverley Bone

PRESENTATIONS

Nil

TABLED DOCUMENTS

-DFES Report
- Department of Communities Report



STANDING ITEMS

- Update of contact details
- Post-incident reports
- Post-exercise reports
- Funding nominations and applications progress
- Review LEMA arrangements

1st Quarter Meeting (July-Sep) • Workshop/ finalise LEMC Business Plan for the next reporting period	2nd Quarter Meeting (Oct-Dec) • Seasonal review e.g. fire or cyclone season preparedness	3rd Quarter Meeting (Jan-March) • Review State Preparedness report • Review Local Recovery Arrangements	4th Quarter Meeting (Apr-June) • Finalise & approve LEMC Annual Report & Business Plan achievements • Finalise Local Government Exercise Schedule • Seasonal review e.g. Storm season preparedness
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PRESENTATIONS

Nil

AGENCY REPORTS

Beverley Bone – Manager Community Development City of Fremantle

- Application has been submitted by the City to receive funding from State Government for a new outreach worker role with a mental health focus
- Funding will be for 2 financial years
- There has been a delay in the application process with change in minister
- 89 people are currently sleeping rough in City of Fremantle as of June 2022
- Outreach services have been moved closer to the skate park on Beach Street
- Access to electricity at the site for outreach services are an ongoing matter
- Leisure Centre – LGIS audit being conducted in August by Royal Lifesaving

Chris Scanlan – Team Leader Community Safety & Parking City of Fremantle

- New evacuation centre has been established at Fremantle Park (cnr Ellen St & Parry)
- Evacuation centre will need access to a backup generator
- Business as usual for the City's Community Safety and Parking teams
- Community Safety team is working closely with WAPOL
- CCTV operators reviewing footage and responding to footage requests from WA Police
- No late night calls in the last 2/3 months from WAPOL for assistance from Community Safety



Terry Sillitto – Senior District Emergency Services Officer Department of Communities

- The last few months has been a very busy period for the department with the Wooroloo fires and cyclones up north in WA
- Agency has also provided support with the floods in NSW
- One of the ongoing projects for the agency will be looking at surge capacity and how they cope with increased demand for services/resources
- Agency has completed a stocktake of emergency kits and number of trailers available when required
- Acknowledgement that more equipment is required
- More training for local governments is going to be provided by department – this will be held in Kwinana towards the end of the year
- Still working with COVID guidelines
- All PPE equipment is ready to go and protocol in place for diverting people who test COVID positive to appropriate accommodation

Peter Currell - Fiona Stanley Hospital – Department of Health

- Covid Clinic has been closed at Fiona Stanley Hospital.
- Testing responsibility has been taken over by Path West.
- Mental health accommodation refurbishment will be taking place early next year.
- Evacuation procedure / process to be reviewed in November
- Recent audit has taken place of core systems at FSH

Kenan Bender – Senior Environmental Health Officer – City of Fremantle

- The City's Environmental Health Team has not been involved in any EH related emergency incidents since last meeting. The Team does become involved in incidents like fires involving asbestos and hazardous materials spills but none have occurred that required the City's involvement recently.

Quinta La Rosa – DFES District Emergency Management Advisor

- Project Officer has been appointed to Local Emergency Management Agency (LEMA) review – to be completed in June 2023
- Welcoming input from LGs
- South & East districts to be combined moving forward
- South District meeting to be held 18th October 2022
- Upcoming district exercise – climate change focus – exercise will focus on preparedness of agencies
- DFES to seek feedback from agencies regarding what they are currently undertaking to support lowering impact of climate change
- Handbook has been designed by DFES for agency district members

Cr Frank Mofflin – Hilton Ward Councillor

- Council have passed agenda item regarding Climate Change

Cr Sue Groome – East Ward Councillor



- Mark Donnelly to provide register of current bee keepers registered within the City
- Due to the rise of the Foot & Mouth Disease in Bali – discussion over the potential impact the disease would have on the City

Stuart Ford – Fremantle Police Station

- Relocation plan to be put in place for new station in Fremantle CBD
- Latest COVID outbreak has mainly only impacted administrative staff numbers
- WAPOL no longer at Fremantle Ports monitoring incoming ships/vessels enforcing COVID protocols
- Focus for the agency is business continuity

Silver Chain

- Agency has responsibilities to staff and clients regarding health and safety during heat waves
- Agency is offering training for staff regarding seasonal risks
- Organisation has endorsed the definition of a 'high risk' client
- Silver Chain is working towards having a thorough understanding of the needs of these clients in each district
- 82 staff currently at the agency are currently impacted by COVID-19
- Client facing roles are still have appropriate PPE

Katy Aviles – St John WA

- Current high workload – staff levels have been impacted by latest COVID-19 outbreak

Mark Donnelly – Manager Field Services – City of Fremantle

- There were 3 x properties in the City of Fremantle identified as having aluminium cladding presenting a moderate risk. These were followed up by the City and below are the outcomes for each property –

**11 Queen Victoria Street
Fremantle**

- BA9 applied for (s.52) with a BA18 submitted with the application - Occupancy permit issued on 19 February 2020.

**8 Pakenham Street
Fremantle**

- Following building order being issued, a Fire Engineer report was received 5/7/2019, with audit process of this building now completed with the report being received.



43 Mews Road
Fremantle

A building permit was applied for and issued (10/3/22) for alterations and additions, which include:

- Removal of existing external façade cladding and replacement with non-combustible cladding.
- Installation of fire rated linings and barriers.
- Addition of external canopy.
- COVID committee at CoF will be meeting within the next few weeks to discuss internal policies & procedures for staff regarding COVID-19 with recent surge in cases

LEMA AND RECOVERY PLAN REVIEW

- City of Fremantle plan due next year
- The City will look at reviewing end of this year

GENERAL BUSINESS

- **Terry Sillitto** – raised the question of - are there arrangements in place with agencies regarding potential incidents at the Ports now that WA Police are no longer at the location.
- **Quinta La Rosa** - Copy of document from City of Mandurah to be provided to Chris Scanlan regarding potential incidents at the Port.

CLOSURE OF MEETING : 2.57pm

NEXT MEETING

Wednesday 26 October 2022 , 10.30am.



**CITY OF FREMANTLE/TOWN OF FREMANTLE
LOCAL EMERGENCY MANAGEMENT COMMITTEE
DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
26 JULY 2022**

STATE NEWS

STATE CONSULTATION REQUESTS

There are several plans that are scheduled for consultation in the second half of this year:

- State Hazard Plan – Severe Weather
- State Emergency Management Roles and Responsibilities Review
- Funding in Emergencies Arrangements

To give feedback on the above plans, visit the [State Emergency Management Consultation page](#), find the relevant consultation tile and select 'Get Involved'.

SEMC COMMUNITY DISASTER RESILIENCE STRATEGY

Consultation on the WA Community Disaster Resilience Strategy Discussion Paper closed on 31 March 2022. Extensive engagement across the sector took place, including meetings, conferences, and forums, as well as targeted workshops with more than 50 local governments and 20 community service providers. Several formal submissions have also been received. Work is now underway to incorporate feedback into the WA Community Disaster Resilience Strategy and Implementation Plan. There may be further opportunity to provide feedback on the draft documents.

DISTRICT NEWS

2022 METROPOLITAN DISTRICT EMERGENCY MANAGEMENT COMMITTEES (DEMC)

The State Emergency Management Committee recently noted the:

- 2021 trials and outcome of the combined metropolitan DEMC meetings
- continued joint arrangements of NORTH (Central and North) and SOUTH (East and South) for meeting purposes.

Planning is underway on the joint emergency management meeting/ activity/exercise/forum (to be determined) later in the year in October. The Executive Officers will provide members with confirmed dates in the coming weeks.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE MEMBERS HANDBOOK

A DEMC Members Handbook has been developed by the DEMC Executive Officers (also the DFES District Emergency Management Advisor's) as an attachment to the State Emergency Management Procedure 3.6 *District Emergency Management*. This handbook is an important reference for members of the District Emergency Management Committee. The DEMC Members Handbook has been tabled at each District Emergency Management Committee in the State prior to being submitted to SEMC for approval. SEMC approval will be sought at the 4 August 2022 meeting.



LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) REVIEW

In late 2019 SEMC approved a sector-led review of Local Emergency Management Arrangements (LEMA) requirements and responsibilities.

Following the signing of an MOU in December 2021, SEMC and the WA Local Government Association (WALGA) have engaged Project Leads who will work together with key stakeholders to identify issues with LEMA and investigate and develop options for streamlining the process.

The review consists of the following key activities:

- Consultation and engagement with key stakeholders to obtain feedback on LEMA.
- Prepare a draft consultation and recommendations report, based on feedback.
- Pilot projects or exercises to test new LEMA approaches.
- Produce a LEMA Improvement Plan including an implementation plan.

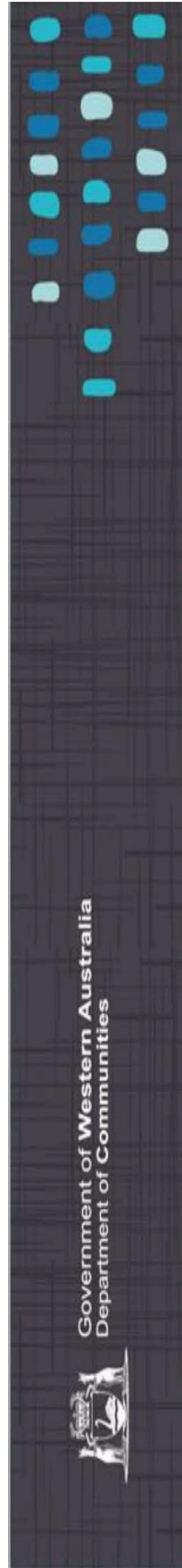
A discussion paper has been prepared that will guide consultation, which is expected to start in June 2022. At the completion of the review in June 2023, a LEMA Improvement Plan will be developed.

As the LEMA review is not due until mid-2023, if your Local Government's LEMA is scheduled for review before this date, it is recommended to proceed as planned so your obligations under the EM Act are maintained.

2022 SEMC MEETING SCHEDULE

- 4 August 2022
- 13 October 2022
- 1 December 2022

Complied by:
District Emergency Management Advisor
Metropolitan Operations
Department of Fire and Emergency Services



LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORT – CITY OF FREMANTLE

Agency: Department of Communities (DC)

Date: 26.07.22

Incident Support Group Activation (ISG): NIL

Date	Type of Incident	Location of Incident	Resources & Agencies Involved	Comments/Outcomes

LEMC/Agency Update

ALL HAZARDS

- Department of Communities (Communities) Emergency Services – All Hazards has continued to be very busy
 - In the first quarter DC had multiple activations across the state with flooding, several cyclones in Kimberley and Pilbara regions and multiple and concurrent bushfires throughout the Great Southern, Southwest, Wheatbelt and Goldfields along with a number in the metro area – at one stage all SDESO/ERT and Equipment Trailers had been deployed to the regions with the department also activating its Surge Workforce. Recently all three of SDESO's were deployed to the Kimberley's to undertake regional and remote COVID tasking over March and April (local staff had been inundated with welfare requests) – we were providing personal support and undertaking hardships assessments including triaging, food shops/click & collect ordering & personal requisites; delivering; sourcing and placing people into accommodation; providing people with alternative funding and supports options etc.
 - One of the biggest challenges was the significant overcrowding and homelessness issues and unless there was a critical clinical/medical reason many had to remain in situ & when we did place them into accommodation many of the cohorts would abscond anyway as they didn't have access to their smokes/drugs/alcohol.
 - SDESO's were then based at Fremantle in accordance with the Business Continuity Plan where 90% of staff were redirected to provide Regional/Remote response and using the SDESO's on the ground knowledge of issues providing support to staff who were in the Call Centres and entering the historical data gathered during our deployments onto our computer system SHARPIE.
 - All Hazards have continued to provide BAU when a community requires evacuation centres and providing ongoing outreach and recovery activities for Wooroloo Bushfire & Cyclone Seroja.
- Communities received an interjurisdictional request for support to New South Wales (NSW) in their recovery effort for their significant flooding events earlier in the year. Two teams of 5 people were deployed for a two-week tour. The two tour dates were the 8th May 2022 to the 21st May 2022 and the 22nd May 2022 to 4th June 2022.
- The DC Local Emergency Welfare Plan for City of Fremantle LEMC is a fluid document – a full review is currently underway, and the updated version will be forwarded for comment in the coming weeks



4. Due to the current COVID situation Evacuation Centre Training has been modified and will be conducted with reduced numbers or in larger rooms. The next session will be offered in Kwinana on 17 August 2022
5. Over the last 6 – 12 months Communities has been working at increasing its emergency equipment in metropolitan and regional areas to assist with our emergency response requirements –
 - Purchased an additional 3 emergency welfare response trailers for metropolitan area.
 - Currently moving towards transition our emergency services fleet vehicles to your typical emergency response vehicles, which will allow a greater response capability
 - The trailers and the vehicles will assist Communities to provide a quick response and establish the welfare centre in an expedited manner.
6. COVID 19 – Evacuation Centre Guidelines current copy sent to Local Governments/LEMC's in January 2022. should evacuation centres need to be opened in the current climate an additional question has been added to the screening questions to be asked. We need to be particularly aware of members of the community who may present at evacuation centres and may answer yes to any of the questions, be in quarantine, self isolating or in lock down.

Report prepared by Terry Sillitto
Senior District Emergency Services Officer
Department of Communities

26 July 2022