



Agenda attachments

Ordinary Meeting of Council

Wednesday, 26 August 2020, 6.00pm

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ARMC2008-1 FINANCIAL MANAGEMENT REVIEW REPORT JUNE 2020

ATTACHMENT 1 - Financial Management Review Report



Liability limited by a scheme approved under Professional Standards Legislation

19 June 2020

Philip St John
Chief Executive Officer
City of Fremantle
70 Parry Street
FREMANTLE WA 6160

REG 5(2) (C) - FINANCIAL MANAGEMENT REVIEW

Dear Philip,

Please find attached our final financial management review report for the City of Fremantle.

As per Regulation 5(2) (c) of the Local Government (Financial Management) Regulations 1996, the CEO is required to undertake a review, at least once every 3 financial years.

Your management comments as to action to be taken in regards to the reported findings and recommendations have been incorporated in this final report and are considered appropriate in addressing the review findings.

We would like to thank your staff for their positive cooperation provided to us during the conduct of this review especially in light of the difficulties experienced as a result of the COVID 19 distancing restrictions and City of Fremantle office closures which applied throughout most of this review process.

Yours sincerely



Santo Casilli FCPA MIA (Aust.)
Director
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City of Fremantle

Regulation 5 (2) (c) – Financial Management Review

19 June 2020

Final Review Report

(Review in Confidence)

Avant Edge Consulting
Certified Practising Accountant

Liability limited by a scheme approved under Professional Standards Legislation

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Executive Management Summary

INTRODUCTION

At the request of the Chief Executive Officer (CEO), Avant Edge Consulting was engaged to undertake a financial management review of the City of Fremantle's (City) financial management systems and procedures as required to be undertaken at least once every 3 years as per the Regulation 5(2) (c) of the *Local Government (Financial Management) Regulations 1996*.

We conducted our review in accordance with Australian Auditing Standard ASAE 3000 – *Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance in regards to the appropriateness and effectiveness of the City's management controls over its financial management systems.

This report outlines the work undertaken and also includes our findings and proposed recommendations as identified as a result of our review.

The City of Fremantle (the City) uses Tech One as its accounting system.

CEO'S RESPONSIBILITY FOR THE DRAFT REVIEW REPORT

As per Regulation 5(2) (c) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer (CEO) is required to undertake a financial management review, at least once every 3 financial years.

OUR RESPONSIBILITY FOR THE REVIEW

To conduct the Financial Management Review in accordance with Australian Auditing Standard ASAE 3000 – *Assurance Engagement other than Audits or Reviews of Historical Financial Information* and to report to the CEO our review findings and proposed recommendations for process improvement.

The reported findings and proposed recommendations have been discussed with City management and agreement was reached in regards to the findings and recommendations reported. Management comments as to action to be taken have been incorporated in this report and are considered appropriate to address the findings.

Our review procedure was agreed by the CEO as part of our Review Engagement Letter issued to the CEO on the 13 January 2020.

Our review assessed information in relation to the period 1 January 2019 to 30 April 2020.

We wish to confirm that we are and have been fully independent of the City of Fremantle and of its operations in regards to this review.

REVIEW LIMITATIONS

The matters raised in this report are only those which came to our attention during the course of performing our financial management review and may not necessarily be a

comprehensive statement of all the possible control weaknesses and/or process improvement options that may be made in relation to the City's financial management systems and procedures.

Further, due to the COVID 19 restrictions imposed by the Australian Government and City of Fremantle office closures, which occurred during the review period, we were limited to the amount of testing that could have been undertaken in regards to online system approvals and authorisations and cash handling processes. Reliance was placed on information that was requested and provided to us remotely by City staff.

As part of our review we have not assessed and examined every financial process and procedure and as such have limited our assessment and evaluations only to those areas where we considered may be of higher risk to the City. As such we did not examine every activity and procedure that may exist at the City and therefore only provide limited assurances to the City.

Our review, which was conducted in accordance with Australian Auditing Standard "ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information" was not an audit, and as per ASAE 3000 we can only provide assurance based solely on our assessment of the information which was provided to us by the City during the conduct of this review.

This review report is to be used solely for the purpose of reporting to satisfy the requirements of *Regulation 5(2) (c) of the Local Government (Financial Management) Regulations 1996* and should not be used for any other purpose or be distributed, other than to the City of Fremantle.

SCOPE AND METHODOLOGY

Our review was conducted in accordance with ASAE 3500 – Assurance Engagement Other Than Audits or Reviews of Historical Financial Information.

The review undertook the following approach:

- Discussions were held with relevant staff to understand the processes and the management controls currently in place. Audio communications were held with various managers and team leaders throughout the review process.
- Assessed the adequacy of key management controls currently in place over key financial management systems and procedures in line with our work program and based on information that was provided to us during the review period.
- Due to the COVID 19 Government imposed social distancing rules and the subsequent closure of the City's administration office and out centres, such as the Library and Aquatic Centre, we were unable to visit the out centres during this review and as such relied solely on information that was requested and received via email and via phone contact.

OUR WORK PROGRAM

Our review incorporated the following financial management areas in line with the requirements outlined under *Regulation 5(1) of the Local Government (Financial Management) Regulations 1996*:

- Procurement (formal quotations and tender process)
- Contract Management
- Accounts Payable
- Revenue Collection (cash receipt and handling)
- Payroll
- Human Resources (limited to staff recruitment and leave entitlement reporting)
- General Ledger Application Controls (financial year end reconciliations and approvals)
- Financial Management Information Reporting
- Council Rates, Fees and Charges
- Investment Management
- Bonds Collection and Processing (including Trust Fund Management)
- Asset Management and Control (excluding infrastructure assets)
- IT General and Systems Access Controls
- Budget Approval Process

No other financial management systems and procedures were subject to our review.

CONCLUSION

Based on our review (which was not an audit) of the management controls and processes that exist at the City in regards to the above key financial management system areas, nothing came to our attention that would indicate a high risk management control matter or non-compliance matter that would require immediate attention by the City. Overall, apart from the matters raised in the body of this report under Summary of Findings, we can conclude that the financial management systems in place within the City were found to be generally sound and were considered to be satisfactory management control processes.

No unsatisfactory control issues were noted in the following financial management areas:

- Payroll
- Council Rates, Fees and Charges
- Financial Delegations
- IT General and Systems Access Controls
- Budget Approval Process

Notwithstanding the above, we do conclude that there are a number of areas where existing processes can be further improved or may require additional control processes and we have recommended that the City should give consideration to further explore these process improvement areas which have been incorporated within the body of this report.

We believe that the City's implementation of our suggested and recommended process improvements will strengthen the existing financial management controls that are currently in place and will provide greater overall governance within the City's financial operations.

A summary of our findings is detailed below under Summary of Findings. Our recommendations including management action in regards to each finding have been included in the "Detailed Findings and Recommendations" section of this report:

SUMMARY OF FINDINGS

Procurement

1. Armaguard Contract (Rated: Low Risk)

We found 1 instance where a request for tender was not initiated in regards to Armaguard services for cash in transit security. We understand that a contract was awarded for a 1 year term dated 1 July 2008. However, we could not find any evidence that subsequent RFT or RFQ requests were undertaken for such services after the initial 1 year term had ended. During the 12 month period 1 January 2019 to 31 December 2019 the City had spent \$101,078 on Armaguard security services. Such services are continuing. We are of the opinion that the City should have obtained an RFQ or RFT for cash in transit services and should have a formal contract in place for such services.

We have recommended that the City investigate the use of Armaguard services and ensure that formal procurement practice is exercised and that a formal supplier contract be put in place for such services.

2. Establishment of a formal Evaluation Panel for RFQ requests (Rated Medium Risk)

2.1 Segregation of Duties

The City's procurement policy allows the establishment of a formal tender Evaluation Panel to be formed only for the assessment of tender submissions (RFT's > \$250,000). However no formal Evaluation Panel is required for Request for Quote submissions (RFQ's \$50,000 to \$249,999).

We noted a number of instances where RFQ submissions were assessed solely by the relevant Manager who requested the supply of goods and services. Under the City's financial delegation, Managers can approve procurement of goods and services up to (previously \$149,999) \$249,999. One instance related to RFQ 265 – Consumer Brand Launch Campaign, which was awarded to Juicebox for an amount of \$135,750. According to City procurement policy, this procurement was not required to undergo an evaluation assessment via a formal panel as the total of the procurement was less than \$250,000. As such, the evaluation, the approval to award the contract and the letter of award were all undertaken by the Manager Economic Development and Marketing.

We further noted that in addition to RFQ 265, a further 3 RFQ's were awarded to Juicebox between January and March 2019 being RFQ263/19 for an amount of \$65,000 (Video Production Destination Marketing), RFQ 202/18 for an amount of \$34,100 (Brand Logo Design) and RFQ 249/18 for an amount of \$10,280 (Website Redevelopment). A total of \$245,080 was awarded to Juicebox within a space of 3 months without the need to go to formal tender. Although the various services may have been considered to be separate services and therefore not requiring a formal tender process, no evidence was found from information provided to us during the review that would indicate that some form of assessment was made and a formal decision reached to seek separate RFQ's.

There are a number of concerns here. Firstly, there is a lack of proper segregation of duties in which a manager can request a quote, evaluate the quotes and also approve the commitment to award a contract up to \$249,999. Secondly, there is no requirement in the City's procurement policy for the relevant managers to provide a conflict of interest declaration when undertaking a solo evaluation of RFQ's and finally this leads to possible

lack of monitoring as to whether the City could have obtained best value for money by going out to the market place via an RFT rather than via 4 separate RFQ's in which limited number of quotes were received.

We have recommended that the City give consideration to also establish the formation of a formal Evaluation Panel for larger \$ value RFQ's (say > \$100,000) in similar line to that which is required for RFT's. This will ensure that proper segregation of duties controls is exercised for large \$ value procurements and also ensure that any potential conflicts of interest are identified and actioned.

2.2 Conflict of Interest

We also understand that, although some form of conflict of interest needs to be declared and recorded on the evaluation assessment report by all panel members, no such requirement is provided nor needed for RFQ's (\$50,000 - \$249,999) as no formal evaluation panel is required. Certainly, as part of our testing we did not sight any RFQ evaluations which included a conflict of interest declaration statement. As such no conflict of interest declarations are being undertaken for RFQ evaluations that have been conducted solely by the requesting manager.

We have recommended that conflict of interest declarations also be applied to RFQ's even though the evaluations are undertaken solely by the requesting manager.

3. Conflict of Interest Declarations (Rated: Low Risk)

As part of our testing we found that the City' evaluation voting panel members are signing the evaluation report which has a standard clause of no conflict of interest being declared.

Although this may be acceptable and could constitute that conflict of interest was considered prior to commencing the evaluation process, good governance practice would suggest that each voting panel member should sign and date a separate individual "Conflict of interest Declaration" form which clearly indicates that the voting member has or does not have a conflict of interest prior to the evaluation assessment is commenced. This we believe legalises the process and provides a clearer declaration to the City.

We have recommended that the City give consideration to ensure each voting member assigned to an evaluation panel sign and date an individual "Conflict of Interest Declaration" form.

4. Contract Management (Rated Medium Risk)

4.1 Policies Require Endorsement

The City has in place a number of contract management policies, however the policies have yet to be formally endorsed.

As part of our testing we noted 4 instances out of 17 contracts tested where we were not provided with a copy of the supplier contract and a further 4 instances where we were not provided with a copy of the signed letter of acceptance or letter of intent when awarding a contract.

The establishment of formal contract management policies and procedural guidelines is an important and essential element in ensuring that contracted suppliers comply with their contractual obligations, goods and services are being provided to a high quality and the fees charged for such goods and services is in accordance with the agreed and quoted price rate

within the supplier's contract. Further, end of contract supplier performance appraisals allows the City to evaluate the quality of services provided and to determine whether the supplier should be sought again for future work for the City.

We have recommended that 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. We have also recommended that to assist compliance that the City develop a formal quality assurance checklist which should be signed off by the contract manager's Director as evidence that a contract prior to ending has been contract managed and post contract supplier performance evaluations have been conducted and recorded.

Accounts Payable

5.1 Changes to Supplier Masterfile (Rated Medium Risk)

According to the City's procedures where a supplier request to have their bank account details amended on the City's Supplier Masterfile record, the supplier is required to complete a "Creditor Change of Bank Account Details" application form and submit that to the City's finance area for processing. The City's procedure also requires that the application form should be accompanied by a written request on the supplier's official letterhead and signed by the supplier. Further, some form of evidence such as copy of the details of the new account details should also be forwarded prior to the request being processed.

The application form also has a section where the City's officer who processes the change indicates that all relevant data has been provided and that the appropriate compliance checks have been carried out.

As part of our review we tested 9 supplier bank account change requests that were processed by the City and found that 8 of the 9 application forms sighted had not been properly completed as evidence by the City officer that proper compliance checks were undertaken. 6 out of 9 did not have a signed letter head attached nor evidence of the new bank account details. 1 out of 9 was noted where no application form nor signed letterhead was evident.

A similar issue was also raised at the last financial management review undertaken in 2017.

We believe that this critical control feature reduces the possibility of fraudulent activity and should be more tightly managed and that the City's procedure should be more stringently adhered to. This also indicates lack of proper segregation of duties control over this process.

We have recommended that the City ensure that the relevant officers responsible for changing supplier bank accounts follow due process and also suggest that prior to a supplier's bank account details being changed that the change is checked and approved by the officer's supervisor.

We have also suggested that an independent check be carried out, say weekly or monthly, by a separate officer on a sample basis to check the correctness of modifications made to the Supplier Masterfile to ensure no unauthorised changes have been made and that changes are supported with appropriate signed documentation.

5.2 Purchase Orders **(Rated Medium Risk)**

Purchase orders form a vital control to ensure that the City has approved future expenditure commitments prior to awarding a contract for the supply of goods and services. The proper use of purchase orders also serves as a control mechanism to ensure supplier invoices received by the City for payment are valid, the fee charged on the invoice agrees to the approved fee for goods and services committed and also a properly approved purchase order can serve as formal evidence that proper procurement process has been followed in regards to RFT, RFQ and written quote process.

However, the use of purchase orders as a control mechanism is only effective if the purchase order is created prior to the awarding of a contract or prior to placing an order for goods and services.

As part of our review testing, we found that 8 out of 15 purchase orders tested were created and approved either at the time a supplier invoice was received or after the date of invoice. A list of these purchase orders is provided in the "Detailed Findings and Recommendations" section of this report.

A similar issue was also raised at the last financial management review undertaken in 2017.

We have recommended that the City ensure that in all instances, except for administrative type payments such as Synergy bills, Water Corporation bills, staff reimbursements etc, purchase orders are created and approved prior to the awarding of a contract or ordering of goods and services.

Cash Collection and Handling

6.1 Cash Receipting Procedures **(Rated: Low Risk)**

The City currently has in place procedures for receipting of cash at each location where a point of sale system exists. However, the procedures are considered to be very basic and we do not believe they are detailed sufficiently to assist the POS operators to ensure they are all consistently undertaking a proper cash count, properly reconciling their daily cash receipts and ensuring that unbanked monies are adequately safeguarded.

The cash receipting procedures also do not provide adequately in regards to the following essential control processes:

- 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

The Leisure Centre cash receipting procedure was found to be reasonably detailed and did support some of the above matters

We have recommended that 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.

6.2 Duress Alarms (**Observation Only**)

We understand that the City has CCTV cameras installed in various out centres where a point of sale system exists. However, there are no duress alarms fitted to protect staff who operate the point of sale systems should there be a theft attempt at the out centres.

No formal recommendation is made but the City should give consideration to installing duress alarms as part of their OH & S compliance obligations.

Staff Recruitment and Payroll

7.1 Human Resources Policies (**Rated: Low Risk**)

We found that the City's staff recruitment and payroll processes to be satisfactory. However, we noted that 7 of the existing Human Resources policies have not been subjected to a review or update since 2016. All City policies should be reviewed regularly, say at least once every 2 years, to ensure such policies are still relevant.

We also noted that the City does not yet have in place a Whistle Blower policy.

We have recommended that the City review its Human Resources policies regularly every 2 years and give consideration to formulating a Whistle Blower policy.

7.2 Casual Employment Policy (**Rated: Low Risk**)

Normally casual staff are required to be employed to cover particular peak periods where workloads are higher or are used to fill in during staff long term absences. However, more and more, casual staff are being employed on a continuous basis for periods over twelve months and beyond. In some cases, casual staff are employed on permanent part time basis but paid as a casual.

Under the Fair Work Act casuals that are employed for prolonged periods, say over twelve months, are able to receive long service leave and also may have the option to permanent employment.

We understand that all casual staff positions were made redundant during the COVID - 19 restrictions and that no casual staff currently exist.

It is now timely that the City's "Casual Employment" policy be reviewed and updated to better reflect how the City employs its casual staff and also to address how the City will deal with long term casual employment. The current policy is deficient in regards to how the City should deal with long term casual positions, whether casual staff who are employed continuously for over twelve should continue to be classified and paid as a casual with loading or become a permanent part time staff and also in regards to the approval processes that should be put in place to continually employ long term casuals. We believe that the city's casual employment policy should address the issue of requiring additional approval to extend casual employment on a continuous basis.

We understand that in the leisure centre, the use of casual staff is a necessary requirement due to the nature of the business associated with the need to employ pool attendants,

cleaning staff and also due to the centres range of opening and closing times during weekends and public holidays.

We consider that this could have a financial impact on the City should the City decide to continually employ casual staff on a long term basis and as such we have recommended that the City give consideration to update its "Casual Employment" policy to reflect more clearly the casual recruitment process and additional approval process that may be needed to monitor and control management of long term casual staff.

Investments

8.1 Investment Policy **(Rated: Low Risk)**

Based on our review we found that the City is undertaking its investments in accordance with Council approved Investment Policy SG41. However, the policy was last reviewed and amended on the 27 August 2014 and according to the policy was due to be updated in 2018.

The City's Investment Policy has yet to be updated.

In regards to constant changes in global markets and more recently in regards to the COVID – 19 impact on current investments it would be appropriate that the City now review and upgrade its Investment Policy

We have recommended that the investment policy be reviewed in line with current investment down turn.

Asset Management

9.1 Asset Capital Thresholds **(Rated: Low Risk)**

Changes recently introduced in 2017 requires that asset capitalisation thresholds should not be below \$5,000 per asset item. The City's Capital Threshold guidelines still shows certain types of assets to be capitalised over \$2,000. This relates to Furniture & Equipment, Plant & Equipment, Office & IT equipment and Software.

Although we understand that the City does capitalise assets over \$5,000, the guidelines have not been amended to reflect this.

We have recommended that the guidelines be updated to reflect new asset capitalisation threshold levels.

Bonds and Trust Accounts

10.1 Bonds Management **(Rated: Low Risk)**

Our review of the trust account found that the trust account is required to be regularly reconciled and was found to be satisfactorily managed.

In regards to the bonds account, currently the City has \$1.2m in its bonds account that have not yet been refunded. \$973,000 relates to Verge Bonds which are collected from relevant building applications.

In January 2020, some \$425,000 was cleared from the bonds account to the City's Municipal bank account. These related to bond monies that had not been refunded and were held in the bonds account for over 10 years. Under the Local Government Act and Regulations Councils can clear uncollected bonds that have remained unclaimed for over 10 years to the Councils Municipal bank account.

We noted that there is a further \$35,824 of other related bonds, hall and venue hire bonds, in the bonds account that are also over 10 years but have yet to be cleared to the Municipal bank account.

We also noted that the bond account is required to be reconciled each month to the general ledger account, however no reconciliation was undertaken for the September 2019 and November 2019 months.

We have recommended that the City ensure that monthly reconciliations are maintained over the Bonds account and that the City investigate why it has not yet transferred the additional \$35,824 of over 10 year bonds to the Municipal account.

As an observation, our review of the bonds account revealed that over 50% of the total bonds account monies are well over 5 years old from date of their receipt and would appear a high probability that these bonds will also not be claimed nor refunded. Although the majority represent verge bonds which are subject to completion of works that could take years to complete, other bonds which relate to short term hall and venue hire which should have been subjected to a refund within a reasonable time period once the hall and venue hire period has ended. Although no recommendation is made in regards to this matter, we are of the opinion that the City should investigate the reason why such a high percentage of bonds remain unrefunded for such a long period of time and whether the City has an moral and ethical responsibility for ensuring that these long term unrefunded bonds should be followed up with the initial payee.

Internal Audit

11.1 Internal Audit Activity (Rated Medium Risk)

The City does not have in place a dedicated Internal Audit Activity which is able to undertake routine internal control assurance work. Such an activity would be responsible for reporting their assurance findings and recommendations directly to the Audit and Risk Management Committee via the City's CEO to provide comfort to the City and the Committee in meeting their responsibilities and obligations. The establishment of an Internal Audit Activity would also allow the City to have a continuous control and compliance assessment activity which would assist the City in continually improving its financial management systems and procedures. An effective internal audit activity program would also assist the City towards meeting its legislative obligations in regards to the *Local Government (Financial Management) Regulations 1996, 5(2) (c)* review and *Local Government (Audit) Regulation 1996, Regulation 17* review requirements. The Internal Audit Activity can be established either as an inhouse function or outsourced via a reputable auditing firm who specialise in providing Internal Audit services.

Santo Casilli FCPA
Director

19 June 2020



Avant Edge Consulting

Detailed Findings and Recommendations

Audited Area: Procurement
Audited Activity: RFT

| Finding | Implication | Recommendation | Management Comments |
|---|---|--|--|
| <p>1.0 Armaguard Security Services</p> <p>We found 1 instance where a request for tender was not initiated in regards to Armaguard services for cash in transit security.</p> <p>We understand that a contract was awarded for a 1 year term dated 1 July 2008. However, we could not find any evidence that subsequent RFT or RFQ requests were undertaken for such services after the initial 1 year term had ended. During the 12 month period 1 January 2019 to 31 December 2019 the City had spent \$101,078 in regards to Armaguard cash in transit security services. Such services are continuing.</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> • The City may not have followed proper procurement process through seeking an RFT or RFQ for cash in transit services • Services are being obtained in absence of a formal supplier contract which undermines proper contract management process. | <p>We recommend that:</p> <ul style="list-style-type: none"> • City investigate the use of Armaguard services and ensure that formal procurement practice is exercised and that a formal supplier contract be put in place for such services. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>Acknowledge that the contract with Armaguard is out of date and will prepare and issue a Request for Quote (RFQ) for Cash Handling services by the end of July 2020.</p> |

Audited Area: Procurement
Audited Activity: RFT and RFQ Process

| Finding | Implication | Recommendation | Management Comments |
|--|--|--|---|
| <p>2.0 Evaluation Panels for RFQ's</p> <p>The City's procurement policy allows the establishment of a formal tender Evaluation Panel to be formed only for the assessment of tender submissions (RFT's > \$250,000). However no formal Evaluation Panel is required for Request for Quote submissions (RFQ's \$50,000 to \$249,999).</p> <p>We noted a number of instances where RFQ submissions were assessed solely by the relevant Manager who requested the supply of goods and services.</p> <p>Under the City's financial delegation, Managers can approve procurement of goods and services up to \$249,999. One instance related to RFQ 265 – Consumer Brand Launch Campaign, which was awarded to Juicebox for an amount of \$135,750.</p> <p>According to City procurement policy, this procurement was not required to undergo an evaluation assessment via a formal panel as the total of the procurement was less than \$250,000.</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> Large procurements under \$250,000 level are not subjected to the same rigorous checks and balances that exist for RFT's which could result in the City not receiving best value for money from such purchases. | <p>We recommend that:</p> <ul style="list-style-type: none"> The City give consideration to also establish the formation of a formal Evaluation Panel for larger \$ value RFQ's (say > \$100,000) in similar line to that which is required for RFT's. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>The suggested recommendation would be an improvement on the current process through greater control, improved transparency and approval.</p> <p>Management will conduct an internal review of recent RFQ's awarded to determine an appropriate upper value limit to introduce greater control. Current RFQ procedures will be amended to include an evaluation panel for larger value RFQ contracts.</p> <p>Currently regular checks on how much is being spent for each supplier on a monthly basis is being performed and reported to Executive and Management Teams.</p> |

Audited Area: Procurement
Audited Activity: RFT and RFQ Process

| Finding | Implication | Recommendation | Management Comments |
|---|---|---|--|
| <p>3.0 Segregation of Duties</p> <p>We further noted that in addition to RFQ 265 (refer Finding No 2), a further 3 RFQ's were awarded to Juicebox between January and March 2019 being RFQ263/19 for an amount of \$65,000 (Video Production Destination Marketing), RFQ 202/18 for an amount of \$34,100 (Brand Logo Design) and RFQ 249/18 for an amount of \$10,80 (Website Redevelopment). A total of \$245,080 was awarded to Juicebox within a space of 3 months without the need to go to formal tender. Although the various services may have been considered to be separate services and therefore not requiring a formal tender process, no evidence was found from information provided to us during the review that would indicate that some form of assessment was made and a formal decision reached to seek separate RFQ's.</p> <p>As such, the evaluation, the approval to award the contact and the letter of award were all undertaken by the Manager Economic Development and Marketing.</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> Lack of proper segregation of duties in which a manager can request a quote, evaluate the quotes and also approve the commitment to award a contract up to \$249,999. There is no requirement in the City's procurement policy for the relevant managers to provide a conflict of interest declaration when undertaking a solo evaluation of RFQ's Could lead to possible lack of monitoring as to whether the City could have obtained best value for money by going out to the market place via an RFT rather than via 4 separate RFQ's. | <p>We recommend that:</p> <ul style="list-style-type: none"> The City give consideration to also establish the formation of a formal Evaluation Panel for larger \$ value RFQ's (say > \$100,000) in similar line to that which is required for RFT's. This will ensure that proper segregation of duties controls is exercised for large \$ value procurements and also ensure that any potential conflicts of interest are identified and actioned. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>The suggested recommendation would be an improvement on the current process through greater control and improved transparency and accountability.</p> <p>Current RFQ procedures will be amended for larger value RFQ contracts to include the following:</p> <ul style="list-style-type: none"> An independent approving officer through an evaluation panel for larger value RFQ contracts and Completing a conflict of interest declaration where appropriate. |

Audited Area: Procurement
Audited Activity: RFT and RFQ Process

| Finding | Implication | Recommendation | Management Comments |
|--|--|---|--|
| <p>4.0 Conflict of Interest Declarations</p> <p>Although some form of conflict of interest needs to be declared and recorded on the evaluation assessment report by all panel members, no such requirement is provided nor needed for RFQ's (\$50,000 - \$249,999) as no formal evaluation panel is required.</p> <p>As per our testing we did not sight any RFQ evaluations which included a conflict of interest declaration statement.</p> <p>Further, we found that the City's evaluation voting panel members who are required to provide conflict of interest declarations for RFT's are signing the evaluation report which has a standard clause of no conflict of interest being declared. However, they do not provide a separate individual signed and dated "Conflict of Interest Declaration" form</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> Conflict of interest declarations are not being undertaken for RFQ evaluations that have been conducted solely by the requesting manager. Current process of providing conflict of interest information is not considered to be good governance practice would suggest that each voting panel member should sign and date a separate individual "Conflict of interest Declaration" form which clearly indicates that the voting member has thought about possibly having or not having a conflict of interest prior to the evaluation assessment is commenced. | <p>We recommend that:</p> <ul style="list-style-type: none"> Conflict of interest declarations also be applied to RFQ's even though the evaluations are undertaken solely by the requesting manager the City give consideration to ensure each voting member assigned to an evaluation panel sign and date an individual "Conflict of Interest Declaration" form. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>The suggested recommendation would be an improvement on the current process through greater control and improved transparency and accountability.</p> <p>Current RFQ procedures will be amended for larger value RFQ contracts to include the requirement to complete conflict of interest declarations where appropriate.</p> |

Audited Area: Procurement
Audited Activity: Contract Management

| Finding | Implication | Recommendation | Management Comments |
|--|---|---|--|
| <p>5.0 Contract Management Guidelines Require Endorsement</p> <p>The City has in place a number of contract management policies, however the policies have yet to be formally endorsed.</p> <p>As part of our testing we noted 4 instances out of 17 contracts tested where we were not provided with a copy of the supplier contract and a further 4 instances where we were not provided with a copy of the signed letter of acceptance or letter of intent when awarding a contract.</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> No assurance that contracted suppliers have complied with their contractual obligations, goods and services are being provided to a high quality and the fees charged for such goods and services is in accordance with the agreed and quoted price rate within the supplier's contract. No assurance that end of contract supplier performance appraisals are being performed. | <p>We recommend that:</p> <ul style="list-style-type: none"> 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. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>Draft contract management policies, procedures, forms and checklists have been submitted to Management for approval before implementation.</p> <p>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.</p> |

Audited Area: Accounts Payable
Audited Activity: Supplier Masterfile

| Finding | Implication | Recommendation | Management Comments |
|---|---|---|--|
| <p>6.0 Changes to Supplier Masterfile Process</p> <p>According to the City's procedures where a supplier request to have their bank account details amended on the City's Supplier Masterfile record, the supplier is required to complete a "Creditor Change of Bank Account Details" application form and submit that to the City's finance area for processing. The City's procedure also requires that the application form should be accompanied by a written request on the supplier's official letterhead and signed by the supplier. Further, some form of evidence such as copy of the details of the new account details should also be forwarded prior to the request being processed.</p> <p>The application form also has a section where the City's officer who processes the change indicates that all relevant data has been provided and that the appropriate compliance checks have been carried out.</p> <p>As part of our review we tested 9 supplier bank account change requests that were processed by the City and found that 8 of the 9 application forms sighted had not been properly completed as evidence by the City</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> Non-compliance with proper control process increase the risk and possibility of fraudulent activity Non-compliance indicates lack of proper management control and segregation of duties control over this process. | <p>We recommend that:</p> <ul style="list-style-type: none"> the City ensure that the relevant officers responsible for changing supplier bank accounts follow due process and also suggest that prior to a supplier's bank account details being changed that the change is checked and approved by the officer's supervisor. an independent check be carried out, say weekly or monthly, by a separate officer on a sample basis to check the correctness of modifications made to the Supplier Masterfile to ensure no unauthorised changes have been made and that changes are supported with appropriate signed documentation. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>The procedure to change supplier bank account details has been in place since November 2017 to ensure controls and segregation of duties.</p> <ul style="list-style-type: none"> Based on the review findings a refresher of the procedure will be undertaken with Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form fully for audit trail purposes. Currently the Procurement Team Leader checks a report of all supplier bank account changes before approving a payment run. A further step will be added to this procedure to undertake an internal audit function. This will be a random check |

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| Finding | Implication | Recommendation | Management Comments |
|---|-------------|----------------|--|
| <p>officer that proper compliance checks were undertaken. 6 out of 9 did not have a signed letter head attached nor evidence of the new bank account details. 1 out of 9 was noted where no application form nor signed letterhead was evident.</p> | | | <p>of supplier change of bank account forms and documentation to ensure compliance with the procedure.</p> |

Audited Area: Accounts Payable/Procurement
Audited Activity: Purchase Orders

| Finding | Implication | Recommendation | Management Comments |
|--|---|---|--|
| <p>7.0 Need to Ensure Proper Use of Purchase Orders.</p> <p>Purchase orders form a vital control to ensure that the City has approved future expenditure commitments prior to awarding a contract for the supply of goods and services. The proper use of purchase orders also serves as a control mechanism to ensure supplier invoices received by the City for payment are valid, the fee charged on the invoice agrees to the approved fee for goods and services committed and also a properly approved purchase order can serve as formal evidence that proper procurement process has been followed in regards to RFT, RFQ and written quote process.</p> <p>However, the use of purchase orders as a control mechanism is only effective if the purchase order is created prior to the awarding of a contract or prior to placing an order for goods and services.</p> <p>The City's procurement policy clearly states the use of purchase orders.</p> <p>As part of our review testing, we</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> Issuing of an approved purchase order at the time of receiving the supplier's invoice undermines the management control effect of using purchase orders and the proper authorisation of purchase orders at the time a supplier is contracted. Increases the possibility of fraudulent action through the possible payment of fraudulent tax invoices. | <p>We recommend that:</p> <ul style="list-style-type: none"> 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 date of accepting their quote clearly stating that the supplier is required to state the purchase order number on their invoices. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>From this review one-on-one training will be conducted with officers who raised the 8 purchase orders identified.</p> <p>Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation.</p> |

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| Finding | Implication | Recommendation | Management Comments |
|---|-------------|----------------|---------------------|
| <p>found that 8 out of 15 purchase orders tested were created and approved either at the time a supplier invoice was received or after the date of invoice.</p> <p>The following 8 purchase orders were created for approval after invoice date and have been detailed for your further investigation:</p> <ul style="list-style-type: none"> • PO 237536 • PO 236570 • PO 235172 • PO 242195 • PO 240755 • PO 235576 • PO 237222 • PO 235666 | | | |

Audited Area: Revenue
Audited Activity: Cash Receipting and Handling

| Finding | Implication | Recommendation | Management Comments |
|--|---|--|---|
| <p>8.0. Need for Clearer Cash Receipting and Cash Handling Procedures</p> <p>The City currently has in place procedures for receipting of cash at each location where a point of sale system exists. However, the procedures are considered to be very basic and we do not believe they are detailed sufficiently to assist the POS operators to ensure they are all consistently undertaking a proper cash count, properly reconciling their daily cash receipts and ensuring that unbanked monies are adequately safeguarded.</p> <p>The cash receipting procedures also do not provide adequately cover all essential control processes.</p> <p>The Leisure Centre cash receipting procedure was found to be reasonably detailed and did support some of the above matters</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> • Cash receipting and handling process may not be consistently followed and subjected to proper management control. | <p>We recommend that</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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 | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>Management agree with 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.</p> |

Audited Area: Human Resources/Payroll
Audited Activity: Casual Employment

| Finding | Implication | Recommendation | Management Comments |
|--|---|---|---|
| <p>9.0. Management of Casual Employment</p> <p>Normally casual staff are required to be employed to cover particular peak periods where workloads are higher or are used to fill in during staff long term absences. However, more and more, casual staff are being employed on a continuous basis for periods over twelve months and beyond. In some cases, casual staff are employed on permanent part time basis but paid as a casual.</p> <p>We understand that all casual staff positions were made redundant during the COVID - 19 restrictions and that no casual staff currently exist.</p> <p>It is now timely that the City's "Casual Employment" policy be reviewed and updated to better reflect how the City employs its casual staff and also to address how the City will deal with long term casual employment. The current policy is deficient in regards to how the City should deal with long term casual positions, whether casual staff who are employed continuously for over twelve months should continue to be classified and paid as a casual with loading or become a permanent part time staff and also in regards to the approval processes that should be put in place to continually</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> Under the Fair Work Act casuals that are employed for prolonged periods, say over twelve months, are able to receive long service leave and also may have the option to permanent employment. | <p>We recommend that</p> <ul style="list-style-type: none"> should the City decide to continually employ casual staff on a long term basis the City give consideration to update its "Casual Employment" policy to reflect more clearly the casual recruitment process and additional approval process that may be needed to monitor and control management of long term casual staff. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>Casual employment is currently under review and will be complete by the end July 2020. In the interim any casuals which are to be employed will have a set end date that will be short term only.</p> |

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| Finding | Implication | Recommendation | Management Comments |
|---|-------------|----------------|---------------------|
| <p>employ long term casuals.</p> <p>We believe that the City's casual employment policy should address the issue of requiring additional approval to extend casual employment on a continuous basis.</p> <p>We understand that in the leisure centre, the use of casual staff is a necessary requirement due to the nature of the business associated with the need to employ pool attendants, cleaning staff and also due to the centres range of opening and closing times during weekends and public holidays.</p> | | | |

Audited Area: Human Resources/Payroll
Audited Activity: Policies

| Finding | Implication | Recommendation | Management Comments |
|---|--|--|--|
| <p>10.0. Update and Review of Human Resources Policies</p> <p>We found that the City's staff recruitment and payroll processes to be satisfactory.</p> <p>However, we noted that 7 of the existing Human Resources policies have not been subjected to a review or update since 2016. These consist of:</p> <ul style="list-style-type: none"> • Awards Higher Duties – 2 May 2017 • Designation of Senior Employees – 13 September 2017 • Computer/Portable Device and Internet Usage Policy – 19 September 2017 • Recruitment Selection Appointment & Remuneration Policy – 28 November 2017 • Reward & Recognition Policy – November 2016 • Supervision, support & Achievement Policy – 11 October 2016 • Working from home Policy – 29 November 2016 <p>We also noted that the City does not yet have in place a Whistle Blower policy.</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> • All City policies should be reviewed regularly, say at least once every 2 years, to ensure such policies are still relevant. | <p>We recommend that</p> <ul style="list-style-type: none"> • the City review its Human Resources policies regularly every 2 years and give consideration to formulating a Whistle Blower policy. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>People and Culture will:</p> <ul style="list-style-type: none"> • Review all the policies that were adopted over 2 years ago and propose to have this completed by end July. • Prepare a Whistle Blower Policy for adoption. |

Audited Area: Investments
Audited Activity: Policies

| Finding | Implication | Recommendation | Management Comments |
|---|--|---|--|
| <p>11.0. SG41 - Investment Policy Requires Updating</p> <p>Based on our review we found that the City is undertaking its investments in accordance with Council approved Investment Policy SG41. However, the policy was last reviewed and amended on the 27 August 2014 and according to the policy was due to be updated in 2018.</p> <p>The City's Investment Policy has yet to be updated.</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> In regards to constant changes in global markets and more recently in regards to the COVID – 19 impact on current investments the City's existing investment strategy may no longer be appropriate to achieve optimum revenue while achieving minimal investment risk. | <p>We recommend that</p> <ul style="list-style-type: none"> the City's investment policy be reviewed in line with current investment down turn and seek Council endorsement in regards to whether existing investment strategy, as outlined in SG41 Investment Policy is still appropriate and warranted in regards to levels of revenue and risk that that can be achieved under current environment. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>A review of the current Investment Policy has recently been undertaken. The review has analysed the limits placed on financial institutions and overall credit ratings in consideration of the options for the City's investment in 'Green Investments', whilst taking into account risk.</p> <p>This review with outcomes and recommendations will be presented at an Elected Members workshop for their consideration and direction on the Council's risk appetite on investing funds. This will inform the final Investment Policy for adoption by Council.</p> |

Audited Area: Asset Management
Audited Activity: Asset Capital Thresholds

| Finding | Implication | Recommendation | Management Comments |
|--|---|--|---|
| <p>12.0. Updating Capital Threshold Limits</p> <p>Changes recently introduced in 2017 requires that asset capitalisation thresholds should not be below \$5,000 per asset item. The City's Capital Threshold guidelines still shows certain types of assets to be capitalised over \$2,000. This relates to Furniture & Equipment, Plant & Equipment, Office & IT equipment and Software.</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> Although we understand that the City does capitalise assets over \$5,000, the guidelines have not been amended to reflect this. | <p>We recommend that</p> <ul style="list-style-type: none"> the asset capitalised threshold guidelines be updated to reflect new asset capitalisation threshold levels. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>Since the change asset capitalisation has been in accordance with the revised FM Regulations. The asset capitalised threshold guidelines will be updated to reflect this change in legalisation and internal process.</p> |

Audited Area: Bonds and Trust Accounts
Audited Activity: Bond Account Reconciliation

| Finding | Implication | Recommendation | Management Comments |
|--|--|--|---|
| <p>13.0. Bond Account Monitoring</p> <p>Our review of the trust account found that the trust account is required to be regularly reconciled and was found to be satisfactorily managed.</p> <p>In regards to the bonds account, currently the City has \$1.2m in its bonds account that have not yet been refunded. \$973,000 relates to Verge Bonds which are collected from relevant building applications.</p> <p>In January 2020, some \$425,000 was cleared from the bonds account to the City's Municipal bank account. These related to bond monies that had not been refunded and were held in the bonds account for over 10 years. Under the Local Government Act and Regulations Councils can clear uncollected bonds that have remained unclaimed for over 10 years to the Councils Municipal bank account.</p> <p>We noted that there is a further \$35,824 of other related bonds, hall and venue hire bonds, in the bonds account that are also over 10 years but have yet to be cleared to the Municipal bank account.</p> | <p>Risk: Low</p> <ul style="list-style-type: none"> Unrefunded bonds not constantly cleared on a timely basis. | <p>We recommend that</p> <ul style="list-style-type: none"> 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. | <p>Responsibility: CEO</p> <p>Management Comments:</p> <p>The City performs monthly reconciliations of all bond and trust fund accounts.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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| Finding | Implication | Recommendation | Management Comments |
|---|-------------|----------------|---------------------|
| <p>We also noted that the bond account is required to be reconciled each month to the general ledger account, however no reconciliation was undertaken for the September 2019 and November 2019 months.</p> | | | |

Audited Area: Financial Systems and Procedures
Audited Activity: Internal Audit Function

| Finding | Implication | Recommendation | Management Comments |
|--|--|--|--|
| <p>14.0. Need to Establish an Internal Audit Activity for the City</p> <p>The City does not have in place a dedicated Internal Audit Activity which is able to undertake routine financial management, risk management, internal control and legislative compliance audits.</p> <p>Such an activity, should it be established, would be responsible for reporting their findings and recommendations directly to the Audit and Risk Management Committee via the CEO assisting the CEO and the Audit and Risk Management Committee in meeting their governance responsibilities.</p> <p>The Internal Audit Activity can be established either as an inhouse function or outsourced to a reputable accounting/audit firms who specialise in providing Internal Audit services.</p> | <p>Risk: Medium</p> <ul style="list-style-type: none"> In the absence of an effective Internal Audit Activity, the City is unable to obtain ongoing and timely assurance that management controls continue to operate satisfactorily, the City's polices continue to be relevant, effective and complied with and that the City's risks are being properly identified and managed. An effective internal audit activity program would also assist the City towards meeting its financial and legislative obligations in regards to the <i>Local Government (Financial Management) Regulations 1996, 5(2) (c)</i> review and <i>Local Government (Audit) Regulation 1996, Regulation 17</i> review requirements. | <p>We recommend that:</p> <ul style="list-style-type: none"> The City CEO, through the Governance unit and the Audit and Risk Management Committee give consideration to the establishment of an Internal Audit Activity for the City. Consideration be given to establishing a 3 year internal audit program, endorsed by the Audit and Risk Management Committee, made up of potential high risk area audits to be carried out based on the City's identified strategic and operational risks. | <p>Responsibility: CEO and the Audit and Risk Management Committee</p> <p>Management Comments:</p> <p>The City's current audit program includes:</p> <ul style="list-style-type: none"> Financial audit conducted by OAG for Interim and Final audit of annual financial statements. Audit Reg. 17 audits conducted on Legislative Compliance, Internal Control and Risk management Performance Audits conducted by OAG within Procurement and Environmental Health. Financial Management Review undertaken by CEO every 3 years. <p>Additional audits through an internal audit function will be considered by the City with Audit and Risk Management Committee.</p> |

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City of Fremantle

Appendix A – Risk Criteria Matrix

The following risk criteria were used to assess level of risk on findings included in the Review Report.

Risk Assessment Matrix

Likelihood of Risk:

| Rating | Description | Frequency |
|--------|--|---------------------------|
| 1 | Rare – May occur, only in exceptional circumstances | < once in 15 years |
| 2 | Unlikely – Could occur at some time | At least once in 10 years |
| 3 | Possible – Should occur at some time | At least once in 3 years |
| 4 | Likely – Will probably occur in most circumstances | At least once per year |
| 5 | Almost Certain – Expected to occur in most circumstances | > once per year |

Consequence of Risk:

| Description | Health | Financial Loss | Operation | Compliance | Reputation | Project |
|------------------|---|----------------------------|--|---|--|--|
| 1. Insignificant | No injuries or illness | <\$50,000 | Little Impact | Minor breach of policy, or process requiring approval or variance | Unsubstantiated, low impact, low profile or no news item. | Small variation to cost, timeliness, scope or quality of objectives and required outcomes. |
| 2. Minor | First Aid treatment | \$50,000 to \$250,000 | Inconvenient Delays | Breach of policy, process or legislation requiring attention of minimal damage control | Substantiated, low impact, low news profile. | 5-10% increase in time or cost or variation to scope objective requiring approval |
| 3. Moderate | Medical treatment required | \$250,000 to \$1 million | Significant delays to major deliverables | Breach requiring internal investigation, treatment or moderate damage control | Substantiated, public embarrassment, moderate impact, moderate news profile. | 10-20% increase in time or cost or variation to scope objective requiring Senior Management approval |
| 4. Significant | Death or extensive injuries | \$1 million to \$3 million | Non achievement of major deliverables | Breach resulting in external investigation or third party actions resulting in tangible loss and damage to reputation | Substantiated, public embarrassment, moderate impact, high news profile and 3 rd party actions. | 20-50% increase in time or cost or significant variation to scope objective requiring restructure of project and Senior Management or Council approval |
| 5. Severe | Multiple deaths or sever permanent disabilities | >\$3 million | Non achievement of major deliverables | Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, 3 rd party actions. | >50% increase in time or cost or inability to meet project objectives requiring the project to be abandoned or redeveloped |

Risk Exposure:

Risk = Likelihood x Consequence

| Score | Level of Risk | Score | Level of Risk | Score | Level of Risk |
|-------|---------------|--------|---------------|---------|---------------|
| 1 - 8 | Low | 9 - 19 | Medium | 20 - 25 | High |

**ARMC2008-2 OFFICE OF AUDITOR GENERAL REGULATION OF CONSUMER
FOOD SAFETY AUDIT**

**ATTACHMENT 1 - Action Plan – Implementing the Recommendations of the Office
of Auditor General – Regulation of Consumer Food Safety by Local Government
Authorities Report 28**

INTRODUCTION

Under section 7.12A of the Local Government Act 1995, all audited entities are required to prepare an action plan relevant to their entity for submission to the Minister for Local Government within 3 months of a report being tabled in Parliament.

This action plan addresses the recommendations contained in the Western Australian Auditor General's Report 28 – Regulation of Consumer Food Safety by Local Government Authorities, involving an audit of the manner in which the City of Fremantle regulated food businesses within the City, under the *Food Act 2008*. Report 28 was tabled in Parliament on 30 June 2020.

EXECUTIVE SUMMARY

In Report 28, the Office of the Auditor General provided the following recommendations; that local government entities should:

1. Ensure food business inspection are prioritised and carried out according to their risk classification
2. Ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or other urgent requirement
3. Improve recordkeeping for food business inspections and compliance reporting to:
 - a. Better understand inspection and compliance history
 - b. Identify compliance issues and follow-up activities
 - c. Respond to emerging food safety issues
4. Develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner
5. Work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.

The City of Fremantle is committed to ensuring that food safety risks involving food businesses in the City are minimised by responsible regulation of the *Food Act 2008*. The recommendations of the report have been accepted and will be implemented by:

- i. Reviewing the workload of relevant staff and directing resources where necessary for the Food Business Compliance Program;
- ii. Developing performance criteria for the Program;
- iii. Developing relevant policies and procedures to effectively:
 - a. assess the risk of businesses;
 - b. inspect food businesses on time, in accordance with their risk;
 - c. maintain records germane to the Program, in compliance with the *Food Act 2008*, *Local Government Act 1995* and *State Records Act 2000*;
 - d. Enforce the *Food Act 2008* as necessary;
- iv. Complete the development of, and implement and electronic inspection program/application, in consultation with the Department of Health WA.

INSPECTION CARRIED OUT AS PER BUSINESS RISK CLASSIFICATION

The City's Environmental Health section already uses the recommended [WA Food Regulation: Food Business Risk Profiling](#) guide, however it was not always used consistently. A [Food Business Compliance Program Policy](#) is in development, which requires all food businesses to have their risk assessed as appropriate and linking inspection frequencies to the risk. It also details the way in which inspection frequencies are linked to the risk classification, the circumstances where inspection frequency should be increased/decreased and the method of doing so.

It is expected that this Policy will be approved and implemented by the end of 2020.

PRIORITISATION OF THE FOOD BUSINESS COMPLIANCE PROGRAM

Inspection of food businesses within the City is now being prioritised with the implementation of the below measures:

- i. Key performance indicators are being developed, for relevant personnel, to ensure that the food safety and compliance program is successfully upholding the requirements of the *Food Act 2008*;
 - a. Senior staff will be required to track the inspection of food businesses, so that the required inspections are completed during the year, as per the [Food Business Compliance Program Policy](#);
 - b. The Health Team is applying performance criteria for the inspection of food businesses within the annual goals for all authorised officers;
- ii. Management will assess and recommend on an annual basis the need for the recruitment or contracting of additional resources.

RECORDKEEPING

Recordkeeping is being facilitated, again by the development of the [Food Business Compliance Program Policy](#). The policy details the records that are required to be kept and how to do so. Non-adherence to the Policy will be managed as part of the City's Supervision and Support Program, which will assist relevant personnel in meeting these requirements and ensuring accountability.

FOLLOW-UP AND ENFORCEMENT OF NON-COMPLIANCES

The City believes in an educative and graduated approach to enforcement. As such, the [Food Business Compliance Program Policy](#), in conjunction with the [Environmental Health Compliance Procedure](#) being developed, and the Department of Health's [Compliance and Enforcement Guideline for Enforcement Agencies](#), is again utilised. These documents will inform and guide authorised officers in taking appropriate action for non-compliances and provide for consistency in enforcement. It is expected that the City's goal to educate our food businesses and protect our community will both be met.

ELECTRONIC FOOD SAFETY INSPECTION AND RECORDKEEPING SYSTEMS

A full review of the City's electronic food safety inspection and recordkeeping systems is expected to be completed within the 2020/21 year. As was indicated during the audit, an electronic inspection form is already in development and has reached testing stage.

The other inspection organisation and records management systems are already electronic. These will be reviewed, in consultation with the system designers, and rectified/updated, if necessary, to ensure they meet the needs of the program. Relevant staff will also be trained/retrained in the systems to ensure they can fully utilise them as required for the Program.

The Department of Health will be invited to view the City's systems during the review to advise on any issues that may have been missed and also after completion of the review and rectification/updating of relevant systems to endorse the final functionality of the system to manage the regulation of the *Food Act 2008*.

CONCLUSION

On completion of the items referred to in the Executive Summary and detailed above, the City of Fremantle will regulate the *Food Act 2008* in a fully satisfactory manner, adequately addressing consumer food safety risks within the City.

ARMC2008-3 OVERDUE DEBTORS REPORT AS AT 30 JUNE 2020

ATTACHMENT 1. Summary of Overdue Debts above Threshold

Confidential attachment provided in confidential agenda

ARMC2008-4 PURCHASING POLICY EXEMPTIONS MAY TO JULY 2020

ATTACHMENT 1. Purchasing Policy Exemption Details May to July 2020

Confidential attachment provided in confidential agenda

**ARMC2008-5 INFORMATION REPORT – AUGUST 2020
STATUS REPORT OF COUNCIL MOTIONS – 1 OCTOBER 2019 TO 30 JUNE 2020**

ATTACHMENT 1 - Progress Report of Council motions – 1 October 2019 to 30 June 2020



**Motions incomplete and ongoing in reporting period
1 October 2019 to 30 June 2020**

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

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|---|--|---------|
| OCM | SPD1902-3 | DRAFT LOCAL PLANNING POLICY 2.23 - REGISTER OF SIGNIFICANT TREES AND VEGETATION AREAS - OUTCOMES OF ADVERTISING AND FINAL ADOPTION | Final policy published. Submitters notified. Significant & heritage tree owners notified. MHI & Heritage List updated. Heritage Council notified. Significant Tree Register prepared and published. Inherit & Intramaps yet to be updated (technical difficulties). Nominations called for 26-2 to 1-5 2020. | Ongoing |
| OCM | SPD1902-5 | CITY CENTRE LAND USE MIX | Scheme amendment initiated May 19 and scheduled for gazettal 4/10/19. Land use definitions and mix review in train. | Ongoing |
| OCM | FPOL1903-8 | PROPOSED PARTIAL ROAD CLOSURE/AMALGAMATION WITH 45 HENDERSON STREET FREMANTLE (FORMER POLICE STATION) | Silverleaf currently progressing with DPLH. The City's actions have been completed. | Ongoing |
| OCM | FPOL1906-9 | ENCROACHMENT OF A FRONT BOUNDARY WALL PIER AT 65 WRAY AVENUE, FREMANTLE | Parties have undertaken mediation. Body Corporate will consider approval of encroachment at next strata meeting | Ongoing |
| OCM | FPOL1910-6 | FREMANTLE PARK UPDATE | Officers to investigate further options for increased parking capacity of the proposed car park on Parry St and develop business case including options for multistorey and present back to Council. Currently on hold awaiting decision on carry forward of budget by Council. | Ongoing |
| OCM | FPOL1910-9 | ECONOMIC DEVELOPMENT INTERIM ACTION PLAN 2020- 2022 | Currently on hold whilst COVID economic recovery plan is developed via the economic recovery working group. | Ongoing |
| OCM | Petition | Submitted 13 November 2019 (FPOL) The Acting Chief Executive Officer, Paul Garbett presented a petition that was submitted to Administration from Doug Fishwick of Tuart Place. "For Fremantle Council to create designated disable parking spaces for paraplegics and anyone else who may need them outside 24 High Street Tuart Place. " | Officer's are investigating the possibility of designating parking spaces for disability access outside 24 High Street | Ongoing |
| FPOL | FPOL1911-2 | INTEGRATED WEED MANAGEMENT PROGRAM | Officers submitted a budget for consideration in the 20/21 budget. Officers will continue to implement actions which don't require budget. | Ongoing |
| FPOL | FPOL1911-5 | NEW LEASE AND SUB LEASE AT 123 BEACH STREET, FREMANTLE | All draft documents have been finalised. The tenant has requested until 30 June 2020 to assess the impact of COVID-19. Lease commencement could potentially be deferred to May 2020. | Ongoing |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|--|---|-------------|
| OCM | Petition | Submitted 27 November 2019 (OCM) Cr Pemberton presented a petition with approximately 340 signatures requesting the council support a moratorium on the sale of publicly owned land to developers. | No response has been presented to Council on this petition. | Ongoing |
| OCM | FPOL1911-5 | NEW LEASE AND SUB LEASE AT 123 BEACH STREET, FREMANTLE | All draft documents have been finalised. The tenant has requested until 30 June 2020 to assess the impact of COVID-19. Lease commencement could potentially be deferred to May 2020. | Ongoing |
| OCM | C1912-1 | BOOYEEMBARA PARK MOUNTAIN BIKE TRAIL | The Booyeembara Park Mountain Bike Trail Working Group has been established. Two workshops have been held on the concept design and a draft concept plan has been prepared. The next stage of the project is community consultation on the concept design and is planned for July 2020. | Ongoing |
| OCM | C1912-4 | GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT | The contract has been signed. Review of green verge collection to begin in October following the first 12 months of FOGO and consider services for areas of the City not able to receive bulk waste verge collections. | Ongoing |
| OCM | C1912-9 | PORT BEACH COASTAL RISK MANAGEMENT AND ADAPTATION | The City has engaged a Consultant progress the recommendations made in the Port Beach Coastal Adaptation Report. The interim report is due in July 2020. Liaison with Western Australian Planning Commission ongoing: North Fremantle Technical Advisory Group established at request of the Minister November 2019 | Ongoing |
| FPOL | FPOL2001-1 | ABORIGINAL CULTURAL CENTRE FEASIBILITY STUDY UPDATE | Market analysis to be completed in house, \$50,000 budget allocation re purposed through Feb budget review | Ongoing |
| FPOL | FPOL2001-6 | HARVEY BEACH JETTY | Budget approved at 19/20 midyear budget review, project in procurement phase. | Ongoing |
| OCM | Petition | Submitted 29 January 2020 (OCM) Cr Archibald presented a petition containing 58 signatures that requested the City to put in place traffic calming measures for Stevens Street, between the intersections of Montreal Street and Amherst Street. | Infrastructure and Engineering aim to provide a response via a report to Finance, Policy, Operations and Legislation Committee 12 August 2020. | Ongoing |
| OCM | FPOL2002-3 | CONTAINER DEPOSIT SCHEME REFUND POINT OPERATIONS | The CDS start date has been postponed until November 2020, should the COVID 19 restrictions not be lifted at that time then the alternative starting date is June 2022 | Not started |
| OCM | FPOL2002-4 | KINGS SQUARE – WHADJUK NOONGAR NAMING | Project on Hold due to COVID19 – Pending Executive Decision to commence public consultation on naming options. | Not started |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|--|--|-------------|
| FPOL | FPOL2003-2 | SOUTH TERRACE SPEED REDUCTION | South Terrace speed reduction application has formally been lodged with MRWA and rejected. Currently in further discussions with MRWA in attempt to progress positive outcome. | Ongoing |
| SPT | SPT2003-1 | WEST END CONSERVATION AREA POLICY REVIEW – REVISED DRAFT | Community engagement on draft policy on hold due to COVID-19. Status to be reviewed 30 June. | Not started |
| OCM | FPOL2003-1 | CRITERIA FOR KINGS SQUARE HOSPITALITY LEASE | Commencement of the marketing the Tender for Kings Square Hospitality lease will occur in the new financial year after the pandemic period | Ongoing |
| OCM | SPT2003-3 | KNUTSFORD STREET PUBLIC REALM:AN URBAN DESIGN PLAN TO SUPPORT THE EVOLUTION OF A PRECINCT | Actions on hold until (a) budget confirmed to undertake tree-planting and footpath programme, and (b) community engagement period is commenced on verge policy and urban art on roadway. | Not started |
| AGME | 4 | <p>That Council engage the community regarding details of the final fitout and facilities for the new civic building (recently named Walyalup without community consultation)</p> <p>The new civic building has been promoted in council documents as a 'cultural centre' and the Fremantle Society seeks, among other things:</p> <p>a) That the number of books intended for the new library be greater than the previous one in William Street.</p> <p>b) That the Local History Library be at least as well resourced as the previous one, with the reinstatement of the second local history librarian dispensed with last year.</p> <p>c) That adequate permanent displays feature in the new building to showcase Fremantle's history, and the gifts given to Council over the years, for example by the Fremantle family.</p> <p>d) That there be adequate exhibition space to display, for example, part of the extensive Fremantle Art Collection.</p> | Item going to Council in July, responding to all issues raised. | Ongoing |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|----------|---|---|---------|
| AGME | 6 | <p>It is proposed that the City of Fremantle engage the Auditor General to conduct a Post Investment Review of the construction of the new Civic Administration building in Kings Square, and provide a public report as to whether it has been implemented in accordance with the approved 2012 Kings Square Business Case, and whether the \$50 million project investment has been in the best interest of Fremantle ratepayers.</p> <p>The report should highlight any differences between the 2012 Business Case, as approved by Council, with particular focus on the following:</p> <ul style="list-style-type: none"> • Has the total cost of the Admin building been constrained to the cost stated in the 2012 Business Case, including all cost associated with the projects dating back to the approval of the Business Case by Council in early 2013? • Has the City of Fremantle been successful in delivering on its financial risk management strategy, where it clearly stated that all cost over-runs would be managed via a fixed price contract for the building construction, where the contractor would be liable for cost overruns – not the City of Fremantle? • Was the Admin building funded via Project Financing, as clearly stated in the 2012 Business Case, whereby the project would not require funds to be drawn from the City's other sources of financing. In other words, was any debt associated with the project ring-fenced to the project itself rather than putting an additional debt burden on Fremantle ratepayers? | Item going to Council in July. Responding to all issues raised. | Ongoing |
| OCM | Petition | <p>Submitted 10 June 2020 (OCM) Cr Su Groome presented a petition with 24 signatures, requesting speed bumps be installed on Hope St White Gum Valley, specifically between Montreal Street and Nannine Street.</p> | Infrastructure and Engineering aim to provide a response via a report to Finance, Policy, Operations and Legislation Committee 12 August 2020. | Ongoing |
| OCM | C2006-4 | FREMANTLE LOW SPEED CENTRE | Officers have met with MRWA to discuss the Fremantle low speed centre and will update Elected Members via an IEM before lodging our formal application. | Ongoing |
| OCM | C2006-8 | FREMANTLE CAT BUS SERVICE | Formal request submitted to Public Transport Authority on 15 June 2020 to vary the operation of the CAT bus service for up to 12 months in accordance with Council's resolution. | Ongoing |
| OCM | C2006-9 | FREMANTLE MARKETS ESSENTIAL WORKS AND LEASE EXTENSION PROPOSAL | COVID-19 closure, reopening and reinstatement of rent discussions in line with National Cabinet Code of Conduct has delayed discussions around the Lease extension being finalised. Time frames will be more defined by September 2020. | Ongoing |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|----------|--|--|---------|
| OCM | C2006-10 | FREMANTLE VISITOR CENTRE OPERATING MODEL 2020 | Sirona Capital PTY LTD approved as the 'only acceptable tenderer to the EOI (FCC553.20) for the development and delivery of a visitor centre model for Fremantle. CEO was authorised to negotiate the conclusion of the financial terms with the following resolution – Maintaining Volunteer Ambassador program beyond cruise ship servicing, inclusion of the bike hire scheme, low cost or free promotional opportunities for local businesses and a 5+5+5+5 year lease agreement option instead of a 10+10, at the discretion of either party. | Ongoing |
| OCM | C2006-14 | CONSIDERATION OF A MOTION CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS REGARDING PARKING AT LEIGHTON & PORT BEACH | Officer's to investigate low cost parking improvements between Port and Leighton Beach and where viable, submit a budget request to Council for delivery. | Ongoing |
| OCM | C2006-17 | FUNDING FOR ARTHUR HEAD AND ROUND HOUSE REMEDIATION WORKS | Formally request the State Government to contribute the remaining 50% portion from part 2 above, being \$500,000 for the urgent works at Arthur Head for works in priority areas 1, 4, 7 and 8 in the Arthur Head Cliff Stabilisation Report 2019, so that all the scaffolding and fences can be removed | Ongoing |



**Development application motions completed in the reporting period
1 October 2019 to 30 June 2020**

The motions included in this section are those decisions about Development Applications (DA's) that have been completed. They have been grouped for ease of reference only.

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|-------------|--|-------------------------------|----------|
| PC | PC1901-7 | HAMPTON ROAD, NO.10 AND 11/195 (LOTS 120 AND 133-135), SOUTH FREMANTLE - PARTIAL CHANGE OF USE TO LIQUOR STORE (SHOP 10 AND 11) IN AN EXISTING SHOP - (NB DA0494/18) | Determination letter issued | Complete |
| PC | PC1902-2 | SAT RECONSIDERATION - PAKENHAM STREET, NO. 47 (LOT 116), FREMANTLE - APPROVAL FOR UNAUTHORISED CHANGE OF USE TO PUBLIC CAR PARK - (NB DA0241/18) | Determination letter issued | Complete |
| PC | PC1910-3 | ELLEN STREET, NO. 59 (LOT 5), FREMANTLE - HOME BUSINESS (VETERINARY HOSPITAL) - (CJ DA0290/19) | Determination letter issued | Complete |
| PC | PC1910-5 | COLLICK STREET, NO. 13 (LOT 1380), HILTON - TWO, SINGLE STOREY GROUPED DWELLINGS - (TG DA0269/19) | Applicant advised of Deferral | Complete |
| PC | PC1910-2 | WONGAN AVENUE, NO. 10B (LOT 902), WHITE GUM VALLEY - TWO STOREY ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (TG DA0281/19) | Determination letter issued | Complete |
| PC | PC1910-6 | FREEMAN LOOP, NO. 25/1 (LOT 25 SP53835), NORTH FREMANTLE - PARTIAL CHANGE OF USE TO HOME BUSINESS (OFFICE) - (NB DA0257/19) | Determination letter issued | Complete |
| OCM | PC1910-4 | SHUFFREY STREET NO.11 (LOT 33), FREMANTLE - TWO STOREY ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (JL DA0270/19) | Determination letter issued | Complete |
| PC | PC1911 - 1 | DEFERRED ITEM - S.31 RECONSIDERATION - BELLEVUE TERRACE, NO. 41 (LOT 57), FREMANTLE - ALTERATIONS AND UPPER FLOOR ADDITIONS TO AN EXISTING SINGLE HOUSE - (NB DA0065/19) | Determination letter issued | Complete |
| PC | PC1911 - 5 | FREEMAN LOOP, NO. 19 (LOT 1), NORTH FREMANTLE - CHANGE OF USE FROM LIQUOR STORE TO TAVERN - (NB DA0315/19) | Determination letter issued | Complete |
| PC | PC1911 - 10 | JEWELL PARADE, NO. 13 (LOT 30), NORTH FREMANTLE - DEMOLITION OF GROUPED DWELLING (JL DA0330/19) | Determination letter issued | Complete |
| PC | PC1911 - 11 | HIGH STREET, NO.142 (LOTS 9, 10, AND 123), FREMANTLE - PROPOSED ADDITIONS AND ALTERATIONS TO EXISTING COMMERCIAL DEVELOPMENT (JK DA0417/17) | Determination letter issued | Complete |
| PC | PC1911 - 2 | DEFERRED ITEM - COLLICK STREET, NO.13 (LOT 1380), HILTON - TWO, SINGLE STOREY GROUPED DWELLINGS - (TG DA0262/19) | Determination letter issued | Complete |
| PC | PC1911 - 4 | LEFROY ROAD, NO.146 (LOT 20), BEACONSFIELD - TWO STOREY AND SINGLE STOREY GROUPED DWELLINGS, AND HOME BUSINESS (BEAUTY THERAPY) (NB DA0309/19) | Determination letter issued | Complete |
| PC | PC1911 - 6 | CHADWICK STREET, NO 5A/B (LOT 1613), HILTON - DEMOLITION OF TWO GROUPED DWELLINGS - (TG PW0012/19) | Advice to WAPC Issued | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|----------|--|--|----------|
| PC | PC1911-7 | COLLICK STREET, NO. 28A/B (LOT 32), HILTON – DEMOLITION OF TWO GROUPED DWELLINGS - (TG PW0013/19) | Advice to WAPC Issued | Complete |
| PC | PC1911-9 | ROSE STREET, NO.6 (LOT 21), SOUTH FREMANTLE - UNAUTHORISED PERGOLA ADDITION AND ADDITIONS TO EXISTING SINGLE HOUSE (JL DA0357/19) | Determination letter issued | Complete |
| OCM | PC1911-3 | TYDEMAN ROAD, NO 26 (LOT 24), NORTH FREMANTLE - CHANGE OF USE TO INDUSTRY SERVICES (BAKERY) AND ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (TG DA0263/19) | Determination letter issued | Complete |
| OCM | PC1911-8 | SOUTH TERRACE, NO.240 & 242 (LOTS 30 & 31), SOUTH FREMANTLE - PARTIAL CHANGE OF USE TO RESTAURANT AND SMALL BAR TO EXISTING BUILDING (TG DA0349/19) | Applicant Advised of Deferral | Complete |
| PC | PC1912-1 | DEFERRED ITEM - OLDHAM CRESCENT, NO. 30 (LOT 1313), HILTON - UNAUTHORISED PRIMARY STREET FENCE - (NB DA0312/18) | Determination letter issued | Complete |
| PC | PC1912-2 | DEFERRED ITEM - OLDHAM CRESCENT, NO. 32 (LOT 1312), HILTON - UNAUTHORISED PRIMARY STREET FENCE - (NB DA0366/18) | Determination letter issued | Complete |
| PC | PC1912-3 | MALCOLM STREET, NO. 25 (LOT 3) - TWO STOREY ADDITION AND ALTERATIONS TO EXISTING SINGLE HOUSE - (JCL DA0318/19) | Applicant Advised of Deferral | Complete |
| PC | PC1912-4 | AGNES STREET, NO, 14 (LOT 2), BEACONSFIELD - TWO STOREY SINGLE HOUSE - (JCL DA0338/19) | Determination letter issued | Complete |
| PC | PC1912-5 | LEFROY ROAD, NO. 144 (LOT 19), BEACONSFIELD- TWO STOREY GROUPED DWELLING AND ALTERATIONS TO EXISTING DWELLING - (TG DA0258/19) | Applicant Advised of Deferral | Complete |
| PC | PC1912-6 | EDMUND STREET, NO. 136 (LOT 52) - TWO STOREY SINGLE HOUSE - (NB DA0386/19) | Applicant Advised of Deferral | Complete |
| PC | PC1912-7 | MCCABE PLACE, NO. 2-4 (LOTS 9-11), NORTH FREMANTLE - DEMOLITION OF SINGLE HOUSE - (TG DA0399/19) | Determination letter issued | Complete |
| PC | PC1912-8 | PRITCHARD STREET, NOS. 7 AND 9 (LOTS 1 AND 2), O'CONNOR - DEMOLITION OF EXISTING BUILDINGS, AND NEW MOTOR VEHICLE REPAIR AND PETROL FILLING STATION - (NB DAP002/19) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| PC | PC2001-1 | MALCOLM STREET, NO. 25 (LOT 3) - TWO STOREY ADDITION AND ALTERATIONS TO EXISTING SINGLE HOUSE - (JCL DA0318/19) | Determination letter issued | Complete |
| PC | PC2001-4 | MARKET STREET, NO. 21-33 (LOT 200, SHOP 21), FREMANTLE - PARTIAL CHANGE OF USE TO LIQUOR STORE (TG DA0358/19) | Determination letter issued | Complete |
| PC | PC2001-6 | WOOD STREET, NO. 57A (LOT 9), WHITE GUM VALLEY – HOME BUSINESS (PERSONAL TRAINING AND HEALTH CONSULTATION) TO EXISTING SINGLE HOUSE (TG DA0445/19) | Determination letter issued | Complete |
| PC | PC2001-3 | BROMLEY ROAD NO.6 (LOT 198) HILTON – ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (JL DA0424/19) | Determination letter issued | Complete |
| PC | PC2001-5 | SCOTT STREET NO.29 (LOT 28) SOUTH FREMANTLE – DEMOLITION OF EXISTING SINGLE HOUSE AND CONVERSION OF OUTBUILDING TO SINGLE HOUSE (JL DA0413/19) | Determination letter issued | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|---|--|----------|
| PC | PC2001-7 | STIRLING HIGHWAY, NO. 140 (LOT 2), NORTH FREMANTLE - DEMOLITION OF EXISTING BUILDING - (NB DA0431/19) | Applicant Advised of Deferral | Complete |
| PC | PC2002 - 1 | DEFERRED ITEM - EDMUND STREET, NO. 136 (LOT 52), BEACONSFIELD - TWO STOREY SINGLE HOUSE - (NB DA0386/19) | Determination letter issued | Complete |
| PC | PC2002 - 3 | SMITH STREET, NO. 11 (LOT 12), BEACONSFIELD - ALTERATIONS TO EXISTING SINGLE HOUSE AND TWO GROUPED DWELLING ADDITION - (JCL DA0464/19) | Determination letter issued | Complete |
| PC | PC2002 - 4 | HAMPTON ROAD, NO.134A (STRATA LOT 1), FREMANTLE - CHANGE OF USE TO HEALTH STUDIO (JL DA0474/19) | Determination letter issued | Complete |
| PC | PC2002 - 5 | RULE STREET, NO. 27 (LOT 15), NORTH FREMANTLE - DEMOLITION OF EXISTING SINGLE HOUSE - (NB DA0482/19) | Determination letter issued | Complete |
| OCM | PC2002 - 2 | MONTGOMERY STREET, NO. 5 (LOT 10), BEACONSFIELD - FOUR, TWO STOREY GROUPED DWELLINGS - (NB DA0406/19) | Applicant advised of referral | Complete |
| PC | PC2003 - 1 | LEFROY ROAD, NO. 144 (LOT 19), BEACONSFIELD- TWO STOREY GROUPED DWELLING AND ALTERATIONS TO EXISTING DWELLING - (TG DA0258/19) | Determination letter issued | Complete |
| PC | PC2003 - 2 | HOPE STREET, NO 119 (LOT 200), WHITE GUM VALLEY – 24 GROUPED DWELLINGS AND 4 MULTIPLE DWELLINGS (TG DAP005/19) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| PC | PC2003 - 3 | POINT STREET, NO. 8 (LOT 34), FREMANTLE - SEVEN STOREY MIXED USE DEVELOPMENT (168 ROOM HOTEL, SHOPS, OFFICES, 45 MULTIPLE DWELLINGS) – (NB DAP004/19) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| PC | PC2003 - 4 | ESSEX STREET, NO. 19 (LOT8) FREMANTLE – FOUR STOREY TOURIST ACCOMMODATION BUILDING – (JCL DA0322/19) | Determination letter issued | Complete |
| PC | PC2003 - 5 | JEFFERY STREET, NO 13A (STRATA LOT 1) BEACONSFIELD – TWO STOREY SINGLE HOUSE – (JL DA0316/19) | Determination letter issued | Complete |
| PC | PC2003 - 6 | THOMPSON ROAD, NO. 64A (LOT 9), NORTH FREMANTLE - TWO STOREY SINGLE HOUSE WITH UNDERCROFT GARAGE – (NB DA0507/19) | Applicant Advised of Deferral | Complete |
| PC | PC2003 - 7 | CONGDON STREET NO.5 (LOTS 5 AND 6), NORTH FREMANTLE - HOUSING DEVELOPMENT (FOUNDATION HOUSING 'MY HOME PROJECT') (JL DA0459/19) | Advice of Recommendation Issued | Complete |
| PC | PC2003 - 8 | BANNISTER STREET, NO. 7-15 (LOT 502), FREMANTLE – EXTENSION TO TERM OF APPROVAL FOR DAP012/15 (FOUR STOREY WITH LOFT ADDITION TO EXISTING HOTEL) (CS DAPV001/20) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| OCM | C2003-1 | CANTONMENT STREET NO.28 (LOT 1), FREMANTLE AND ELDER PLACE NO. 1-6/20, FREMANTLE - DEMOLITION OF EXISTING BUILDINGS AND CONSTRUCTION OF A SIX (6) STOREY WITH BASEMENT MIXED USE DEVELOPMENT - (TG DAP003/19) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| OCM | C2004-1 | DEFERRED ITEM - MONTGOMERY STREET, NO. 5 (LOT 10), BEACONSFIELD - FOUR, TWO STOREY GROUPED DWELLINGS - (NB DA0406/19) | Determination letter issued | Complete |
| OCM | C2004-2 | DEFERRED ITEM - THOMPSON ROAD, NO. 64A (LOT 9), NORTH FREMANTLE - TWO STOREY SINGLE HOUSE WITH UNDERCROFT GARAGE – (NB DA0507/19) | Determination letter issued | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|-----------|--|--|----------|
| OCM | C2004-3 | HAMPTON ROAD, NO. 254C (LOT 23) AND CULVER STREET, NO. 2 (LOT 24) BEACONSFIELD - MIXED USE COMMERCIAL DEVELOPMENT (PETROL FILLING STATION, LUNCH BAR, RESTAURANT) – (NB DAP001/20) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| OCM | C2004-4 | ANNIE STREET, NO. 70 (LOT 40), BEACONSFIELD - TWO, TWO STOREY GROUPED DWELLINGS – (NB DA0473/19) | Determination letter issued | Complete |
| OCM | C2004-5 | HOLMES PLACE, NO 2 (LOT 1205), HILTON – CARPORT AND ANCILLARY DWELLING ADDITION TO EXISTING SINGLE HOUSE – (NB DA477/19) | Determination letter issued | Complete |
| OCM | C2004-9 | BLINCO STREET NO.17 (LOTS 13 AND 14), FREMANTLE - PARTIAL CHANGE OF USE TO SHOP (TATTOO PARLOUR) (JL DA0042/20) | Determination letter issued | Complete |
| OCM | C2004-10 | HOWARD STREET, NO.23 (LOT 68), FREMANTLE - TWO STOREY ADDITIONS AND ALTERATIONS TO EXISTING GROUPED DWELLING (JL DA0487/19) | Determination letter issued | Complete |
| OCM | C2004-11 | MURPHY STREET, NO. 24B (LOT 1), O'CONNOR – UNAUTHORISED CHANGE OF USE TO PLACE OF WORSHIP - (TG DA0023/20) | Determination letter issued | Complete |
| OCM | C2005 - 1 | FOUNDRY COURT, NO. 20 (LOT 70), NORTH FREMANTLE - DEMOLITION OF EXISTING SINGLE HOUSE AND CONSTRUCTION OF A TWO STOREY SINGLE HOUSE – (NB DA0047/20) | Determination letter issued | Complete |
| OCM | C2005 - 2 | FIFTH AVENUE, NO. 36 (LOT 21), BEACONSFIELD – ANCILLARY DWELLING ADDITION TO AN EXISTING SINGLE HOUSE – (NB DA0002/20) | Determination letter issued | Complete |
| OCM | C2005 - 3 | WARDIE STREET, NO. 40 (LOT 104) SOUTH FREMANTLE – ANCILLARY DWELLING ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (TG DA0484/19) | Applicant Advised of Deferral | Complete |
| OCM | C2005-12 | HAMPTON ROAD, NO.229B (LOT 100), BEACONSFIELD - MIXED USE COMMERCIAL DEVELOPMENT (PETROL FILLING STATION, OFFICE AND WAREHOUSE) (JL DAP002/20) | Responsible Authority Report (RAR) forwarded to the Joint Development Assessment Panel (JDAP). | Complete |
| OCM | C2005-13 | HIGH STREET, NO. 96 (LOT 22) FREMANTLE – CHANGE OF USE TO TAVERN AND INTERNAL FITOUT (TG DA0114/20) | Determination letter issued | Complete |
| OCM | C2005-14 | MORAN COURT, NO. 26 (LOT 20), BEACONSFIELD – REAR EXTENSION AND ALTERATIONS TO AN EXISTING SINGLE HOUSE – (NB DA0091/20) | Determination letter issued | Complete |
| OCM | C2006-11 | MCCABE PLACE, NO. 2-4 (LOTS 9, 10 AND 11), NORTH FREMANTLE - 10 TWO STOREY GROUPED DWELLINGS AND ONE THREE STOREY GROUPED DWELLING WITH UNDERCROFT CAR PARKING (TG DA0498/19) | Determination letter issued | Complete |



Motions other than completed Development Approvals(DA's) completed in the reporting period

1 October 2019 to 30 June 2020

The motions included in this section are all other decisions made by Council except DA's that have been completed

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|---|--|----------|
| OCM | PC1901 -10 | POTENTIAL SCHEME AMENDMENT - NOS. 7 & 9-15 QUARRY STREET, FREMANTLE - OUTCOMES OF PRELIMINARY ENGAGEMENT & OPTIONS FORWARD - ADDITIONAL INFORMATION | Proponent and submitters notified of decision. Input from Western Power sought. Progression of amendment subject to proponent response | Complete |
| OCM | PC1901 -11 | MONUMENT HILL MEMORIAL RESERVE CONSERVATION PLAN - REVIEW | Review of text commenced | Complete |
| FPOL | FPOL1901-1 | ACCEPTANCE OF TENDER - FCC529/18 - SUPPLY AND INSTALL NEW CCTV INFRASTRUCTURE AND UPGRADE EXISTING | Council approved tender The project is 85% complete with 4 cameras due to be installed in January 2020 to finish the project. | Complete |
| FPOL | Petition | Submitted 27 February 2019 (OCM) Cr Adin Lang presented a petition with 4690 signatures requesting the Council ban disposable plastic straws from retail places in the City of Fremantle. | The petition was submitted at the Ordinary Meeting of Council held on Wednesday 27 February 2019, and a report was considered by the Finance, Policy, Operations and Legislation Committee on 8 May 2019 | Complete |
| OCM | FPOL1902-7 | BLACK SWAN HEALTH 'FREO STREET DOCTOR' FUNDING REQUEST | The Street Doctor funding of \$20,000 was paid in July 2019, this request was endorsed by Council and an MOU was created to support this action. | Complete |
| OCM | SPD1902-2 | POTENTIAL SCHEME AMENDMENT AND ROAD DEDICATION - NOS. 2 - 8 HARVEST ROAD & NO. 4 THOMPSON ROAD, NORTH FREMANTLE - PRELIMINARY ENGAGEMENT & INITIATION | Proponent and submitters notified of decision. Input from Western Power sought. Progression of amendment subject to proponent response | Complete |
| OCM | SPD1902-1 | QUEEN VICTORIA STREET AND PARRY STREET INTERSECTION UPGRADE - CONCEPT DESIGN | Currently being actioned | Complete |
| FPOL | FPOL1903-1 | APPROVAL OF LICENCE WITH MINISTER OF EDUCATION AND SUB LICENCE WITH HILTON HARVEST COMMUNITY GARDEN | Lease finalised | Complete |
| OCM | FPOL1903-4 | PROPOSED RESERVE (PARK) NAME - LOT 29 NOS. 2-4 NANNINE AVENUE, WHITE GUM VALLEY | The proposed name 'Pigeon Park' for the reserve was Publically Advertised from 24 May to 24 June 2019. Based on the responses received the proposed name does not have broad community support and will not be pursued. The City will consider an alternative name to Pigeon Park in consultation with traditional owners and a report will be presented back to Council for consideration, prior to public comment. | Complete |
| OCM | FPOL1903-5 | FREMANTLE COMMUNITY LEGAL CENTRE FAMILY VIOLENCE SOLICITOR REPORT FEBRUARY 2019 | Project approved in 19/20 budget. | Complete |

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| OCM | FPOL1904-5 | INTENTION TO MAKE A DETERMINATION - RELEASE OF GAS FILLED BALLOONS - LOCAL GOVERNMENT PROPERTY LOCAL LAW | Advertising of the proposed intention to make a determination is complete, and submissions have been considered. At its Ordinary meeting held on 26 June 2019, Council resolved to continue with the determination to prohibit the release of gas filled balloons and the determination came into effect on 6 July 2019 (Refer Item FPOL1906-11) | Complete |
| OCM | FPOL1904-9 | AGE FRIENDLY CITY PLAN | Amendment drafted. Policy updates to be completed. Amendment to be submitted to Council. | Complete |
| OCM | FPOL1904-11 | KINGS SQUARE PUBLIC REALM - PAVING, PROCUREMENT AND PROJECT TIMING FOR STAGE 1 WORKS | There are four separate actions referred to in this resolution. Statutory approvals - Completed Seek State and Federal funding - Unsuccessful initial attempts. Ongoing advocacy priority. Investigate impact of train vibrations - Reviewed previous reports which address impact of vibration. Recommendations for further work have been undertaken by the consultant for this project. Implementation of recommendations of report will address all concerns. | Complete |
| OCM | FPOL1904-13 | INDIGENOUS CULTURAL CENTRE VISIONING REPORT | Pending budget approval, feasibility scope will be prepared as per stage 2 of the project | Complete |
| OCM | FPOL1905-5 | VISITOR INFORMATION SERVICES REVIEW 2018/19 - FINAL RECOMMENDATION REPORT | A PID will be developed for the next steps of the project for consideration in the long term financial plan. This will be submitted in November. Further discussion on the longer term location is required, with the Rotneest Island Authority expressing an interest in locating a Visitor Centre in Fremantle. There are clear synergies here, and a possible co-locating venture should be considered. | Complete |
| OCM | FPOL1905-10 | MAJOR CONCERT EVENT | Concert was very successful, attracting around 12,000 people to City on New Year's Eve. There were some noise complaints from nearby residents but overall feedback was very positive. | Complete |
| OCM | FPOL1906-1 | AGREEMENT TO LEASE - PUBLIC GOLF COURSE - 20 MONTREAL STREET, FREMANTLE | Continuing to work closely with current tenant regarding golf course design and construction. | Complete |

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| OCM | FPOL1906-5 | MONUMENT HILL (MEMORIAL RESERVE) - PARTIAL ROAD CLOSURE OF SWANBOURNE AND BATEMAN STREETS, FREMANTLE FOR AMALGAMATION WITH 'A' CLASS RESERVE NO. 9335 | The proposal is currently out for public comment running from 24/8/2019 to 05/10/2019. Subject to no objections during the advertising period, a formal application will be submitted to the Department of Planning, Lands and Heritage. | Complete |
| OCM | SPT1906-3 | LOCAL PLANNING SCHEME NO. 4 AMENDMENT NO. 79 - OMNIBUS AMENDMENT | Referred to WAPC for recommendation to Minister. | Complete |
| OCM | SPT1906-4 | BUSHFIRE HAZARD ASSESSMENT (SOUTH OF RIVER) - PRELIMINARY CONSIDERATION | One reported bushfire prone area (Swanbourne St) subsequently deleted by OBRM (2/8/19). Report recommendations referred to managing bodies & adjoining LG where relevant as per resolution (16/8/19). Brockman Place industrial landowners notified of conclusion and recommendation for BMP (16/8/19). Stock Rd & N Fremantle BPAs subsequently deleted from mapping by OBRM (2020 update) | Complete |
| OCM | FPOL1906-13 | CONFIDENTIAL REPORT - PROPOSED LICENSE AGREEMENT BETWEEN SOUTH FREMANTLE FOOTBALL CLUB AND CITY OF FREMANTLE | Proposed agreement as adopted by Council forwarded to South Fremantle Football Club for consideration. Still under discussion | Complete |
| OCM | FPOL1906-14 | CONFIDENTIAL REPORT - SUMMER EVENT SERIES - PORT BEACH NORTH | Two of the three scheduled Summer Concerts were held. The Coast Cuban Club New Year's Day event was held. The Fish & Sips event has been postponed due to COVID-19. | Complete |
| FPOL | Petition | Submitted 24 July 2019 (OCM) Cr Jenny Archibald presented a petition, containing approximately 154 signatures requesting that Council: <ul style="list-style-type: none"> Ban the spraying of glyphosate in the City of Fremantle parklands and public spaces. Develop and research less toxic and environmentally friendly alternatives to the use of glyphosate in parklands and public spaces in the City of Fremantle | A report was considered by the Finance, Policy, Operations and Legislation Committee on 13 November 2019. | Complete |
| OCM | FPOL1907-8 | CONSIDERATION OF A MUSIC-BASED EVENT AT SOUTH BEACH IN FEBRUARY/MARCH 2020 | City of Fremantle approved two events in February / March 2020 with three weeks in between each event. Subsequently, one of the events (For the Love) withdrew. The other event (Sets on the Beach/Sundown Sessions) was to be held on 28/29 March but was cancelled due to COVID-19. | Complete |
| FPOL | FPOL1907-5 | KINGS SQUARE PROJECT - STREET NAMES EXTENSIONS - HIGH STREET AND NEWMAN COURT, FREMANTLE | Referred to Landgate. Still pending. | Complete |

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| OCM | FPOL1907-3 | ECONOMIC DEVELOPMENT STRATEGY END OF TERM REVIEW | The Economic Development Interim Action Plan 2020- 2022 was adopted on 16 October 2019. | Complete |
| FPOL | FPOL1908-2 | REPEAL OF LOCAL LAW - LIBRARY ADVISORY COMMITTEE | Advertising of the submission period has completed and administrative requirements are being undertaken as required by the <i>Local Government Act 1995</i> | Complete |
| FPOL | FPOL1908-14 | SOUTHERN METROPOLITAN REGIONAL COUNCIL REGIONAL RESOURCE CENTRE DIVESTMENT BUSINESS PLAN AND FOGO PROCESSING OPPORTUNITY | Divestment approach and FOGO opportunity supported - officers to progress the negotiations and evaluations. Further report requested prior to approval. | Complete |
| FPOL | FPOL1908-15 | PROPOSED LEASE OF 7-9 SOUTH TERRACE, FREMANTLE | Lease has been executed. | Complete |
| SPT | SPT1908-1 | REQUEST FOR SCHEME AMENDMENT -59 ELLEN STREET, FREMANTLE - ADDITIONAL USE FOR VETERINARY HOSPITAL | Applicant notified. Preliminary consultation in train 13/9/19-11/10/19. Outcomes of consultation reported to Committee 20/11/19 | Complete |
| OCM | SPT1908-3 | HILTON HERITAGE AREA LOCAL PLANNING POLICY (LPP 3.7) - REVIEW OF FENCING PROVISIONS - OUTCOME OF COMMUNITY ENGAGEMENT AND FINAL RECOMMENDATIONS | Consultation outcomes reported back to Council August 2019: deferred but determined 15/9/19 Submitters yet to be notified and documentation published. Brochure complete & incorporated in new residents welcome packs | Complete |

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| FPOL | Petition | <p>Submitted 11 September 2019 (FPOL) Cr Adin Lang presented a petition submitted by Paula Black, containing 318 signatures (online petition Change.org), requesting the following:</p> <p>"We as residents or visitors to Fremantle would like to see tighter controls of cats in our neighbourhoods and parks due to the impact they pose on our native wildlife and biodiversity. Ideally we would like to see cats confined to their homes 24 hours per day across the City of Fremantle. Currently cats have free range of our entire city, they can access all natural bush-land areas with no consequence for their owners (where dog owners would be fined). We as residents or visitors to Fremantle would like to see tighter control of cats in our neighbourhoods and parks due to the impact they pose on our native wildlife and biodiversity. Ideally we would like to see cats restricted from our natural bush-land areas; Booyeembara Park, Samson Park, Clontarf Hill, Cantonment Hill and Hollis Park. Please make Fremantle's natural bush-land areas cat free."</p> | The petition was submitted at the Finance, Policy, Operations and Legislation Committee held on Wednesday 11 September 2019, and was addressed in a notice of motion submitted by Cr Adin Lang at that same meeting. | Complete |
| FPOL | FPOL1909-3 | LOCAL LAW REVIEW 2019 | Advertised in Local News - closing date for submission 11 November - report to go to Council in November/December. | Complete |
| FPOL | FPOL1909-2 | CONTAINER DEPOSIT SCHEME REFUND POINT | Approval given to submit an application for the City to be considered as an approved Refund Point Operator for the WA Container deposit scheme. A subsequent report to Council detailing full scope of the CDS Refund point requirements is required for consideration and budget approval | Complete |
| SPT | SPT1909-2 | CITY CENTRE - GATEWAY - CONCEPT DESIGN - PARRY / QUEEN VICTORIA STREET INTERSECTION | Approved. The project has been handed to Infrastructure for completion. | Complete |
| SPT | SPT1909-3 | PLANNING REFORM AND SCHEME REVIEW UPDATE | Scheme Review Report drafted and referred to Strategic Planning Committee 12/02/2020 | Complete |
| OCM | SPT1909-5 | LOT 200 (NO. 119) HOPE STREET, WHITE GUM VALLEY - LOCAL DEVELOPMENT PLAN | Proponent notified 5/10/19 (Doc Set ID 4273370) and submitters notified. Mods Undertaken and LDP endorsed. | Complete |
| OCM | FPOL1909-6 | NOTICE OF MOTION - CAT LOCAL LAW - CR ADIN LANG | The City has commenced the statutory process required to make a local law. | Complete |

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| FPOL | FPOL1910-1 | FREMANTLE PUBLIC GOLF COURSE AND COMMUNITY FACILITY PROJECT | Works underway with a further report to be brought back to Council in quarter 1 of 2020, confirming the viability of the collocated approach and detailing a preferred schematic design for Fremantle Public Golf Course clubhouse and community facilities | Complete |
| FPOL | FPOL1910-2 | SUPPLY OF PREMIX CONCRETE (WFCC51/19) - TENDER REPORT | Letter of Contract award for supply of concrete sent to Boral for counter signing/execution. | Complete |
| FPOL | FPOL1910-3 | PRIVATE ROAD NAME - LOT 1819 MONTREAL ST. FREMANTLE (EAST VILLAGE AT KNUTSFORD) | 16/10/2019 - An application was sent to the Geographic Names Committee (GNC) on with the Minister approving the private road name of Friend Street on 22/10/2019. The Applicant and all relevant officers advised via ecm tasks. Road names schedule updated in ecm. | Complete |
| FPOL | FPOL1910-4 | CITY REPRESENTATIVE ATTENDANCE AT MAYORS FOR PEACE 10TH GENERAL CONFERENCE IN HIROSHIMA AUGUST 2020 | The Conference has been cancelled due to the COVID-19 Pandemic. The City is seeking refunds of moneys paid | Complete |
| OCM | FPOL1910-7 | RESIDENTIAL PARKING PERMITS (CBD) | 31/10/19 - The fee for existing Residential Parking Permit holders who reside in the CBD has been amended to 25% of the prescribed monthly parking fee. | Complete |
| OCM | FPOL1910-8 | ADOPTION OF THE CITY OF FREMANTLE LIBRARY ADVISORY COMMITTEE REPEAL LOCAL LAW 2019 | The Law was advertised in the Government Gazette on 5 December 2019, and considered by the Joint Standing Committee on Delegated Legislation, who advised there were no issues. As a result of the Repeal Library Advisory Committee meetings have been cancelled, and all parties have | Complete |
| FPOL | FPOL1911-4 | OPERATION AND AGREEMENT FOR SOUTH BEACH MARKETS | Officers are developing the drawings and specification in readiness for tendering in January 2020. | Complete |
| FPOL | FPOL1911-3 | PROPOSED CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020 | The proposed Cat Management Local Law 2020 was advertised in the Fremantle Herald on 23 November 2019, and on MySay Fremantle. It is currently out for consultation until 28 January 2020. Additional advertising has been undertaken, including adding 14 extra days to the statutory timeframe to allow for the Christmas period. 2 community information sessions were held on 7 December in addition to the information placed on MySay. | Complete |
| FPOL | FPOL1911-8 | COAST CAFÉ | The temporary rock wall has been constructed. | Complete |

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| FPOL | Petition | Submitted 27 November 2019 (OCM) Cr Sullivan presented a petition with approximately 257 signatures requesting the City: a. apply to Main Roads to have the speed limit on South Terrace reduced to 40 km/h. b. provide appropriate funding to fast-track the completion of traffic calming including the removal of the temporary speed humps on South Terrace. | A report was considered by the Finance, Policy, Operations and Legislation Committee on 11 March 2020. | Complete |
| FPOL | Petition | Submitted 27 November 2019 (OCM) Cr Groome presented a petition with approximately 81 signatures requesting the Council support a dedicated area at South Beach with specific exercise equipment designed for seniors and people with impaired mobility. | This petition was addressed in a report to the Finance, Policy, Operations and Legislation Committee held on Wednesday 19 February 2020. | Complete |
| OCM | FPOL1911-6 | BUDGET AMENDMENTS - OCTOBER 2019 | Approved amendments updated in the budget. | Complete |
| OCM | FPOL1911-7 | CONSIDERATION OF RENT REDUCTION - FREMANTLE PUBLIC GOLF COURSE | Council approved consideration of up to 50% rent reduction based on actuals. The golf course must provide monthly statements for the City to assess and apply credits if applicable. To date they have not submitted a request for reduction but are aware this option is available to them. | Complete |
| OCM | SPT1911-2 | CLIMATE CHANGE IN WESTERN AUSTRALIA ISSUES PAPER - PROPOSED SUBMISSION | Submission Lodged 28/12/2019 | Complete |
| OCM | SPT1911-3 | PROPOSED SCHEME AMENDMENT NO. 79 - OMNIBUS AMENDMENT - OUTCOMES OF ADVERTISING AND FINAL ADOPTION | Documents executed and referred to Western Australian Planning Commission 12/12/19. Submitters notified of Council resolution | Complete |
| OCM | SPT1911-4 | CAR SHARE POLICY SG57 - REVIEW | Updated Policy uploaded onto website | Complete |
| OCM | C1912-2 | ACCESS AND INCLUSION WORKING GROUP TERMS OF REFERENCE | Working group members have been appointed and the group is actively meeting. | Complete |
| OCM | C1912-3 | CONSIDERATION OF THE LOCAL LAW REVIEW 2019 | Local Law review 2019 has been completed. Actions to amend the two local laws identified for amendment have commenced. | Complete |
| OCM | C1912-5 | BUDGET AMENDMENTS - NOVEMBER 2019 | Approved amendments updated in the budget. | Complete |
| OCM | C1912-10 | NOTICE OF MOTION - CIRCUS WA RATE WAIVE REQUEST - CR PEMBERTON | Rates waiver actioned in the system | Complete |
| FPOL | FPOL2001-2 | BLACK SWAN HEALTH 'FREO STREET DOCTOR' FUNDING REQUEST | MOU completed and payment processed July 2020. | Complete |

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| FPOL | FPOL2001-3 | FREMANTLE VISITOR INFORMATION CENTRE REVIEW - LONG TERM LOCATION | The City has issued a public expression of interest on 05/02/2020 to seek the ideas and concepts for the development of an innovative and Interactive visitor centre model. A report went to OCM on 13 May. The item was deferred until the next appropriate council meeting to provide a strategic cost-benefit analysis for options for a Visitor Centre including current model, minimalist options and providing data about the visitor centre operations and the findings of any recent reviews undertaken by staff, including customer surveys. | Complete |
| FPOL | FPOL2001-5 | BOOYEEMBARA PARK MOUNTAIN BIKE TRAIL WORKING GROUP - TERMS OF REFERENCE | Booyeembara Park Mountain Bike Trail Working Group has been appointed. | Complete |
| FPOL | FPOL2001-7 | PROPOSED CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020 | The proposed Cat Management Local Law 2020 was advertised in the Fremantle Herald on 25 January 2020, placed on public notice boards and on MySay Fremantle. Consultation closed 20 March 2020. Local law has been adopted by Council on 13 May 2020 | Complete |
| FPOL | FPOL2001-8 | AUSTRALIAN BUSH FIRES DONATION 2020 | Bushfire donations approved by council. Donation processed on the 3 February 2020. | Complete |
| OCM | PC2001-2 | SPECIAL ENTERTAINMENT PRECINCTS - DRAFT WAPC POSITION STATEMENT - PROPOSED SUBMISSION | Submission lodged 1/02/2020 | Complete |
| OCM | FPOL2001-9 | PROPOSED LEASE FOR CIVIC BUILDING HOSPITALITY SPACE | A final agreement could not be reached with the applicant so the matter is now closed. | Complete |
| OCM | FPOL2001-10 | ACCEPTANCE OF THE 2018-2019 ANNUAL REPORT AND SETTING OF DATE FOR 2019 ELECTORS GENERAL MEETING | Council accepted the City of Fremantle 2018-2019 Annual Report and set the date for the Electors General Meeting to be held on 9 March 2020. The availability of the annual report and the notice of the electors meeting was advertised in the Fremantle Herald on 8 February 2020 and placed on public notice boards. | Complete |
| OCM | FPOL2001-11 | BUDGET AMENDMENTS - DECEMBER 2019 | Approved amendments updated in the budget. | Complete |
| OCM | FPOL2001-12 | COUNCIL DECISION MAKING DURING ELECTORAL PERIOD POLICY | The policy has been placed on the website. | Complete |
| OCM | C2001 -4 | 117TH WA VOLUNTEER FIRE RESCUE SERVICES EASTER CHAMPIONSHIPS CELEBRATION | This event was cancelled due to COVID-19. | Complete |
| FPOL | FPOL2002-1 | CLEANING SERVICES TENDER - FCC511/19 | Contract temporarily varied to suspend service to non operating buildings due to Covid19. | Complete |

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| FPOL | FPOL2002-2 | PETITION FOR EXERCISE EQUIPMENT AT SOUTH BEACH FOR SENIORS AND PERSONS WITH IMPAIRED MOBILITY | Officer's have met with the petitioner and have provided the advice on the outcome of the report. Liaison with older people to show how to use current equipment at South Beach | Complete |
| SPT | SPT2002 - 1 | SCHEME AMENDMENT REQUEST - CR. HIGH AND CARRINGTON STREETS, FREMANTLE | The City received written advice from the proponents for the Scheme Amendment Request for the corner of High Street and Carrington Street (SPT2002-1) advising of their desire to withdraw the proposal. THE ITEM WAS CONSEQUENTLY WITHDRAWN FROM THE AGENDA. | Complete |
| OCM | ARMC2002-1 | REVIEW OF CERTAIN SYSTEMS AND PROCEDURES - INTERNAL CONTROL BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS | Officer's have received the report, and will report on the progress of the recommended actions in a future report to the Audit and Risk Management Committee | Complete |
| OCM | ARMC2002-2 | ADOPTION OF THE 2019 COMPLIANCE AUDIT RETURN | Compliance audit return lodged with the Department of Local Government on 11 March 2020 | Complete |
| OCM | SPT2002 - 2 | SCHEME AMENDMENT 81 TO LPS4 – 59 ELLEN STREET FREMANTLE ADDITIONAL USE – OUTCOMES OF CONSULTATION & FINAL ADOPTION | Scheme Amendment documents executed and referred to Western Australian Planning Commission 3/3/2020. Submitters notified of Council resolution. | Complete |
| OCM | SPT2002-3 | NOS. 7 & 9-15 QUARRY STREET, FREMANTLE –SCHEME AMENDMENT NO. 77 AND ASSOCIATED LOCAL PLANNING POLICY – OUTCOMES OF CONSULTATION AND FINAL ADOPTION | Scheme Amendment documents executed and referred to Western Australian Planning Commission 10/3/2020. Submitters notified of Council resolution. | Complete |
| OCM | SPT2002-4 | LOCAL PLANNING SCHEME NO, 4 REVIEW REPORT | Review report referred to Western Australian Planning Commission 9/3/2020 | Complete |
| OCM | FPOL2002-5 | BUDGET REVIEW – FEBRUARY 2020 | Approved amendments updated in the budget. | Complete |
| OCM | N2002-1 | NOTICE OF MOTION – PROBITY AUDIT HOSPITALITY LEASE (CR VUJCIC) | To be included in the March FPOL committee meeting agenda | Complete |
| FPOL | FPOL2003-3 | CITY OF FREMANTLE INVITED TO HOST THE HIROSHIMA-NAGASAKI ATOMIC BOMB EXHIBITION | Budget of \$7000 will be considered as part of the 2020/21 Budget process | Complete |

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| OCM | FPOL2003-4 | LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION | Notification has been sent to WALGA informing them on the Council decision to consent to the Deed of Variation as proposed by WALGA. No further action required. | Complete |
| OCM | FPOL2003-5 | RATES WAIVER – 7A WATKINS STREET FREMANTLE | Granted rate waiver has been applied to the property, revised rate notice issued and rates balance paid. | Complete |
| OCM | FPOL2003-6 | PROPOSED PRIVATE APARTMENT INVESTMENT POLICY | Policy uploaded to the website and distributed to relevant stakeholders | Complete |
| OCM | FPOL2003-7 | BUDGET AMENDMENTS - FEBRUARY 2020 | Approved amendments updated in the budget. | Complete |
| OCM | FPOL2003-8 | NOTICE OF MOTION BY CR SAM WAINWRIGHT - REQUEST FOR CONSULAR SUPPORT FOR JULIAN ASSANGE | Letters of support sent to Foreign Minister Hon Marise Payne and Shadow Foreign Minister Hon Penny Wong | Complete |
| OCM | FPOL2003-9 | NOTICE OF MOTION BY CR MARIJA VUJCIC - PROBITY AUDIT, HOSPITALITY LEASE | The motion was lost therefore no action is required | Complete |
| OCM | FPOL2003-10 | PROPOSED SPECIAL MEETING OF COUNCIL TO CONSIDER MOTIONS CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS | This motion was lost therefore no action is required | Complete |
| OCM | SPT2003-2 | DEPARTMENT OF TRANSPORT'S DRAFT PERTH LONG TERM CYCLE NETWORK | Submission lodged with Department of Transport. | Complete |
| OCM | C2003-2 | TEMPORARY GOVERNANCE ARRANGEMENTS | Public notice of the changes to the meeting schedule has been given. Electronic attendance at meetings has been implemented. Updates to calendars and meeting information has been provided to staff and elected members. Acting Mayor arrangements will be implemented if required. | Complete |
| OCM | C2004-6 | METROPOLITAN REGIONAL ROAD GROUP – ROAD REHABILITATION GRANT APPLICATION 2021/22 | MRRG Grant Application for 2021/22 has now been lodged to MRWA. | Complete |
| OCM | C2004-7 | AMENDMENTS TO PURCHASING POLICY | New purchasing policy uploaded to website and distributed internally | Complete |
| OCM | C2004-8 | ACCEPTANCE OF MINUTES AND CONSIDERATION OF MOTIONS FROM THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 9 MARCH 2020 | Motions distributed to relevant Managers who will prepare Council reports on each motion before 30 June 2020. | Complete |
| OCM | C2004-12 | DAVIS PARK PRECINCT LOCAL STRUCTURE PLAN, BEACONSFIELD - OUTCOMES OF COMMUNITY CONSULTATION AND RECOMMENDATION | Proponent & submitters notified of deferral. Workshops conducted 8/5/20 & 12/5/20 Item referred back to Council 27/5/20 | Complete |

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| OCM | C2004-13 | INTERNAL WORKING GROUPS – COVID-19 RECOVERY | Working Group established and members appointed. COVID economic recovery plan currently being developed via the economic recovery working group. | Complete |
| OCM | C2004-13 | INTERNAL WORKING GROUPS – COVID-19 RECOVERY | Working Group established and members appointed. First meeting with the group held 6.5.20, elected chair Cr Su Groome, ongoing weekly meetings have continued in developing a Fremantle community recovery plan. Three external stakeholder workshops have been delivered, along with online survey. | Complete |
| OCM | C2004-13 | INTERNAL WORKING GROUPS – COVID-19 RECOVERY | Working Group established and members appointed. Infrastructure working group currently underway in order to inform priority infrastructure projects for budget adoption by Council for the 2020/21 financial year. | Complete |
| OCM | C2004-18 | BUDGET AMENDMENTS - FORECAST 30 JUNE 2020 POSITION | Approved amendments updated in the budget. | Complete |
| OCM | C2004-19 | NOTICE OF MOTION BY CR SAM WAINWRIGHT – SUPPORT OUR COMMUNITY, STAFF AND SERVICES | Notice of motion has been received by the CEO, and will be considered as decisions made as a result of COVID-19 are made. | Complete |
| AGME | 1 | <ol style="list-style-type: none"> Resolve to provide live streaming of council meetings including questions and deputations. That these recordings be available to the public via the website for minimum period of 3 months before being archived. That copies of these recordings will be available without restriction; and Authorises the Chief Executive Officer to immediately implement this resolution. | Item considered at the Ordinary Meeting of Council held on 10 June 2020 | Complete |
| AGME | 2 | Council consider that a backpacker's type of business at the Orient Hotel in Henry Street has created so many problems to the community for the last few years. I trust that the planning/licencing department of the Council will be very cautious and wise in their decision making for a future venture for the Orient Hotel. | Item considered at the Ordinary Meeting of Council held on 24 June 2020 | Complete |
| AGME | 3 | <ol style="list-style-type: none"> Seek the Roundhouse be placed on the Australian Heritage List. Seeks to regularly commit extra funds to the maintenance and restoration of the Roundhouse the interpretation of the Roundhouse and its grounds. | Item considered at the Ordinary Meeting of Council held on 10 June 2020 | Complete |

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| AGME | 5 | To improve family safety at port beach road, council to actively support the beach activities from Leighton to Port beach by increasing the car parking availability between said Beaches by at least 3x times current capacity, on the degraded land on the western side of port beach road and the Eastern side of the dune, where a small parcel of parking is presently. Currently Fremantle SLSC has approximately 1600 members providing water safety education for over 500 nippers and all associated water safety activities for the general public using these beaches during the summer season. Currently families are forced to cross a busy port beach road, when they are using the Port Authority land to park, as there is no alternative. On a regular Sunday the parking at Leighton beach is full by 7AM with nippers activities starting @8:30. SLSA supplies amazing world class training and water safety for free for all beach users, surely COF could provide better basic infrastructure @ the beach for all residents and our wonderful SLSC activities. | Item considered at the Ordinary Meeting of Council held on 24 June 2020 | Complete |
| OCM | C2005 - 4 | ADOPTION OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020 | 25 May 2020 - Local Law was gazetted 27 May 2020 - Documents submitted to Minister 30 May 2020 - Local public notice given 3 June 2020 - Documents submitted to the Joint Standing Committee on Delegated Legislation Local law is in operation and has been uploaded to the City's website. | Complete |
| OCM | C2005 - 7 | NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS) | Council endorsed the participation of the City of Fremantle in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration at the Ordinary Council meeting of 13 May 2020 | Complete |
| OCM | C2005 - 8 | FREMANTLE GOLF COURSE AND COMMUNITY BUILDING | The Fremantle Public Golf Course has proceeded to tender, noting the options for course expansion should funds be available. | Complete |
| OCM | C2005 - 11 | ADVERTISING OF THE PROPOSED DIFFERENTIAL RATE FOR THE 2020/21 FINANCIAL YEAR | Council advertised the proposed differential rate amounts for community consideration in May, 2020 | Complete |

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| OCM | C2005 - 9 | FREMANTLE VISITOR CENTRE OPERATING MODEL 2020 | Item was deferred to the next appropriate council meeting with the inclusion of a cost benefit analysis of options for the Visitor centre. | Complete |
| OCM | Petition | Submitted 27 May 2020 (OCM) Cr Marija Vujcic presented a petition with 65 signatures in support of Cr Vujcic's Notice of Motion; requesting 'No parking on Wilson Park at all'. | As the petition relates to the Notice of Motion on the Agenda, the petition will be dealt with during the meeting and will not require a further item to be presented by officers at a later date. | Complete |
| OCM | C2005-15 | DAVIS PARK PRECINCT LOCAL STRUCTURE PLAN, BEACONSFIELD - OUTCOMES OF COMMUNITY CONSULTATION AND RECOMMENDATION | Complete. Structure Plan referred to Western Australian Planning Commission 28/5/20 and submitters notified 4/6/20. Proponent notified of decision 27/5/20. | Complete |
| OCM | C2005-20 | ADOPTION OF THE COUNCIL AND COMMITTEE MEETING SCHEDULE FOR THE PERIOD OF JULY 2020 TO JUNE 2021 | Meeting schedule was advertised in accordance with the Local Government Act 1995. All stakeholders have been advised of the meeting times and dates. | Complete |
| OCM | C2005-21 | ACCEPTANCE OF TENDER – FCC918/19 – SUPPLY DELIVERY INSTALL AND MAINTENANCE OF LOOSE FURNITURE AND WORKSTATIONS | Deferred to the next appropriate Council Meeting | Complete |
| OCM | C2005-22 | FREMANTLE LEISURE CENTRE ROOF REPLACEMENT | Advertising of the tender for the works to replace the Fremantle Leisure Centre pool roof | Complete |
| OCM | C2005-17 | NOTICE OF MOTION – RESERVE 8965 SOUTH TERRACE, SOUTH FREMANTLE 'WILSON PARK' – CR MARIJA VUJCIC | This motion was lost therefore no action is required | Complete |
| OCM | C2005-28 | NOTICE OF MOTION – C40 CLIMATE LEADERSHIP GROUP "STATEMENT OF PRINCIPLES" – CR RACHEL PEMBERTON | Letters regarding the City's commitment to supporting the 'statement of principles' sent to Ministers and the Premier | Complete |
| OCM | C2006-1 | ADOPTION OF NYOONGAR ACKNOWLEDGMENT POLICY | Council adopted the Nyoongar Acknowledgment Policy at the Ordinary Council meeting of 10 June, 2020. Policy placed on website and distributed to stakeholders | Complete |
| OCM | C2006-3 | FREMANTLE GOLF COURSE AND COMMUNITY BUILDING | Update the existing building brief. Progress with stakeholder engagement and community consultation. Officers to provide a further update to Council | Complete |
| OCM | C2006-5 | CONSIDERATION OF A MOTION CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS REGARDING LIVESTREAMING OF COUNCIL MEETINGS | No further action required. | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|----------|--|---|----------|
| OCM | C2006-6 | CONSIDERATION OF A MOTION CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS REGARDING THE ROUND HOUSE | No further action required. | Complete |
| OCM | C2006-7 | LOCAL HERITAGE SURVEY AND HERITAGE LIST - ANNUAL UPDATE 2020 AND POSSIBLE APPROACH TO GREATER RECOGNITION OF POST-WW2 HERITAGE | Complete. List update component of item relisted on Planning Committee Agenda 1/7/20. Other activities noted only. | Complete |
| OCM | C2006-15 | ACCEPTANCE OF TENDER – FCC918/19 – SUPPLY DELIVERY INSTALL AND MAINTENANCE OF LOOSE FURNITURE AND WORKSTATIONS | Enter into negotiations with Access Office Industries | Complete |
| OCM | C2006-16 | DELEGATED AUTHORITY REGISTER REVIEW | Register of Delegated Authority adopted. CEO delegations reviewed and approved. Delegated officers have been notified of their delegations following review. Register of Delegated Authority 2020-2021 has been placed on the website | Complete |
| OCM | C2006-23 | SWAN RIVER CROSSING | Main Roads WA advised of Council Resolution by Manager City Design and Projects. | Complete |
| OCM | C2006-22 | CHIEF EXECUTIVE OFFICER PERFORMANCE COMMITTEE JUNE 2020 - CONFIDENTIAL REPORT | Policy was made public and has been uploaded onto the website. | Complete |



**Motions where no action was required in the reporting period
1 October 2019 to 30 June 2020**

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

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|-------------|--|---|----------|
| PC | PC1910-7 | UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – no action required | Complete |
| FPOL | FPOL1910-5 | CORPORATE BUSINESS PLAN - QUARTERLY REPORT - JULY TO SEPTEMBER 2019 | For information only – no action required | Complete |
| OCM | FPOL1910-10 | BUDGET AMENDMENTS- SEPTEMBER 2019 | For information only – no action required | Complete |
| OCM | C1910-1 | MONTHLY FINANCIAL REPORT - SEPTEMBER 2019 | For information only – no action required | Complete |
| OCM | C1910-2 | INVESTMENT REPORT - SEPTEMBER 2019 | For information only – no action required | Complete |
| OCM | C1910-3 | SCHEDULE OF PAYMENTS SEPTEMBER 2019 | For information only – no action required | Complete |
| PC | PC1911 - 12 | INFORMATION REPORT - NOVEMBER 2019 - SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – no action required | Complete |
| FPOL | FPOL1911-1 | INFORMATION REPORT - NOVEMBER 2019 - FREMANTLE VISITOR CENTRE LONG TERM LOCATION | For information only – no action required | Complete |
| OCM | ARMC1911-4 | INFORMATION REPORT - NOVEMBER 2019 - PROGRESS REPORT OF COUNCIL MOTIONS - JANUARY 2019 TO 30 SEPTEMBER 2019 - NEWLY ADOPTED INTERNAL REVIEW ADMINISTRATION POLICY - REGULATION 17 REVIEW | For information only – no action required | Complete |
| OCM | ARMC1911-1 | OVERDUE DEBTORS REPORT AS AT 30 SEPTEMBER 2019 | For information only – no action required | Complete |
| OCM | ARMC1911-2 | PURCHASING POLICY EXEMPTIONS AUGUST - OCTOBER 2019 | For information only – no action required | Complete |
| OCM | ARMC1911-3 | TENDERS AWARDED UNDER DELEGATION JULY 2019 - OCTOBER 2019 | For information only – no action required | Complete |
| OCM | C1911-1 | MONTHLY FINANCIAL REPORT - OCTOBER 2019 | For information only – no action required | Complete |
| OCM | C1911-2 | INVESTMENT REPORT - OCTOBER 2019 | For information only – no action required | Complete |
| OCM | C1911-3 | SCHEDULE OF PAYMENTS OCTOBER 2019 | For information only – no action required | Complete |
| PC | PC1912-9 | INFORMATION REPORT – DECEMBER 2019 - SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – no action required | Complete |
| OCM | C1912-6 | MONTHLY FINANCIAL REPORT - NOV 2019 | For information only – no action required | Complete |
| OCM | C1912-7 | STATEMENT OF INVESTMENTS AS AT 30 NOVEMBER 2019 | For information only – no action required | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|------------|---|---|----------|
| OCM | C1912-8 | SCHEDULE OF PAYMENTS NOVEMBER 2019 | For information only – no action required | Complete |
| PC | PC2001-8 | INFORMATION REPORT – JANUARY 2020 - SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE | For information only – no action required | Complete |
| FPOL | FPOL2001-4 | CORPORATE BUSINESS PLAN - QUARTERLY REPORT - OCTOBER TO DECEMBER 2019 | For information only – no action required | Complete |
| OCM | ARMC2001-1 | ANNUAL FINANCIAL STATEMENTS - 2019 | For information only – no action required | Complete |
| OCM | C2001 - 1 | MONTHLY FINANCIAL REPORT - DECEMBER 2019 | For information only – no action required | Complete |
| OCM | C2001 - 2 | STATEMENT OF INVESTMENTS AS AT 31 DECEMBER 2019 | For information only – no action required | Complete |
| OCM | C2001 - 3 | SCHEDULE OF PAYMENTS DECEMBER 2019 | For information only – no action required | Complete |
| PC | PC2002 - 6 | INFORMATION REPORT – FEBRUARY 2020 - SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – No action required | Complete |
| OCM | ARMC2002-3 | PURCHASING POLICY EXEMPTIONS NOVEMBER 2019 – JANUARY 2020 | For information only – no action required | Complete |
| OCM | ARMC2002-4 | TENDERS AWARDED UNDER DELEGATION NOVEMBER 2019 TO JANUARY 2020 | For information only – no action required | Complete |
| OCM | ARMC2002-5 | OVERDUE DEBTORS REPORT AS AT 31 DECEMBER 2019 | For information only – no action required | Complete |
| OCM | C2002-1 | MONTHLY FINANCIAL REPORT - JANUARY 2020 | For information only – no action required | Complete |
| OCM | C2002-3 | SCHEDULE OF PAYMENTS JANUARY 2020 | For information only – no action required | Complete |
| OCM | C2002-2 | STATEMENT OF INVESTMENTS AS AT 31 JANUARY 2020 | For information only – no action required | Complete |
| OCM | ARMC2002-6 | EMERGING RISKS REPORT – FEBRUARY 2020 | For information only – no action required | Complete |
| PC | PC2003 - 9 | INFORMATION REPORT – SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – no action required | Complete |
| OCM | C2003-3 | MONTHLY FINANCIAL REPORT- FEBRUARY 2020 | For information only – no action required | Complete |
| OCM | C2003-4 | STATEMENT OF INVESTMENT AS AT 29 FEBRUARY 2020 | For information only – no action required | Complete |
| OCM | C2003-5 | SCHEDULE OF PAYMENTS FEBRUARY 2020 | For information only – no action required | Complete |
| OCM | C2004-14 | INFORMATION REPORT – MARCH AND APRIL 2020 - SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY & UPDATE ON METRO SOUTH-WEST JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW | For information only – no action required | Complete |
| OCM | C2004-15 | MONTHLY FINANCIAL REPORT - MARCH 2020 | For information only – no action required | Complete |
| OCM | C2004-16 | SCHEDULE OF PAYMENTS MARCH 2020 | For information only – no action required | Complete |

| Final decision maker | Item No | Title of Item | Officer update | Status |
|----------------------|-----------|--|---|----------|
| OCM | C2004-17 | STATEMENT OF INVESTMENTS AS AT 31 MARCH 2020 | For information only – no action required | Complete |
| OCM | C2005 - 6 | CORPORATE BUSINESS PLAN - QUARTERLY REPORT - JANUARY TO MARCH 2020 | For information only – no action required | Complete |
| OCM | C2005-17 | PURCHASING POLICY EXEMPTIONS FEBRUARY TO APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-18 | TENDERS AWARDED UNDER DELEGATION FEBRUARY 2020 TO APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-19 | SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY | For information only – no action required | Complete |
| OCM | C2005-23 | BUDGET AMENDMENTS - APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-24 | SCHEDULE OF PAYMENTS APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-25 | MONTHLY FINANCIAL REPORT - APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-26 | STATEMENT OF INVESTMENTS AS AT 30 APRIL 2020 | For information only – no action required | Complete |
| OCM | C2005-16 | OVERDUE DEBTORS REPORT AS AT 31 MARCH 2020 | For information only – no action required | Complete |
| OCM | C2005-29 | RISK REPORT – MAY 2020 (CONFIDENTIAL ITEM) | For information only – no action required | Complete |
| OCM | C2006-2 | BUDGET AMENDMENTS - JUNE 2020 | For information only – no action required | Complete |
| OCM | C2006-12 | SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY | For information only – no action required | Complete |
| OCM | C2006-13 | CONSIDERATION OF A MOTION CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS REGARDING THE ORIENT HOTEL | For information only – no action required | Complete |
| OCM | C2006-18 | BUDGET AMENDMENTS - MAY 2020 | For information only – no action required | Complete |
| OCM | C2006-19 | MONTHLY FINANCIAL REPORT - MAY 2020 | For information only – no action required | Complete |
| OCM | C2006-20 | STATEMENT OF INVESTMENTS - MAY 2020 | For information only – no action required | Complete |
| OCM | C2006-21 | SCHEDULE OF PAYMENTS MAY 2020 | For information only – no action required | Complete |

UPDATE ON REGULATION 17 REVIEW ACTIONS TO 30 JUNE 2020

ATTACHMENT 1 – Audit Actions Register

Regulation 17 Review Actions Progress Report June 2020
(Commenced December 2019)

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|--|--|---|---|--|----------|
| Selection of stock for the Fremantle Arts Centre (FAC) | <p>The Shop Manager has a checklist for choosing stock. The checklist is available on the City's website. The Shop Manager signs off on the checklist, which is then reviewed by the Managing Director responsible for the shop.</p> <p>There is no formal procedure for determining the price of products. The Shop Manager is responsible for determining the prices based on their own experience and understanding of the market. Most of the stock is on consignment. Commission received by the City is set in the Fees and Charges.</p> <p>The employees at the FAC report that these practices are consistent with the City's Procurement Policy.</p> | <p>Introduce an administrative policy or administrative procedure to formalise the process of selecting and pricing stock. This document should include the relevant criteria to be considered or assessed.</p> | <p>Arts and Culture has an 'Artist Commissioning / Product selection document (draft provided). This outlines how stock is selected and includes assessment criteria. The document will be formalised as the procedure for selection of stock at FAC.</p> | <p>Administrative procedure formalising the process of selecting and pricing stock now approved and in place – Procedure 'Artist Selection and Commissioning'</p> | Complete |
| Selection and management of musical events at the FAC | <p>The South Lawn of the FAC is available for selected musical events. The venue and bar are managed by the City during these events.</p> <p>The Event Coordinator and an assigned Event Manager are responsible for managing the event. There is a standard South Lawn Events checklist to assist in the management of events. There are no formal criteria or checklist for selecting musicians. The selection is completed at the discretion of the FAC employees based on their own experience and expertise.</p> <p>The number of events is limited due to the Noise Management Plan.</p> <p>The selection of musicians for free Sunday musical performances in the Front Gardens of the FAC is completed by the Music Programmer. Acts are chosen based on an informal criterion and their own expertise. This selection process is not formally recorded.</p> | <p>Introduce an administrative policy or procedure to formalise the process of selecting musical events. This document should include the relevant criteria to be considered or assessed.</p> | <p>Arts and Culture has an 'Artist Commissioning document (draft provided). This outlines how music artists are selected and includes assessment criteria. The document will be formalised as the procedure for selection of artists at FAC.</p> | <p>Administrative procedure formalising the process of selecting musicians and musical events now approved and in place – Procedure 'Artist Selection and Commissioning'</p> | Complete |
| Selection of art exhibitions at the FAC | <p>Selection of exhibiting artists is undertaken by the Exhibition Curator and their team. Selection is based on their expertise and an informal set of criteria. This selection process is not formally recorded.</p> <p>Exhibition Curators sometimes have to operate within criteria set by relevant grants.</p> | <p>Introduce an administrative policy or procedure to formalise the process of selecting exhibiting artists. This document should include the relevant criteria to be considered or assessed.</p> | <p>Arts and Culture has an 'Artist Commissioning document (draft provided). This outlines how visual artists are selected and includes assessment criteria. The document will be formalised as the procedure for selection of artists at FAC.</p> | <p>Administrative procedure formalising the process of selecting musicians and musical events now approved and in place – Procedure 'Artist Selection and Commissioning'</p> | Complete |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|---|--|--|--|--|---------|
| Separating roles and functions in relation to monetary transactions | <p>Various financial processes involve checks from multiple employees. This includes payroll, accounts payable runs and petty cash reconciliation. Although the plurality of checks is consistent practice, they are not required in written procedures. We understand the financial team intends to develop a 'knowledge base' by recording the various procedures involved in the City's financial systems in written documents.</p> | <p>Develop written procedures for financial functions including requirements for two or more employees to check off on final documents and outcomes.</p> | <p>Finance will prepare written procedures on the process, checks and authorisation requirements for payments made. The new procedure will be included in the team's knowledge base.</p> | <p>The written payroll processing checklist documents the check reports to be run for each payment run. These reports are sent to 2 authorising officers for review. Once approved the 2 authorising officers approve the EFT file at the bank account. The completed checklist and approvals are saved in the City's document management system for each pay. Written cheque and EFT payment run processes have been completed. These include reports to be prepared for checking before authorisation of the EFT file for loading into the bank account and the process requirement for 2 authorised approvers. The implementation of a knowledge base will be progressed next financial year.</p> | Ongoing |
| Reviewing financial control accounts and trial balances | <p>Reviews of financial control accounts and trial balances are conducted at the end of each month. Reconciliation is completed by designated teams. The budgeting officers will review team budgets with the relevant manager each month. Calendar reminders trigger the monthly reviews. The relevant procedures are not captured in formal documents.</p> | <p>Capture procedures relating to financial control accounts and trial balances in a formal document. This may be included in the 'knowledge base' that the finance team intends to develop.</p> | <p>Finance will prepare written procedures on all end of month processes, control and balance sheet accounts reconciliations and trial balance reconciliation. The new procedures will be included in the team's knowledge base.</p> | <p>Written procedures are in place for end of month financial reporting. Included in this procedure are the following tasks to be completed each month:</p> <ul style="list-style-type: none"> • reconciliation of balance sheet accounts – procedure includes a full list of each account with the responsible officer and approver • reconciliation of the trial balance • accrual journals to be prepared at end of month • monthly financial reports check list • variance analysis requirements for reporting <p>The implementation of a knowledge base will be progressed next financial year.</p> | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|--|---|---|--|---|----------|
| Recording the use of delegations | <p>Directors are responsible for recording their own use of delegations.</p> <p>Use of delegations is currently recorded in various locations, namely</p> <ul style="list-style-type: none"> • the CEO's register (for the use of delegations by the CEO); • reports to the council or audit committee; or • miscellaneous locations within the records management system. <p>All delegations instruct relevant employees to record the use of the delegation in the City's record keeping system, in accordance with legislative requirements. No specific registers or documents are identified within these instructions, nor are the mentioned</p> | <p>Conduct an internal review to ensure the use of delegations is being correctly recorded.</p> <p>Include the following in all delegations:</p> <ul style="list-style-type: none"> - instructions of the required recording process (as per the Act and associated regulations); - the location for recording the use of the delegation. | <p>Agreed, training for delegated officers is being considered for development and following its implementation, an internal review on how different areas are capturing the use of delegation will be undertaken.</p> | <p>Implementation of the recommended training has been delayed due to COVID-19</p> | Ongoing |
| Review of council and administration Policies | <p>There is currently no formal periodic review for policies. Instead, policies are expected to be reviewed when issues are identified. It is the responsibility of individual departments to ensure their relevant policies are up to date. The reviewing officer/responsible officer is identified on each policy.</p> <p>Policies are written with the assistance of standardised templates. Some policies had not been correctly completed with some adoption and amendment dates not filled in and template instructions remaining, e.g. Breakout Areas Policy.</p> <p>Although the current system does not involve scheduled reviews, many policies contain review deadlines.</p> <p>Some council policies may have been amended or removed without the approval of council. The new City Document Management Administration Policy (adopted 18 September 2019) describes the requirement for council policies to be approved by Council.</p> | <p>Introduce a periodic City-wide policy review to:</p> <ul style="list-style-type: none"> - minimise the risk of policies becoming outdated; - ensure consistency of form atting between policies; and - promote culture where employees bring all proposed policy amendments to the attention of council. | <p>The Governance Team, are planning a city-wide review of policy to be undertaken within the next 12 – 18 months.</p> | <p>The policy review is still being planned.</p> | Ongoing |
| Selecting Audit and Risk Management Committee (ARMC) members | <p>The ARMC has a minimum of five members, including the mayor, three elected members, and one independent member. These requirements are captured in the ARMC Terms of Reference (adopted 23 October 2019).</p> <p>Only three members were appointed to the ARMC at the ordinary council meeting held on 23 October 2019. This included the Mayor and an independent member.</p> <p>The independent member is selected from open applications based on relevant skills as defined in the Terms of Reference. City Business selects a preferred applicant to recommend to the Council for approval.</p> | <p>Develop a procedure for the selection of the independent member, including an assessment criteria to assess applicants.</p> <p>Review the ARMC Terms of Reference to ensure it is consistent with the current ARMC members.</p> | <p>Agreed, Governance will create a procedure for the selection of the independent member of the ARMC. And make sure that this procedure aligns with the ARMC term of reference.</p> | <p>Administration procedure formalising the process for the appointment of external independent Audit and Risk Management Committee member now approved and in place – Procedure - appointment of external independent Audit and Risk Management Committee member – Governance.</p> | Complete |
| ARMC Terms of Reference review | <p>The Council Committees and Groups Register is reviewed every two years. The Governance Team is responsible for this review. Consideration is given to the relevant guidelines provided by the Department of Local Government Sport and Cultural Industries.</p> | <p>Update the ARMC Terms of Reference to include a clause identifying that the Terms of Reference will be reviewed at least once every two years.</p> | <p>Agreed, Governance will update the Terms of Reference.</p> | <p>The Terms of Reference have not been updated due to COVID-19, and the Committee was suspended until July 2020.</p> | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|--|---|---|--|---|----------|
| Liaising with external auditors | The Office of the Auditor General (OAG) is responsible for external audits at the City. The external auditors conduct entrance and exit meetings with the Chair of the Audit Committee, the Mayor, the CEO and a representative from the City's financial auditors. No other formal contact is generally made with the external auditor. The City's employees have been given the impression by the OAG that OAG staff are contactable if required. | Update the ARMC Terms of Reference to ensure it is consistent with any contemporary requirements of the OAG, including entrance and exit meetings. | Agreed, Governance will update the Terms of Reference. | The Terms of Reference have not been updated due to COVID-19, and the Committee was suspended until July 2020. | Ongoing |
| Correcting issues identified by the external auditor | When the City receives reports from external auditors, the reports are taken to the audit committee accompanied by an officer's report. This report would include required action points. Managers will provide comment on relevant actions plans, and related deadlines. The report will continue to be referred to by council until all action points have been completed. The motion register keeps record of the progress of related actions. | Capture the procedure for correcting issues identified in audits of the City in a Governance Procedure document. | Agreed, the Governance Team will create a procedure on how the City captures and action auditors recommendations. | Administration procedure formalising the process to correct issues identified in audits of the City is now approved and in place – Procedure - Capturing actions related to issues identified in audits - Governance A register has also been developed and put in place. | Complete |
| Liaising with legal advisers | The City conducted a tendering process with the WALGA preferred suppliers to select a panel of three law firms. The City regularly liaises with its legal service providers as there are often various legal matters in progress at any one time. Employees must seek authorisation from their relevant director before contacting legal advisors. This process has not been formally captured in a written document. There is currently no formal document providing guidance in regard to when and how employees should contact legal advisors and which service provider to contact for particular types of matters. | Introduce a policy or procedure providing guidance to employees in regard to when to contact legal advisers and which legal service provider to contact, according to the type of matter. | Agreed, the Governance Team are considering the development of a procedure in regard to when to contact legal advisers and which legal service provider to contact, according to the type of matter. The City currently has a register that captures legal advice received to avoid duplication and extra costs. | A risk management group has commenced meeting to determine the best way of implementing the risk assessment process in the City. | Ongoing |
| Elected member training | The City has an Elected Member Professional Development Policy (adopted 23 May 2018). This policy outlines the professional development that will be provided to elected members to better enable them to undertake the functions of an elected member. Various training opportunities are offered to elected members, covering a range of topics. These training opportunities are not compulsory. | Introduce compulsory training as per the requirements in the Act. Review the Elected Member Professional Development Policy to ensure it complies with the recent amendments to the Act. | Agreed, Governance has already arranged essentials training for elected members and is reviewing the policy. | This policy is currently under review | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|-------------------------------------|---|--|--|--|-----------------|
| Maintaining asset registers (depot) | <p>The City's vehicles and plants are utilised by three different teams (the Parks team, the Engineering team and the Waste & Cleansing team).</p> <p>The Parks team maintains a register of all equipment issued to the sub-teams. The supervisors request for registers to be checked on a fortnightly basis. This requires the sub-teams to sign off on all equipment being accounted for and in working condition.</p> <p>The Engineering team manages the use of larger plant items via an on-line Microsoft Outlook booking system. Smaller plant items are locked away at the depot. Only supervisors have a key. Employees must sign each item out and in. Other small assets, including hammers and shovels, are stored on trucks and are not monitored by use of a register. Trucks are secured at the depot overnight.</p> <p>The Waste & Cleansing team utilises various large vehicles. Drivers are rostered and keys are locked in a cabinet overnight (accessed by the supervisor at the start of each shift). A Fleet Management system has recently been implemented for all of the waste & cleansing vehicles which includes cameras, GPS systems and duress alarms.</p> <p>Access to the depot is restricted by a boom gate and is monitored by a CCTV system.</p> | <p>Undertake a periodic review of the small assets (stored in trucks unmonitored by registers) to assess the associated risk of financial loss over time. This data would help determine whether or not a stricter procedure for managing these assets would be beneficial.</p> | <p>Agreed.</p> | <p>Periodic reviews have been undertaken of the smaller tools in the trucks by the Supervisors and a stricter procedure does not seem beneficial.</p> | <p>Complete</p> |
| Managing pool vehicles | <p>Light fleet pool vehicles are available for use by all employees. Cars must be booked via a Microsoft Outlook booking system. Pool vehicle keys are kept in a key cabinet within the office. The booking system and collection/returning of keys operates under an 'honesty system'. The pool vehicles are parked in a secure carpark that is only accessible by employees (with swipe cards) and covered by a CCTV system.</p> <p>The booking system is communicated to employees via the City's intranet including an instructional video.</p> | <p>Introduce periodic checks of the pool vehicle key cabinet to ensure all keys are accounted for.</p> <p>Ensure pool vehicle bookings are limited to employees who hold an appropriate licence. This may be in the form of a tick box declaration during the Microsoft Outlook booking programme.</p> | <p>Periodic checks are already completed of the pool vehicle key cabinet to ensure keys are accounted for.</p> <p>The City will investigate opportunity for declaration of licence through the Outlook booking tool.</p> | <p>Periodic checks of the pool vehicles have been increased as well as increased communication about reporting of faults/damage/missing keys. The City is still exploring the possibility of improved booking systems that would assist in self declaration of licences.</p> | <p>Ongoing</p> |
| Records management | <p>Feedback from employees indicates that the current system can be difficult to use. As a result, some employees are using alternative ways to manage documents including OneDrive and Dropbox.</p> <p>These alternative systems are not actively restricted.</p> <p>The City's network drive is backed up every hour in three separate locations. Those employees that use alternative systems for managing documents are responsible for conducting regular backups. There is no procedure for checking that individual backups are conducted by these employees.</p> <p>We understand a new record management system will be introduced in early 2020.</p> | <p>Restrict alternative records storage programmes/systems (e.g. personal computers, OneDrive, Dropbox).</p> <p>Formally monitor the effectiveness of the new records management system (e.g. ease of use, reducing files being saved in alternative locations).</p> | <p>New intuitive system will be released on 10 Feb 2020; external storage locations on premise or cloud are monitored and will be restricted once the new system is embedded.</p> | <p>New EDMS (M-Files) released to all CoF staff, training completed by all and ongoing updates and developments continue. Usage logs, statistics and drive reports show end users are increasing to use the system to locate and manage City documents.</p> | <p>Ongoing</p> |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|----------------------------------|---|---|--|--|----------|
| Accessing electronic records | All records that are received by the City are scanned into the City's record management system. Security classifications are allocated to all roles. The classifications determine which records are accessible. Two employees at the City are able to allocate or change security classifications. Although there is not a dual authorisation system in place, audit trails of the activity of the two employees are recorded and accessible to the other. | Introduce a dual authorisation system in relation to changing or allocating security classifications. | Once the new system is embedded work has already begun on better governance within the existing document management workplace. | The new EDMS has the ability to allow end users to see who has what permissions per document, if changes are required an IT request is raised and an administrator of the system will make the required changes and record in the log. | Ongoing |
| Records management training | All employees are required to undergo records management system training within a week of their initial induction. Refresher training for the document management system is offered to employees. Employees are made aware of the Records Management Plan and where to find it. | Conduct internal records management audits to monitor the effectiveness of record management training. | Audits for internal records management will be put in place once the new system has gone live, results will be published to managers for analysis and improvement developments. Records will be kept | Training is agile and ongoing. Compulsory training is provided to new staff, refresher courses provided to existing staff with training materials being targeted to the role being performed. M-Files training is being added to the City's Learning Management System so that this can be better tracked and reported on. | Ongoing |
| Recruitment | The recruitment process requires a routine integrity check. This includes an identity check, licence checks, working with children checks, police check and qualification checks where appropriate. The requirements of the integrity checks are prescribed in a spreadsheet. The City has a recruitment policy (adopted on 28 November 2017) which describes the general objectives and details elements of the recruitment process including selecting a panel, advertising and dealing with conflicts of interest. This policy does not include specific requirements for appointing a CEO. The practical process of recruiting is understood by relevant employees but has not been formally recorded in a recruitment procedure. Recruitment processes are consistent throughout the City. | Introduce a policy outlining the requirements for appointing a CEO and CEO performance reviews. If such a policy is already in existence, review the policy in light of the 2019 amendments to the Act. | Accepted and to be implemented. | The CEO Recruitment and Performance Policy was adopted by Council on 24 June 2020. | Complete |
| Checking employee qualifications | Integrity checks during the recruitment process include sighting all required qualifications. A copy of each required qualification is kept in the employee's electronic file. Licences and other qualifications which expire are routinely checked. This process is completed manually. There are currently no electronic reminders to manage such checks. We understand that a new system will be implemented in early 2020. This system will send electronic reminders when licences are about to expire. | 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 later in 2020. | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|---------------------------------------|---|---|--|--|----------|
| Inductions and On-Boarding | <p>All new employees complete an online induction programme prior to their first day at the City. The online induction requires employees to sign an electronic-form to acknowledge they have read and understood the information provided. The electronic-forms are saved in the relevant employee's electronic file.</p> <p>All new employees complete a site-specific induction on their first day at the City. Each site has its own induction checklist. The checklist is not checked by the HR team after completion.</p> <p>Council and administrative policies, including purchasing policies are included in inductions.</p> <p>Delegations are not included in the induction or handover processes unless the role specifically requires actions under delegated authority.</p> | <p>Review the new online induction programme annually to ensure it remains contemporary and effective.</p> <p>Introduce a requirement for forms to be signed following site specific inductions acknowledging that the employee has received and understood the information provided.</p> | Accepted | <p>The new HRIS is in testing phase and is yet to be finalised – expecting this to be later in 2020. These functions are all part of that system. The online induction program is currently in finalisation stages and all staff completing will sign a eform currently.</p> | Ongoing |
| Professional development and training | <p>Organisational training workshops are organised by the People and Culture team (human resources) and are available to all employees. These workshops are not 'role specific'.</p> <p>The employee's manager has discretion over technical training requirements of individual employees, specific to their roles. This process is not captured in a formal document such as a list of criteria/considerations. The manager is limited by budgetary restrictions.</p> <p>SSA training for managers includes how to make judgements on who needs training and what sort of training is required.</p> <p>All information regarding training is saved in the relevant</p> | <p>Create a formal document to capture the process of determining when technical training is required. This may be a list of criteria that must be considered.</p> <p>Capture training attendance in a centralised spreadsheet to ensure data can be easily compared and considered on a City-wide basis.</p> | To be considered. | <p>Specific job role training is captured in employees file and via SSA. This is considered adequate. Budgets for specific training has been curtailed for 2020/21.</p> | Complete |
| Acquisition and disposal of assets | <p>Acquisition and disposal of assets is considered in the annual budget.</p> <p>Follows a similar process as procurement. One-on-one purchasing training is available to employees. Relevant policies and delegations are available on the intranet.</p> <p>Capital expenditure is carefully monitored and checked by the finance team.</p> <p>Elected members receive training relating to asset management and ratios.</p> | <p>Develop a written procedure for acquisition and disposal of assets.</p> | <p>This is underway and is anticipated to be complete by the end of quarter 1, 2020.</p> <p>Manager Finance: Finance will prepare written procedures on the financial process for acquisition (capitalisation) and disposal of assets. An e-form will be developed to simplify the request and authorisation of asset disposal. The new procedure will be included in the team's knowledge base.</p> | <p>The COVID-19 impact and the audits by the Office of Auditor General and Regulation 17 review have delayed this implementation. This should be complete by end Q4, 2020.</p> | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|---|--|---|--|--|----------|
| Communicating tendering procedures to employees | <p>The Request for Tender (RFT) procedure is captured in the Tender Procedure document (approved in November 2019). This document is available to all employees on the City's intranet. The Tender Procedure does not provide guidance to employees on the requirements of the tendering process after a successful applicant has been chosen.</p> <p>When the Tender Procedure or other key documents are amended, notifications are posted on the City's intranet and emailed to relevant employees. Internal workshops explaining the updates are also available for employees to attend. It is the responsibility of the employees to ensure they are up to date with policy. Amendments are also discussed at management team meetings.</p> | <p>Provide guidelines to employees regarding the requirements of the tendering process to be followed after a successful applicant has been chosen, either in the Tender Procedure or another formal document.</p> <p>Keep a record of employee attendance at internal tendering workshops. This data will assist in identifying employees who may not be up to date with tendering and procurement requirements.</p> <p>Include relevant delegations under 'related documents' in the Tender Procedure document.</p> | <p>There is a tender procedure that has had an internal review (Management Team). We will check the procedure includes post – tender award process and put the procedure on CoFi. Note: The post-tender award process is discussed in the Tender Evaluation Training Sessions and general procurement workshops.</p> <p>We are currently training teams in tender workshops with a record kept of those who attended and have passed the questions at the end. We will run a more general Procurement workshop throughout the year and record attendance at those events. We will ensure the Tender procedure (see above) has this element included.</p> | <p>The first round of Tender Evaluation training was completed in February 2020 with all Officers who tender regularly included. There is an attendance register and all attendees who passed the test have received a certificate. 38 Officers have passed to date with new rounds of training in Q3, 2020. The Tender Procedure is available to all employees on CoFi and has been updated to reflect delegations. A Contract Award procedure is currently being finalised and will be rolled out across the City from July 2020 along with a whole suite of Contract Management procedures and forms.</p> | Complete |
| Quality and compliance control of tenders released by the City. | <p>The Purchasing Policy (adopted February 2019) was based on the WALGA model policy. The policy is often reviewed, although not on a regular basis. During reviews, legislative obligations are considered.</p> <p>The procurement practices are decentralised, with all employees completing their procurements in line with their department and role. However, all RFTs and RFQs are checked by the Procurement team before being released to the market. This check involves providing evidence that all requirements of the process have been correctly completed. There is no written procedure for this internal auditing procedure.</p> | <p>Introduce a written procedure or checklist for the Procurement team to follow when checking tenders before they are released to the market.</p> | <p>The procurement team is to formalise a pre-release checklist for RFT and RFQ. Note the majority of items checked before release to market are on the 'Authority to Tender' eForm, which is required to be completed before the tender is released to market.</p> | <p>eForm checklist under construction, with implementation date of June/July 2020</p> | Ongoing |
| Risk assessments | <p>The City has both a risk management policy and risk management framework.</p> <p>Risks assessments are mostly conducted for major projects and events. The risk management policy/procedure is not widely known by officers and not consistently used between teams/departments. The Events Management team has developed their own Risk Management Policy with the assistance of the Community Safety and Risk Officer. All events must have a comprehensive risk management plan and emergency management plan to be approved by the Events Management team.</p> <p>This policy is in line with and references the Council Risk Management Policy.</p> | <p>Implement processes to reinforce awareness of risk management procedures with relevant employees.</p> <p>Ensure all teams are managing risk in a manner which is consistent with the risk management policy and risk management framework.</p> | <p>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</p> | <p>A risk management group has commenced meeting to determine the best way of implementing the risk assessment process in the City.</p> | Ongoing |

| Audit area | Description | Auditors recommended actions | Officer response to recommended action | Progress comments | Status |
|----------------------------|---|--|--|--|---------|
| Maintaining risk registers | The City maintains a corporate risk register. Other risk registers are captured within individual project management documents. The risk registers are therefore not standardised or centralised. | Develop a framework which enables cross referencing between risk registers to ensure all risks are adequately recorded, e.g. a list of all registers. | Will work with Management Team to identify all Risk registers across the City and put together a list of all Registers (Consider storing them all in the same location in the DMS). Risks identified across a number of Registers will be brought to ELT attention for action. | Risks are regularly discussed at ELT. Emerging risks are reported to Audit and Risk Committee on a quarterly basis. Risk Registers are being brought together in the Corporate Risk register and discussed by the Risk Management Group. | Ongoing |
| Risk management training | Risk management is not included in standard induction programmes. Risk management training is offered to employees involved in events and project management. | 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. | This item is still being considered by the Risk Management Group | Ongoing |

FPOL2008-8 ADOPTION OF COMMERCIAL EVENTS POLICY

ATTACHMENT 1 - Commercial Events Policy

Commercial Event Approvals Policy

Policy scope

This Policy applies to all privately managed outdoor events held on designated commercial event venues. This Policy does not apply to the following:

- Council-managed events
- Street events including community street parties, neighbourhood gatherings, processions, street festivals, triathlons, or fun runs
- Ongoing markets (where a lease or licence has been issued by Council)

Policy statement

The City of Fremantle is recognised as a destination city, known for its culture, heritage and unique places. Council recognises the importance of events and the contribution they make to entertain or educate, build pride, bring vibrancy, enhance community connections, showcase the rich cultural diversity and history of the community, and stimulate the economy.

1. Commercial Event Venues

The following venues are deemed as designated commercial event venues. The frequency of Large and Major events that can be held at each venue, per year is detailed below.

| Commercial Event Venues | Annual Event Frequency |
|--------------------------------|-------------------------------------|
| Esplanade Reserve | Three x Major and/or Large events |
| Fremantle Oval | Three x Major and/or Large events |
| Fremantle Park | One x Major or Large event |
| Kings Square | No Major events, Two x Large events |
| South Beach | No Major events, Two x Large events |
| Port Beach | No Major events, Two x Large events |

The following principles will be applied to the timing and frequency of events:

- No more than one event will normally be approved on the same day in each venue, unless the City considers that the benefits of holding the events, with this timing outweighs their impacts.
- The timing of approved events will be structured to maintain a balance between events and recreational use of the venue.
- The timing of events will be structured to ensure at least a ten-day interval between Large and Major events, unless the City considers that the benefits of holding the events, with this timing outweighs their impacts.
- Events will be timed to ensure reasonable use of the venue to allow for physical recovery of the venue.
- Events will be timed to accommodate the primary use of the venue.

Event approval will take account of the frequency and timing of events to ensure they are spread throughout the year wherever possible, the event is suitable, and the venue is available.

2. Event Categories

Commercial event applications are assessed based on the event detail and classified into Large or Major event categories.

| Event Detail | Large Impact Event | Major Impact Event |
|-----------------------------|--|--|
| Attendees | 5,000 - 9,999 attendees | Greater than 10,000 attendees |
| Duration | Up to eight hours, single day, single event site | Up to ten hours, single or multiple event days, multiple event sites |
| Bump in/out days | Up to five bump in/out days | Up to ten bump in/out days |
| Timings | Held between 7am and 10pm | Held between 7am and 12am |
| Noise impact | May involve amplified noise / Reg 18 may be required. Max noise level at 30m from stage – 98dB(a) laeq5min 110dB(c) laeq5min | May involve amplified noise / Reg 18 may be required. Max noise level at 30m from stage – 100dB(a) laeq5min, 115dB(c) laeq5min |
| Pyrotechnics | May involve pyrotechnics | May involve pyrotechnics |
| Infrastructure | May involve significant infrastructure build | May involve significant infrastructure build |
| Power | May involve power requirements | May involve power requirements |
| Vehicle movements | May require significant levels of infrastructure or vehicle access on site | May require significant levels of infrastructure or vehicle access on site |
| Public transport disruption | May involve minor public transport disruptions | May impact public transport |
| Road closures | May involve minor road closures or impact normal use of roads | May require road closures or impact normal use of roads |
| Food sales | May involve food sales | May involve food sales |
| Liquor license | May be licensed | May be licensed |

3. Requirements for all events

The City requires events to:

- Align with the City's strategic objectives, and this policy.
- Positively impact Fremantle's brand and reputation as a destination City.
- Provide pass outs for patrons, unless the City deems the impact on community outweighs the benefit of having pass outs.
- Reasonably involve adjoining businesses to participate in the event and manage the impact the event has on local businesses as much as reasonably practicable.
- Not promote tobacco, gambling or alcohol.
- Not involve exotic (non-domesticated) animals, or cruelty to animals.

Comply with relevant legislation and Council policies and procedures including but not limited to:

- City of Fremantle Sustainable Events Policy
- City of Fremantle Alcohol Management Policy
- City of Fremantle Access and Inclusion Plan
- Environmental Protection (Noise) Regulations 1997
- AS/NZS ISO 31000:2009 Risk Management Process (AS/NZS 31000:2009)
- Western Australian Road Traffic Code 2000
- Health (Public Buildings) Regulations 1992
- Public Health Act 2016
- Health (Miscellaneous Provisions) Act 1911
- Department of Health Guidelines for concerts, events and organised gatherings, December 2009

4. Expression of Interest Approval Process

Large and Major events held at commercial event venues will be subject to an annual Expression of Interest (EOI) process. The EOI process will be used to proactively seek a broad range of complementary Large and Major events across the City.

These events will support the City's events calendar and will secure early approval for the upcoming season. Early approval is the first step in the event application process and secures the date and location of the event.

Large or Major events can be supported outside the EOI process however venue and date availability will be limited.

5. Selection Criteria

The City will utilise these criteria to select the successful Large and Major events that apply via the EOI process if the number of event applications received exceed the approved maximum frequency of events each venue can accommodate.

The applications that best demonstrate the below will be prioritised.

- Contribute to Fremantle being recognised locally, nationally and internationally for its festivals and street life.
- Incorporate local business and allow them to take an active role in the event.
- Create interesting and diverse activities to encourage people to stay longer in Fremantle including offering pass outs.
- Engage, include and connect a range of people in our community, providing diverse opportunities for engagement and participation.
- Minimises community impact and maximises economic and community benefit.

Applications will be selected to ensure the event calendar in its entirety meets the City's event criteria to ensure the event offering is one of mix and diversity.

Once the EOI Process is finalised, further assessment is undertaken to ensure an appropriate, diverse mix of events is presented to the community.

6. Application Review and Requirements for Final Approval

Approval is required for all commercial events held in the City of Fremantle. Large and Major event applications are received via the EOI process. The stages of the EOI process and requirements for final approval are detailed below:

Stage 1 – Provisional Approval

Stage 1 is the provisional approval stage in the process. During this stage:

- The event is assessed against the requirements outlined in this Policy.
- Council officers may consult with other agencies including WA Police, Public Transport Authority, Port Authority and Main Roads WA.

This stage secures the date and the venue, and City approve the concept of the event. If the concept of the event changes, the application will revert to Stage 1 for re-assessment.

Event information and documentation deadlines will be set at Stage 1. Failure to meet these deadlines will result in additional fees and/or cancellation of the event.

Once applications have been issued provisional approval, they proceed to the assessment stage.

Stage 2 – Operational Assessment

Stage 2 is the second stage in the process. Throughout this period event operations, required documentation and plans are submitted and assessed. This is to ensure the event will be safe and will have the desired impact for the City and community.

During Stage 2:

- All documentation received and approved.
- Local residents and businesses are notified of the event via letter drop, newspaper advertisement and/or community briefing session depending on the impact.
- Approval is received from all stakeholders.
- Payment of invoices is made in full.

The following is required in order to obtain final event approval:

- Event Management plans must be approved by Council including (but not limited to) risk management, emergency management, noise management, site plans, stakeholder management (including notifying local businesses and local residents), security provisions, and waste management.
- Events must meet all legal and regulatory requirements, including (but not limited to) obtaining approvals related to public building permits, music licences, food service, and liquor licensing.
- All Large and Major events require public liability insurance of \$20m indemnifying The City.
- Road closures and on-road events require a professionally produced traffic management plan and are subject to approval from a City of Fremantle Traffic Engineer.
- Use equipment and infrastructure that is well maintained, structurally sound and can withstand exposure to climatic conditions.
- Event contactors are the responsibility of the event organiser and must be appropriately qualified and insured.

It is the responsibility of the event organiser to seek and obtain all approvals relating to their event.

Stage 3 – Issue of Event Approval

During this stage, the event is approved and delivered as per all approved plans and event approval conditions.

Stage 4 – Event Debrief

Feedback will be sought by relevant stakeholders and Council will debrief the event with the event organiser.

7. Community Notification

Where the Organiser's use of the commercial event venue causes or is likely to cause an impact to local businesses or residents, whether actual or perceived, the Organiser is required to:

- Notify affected residents within the direct perimeter of the venue of any and all information pertaining to the event, including but not limited to road closures, event bump in and bump out times, event running times and sound check times.
- If requested by City officers, the Organiser may be required to conduct a resident briefing meeting with any residents or businesses within the direct perimeter of the venue who are likely to be significantly impacted by the staging of the event.
- Place an advert in local newspapers advising any and all information pertaining to the event which may be relevant, including but not limited to road closures, event bump in and bump out times, event running times and sound check times.
- Include event day phone numbers and road closure information for residents in an easily navigable location on the event website.

A consultation process will be undertaken for events outside of this policy scope. Council will be provided with event management approaches and the outcomes of the consultation process prior to approval being sought. Local community, key authorities and stakeholders will be engaged to obtain views and to minimise any potential negative impacts.

8. Fees and Charges

Fees are set through the annual Council budget process, or as varied by Council resolution.

Cost Recovery Fees – Cost recovery fees are based on the principles of cost recovery and include permit fees, licence fees, car bay hire fees. Event organisers are required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond is required in of the event.

Venue Hire Fees – Venue hire fees are separate from the cost recovery fees and can be adjusted through the annual Council budget process to reflect market climate.

Definitions and abbreviations

Event - Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.

Event Organiser - Any person, group or organisation that is responsible for organising an event.

| Responsibility and review information | |
|--|---|
| Responsible officer: | Manager/Director/CEO |
| Document adoption/approval details | Approval/adoption date Proof of adoption/approval - meeting name or document no# |
| Document amendment details | Amendment approval/adoption date Proof of adoption/approval - meeting name or document no# |

FPOL2008-10 GRANT APPLICATION – GILBERT FRASER RESERVE LIGHTING

ATTACHMENT 1 – Grant application form



Department of
**Local Government, Sport
and Cultural Industries**

| |
|----------------------------|
| Office Use Only |
| TRIM: _____ |
| Grant No: _____ |
| Project Coordinator: _____ |

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2021

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

| | | |
|----------------------------|--------------|---------------|
| DLGSC Contact: Kent Burton | Date: 6/7/20 | Office: Perth |
|----------------------------|--------------|---------------|

Applicant's Details:

| | | | | | |
|--------------------|-------------------|--------|----|-----------|------|
| Organisation Name: | City of Fremantle | | | | |
| Postal Address: | PO Box 807 | | | | |
| Suburb: | Fremantle | State: | WA | Postcode: | 6959 |
| Street Address: | 70 Parry Street | | | | |
| Suburb: | Fremantle | State: | WA | Postcode: | 6160 |

Preferred Contact Person:

All application correspondence will be directed to this person

| | | | |
|-----------------|------------------------------|------------|---|
| Name: | Ian Ireland | Title: | Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held: | Community Facilities Planner | | |
| Business Phone: | (08) 9432 9677 | Facsimile: | n/a |
| Mobile Phone: | 0437 315 001 | Email: | iani@fremantle.wa.gov.au |

Organisation Business Details:

| | | |
|--|---|---|
| Does your organisation have an ABN? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | ABN: 746802724 |
| Is your organisation registered for GST? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | * Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt |
| Is your organisation not-for-profit? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| Is your organisation incorporated? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Incorporation #: * |
| Bank details: | Bank: National Australia Bank | BSB: 086-217 A/c: 04-731-5077 |

Local Government Authority Details:

| | | | |
|-----------------|------------------------------|------------|---|
| LGA: | City of Fremantle | | |
| Contact: | Ian Ireland | Title: | Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> |
| Position Held: | Community Facilities Planner | | |
| Business Phone: | (08) 9432 9677 | Facsimile: | n/a |
| Mobile Phone: | 0437 315 001 | Email: | iani@fremantle.wa.gov.au |

04-731-5077

PROJECT DETAILS

| | |
|--|--|
| Project Title (brief and specific): Gilbert Fraser Reserve – Floodlighting Upgrade (Location Plan Attachment 01) | |
| Project Description: The project involves the replacement of a current installation of 3 x 20m towers with 2 x 30m towers to match the 2 existing 30m poles on site. The luminaires on all towers will be changed to LED suitable to provide 100lux lighting installation consistent with AS2560.2.3 Lighting for football (all codes) and AS 4282 Control of the Obtrusive Effects of Outdoor Lighting. (Lighting Design – Attachment 02) | |
| How did you establish a need for your project? An investigation into the compliance of the lighting installation was undertaken in 2019 and found that due to the variation in pole heights, the required AS2560.2.3 of an average 100lux and 0.5 uniformity cannot be achieved at the ground. In addition the level of glare required to meet AS2560.2.3 is not achievable due the luminaire positioning being in the horizontal plane. Past attempts to adjust the lighting to improve the lux level on the ground has resulted in light spill from the facility impacting local residential properties. The lack of a compliant lighting installation has caused operational problems for the resident sporting club and adjustments and “work-rounds”, that have reduced the training capacity of the ground, have needed to be implemented to ensure safety for players on the ground. The provision of efficient lighting using smart control technology is in line with the City’s One Planet Strategy (Attachment 03) in improving energy efficiency and creating an environment that promotes active communities. | |
| What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)? Initially the project considered the replacement of all 4 x 30m towers on site. However structural investigations confirmed that the existing 30m pole on the reserve were in good condition and replacement would not be required, for this reason the provision of two new 30m towers to replace the existing 3 x 20m towers was considered over the replacement of all towers on the site. | |
| Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created? The ongoing and future management of the floodlighting installation will be managed through the City’s Asset Management Plan - Parks and Landscaping – 2018 (Attachment 04). This plan outlines how the City will manage its extensive parks and landscape asset portfolio and support the City’s Long Term Financial Management Plan. | |
| Project location: | Gilbert Fraser Reserve, 21 John Street, NORTH FREMANTLE WA 6159 |
| Land ownership: | Who owns the land on which your facility will be located? Crown Land vested in the City of Fremantle. Lease Expiry (if applicable): n/a |
| Planning approvals | No <input type="checkbox"/> If no, provide the date it will be applied for: _____ |
| Where applicable, has planning permission been granted? (LGA) | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____/_____/_____ |
| Aboriginal Heritage Act? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____/_____/_____ |
| Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River) | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____/_____/_____ |
| Native Vegetation Clearing Permit? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____/_____/_____ |
| Please list any other approvals that are required? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> _____/_____/_____ |
| How will your project increase physical activity? At present the existing lighting is restricting the use of the oval due to poor light uniformity and activities on the reserve need to be restricted. The new lighting system will open up the entire playing surface and provide a larger training area. The system will also permit the use of the reserve for scheduled night fixtures increasing the capacity of the ground to hold additional matches outside the traditional Sat/Sun schedule. | |
| Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Gilbert Fraser Reserve is operated by the North Fremantle Associated Clubs Inc. This sporting association is formed from the three main clubs using the reserve, North Fremantle Amateur Football Club, Fremantle AFL Masters Football Club Inc. and Fremantle Mosman Park Cricket Club. The reserve is also home to North Fremantle Primary School, Indian Ocean Dragon Boat Club and the venue for the annual Volunteer Fire and Rescue Service State Championships. The reserve is also used as a sports carnival for local schools and is the local public open space for resident in the | |

North Fremantle locality.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

| Sport/community organisation | % use of the facility | Hours per week |
|--|-----------------------|----------------|
| North Fremantle Amateur Football Club | 47 | 13.50hrs |
| Fremantle AFL Masters Football Club Inc. | 18 | 5hrs |
| Fremantle Mosman Park Cricket Club | 35 | 10hrs |

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, i.e. recreation facility or aquatic centre, enter the number of users of the facility.

| | | | | | |
|---------|-----|---------|-----|---------|-----|
| 2017/18 | 389 | 2018/19 | 405 | 2019/20 | 343 |
|---------|-----|---------|-----|---------|-----|

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

| | |
|--|---|
| What is the name of the State Sporting Association for your activity/sport? | |
| West Australian Football Commission | |
| Have you discussed your project with your State Sporting Association? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Contact Name: Paul Lekias | Date of contact: October 2019 |

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

| Task | Date |
|---|------------------|
| Attainment of Council approvals | 12 August 2020 |
| Preparation of tender/quotes for the major works contract | 2 November 2020 |
| Issuing of tender for major works | 7 December 2020 |
| Signing of major works contract | 14 December 2020 |
| Site works commence | 1 February 2021 |
| Construction of project starts | 1 February 2021 |
| Project 50% complete | 18 March 2021 |
| Project Completed | 23 April 2021 |
| Project hand over and acquittal | 28 May 2021 |

Are there any operational constraints that would impact on the construction phase of your project?

At the time of application there are no constraints known to the City of Fremantle that would delay or adversely impact the project. As with all projects managed by the City, acceptable levels of contingencies are allowed for within both the project time line and budget.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Ian Ireland

Position Held: Community Facilities Planner

Signature: 

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Application form. |
| <input checked="" type="checkbox"/> | Incorporation Certificate. |
| <input checked="" type="checkbox"/> | Two written quotes. |
| <input checked="" type="checkbox"/> | If your project involves the upgrade of an existing facility, include photograph/s of this facility. |
| <input checked="" type="checkbox"/> | Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure. |
| n/a | Income and expenditure statements for the current and next financial years. (LGAs exempted). |
| <input type="checkbox"/> | Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided). |
| n/a | For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy. |
| <input checked="" type="checkbox"/> | Itemised project cost for components and identified on the relevant quote for each (including cost escalation). |
| <input checked="" type="checkbox"/> | For floodlighting projects, a lighting plan must be supplied showing lux, configuration and sufficient power supply (Attachment 04) |

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

| Category | | Details |
|---------------------------|---|---|
| Geographical location | <input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government | n/a |
| Co-location | <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing | The ground is the home to 4 sporting clubs and the upgrade of floodlighting will ensure the ongoing |
| Sustainability initiative | <input type="checkbox"/> Water saving <input checked="" type="checkbox"/> Energy reduction <input type="checkbox"/> Other | The conversion of metal halide lighting to LED lighting will have an estimated 30% saving in electrical consumption and subsequent reduction in carbon footprint. |
| Increased participation | <input checked="" type="checkbox"/> New participants <input checked="" type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other | Improved lighting on the reserve will increase the training capacity of the facility and allow for the fixturing of night matches to accommodate any growth within the clubs including for female football. |

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

| Project Description (detailed breakdown of project to be supplied) | \$ Cost ex GST | \$ Cost inc GST | Quote Used (list company name and quote no) |
|---|----------------|-----------------|--|
| Demolition of existing poles | 6,860.00 | 7,546.00 | Stiles Electrical – Q6108 (Attachment 05) |
| Trenching, conduit & pits | 45,642.25 | 50,206.48 | Stiles Electrical – Q6108 (Attachment 05) |
| 2 x 30m light poles - supply | 22,000.00 | 24,200.00 | Stiles Electrical – Q6108 (Attachment 05) |
| 2 x 30m light poles – foundations | 11,975.00 | 13,172.50 | Stiles Electrical – Q6108 (Attachment 05) |
| 2 x 30m light poles - installation | 2,902.00 | 3,192.20 | Stiles Electrical – Q6108 (Attachment 05) |
| 20 x LED fittings – supply and install on 4 x 30m towers | 94,150.00 | 103,565.00 | Stiles Electrical – Q6108 (Attachment 05) |
| Cabling | 34,012.40 | 37,413.64 | Stiles Electrical – Q6108 (Attachment 05) |
| Switchboard – from existing supply – 45A/3 phase | 16,620.20 | 18,282.22 | Stiles Electrical – Q6108 (Attachment 05) |
| Night Aiming | 5,788.00 | 6,366.80 | Stiles Electrical – Q6108 (Attachment 05) |
| Testing & Commissioning | 360.00 | 396.00 | Stiles Electrical – Q6108 (Attachment 05) |
| O & M Manuals | 720.00 | 792.00 | Stiles Electrical – Q6108 (Attachment 05) |
| Building Permit | 2,362.25 | 2,598.48 | Stiles Electrical – Q6108 (Attachment 05) |
| Contingency | 16,607.90 | 18,268.69 | Stiles Electrical – Q6108 (Attachment 05) |
| Donated materials (Please provide cost breakdown) | n/a | n/a | n/a |
| Volunteer labour (Please provide cost breakdown) | n/a | n/a | n/a |
| Sub Total | 260,000.00 | 286,000.00 | Stiles Electrical – Q6108 (Attachment 05) |
| Cost escalation | n/a | n/a | Escalation not anticipated in term of project. |
| a) Total project expenditure | 260,000.00 | 286,000.00 | Stiles Electrical – Q6108 (Attachment 05) |

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

| Source of funding | \$Amount ex GST | \$ Amount inc GST | | Funding confirmed Y / N | Comments to support claim (please attach relevant support) |
|--------------------------------------|-------------------|-------------------|--|-------------------------|--|
| Local government | 173,333.33 | 190,666.67 | LGA cash and in-kind | Y | As per attached Council Report |
| Applicant cash | n/a | n/a | Organisation's cash | n/a | n/a |
| Volunteer labour | n/a | n/a | Cannot exceed applicant cash and LGA contribution – max \$50,000 | n/a | n/a |
| Donated materials | n/a | n/a | Cannot exceed applicant cash and LGA contribution | n/a | n/a |
| Other State Government funding | n/a | n/a | | n/a | n/a |
| Federal Government funding | n/a | n/a | | n/a | n/a |
| Other funding – to be listed | n/a | n/a | Loans, sponsorship etc | n/a | n/a |
| CSRFF request (No Development Bonus) | 86,666.67 | 95,333.33 | up to 1/3 project cost | N | |
| or CSRFF request (Development Bonus) | n/a | n/a | Up to ½ project cost | N | |
| b) Total project funding | 260,000.00 | 286,000.00 | <i>This should equal project expenditure as listed on the previous page</i> | | |

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If there was a shortage of funding for the project the City would have to review both the scope and the timeline for the project to deliver a fit-for-purpose outcome within the resources available over an extended timeframe.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

| |
|--|
| Name of Local Government Authority: City of Fremantle |
| Name of Applicant: Ian Ireland |

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

| | Satisfactory | Unsatisfactory | Not relevant |
|---|-------------------------------------|--------------------------|--------------------------|
| Project justification | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planned approach | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Community input | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Management planning | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access and opportunity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Design | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial viability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Co-ordination | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Potential to increase Physical activity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sustainability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section B

| | |
|---|---|
| Priority ranking of no of applications received | 1 of 1 applications received |
| Is this project consistent with the | <input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan |
| Have all planning and building approvals been given for this project? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If no, what approvals are still outstanding? | Building License to be obtained prior to construction. |

Project Rating (Please tick the most appropriate box to describe the project)

- A Well planned and needed by municipality
- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

| |
|--|
| <p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p> <p>The attached council report (Attachment 06) provides confirmation of funding allocation for the project and</p> |
| <p>2. A) If a community group application: Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) If a council application: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p> <p>The City is fully aware of the ongoing cost of operation of infrastructure of this nature and operates similar installation at several other sporting reserves. User groups contribute to the ongoing operation in paying fees for power consumption and ongoing maintenance.</p> |
| <p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p> <p>The provision of lighting will enhance the sporting and recreation capacity of Gilbert Fraser Reserve and provide the resident sporting clubs complaint sports floodlighting that maximised efficient through the use of LED lights and smart control technology.</p> |

Signed



Position Community Facilities Planner Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 14 August 2020**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au



| | | | |
|---|--|---|---|
|  | <p>Town Hall Centre 8 William Street, Fremantle WA 6160 PO Box 807, Fremantle WA 6959 T 08 9432 9999 F 08 9430 4634 TTY 08 9432 9777 E info@fremantle.wa.gov.au W www.fremantle.wa.gov.au</p> |  | <p>Gilbert Fraser Reserve - North Fremantle</p> |
| <p>The City of Fremantle does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Includes layers based on information provided by and with the permission of the Western Australian Land Information Authority (Landgate) (2013).</p> | | | <p>27/07/2020 Scale (A4) 1:6000</p> |



This design has been created based on specified parameters supplied by the client, and other design inputs and/or details, as defined in this document. In no event, the accuracy of the values will differ due to environmental variations such as actual terrain conditions, view horizon reference, supply voltage, local climatic and/or atmospheric conditions, observation distance, etc. These results are subject to generally accepted photometric, lighting, and calculation programs and procedures. GLG and Lighting provides this calculation method only as a representative warranty of service. The Company shall be under no liability to the customer for future better light performance. Unless the performance of the goods supplied is specifically guaranteed in writing, and in such written guarantee shall be subject to accepted manufacturer's warranties and tolerances applicable to the goods.

| REV | DATE | COMMENTS | DESIGNED |
|-----|------------|-----------------|----------|
| 01 | 05/07/2020 | Original Design | 3H |
| | | | |
| | | | |
| | | | |

| PROJECT |
|---|
| Gilbert Fraser Reserve East Fremantle WA |
| CLIENT |
| |

| TITLE |
|-----------------------------------|
| Oval Lighting Proposal 100 lux |
| DOCUMENT NO. |
| 0214347 |

| | |
|----------|-------------|
| REVISION | R0 |
| DRAWN | A3 |
| PAGE NO | Page 1 of 2 |

| Qty | Symbol | Label | LLF | Description | Lum. Lumens | Filename |
|-----|--------|-----------|-------|--|-------------|-------------------|
| 2 | | Rap A1 | 0.880 | Sylvania A1 Raptor LED 1270W 5700K CRI70 XNB | 136419 | SR4H757A1.ies |
| 17 | | Rap A2 | 0.880 | Sylvania A2 Raptor LED 1270W 5700K CRI70 NB | 138000 | SR4H757A2.ies |
| 1 | | Rap A2+RS | 0.880 | Sylvania A2 Raptor LED 1270W 5700K CRI70 Right S | 118809 | Copy_180259PH.ies |

| Label | CalcType | Units | Avg | Max | Min | Mir/Avg | Min/Max | PrSpctLr | PrSpctB | Meter Type |
|---------|-------------|-------|--------|-----|-----|---------|---------|----------|---------|------------|
| Oval Ch | Illuminance | Lux | 112.46 | 210 | 65 | 0.58 | 0.31 | 5 | 5 | Horizontal |

| Label | Max |
|-------------|-----|
| StatArea_GR | 41 |

| LumNo | Label | X | Y | Z | Orient | Tilt |
|-------|-----------|--------|--------|----|---------|------|
| 1 | Rap A2 | 66 | 44.5 | 30 | 238 | 0 |
| 2 | Rap A2 | 65.5 | 45.25 | 30 | 220 | 6 |
| 3 | Rap A1 | 65 | 46 | 30 | 215 | 6 |
| 4 | Rap A2 | 64.5 | 46.75 | 30 | 165 | 2 |
| 5 | Rap A2 | 64 | 47.5 | 30 | 155 | 2 |
| 6 | Rap A2 | 51.75 | 61 | 30 | 7 | 2 |
| 7 | Rap A2 | -52.25 | 60.25 | 30 | 5 | 2 |
| 8 | Rap A1 | -52.75 | 59.5 | 30 | 322 | 5 |
| 9 | Rap A2 | -53.25 | 58.75 | 30 | 301.993 | 6 |
| 10 | Rap A2 | 53.75 | 58 | 30 | 275 | 0 |
| 11 | Rap A2 | -52.5 | -53.75 | 30 | 78 | 0 |
| 12 | Rap A2 | -52 | -54.5 | 30 | 60 | 6 |
| 13 | Rap A2 | -51.5 | -55.25 | 30 | 47 | 6 |
| 14 | Rap A2 | -51 | -56 | 30 | 10 | 0 |
| 15 | Rap A2+RS | 50.5 | -56.75 | 30 | 350 | 0 |
| 16 | Rap A2 | 47 | 66 | 30 | 178 | 0 |
| 17 | Rap A2 | 47.5 | 65.25 | 30 | 160 | 0 |
| 18 | Rap A2 | 48 | -64.5 | 30 | 129 | 6 |
| 19 | Rap A2 | 48.5 | -63.75 | 30 | 115 | 6 |
| 20 | Rap A2 | 49 | -63 | 30 | 92 | 2 |

Obtrusive Light - Compliance Report
AS/NZS 4282:2019, A3 - Medium District Brightness, Non-Curfew L1
Filename: 0214347 - Gilbert Fraser Reserve - 100lux
3/07/2019 4:39:14 PM

Illuminance
Maximum Allowable Value: 10 Lux

Calculations Tested (3):

| Calculation Label | Test Results | Max. Illum. |
|----------------------------|--------------|-------------|
| Residential North_III_Seg1 | PASS | 5.4 |
| Residential East_III_Seg1 | PASS | 0.9 |
| Residential West_III_Seg1 | PASS | 2.9 |

Luminous Intensity (Cd) At Vertical Planes
Maximum Allowable Value: 12500 Cd

Calculations Tested (3):

| Calculation Label | Test Results |
|---------------------------|--------------|
| Residential North_Cd_Seg1 | PASS |
| Residential East_Cd_Seg1 | PASS |
| Residential West_Cd_Seg1 | PASS |

Threshold Increment (TI)
Maximum Allowable Value: 20 %

Calculations Tested (4):

| Calculation Label | Adaptation Luminance | Test Results |
|-------------------------------|----------------------|--------------|
| Turton Street Driving South | 1 | PASS |
| John Street Driving East | 1 | PASS |
| John Street Driving West | 1 | PASS |
| Johannah Street Driving North | 1 | PASS |

Upward Waste Light Ratio (UWLR)
Maximum Allowable Value: 2.0 %

Calculated UWLR: 0.0 %
Test Results: PASS

Lighting Levels & Luminaire Details

- > Oval - 100 lux average
- > Club Competition & Match Practice (AS2560.2.3)
- > 2 x A1 Raptor LED 1270W 5700K CRI70 Floods
- > 18 x A2 Raptor LED 1270W 5700K CRI70 Floods (1 with right side shield)

-> 4 x Existing 30m Poles (LP1 to LP4)

Design Notes
For further calculations and/or for installation aiming details please consult your Gerard Lighting representative.

This drawing has been created manually from an aerial image only. Site dimensions should be confirmed prior to installation. A surveyed drawing including the surrounding property boundaries and the playing field location is required to increase the accuracy of this lighting calculation.

A maintenance factor of 0.88 has been applied to all luminaires. A maintenance policy should be adopted to support the maintenance factor of 0.88.

Maximum glare rating is 41 for observer locations as per Figure 6 AS2560.2.3 2007. Glare ratings are based on a diffuse playing surface reflectance of 25%.

There have been no obstructions such as trees, fences or buildings included in this lighting calculation.

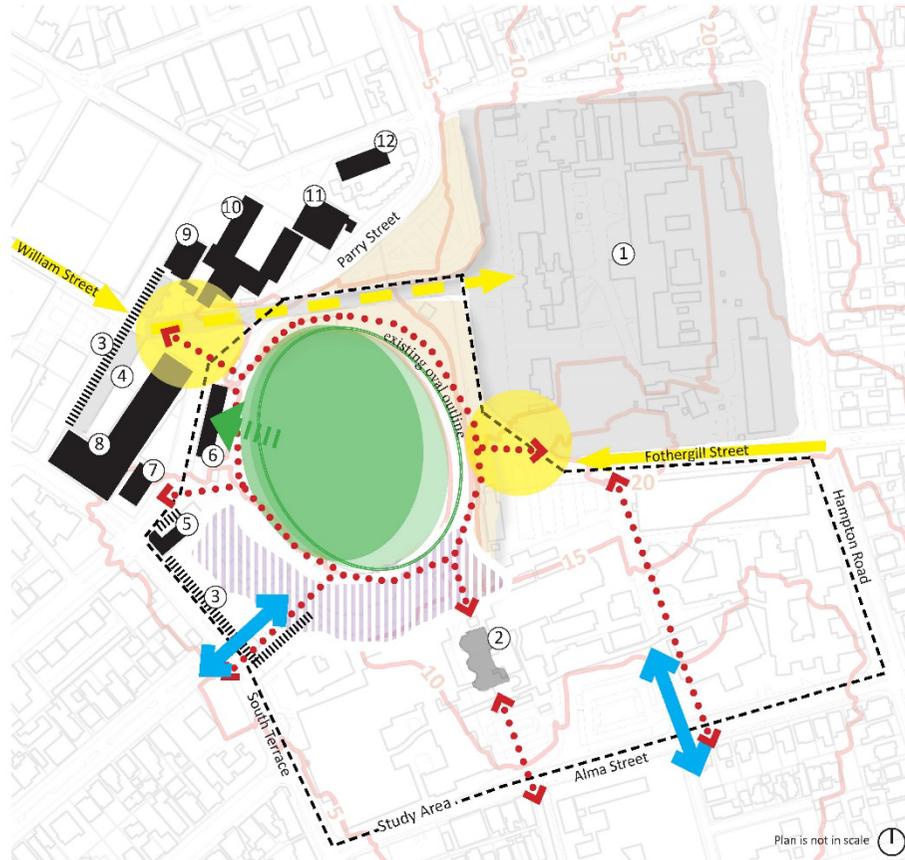


| REV | DATE | COMMENTS | DESIGNED | PROJECT | TITLE | PROFICIAL |
|-----|------------|-----------------|----------|---|-----------------------------------|-------------------------|
| 00 | 02/07/2019 | Original Design | 30 | Gilbert Fraser Reserve East Fremantle WA | Oval Lighting Proposal 100 lux | R0 |
| | | | | | | A3 |
| | | | | CLIENT | DOCUMENT NO. 0214347 | PAGE NO. Page 2 of 2 |

SPT2008-3 FREMANTLE OVAL UPDATE REPORT

ATTACHMENT 1 - Design Principles Diagram

KEY PRINCIPLES DIAGRAM



- | | | | | |
|-----------------------------|--------------------|---------------------|--------------------|----------------------|
| Gold Rush Heritage Elements | ① Fremantle Prison | ④ Warder Cottages | ⑦ Church | ⑩ Old Police Station |
| Convict Heritage Elements | ② The Knowle | ⑤ Synagogue | ⑧ Fremantle Market | ⑪ Drill Hall |
| | ③ Convict Wall | ⑥ Victoria Pavilion | ⑨ Courthouse | ⑫ Warders Cottages |

The purpose of the diagram is to visually communicate the key principles for the potential future upgrades and developments within the Fremantle Oval Precinct.

The diagram demonstrates the major axis points to and within the precinct in relation to the heritage elements and broader context. The diagram is the first step in developing a guiding framework for this important and complex precinct. It is not a design proposal or masterplan.

- 1. Upgrade the Fremantle Oval for football**
 - Re-orient and re-size the oval in order to optimise its use for WAFL and AFLW.
- 2. Improve pedestrian entry areas/ axis points**
 - Create legible and safe pedestrian entries to the precinct along the primary pedestrian accesses leading to the precinct.
 - Reinforce the primary pedestrian connections by improving visual & physical linkages
- 3. Improve pedestrian/ cycling permeability**
- 4. Create clear, new major vehicular access points into precinct**
 - Internal vehicle road and movement layouts within precinct to be developed in the future as project evolves
- 5. Protect and improve the heritage setting of the Fremantle Prison**
 - Introduce physical and visual connections between the key Convict heritage elements
 - Retain the levels/ limestone scarp on the eastern side of the oval as part of the original setting to the prison
- 6. Future Potential Development**
 - Concentrate future development towards the southern end of the oval, away from prison, scarp and ramp.
- 7. Future Land Use Planning**
 - With football as the primary focus, other main land uses which will be encouraged within the precinct include residential, sports administration, community/cultural and public car-parking, which are commensurate with this location on the edge of the city centre, but also help support activity in the core of the city.

SPT2008-4 RECOVERY – POTENTIAL PLANNING APPROVAL RESPONSES

ATTACHMENT 1. Local Planning Policy 1.2 – Refunding and Waiving/Reducing of Planning and Building Fees



CITY OF FREMANTLE LOCAL PLANNING POLICY 1.2

REFUNDING AND WAIVING / REDUCING OF PLANNING AND BUILDING FEES

ADOPTION DATE: 23 July 2008

AUTHORITY: LOCAL PLANNING SCHEME NO. 4; PLANNING AND DEVELOPMENT (LOCAL GOVERNMENT PLANNING FEES) REGULATIONS 2000; BUILDING REGULATIONS 1989

This policy outlines the circumstances where the City may consider an application for the refund, reduction or waiving of planning fees charged in accordance with the *Planning and Development (Local Government Planning Fees) Regulations 2000* and building application fees charged in accordance with the *Building Regulations 1989*.

STATUTORY BACKGROUND

Planning fees are imposed in accordance with Regulation 4 and Schedule 1 of the *Planning and Development (Local Government Planning Fees) Regulations 2000*. The prescribed fees are a maximum amount which may be reduced in accordance with regulation 7 or waived or refunded (in whole or part) under regulation 14. Regulation 8 also permits a local government to recover costs and expenses incurred in the provision of a specified service. Building Licence fees are imposed in accordance with Part 6 of the *Building Regulations 1989*.

The Schedule of Fees and Charges adopted with the Council's annual budget contains the fees set for the current financial year.

POLICY

1. Council does not consider financial hardship, personal or family circumstances to be grounds for the waiving or reduction of planning fees.
2. **Waiving of Planning and Building Fees**
Planning fees will not be waived under any circumstances except by a resolution of the Council. Building fees will not be waived under any circumstances.
3. **Reduction of Planning Fees**
An application for a reduction in planning fees by 50% may be approved under the following circumstances:
 - (a) Where the development is of less than \$50,000 in value and the application is, in the opinion of the Manager Development Services, similar to a previous application determined during the preceding year to the point where previous assessment work can significantly contribute to the assessment of the new application.OR
 - (b) Where the applicant is a "not for profit" organisation and has obtained an income tax exemption status from the Australian Taxation Office.OR
 - (c) Where the application is for a home occupation only under the Federal Government's New Enterprise Incentive Scheme (NEIS).

Where an application for a fee reduction is made under (b) or (c) above, the applicant will be required to provide sufficient proof at the time of submitting the request.

4. Refund of Planning Fees

The City will consider a written request for the refund of planning fees where the application is withdrawn prior to a determination being issued only in the following circumstances:

- (a) Where, in the opinion of the Manager Development Services, no assessment work has been undertaken by the City and the application is subsequently withdrawn in writing within seven (7) days of the date of application, 90% of application fee may be refunded.
- (b) Where assessment work has commenced by the City, a refund of 50% of the application fee may be approved where:
 - (i) The application has not been advertised; and
 - (ii) The application is withdrawn in writing by the applicant within twenty one (21) days of lodgement of the application.

5. Costs and Expenses

The City will not waive or reduce any costs or expenses that may be charged to an applicant where these are incurred through the provision of a service under Regulation 8 of the *Planning and Development (Local Government Planning Fees) Regulations 2000* regardless of whether a reduced application fee under 3(a), (b) or (c) has been approved.

6. Variations to Planning Approvals

A reduction in fees shall not apply to applications to vary a planning approval which has already been granted unless the need for such an application is solely attributable to a previous administrative error in which case no fee will be charged.

7. Unauthorised Existing Development

The reduction or refund of planning fees will not under any circumstances apply to applications made under clause 8.4 of Local Planning Scheme No. 4 where a use or development has already been commenced or carried out unlawfully and the purpose of the application is to render that use or development lawful under the Scheme.

8. Building Licence Fees

The *Building Regulations 1989* do not make provisions for a Building Licence to be transferred to another builder and therefore a change in the building contractor requires the issue of a new licence. The City will impose the minimum building licence application fee(s) only for the issue of a new licence in this circumstance where:

- (a) a landowner nominates a new builder to undertake works that had previously been licensed by the City to another builder; and
- (b) in the opinion of the Principal Building Surveyor, the building plans are identical and the act of producing the licence in the new builder's name is an administration issue only, with no reconsideration of the documents being required.

In all other circumstances, the full fee is required to be paid. The City will not refund the Building Licence fees payable for the issue of the original Licence.

C2008-1 COVID 19 RECOVERY PLAN - DRAFT FOR ADOPTION

ATTACHMENT 1 - COVID 19 Recovery Plan - Draft

City of Fremantle

COVID-19 COMMUNITY RECOVERY
PLAN **DRAFT**

DRAFT

Introduction

Since March 2020, the COVID-19 pandemic has led to a global economic, financial and social shock. In the initial phase of the pandemic, the City of Fremantle was engaged in immediate actions to respond to the state of emergency, stabilise service delivery and provide emergency relief to the community.

With the Western Australian government's move to Phase 4 of its 'COVID-19 Roadmap', the City has moved into its next phase of response: this plan sets out the City's objectives and priorities for Recovery, looking at how best to support the community in adjusting to the changes the pandemic has created, and planning for the future.

The plan reflects the recommendations of three internal working groups established by Council in April 2020, and the outcomes of their work consulting with stakeholders and identifying priorities for economic and community recovery.

Purpose

The purpose of this document is to outline the key approaches and priorities the City of Fremantle Council wishes to pursue over the next 12 months to support its community in recovering from the impacts of the pandemic.

The plan has a short term outlook, though a number of initiatives are likely to extend beyond that horizon, and be incorporated into future longer term planning.

Background

Strategic context

The City of Fremantle's [Strategic Community Plan 2015-25](#) outlines the vision for Fremantle and goals for seven key focus areas:

- Economic Development
- Environmental Responsibility
- Transport and Movement
- Character, Culture and Heritage
- Places for People
- Health and Happiness
- Capability

The City pursues these goals through a series of plans, projects, services and activities, resourced and coordinated through the Corporate Business Plan. The COVID-19 pandemic does not alter these end goals but rather it changes the context in which we are trying to pursue them, and requires a shift in priorities and approach.

The City of Fremantle has been particularly vulnerable to the impacts of the pandemic: compared to Western Australia, the Fremantle community has a higher proportion of lone person households and a higher proportion of the population aged over 65, with age one risk factor for severe illness from COVID19. The Fremantle community also has a lower median household weekly income, a higher proportion of household financial stress amongst renters and higher proportion of households without internet access. The Fremantle economy has also been significantly impacted due to the prevalence of tourism, hospitality and creative industries along with retail, recreation and tertiary education, all of which sectors have been significantly impacted.

Localised impact

The global impact of the pandemic has already translated into localised economic and social issues and risks within the City of Fremantle, requiring a tailored and place-based approach.

Immediate impacts on the local community have included:

- Managing the immediate health risks and ensuring localised compliance with State Government directives, including temporarily closing some services.
- Personal lifestyle adjustments necessary to comply with health directives and exposure of the 'digital divide' within the community.
- Dramatically reduced tourism impacting Fremantle city centre as a destination.
- Loss of trade and employment (initially concentrated in tourism, hospitality, tertiary education and creative industries).
- Closure of many venues, clubs and cancellation of events.
- Social and economic challenges from loss of income (including loss of home for some).
- Projected long term economic macro and micro economic impacts.
- Increased anxiety, isolation and mental health issues.

Many of these impacts may persist over the longer term or exacerbate pre-existing issues and disadvantage.

Despite significant challenges, some benefits have also been reported by the community and organisations, particularly during lockdown, including:

- Reaffirmed personal priorities about 'what's really important' and improved social connection with immediate family, friends and neighbours:
- More time to think and live at a slower pace, reduced work demands for some.
- Greater connection with 'home', the local neighbourhood and local businesses.

- Increase in volunteering and new partnerships to deliver help to our community, including the City's Neighbour to Neighbour program, and Doorstop Dinners.
- Rapid transition and uptake of online operation and work from home opportunities.
- Less travel (and more time to exercise, cycle and 'stay local').
- Positive initiatives from some community organisations included improved administrative processes and procedures, increased digital presence and loyalty as services or sports restart.

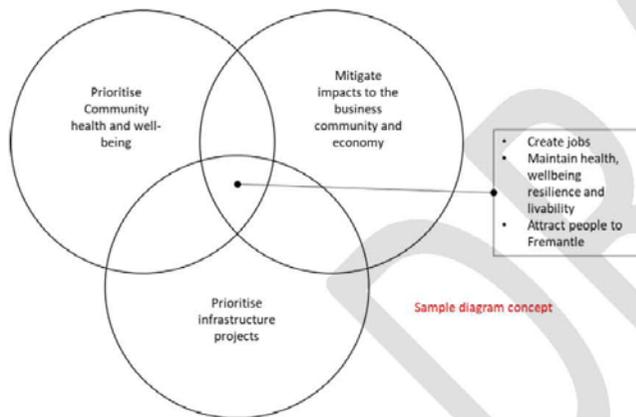
This plan provides a short term response to these changes and identifies key approaches and priorities to support our community in recovering from the negative impacts of the pandemic both socially and economically, and building on positive aspects.

Objectives & Action Areas

Goals

Initial goals of Council in responding to the pandemic have been to:

1. Prioritise the health and wellbeing of our community (COMMUNITY);
2. Mitigate the significant impacts of COVID-19 on our economy and business community (ECONOMY); and
3. Prioritise the delivery of infrastructure that best supports community and economic recovery, creates jobs, improves liveability and attracts people to Fremantle (INFRASTRUCTURE)



Initiatives linked to these goals seek to achieve three core outcomes:

- Maintain health, wellbeing and resilience in our community;
- Create, sustain or reinstate jobs within the Fremantle economy;

- Attract people from throughout Perth and Western Australia to increase visitation and spend within the Fremantle economy and increase participation by both visitors and locals in the many activities and events it offers.

Objectives

The recovery working groups identified more detailed objectives and approaches that could help achieve the recovery goals for the City of Fremantle:

Economy

- Provide assistance in accessing support required to scale business back up.
- Reengage Fremantle's workforce with retailers and hospitality operators and weekend leisure opportunities.
- Provide or support engaging and entertaining activities and events.
- Targeted and tailored promotion of Fremantle's unique offerings to the broader metropolitan area.
- Determine which of its own levers the City can pull to expedite outcomes (eg parking, fees, charges, planning).

Community

- Ensure our community can access relief and support in the short-term crisis, particularly the most vulnerable people.
- Engage and collaborate with key stakeholders in the medium term to build upon the strong neighbourhood connections established in the early months of the pandemic and reconnect the community that is at risk of social isolation.
- Adopt new learnings and create 'new ways of living' for ongoing community development and resilience.

Infrastructure

- Maximise grants opportunities: through project alignment assessment and planning. Invest in preparatory design work.

- Build smart: Invest in projects with highest overall community return by applying additional recovery criteria to project prioritization:
 - Creates jobs
 - Creates a drawcard/attracts visitation
 - Improves local business
 - Improves liveability

Action Areas

To deliver on these, a series of actions and initiatives have been developed, grouped into four action areas based on common themes across the three working groups:

1 – Support: Assist community members, groups and businesses to access the support they need to recover.

2 – Activate: Activate places and spaces to bring people back to Fremantle and create opportunities for interaction and connection.

3 – Leverage/ Collaborate: Leverage our unique attractions, assets, networks and people.

4 – Renew: Invest in a positive and sustainable future.

A number of initiatives fit under more than one area, just as many contribute to more than one objective. All align with the "Statement of Principles" announced by the mayors of the C40 Climate Leadership Group, supported by Council in May 2020.

Many of the initiatives identified by the working groups were already planned or can be pursued as part of normal business operations. This plan therefore focusses on a selection of priority activities Council wishes to pursue, as follows:

Priority Initiatives

| 1 – Support: Assist community members, groups and businesses to access the support they need to recover. | |
|---|--|
| Economy | |
| Primary Objective: | Priority Initiatives |
| Provide assistance in accessing support required to scale business back up. | <ul style="list-style-type: none"> • Realign the City's Business Capacity Building program to focus on the delivery of a post-COVID-19 road map for small businesses, including creative industries • Develop a business and investor concierge service in order to simplify and support positive and timely engagement with City services and processes • Create digital platform for artists to sell their work eg REVEALED, FOUND online shop, and other opportunities to access the arts during times of restricted travel and social distancing • Provide \$50,000 arts grant program for grass roots program |
| Community | |
| Primary Objective: | Priority Initiatives |
| Ensure our community can access relief and support in the short-term crisis, particularly the most vulnerable people. | <ul style="list-style-type: none"> • Engage with WAAMH mental health campaign • Develop a directory to assist community access to personal support services and information • Develop financial hardship policy in recognition of increased instances of financial stress brought about by COVID-19 • Explore ways to reduce the digital divide for those at risk of isolation and unable to access online services |
| 2 – Activate: Activate places and spaces to bring people back to Fremantle and provide them opportunities to interact and connect. | |
| Economy | |
| Primary Objective: | Priority Initiatives |
| Reengage Fremantle's workforce with retailers and | <ul style="list-style-type: none"> • Engage with large Fremantle employers in order to educate their workforces |

| | |
|---|---|
| hospitality operators and weekend leisure opportunities. | on the experiences, products and services that are available from Fremantle's local businesses during their workday. |
| Provide or support engaging and entertaining activities and events. | <ul style="list-style-type: none"> • Work to develop a program of activations, including both major events and street level interventions that will aid in attracting people back to Fremantle and align with current or future restrictions resulting from COVID-19. • Restore arts and culture and festival programs and adapt to post-COVID environment |
| Targeted and tailored promotion of Fremantle's unique offerings to the broader metropolitan area. | <ul style="list-style-type: none"> • Deliver a tailored program of destination marketing activity in line with the This is Fremantle brand that targets intrastate travellers and Perth residents and promotes Fremantle as a place to visit, with the ability to pivot activities if State and International borders are to open. |
| Community | |
| Primary Objective: | Priority Initiatives |
| Engage and collaborate with key stakeholders in the medium term to build upon the strong neighbourhood connections established in the early months of the pandemic and reconnect the community that is at risk of social isolation. | <ul style="list-style-type: none"> • Build the capacity of community clubs and organisations, facilitate workshops and assist in grant writing • Adapt grants program to be more responsive to community needs and opportunities in post-COVID environment • Expand volunteering pathways and adapt Neighbour to Neighbour to a post-COVID environment • Provide support for community groups and organisations to deliver community events |
| Infrastructure | |
| Primary Objective: | Priority Initiatives |
| Build smart: Invest in projects with highest overall community return by applying additional recovery criteria to capital works project prioritization: | <ul style="list-style-type: none"> • Build Kings Square play space & public domain upgrades • Identify, prioritise and pursue park and sporting facilities improvements., particularly oval lighting (subject to funding) • Intensify cleanliness and community safety activities during the post pandemic period (subject to funding) |
| 3 – Leverage/ Collaborate: Leverage our unique attractions, assets, networks and people. | |

| | |
|---|--|
| Economy | |
| Primary Objective: | Priority Initiatives |
| Determine which of its own levers the City can pull to expedite outcomes (eg parking, fees, charges, planning). | <ul style="list-style-type: none"> • Work to create a more competitive parking environment via incentives, demand-based pricing and management which continues to support transport choice and maximise Fremantle's accessibility and appeal • Review opportunities to temporarily address relevant discretionary planning conditions that may be presenting some challenges for potential investors in the current post-pandemic environment. • Continue to review purchasing policy to determine approaches to increasing procurement via local businesses. |
| Community | |
| Primary Objective: | Priority Initiatives |
| Ensure our community can access relief and support in the short-term crisis, particularly the most vulnerable people. | <ul style="list-style-type: none"> • Work with our state government partners to develop wrap around support for mental health and homelessness. • Collaborate with our state and community partners on collective impact and place based approaches to addressing homelessness and disadvantage. |
| 4 - Renew: Invest in a positive and sustainable future. | |
| Economy | |
| Primary Objective: | Priority Initiatives |
| Determine which of its own levers the City can pull to expedite outcomes (eg parking, fees, charges, planning). | <ul style="list-style-type: none"> • Focus on the development of new and existing industries that will contribute to diversifying and building greater resilience in Fremantle's economy within a post-COVID environment. • Develop a Creative Strategy which provides a long term vision arts, culture and creativity in Fremantle's future |
| Community | |
| Primary Objective: | Priority Initiatives |
| Adopt new learnings and create 'new ways of living' for ongoing community development and resilience. | <ul style="list-style-type: none"> • Plan for a healthier, happier, inclusive Fremantle: <ul style="list-style-type: none"> - Recreation Plan - Social Inclusion Plan • Work with our state government partners to increase public, social and affordable housing availability in Fremantle (including use of under utilized |

| | |
|--|--|
| | <p>land).</p> <ul style="list-style-type: none"> • Explore ways to reduce the digital divide for those at risk of isolation and unable to access online services. |
| Infrastructure | |
| Primary Objective: | Priority Initiatives |
| Build smart: Invest in projects with highest overall community return by applying additional recovery criteria to capital works project prioritization | <ul style="list-style-type: none"> • Fremantle Markets Conservation Works • Arthur Head Conservation Works • Pursue Bike Infrastructure Improvements in conjunction with the State (subject to funding) |
| Maximise grants opportunities: through project alignment assessment and planning. Invest in preparatory design work. | <ul style="list-style-type: none"> • Plan for a revitalized Fremantle: <ul style="list-style-type: none"> - Advance design development of priority projects to be 'shovel ready'. - Develop 'Place' masterplans for key precincts (eg Station forecourt, Fremantle Oval) (subject to resource availability). |

Measures of Success

The success of the plan can be gauged by:

1. The health, wellbeing and satisfaction of our community;
2. The creation, retention and reinstatement of jobs in our economy;
3. Visitation to Fremantle, participation in the activities it has to offer and use of its spaces, places and facilities.

In charting progress, the City will monitor:

1. Uptake of support measures
2. State engagement on homelessness, public housing and mental health initiatives
3. Job creation and overall employment levels
4. Visitation to Fremantle
5. Participation in volunteering, clubs and events
6. Delivery of priority infrastructure projects

C2008-3 MONTHLY FINANCIAL REPORT - JULY 2020

ATTACHMENT 1 - Monthly Financial Report – 31 July 2020



CITY OF FREMANTLE



**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2020**

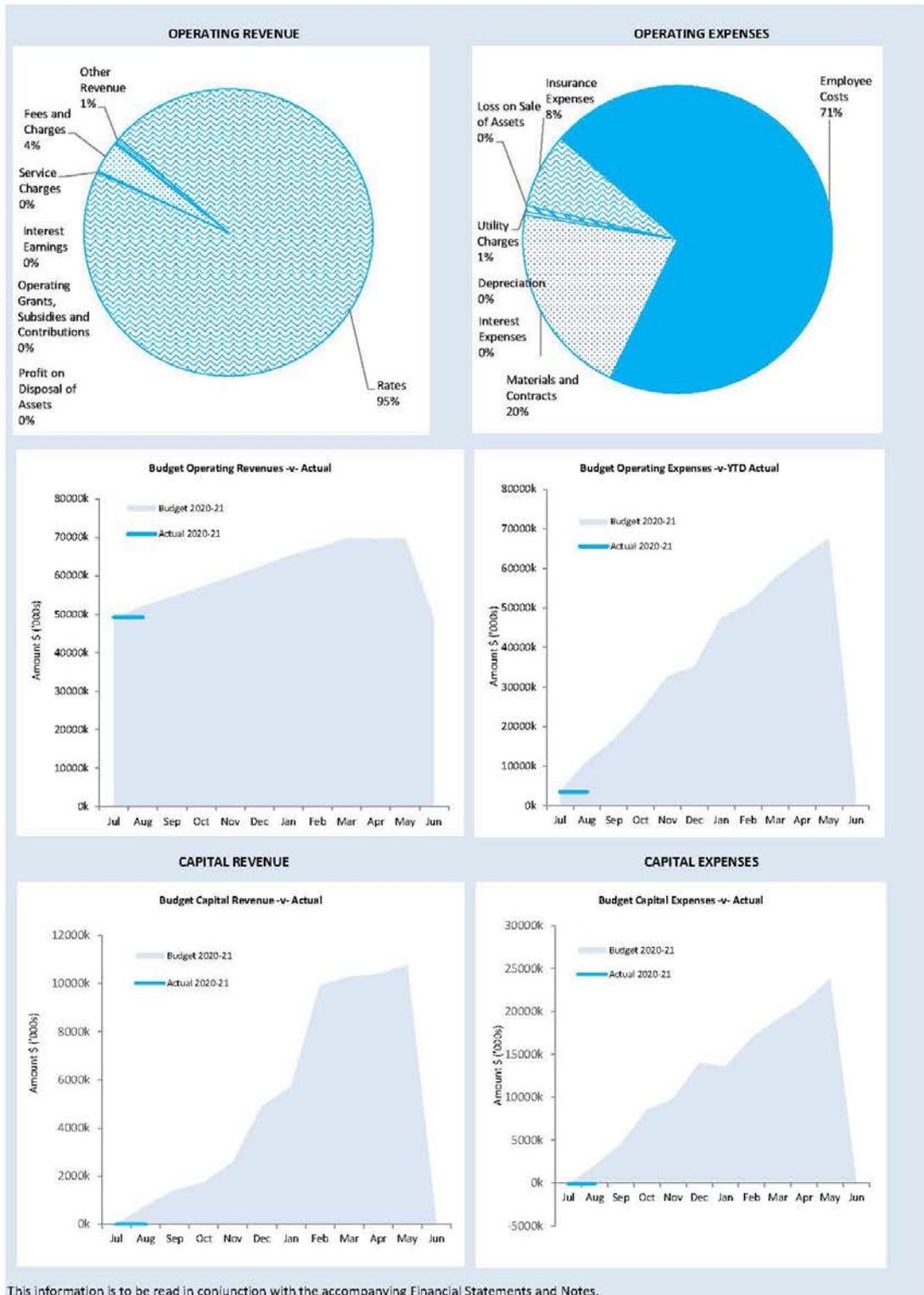
**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

SUMMARY GRAPHS



MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE

| Ref Not | 2020/21 Amended Budget | 2020/21 YTD Budget (a) | 2020/21 YTD Actual (b) | Variance (b) - (a) | Variance % (b)-(a)/(a) | Var. |
|---|------------------------|------------------------|------------------------|--------------------|------------------------|------|
| | \$ | \$ | \$ | \$ | % | |
| Revenue | | | | | | |
| Rates (including Annual Levy) | 47,209,568 | 47,009,618 | 47,032,744 | 23,126 | 0.05% | |
| Service Charges | 11,919 | 7,192 | 7,192 | - | - | |
| Operating Grants, Subsidies & Contributions | 3,281,209 | 79,053 | 86,389 | 7,336 | 9.28% | |
| Fees and Charges | 23,449,498 | 1,424,399 | 1,750,985 | 326,586 | 22.93% | ▲ |
| Interest Earnings | 853,686 | 43,862 | 43,862 | - | - | |
| Reimbursement Income | 714,760 | 12,138 | 18,384 | 6,246 | 51.46% | |
| Other Revenue | 95,000 | 299,724 | 315,149 | 15,425 | 5.15% | |
| | 75,615,640 | 48,875,986 | 49,254,706 | 378,720 | 0.77% | |
| Expenses | | | | | | |
| Employee Costs | (38,637,915) | (2,642,199) | (2,456,589) | 185,610 | 7.02% | |
| Employee costs - Agency Labour | (346,000) | (3,526) | (3,075) | 451 | 12.80% | |
| Materials and Contracts | (23,335,082) | (668,613) | (708,116) | (39,503) | (5.91%) | |
| Depreciation on Non Current Assets | (7,850,958) | - | - | - | - | |
| Interest Expenses | (760,713) | 13,055 | 13,055 | - | - | |
| Utility Charges (gas, electricity, water) | (2,049,150) | (20,652) | (20,900) | (248) | (1.20%) | |
| Insurance Expenses | (882,734) | (273,625) | (273,626) | (1) | - | |
| Other Expenditure | (2,198,354) | (51,715) | (51,710) | 5 | 0.01% | |
| | (76,060,906) | (3,647,275) | (3,500,962) | 146,313 | 4.01% | |
| Operating Surplus / (Deficit) | (445,266) | 45,228,711 | 45,753,744 | 525,033 | 1.16% | |
| Non-Operating Grants, Subsidies & Contributions | 7,771,822 | - | - | - | - | |
| Profit on Asset Disposals | 757,000 | - | - | - | - | |
| Loss on Asset Disposals | (63,265) | - | - | - | - | |
| | 8,465,557 | - | - | - | - | |
| Net Result | 8,020,291 | 45,228,711 | 45,753,744 | 525,033 | 1.16% | |
| Other Comprehensive Income | | | | | | |
| | - | - | - | - | - | |
| Total Comprehensive Income | 8,020,291 | 45,228,711 | 45,753,744 | 525,033 | 1.16% | |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAMME

| Ref Not | 2020/21 Amended Budget | 2020/21 YTD Budget (a) | 2020/21 YTD Actual (b) | Variance (b) - (a) | Variance % (b)-(a)/(a) | Var. |
|---|------------------------|------------------------|------------------------|--------------------|------------------------|------|
| | \$ | \$ | \$ | \$ | % | |
| Revenue | | | | | | |
| Governance | 417,750 | 291,417 | 296,665 | 5,248 | 1.80% | |
| General Purpose Funding | 48,673,272 | 46,898,659 | 46,920,785 | 22,126 | 0.05% | |
| Law Order Public Safety | 2,374,274 | 269,626 | 269,626 | - | - | |
| Health | 538,640 | 12,837 | 12,837 | - | - | |
| Education and Welfare | 906,395 | 85,204 | 121,765 | 36,561 | 42.91% | |
| Community Amenities | 1,956,257 | 221,843 | 221,806 | (37) | (0.02%) | |
| Recreation and Culture | 8,408,862 | 461,382 | 572,630 | 111,248 | 24.11% | ▲ |
| Transport | 10,049,684 | 612,728 | 628,422 | 15,694 | 2.56% | |
| Economic Services | 1,037,136 | - | 16,667 | 16,667 | - | |
| Other Property and Services | 1,253,370 | 22,290 | 193,503 | 171,213 | 768.12% | ▲ |
| | 75,615,640 | 48,875,986 | 49,254,706 | 378,720 | 0.77% | |
| Expenses | | | | | | |
| Governance | (7,154,375) | (987,877) | (1,046,642) | (58,765) | (5.95%) | |
| General Purpose Funding | (846,682) | (40,531) | (38,946) | 1,585 | 3.91% | |
| Law Order Public Safety | (4,576,936) | (205,254) | (191,983) | 13,271 | 6.47% | |
| Health | (912,582) | (45,932) | (50,472) | (4,540) | (9.88%) | |
| Education and Welfare | (2,930,267) | (135,655) | (128,649) | 7,006 | 5.16% | |
| Housing | (476,250) | (37,646) | (38,149) | (503) | (1.34%) | |
| Community Amenities | (12,464,340) | (348,491) | (336,975) | 11,516 | 3.30% | |
| Recreation and Culture | (22,517,444) | (983,875) | (849,211) | 134,664 | 13.69% | ▲ |
| Transport | (16,051,317) | (540,599) | (488,294) | 52,305 | 9.68% | |
| Economic Services | (2,759,019) | (69,657) | (83,425) | (13,768) | (19.77%) | |
| Other Property and Services | (4,610,981) | (264,813) | (261,272) | 3,541 | 1.34% | |
| | (75,300,193) | (3,660,330) | (3,514,017) | 146,313 | 4.01% | |
| Financial Costs | | | | | | |
| Governance | (542,571) | 12,851 | 12,851 | - | - | |
| Recreation and Culture | (57,655) | 119 | 119 | - | 0.03% | |
| Transport | (154,086) | 85 | 85 | - | 0.02% | |
| Economic Services | (6,401) | - | - | - | - | |
| | (760,713) | 13,055 | 13,055 | - | - | |
| Non-Operating Grants / Contributions for the development of assets | | | | | | |
| Community Amenities | 232,647 | - | - | - | - | |
| Recreation and Culture | 7,288,619 | - | - | - | - | |
| Transport | 250,556 | - | - | - | - | |
| | 7,771,822 | - | - | - | - | |
| Profit/(Loss) on disposal of assets | | | | | | |
| Other Property and Services | 693,735 | - | - | - | - | |
| | 693,735 | - | - | - | - | |
| Fair Value Adjustments to Non-Financial Assets at Fair Value through Profit/Loss | | | | | | |
| | | | | | | |
| Net Result | 8,020,291 | 45,228,711 | 45,753,744 | 525,033 | 1.16% | |
| Other Comprehensive Income | | | | | | |
| | | | | | | |
| Total Comprehensive Income | 8,020,291 | 45,228,711 | 45,753,744 | 525,033 | 1.16% | |

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

STATEMENT OF FINANCIAL POSITION

| Ref Note | 31-Jul-2020 (a) | 30-Jun-2020 (b) | Movement (c) = (a) - (b) |
|--|----------------------|----------------------|-----------------------------|
| | \$ | \$ | \$ |
| Current Assets | | | |
| Cash and Cash Equivalents | 9,008,984 | 18,651,646 | (9,642,662) |
| Other Financial Assets | 36,482,520 | 31,482,520 | 5,000,000 |
| Trade and Other Receivables | 56,062,318 | 2,581,959 | 53,480,359 |
| Inventories | 107,628 | 107,628 | - |
| Other Current Assets | 60,410 | 112,436 | (52,026) |
| | <u>101,721,861</u> | <u>52,936,190</u> | <u>48,785,671</u> |
| Non-Current Assets | | | |
| Other Receivables | 758,503 | 760,055 | (1,552) |
| Investments | 3,658,403 | 3,658,403 | - |
| Capital Work in Progress | (87,809) | 30,659,511 | (30,747,321) |
| Property, Plant and Equipment | 278,367,903 | 251,986,537 | 26,381,366 |
| Right of Use Asset | 420,270 | 420,270 | - |
| Investment Property | 31,580,997 | 30,471,196 | 1,109,800 |
| Infrastructure | 157,540,574 | 154,372,229 | 3,168,345 |
| | <u>472,238,841</u> | <u>472,328,203</u> | <u>(89,362)</u> |
| Total Assets | 573,960,702 | 525,264,392 | 48,696,310 |
| Current Liabilities | | | |
| Trade and Other Payables | (16,937,698) | (13,597,164) | (3,340,535) |
| Long Term Borrowings | (2,323,064) | (2,720,938) | 397,875 |
| Lease Liability | (481,227) | (481,227) | - |
| Provisions | (6,024,824) | (6,024,824) | - |
| | <u>(25,766,813)</u> | <u>(22,824,153)</u> | <u>(2,942,660)</u> |
| Non-Current Liabilities | | | |
| Long Term Borrowings | (24,933,027) | (24,933,027) | - |
| Lease Liability | (48,471) | (48,471) | - |
| Trade and Other Payables - Non - current | (68,386) | (68,386) | - |
| Provisions | (978,923) | (978,923) | - |
| | <u>(26,028,807)</u> | <u>(26,028,807)</u> | <u>-</u> |
| Total Liabilities | (51,795,620) | (48,852,960) | (2,942,660) |
| Net Assets | 522,165,082 | 476,411,433 | 45,753,649 |
| Equity | | | |
| Retained Surplus | (149,127,505) | (145,516,781) | (3,610,724) |
| Reserves - Cash/Investment Backed | (29,310,416) | (29,251,099) | (59,317) |
| Reserves - Asset Revaluation | (297,973,513) | (297,973,513) | - |
| Net Result (YTD Current Year) | (45,753,649) | (3,670,040) | (42,083,609) |
| Total Equity | (522,165,082) | (476,411,433) | (45,753,649) |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

RATE SETTING STATEMENT
BY NATURE AND TYPE

| Ref Not | 2020/21 Amended Budget | 2020/21 YTD Budget (a) | 2020/21 YTD Actual (b) | Variance Amount (b) - (a) | Variance % (b)-(a)/(a) | Var. |
|--|------------------------|------------------------|------------------------|---------------------------|------------------------|----------|
| | \$ | \$ | \$ | \$ | % | |
| Net current assets at start of financial year - | 1,596,153 | 1,596,153 | 4,063,103 | 2,466,950 | 154.56% | ▲ |
| Revenue from operating activities (excluding rates) | | | | | | |
| Rates - Specified Area | 158,429 | 158,427 | 158,428 | 1 | - | |
| Service Charges (Underground Power) | 11,919 | 7,192 | 7,192 | - | - | |
| Operating Grants, Subsidies and Contributions | 3,201,209 | 79,053 | 86,389 | 7,336 | 9.28% | |
| Fees and Charges | 19,216,009 | 1,424,399 | 1,750,985 | 326,586 | 22.93% | ▲ |
| Interest Earnings | 793,686 | 43,862 | 43,862 | - | - | |
| Profit on Sale of Assets | 757,000 | - | - | - | - | |
| Reimbursement Income | 714,760 | 12,138 | 18,384 | 6,246 | 51.46% | |
| Other Revenue | 91,750 | 299,724 | 315,149 | 15,425 | 5.15% | |
| | 24,944,763 | 2,024,795 | 2,380,390 | 355,595 | 17.56% | ▲ |
| Expenditure from operating activities | | | | | | |
| Employee Costs | (38,637,915) | (2,642,199) | (2,456,589) | 185,610 | 7.02% | |
| Employee costs - Agency Labour | (346,000) | (3,526) | (3,075) | 451 | 12.80% | |
| Materials and Contracts | (23,335,082) | (668,613) | (708,116) | (39,503) | (5.91%) | |
| Depreciation on Non Current Assets | (7,850,958) | - | - | - | - | |
| Interest Expenses | (760,713) | 13,055 | 13,055 | - | - | |
| Utility Charges (gas, electricity, water) | (2,049,150) | (20,652) | (20,900) | (248) | (1.20%) | |
| Loss on Sale of Assets | (63,265) | - | - | - | - | |
| Insurance Expenses | (882,734) | (273,625) | (273,626) | (1) | - | |
| Other Expenditure | (2,198,354) | (51,715) | (51,710) | 5 | 0.01% | |
| | (76,124,171) | (3,647,275) | (3,500,962) | 146,313 | 4.01% | |
| Operating activities excluded from budget | | | | | | |
| {Profit}/Loss on Asset Disposals | (693,735) | - | - | - | - | |
| Depreciation on Assets | 7,850,958 | - | - | - | - | |
| Non Current Rates Debtors Movement | - | - | 1,552 | 1,552 | - | |
| Amount attributable to operating activities | (42,426,032) | (26,327) | 2,944,083 | 2,970,410 | 11282.75% | ▲ |
| Investing Activities | | | | | | |
| Capital Revenue | | | | | | |
| Capital Grants and Subsidies/ | | | | | | |
| Contributions for the development of Assets | 7,771,822 | - | - | - | - | |
| Proceeds from Disposal of Assets | 5,080,000 | - | - | - | - | |
| | 12,851,822 | - | - | - | - | |
| Capital Expense | | | | | | |
| Purchase Investment Land and Buildings | (25,000) | - | - | - | - | |
| Purchase Community Land and Buildings | (25,330,237) | (23,583) | (23,678) | (95) | (0.40%) | |
| Purchase Infrastructure - Roads | (700,828) | 112,961 | 112,961 | - | - | |
| Purchase Infrastructure - Parks | (2,970,323) | (1,568) | (1,568) | - | - | |
| Purchase Infrastructure - Other | (790,682) | - | - | - | - | |
| Purchase Plant and Equipment | (22,500) | - | - | - | - | |
| Purchase Furniture and Fittings | (411,478) | - | - | - | - | |
| | (30,251,048) | 87,809 | 87,714 | (95) | (0.11%) | |
| Amount attributable to investing activities | (17,399,226) | 87,809 | 87,714 | (95) | (0.11%) | |
| Financing Activities | | | | | | |
| Repayment of Debentures | (2,331,239) | (397,872) | (397,875) | (3) | - | |
| Repayment of Operating Lease | (474,720) | - | - | - | - | |
| Proceeds from New Debentures | 500,000 | - | - | - | - | |
| | (2,305,959) | (397,872) | (397,875) | (3) | - | |
| Reserve Transfers | | | | | | |
| Transfer to Reserves (Restricted) - Capital | (5,000,000) | - | - | - | - | |
| Transfer to Reserves (Restricted) - Operating | (63,965) | - | (59,236) | (59,236) | - | |
| Transfer from Reserves (Restricted) - Capital | 20,087,124 | - | (84) | (84) | - | |
| Transfer from Reserves (Restricted) - Operating | 56,919 | - | 4 | 4 | - | |
| Transfer to/from reserves | 15,080,078 | - | (59,317) | (59,317) | - | |
| Amount attributable to financing activities | 12,774,119 | (397,872) | (457,191) | (59,319) | 14.91% | |
| Budgeted deficiency before general rates | (47,051,139) | (336,390) | 2,574,607 | 2,910,996 | (865.36%) | |
| General rates estimated to be raised | (47,051,139) | (46,851,191) | (46,874,316) | 23,125 | 0.05% | |
| Closing Funding Surplus (Deficit) | - | 46,514,801 | 49,448,923 | 2,934,121 | 6.31% | |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance. This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

RATE SETTING STATEMENT
BY DIRECTORATE

| Ref Not | 2020/21 Amended Budget | 2020/21 YTD Budget (a) | 2020/21 YTD Actual (b) | Variance Amount (b) - (a) | Variance % (b)-(a)/(a) | Var. |
|--|------------------------|------------------------|------------------------|---------------------------|------------------------|----------|
| | \$ | \$ | \$ | \$ | % | |
| financial year - surplus/(deficit) | 1,596,153 | 1,596,153 | 4,063,103 | 2,466,950 | 154.56% | ▲ |
| Revenue from operating activities (excluding rates) | | | | | | |
| Office of the Chief Executive | 3,507,172 | 166,197 | 174,702 | 8,505 | 5.12% | |
| City Business Directorate | 15,734,097 | 1,261,463 | 1,586,649 | 325,186 | 25.78% | ▲ |
| Community Development Directorate | 3,595,086 | 302,100 | 303,794 | 1,694 | 0.56% | |
| Strategic Planning and Projects Directorate | 711,300 | 103,000 | 102,964 | (36) | (0.04%) | |
| Infrastructure and Projects Directorate | 1,397,107 | 192,035 | 212,281 | 20,246 | 10.54% | |
| | 24,944,763 | 2,024,795 | 2,380,390 | 355,595 | 17.56% | ▲ |
| Expenditure from operating activities | | | | | | |
| Office of the Mayor and Councillors | (737,254) | (46,031) | (46,127) | (96) | (0.21%) | |
| Office of the Chief Executive | (6,821,945) | (352,639) | (326,955) | 25,684 | 7.28% | |
| City Business Directorate | (25,287,282) | (1,140,033) | (1,194,217) | (54,184) | (4.75%) | |
| Community Development Directorate | (11,433,183) | (708,084) | (618,641) | 89,443 | 12.63% | |
| Strategic Planning and Projects Directorate | (3,036,315) | (186,019) | (174,478) | 11,541 | 6.20% | |
| Infrastructure and Projects Directorate | (27,573,990) | (1,140,146) | (1,068,759) | 71,387 | 6.26% | |
| People and Culture Directorate | (1,234,202) | (74,323) | (71,785) | 2,538 | 3.42% | |
| | (76,124,171) | (3,647,275) | (3,500,962) | 146,313 | 4.01% | |
| Operating activities excluded from budget | | | | | | |
| Profit/(Loss) on Asset Disposals | (693,735) | - | - | - | - | |
| Depreciation on Assets | 7,850,958 | - | - | - | - | |
| Non Current Rates Debtors Movement | - | - | 1,552 | 1,552 | - | |
| Amount attributable to operating activities | (42,426,032) | (26,327) | 2,944,083 | 2,970,410 | 11282.75% | ▲ |
| Investing Activities | | | | | | |
| Capital Revenue | | | | | | |
| Capital Grants and Subsidies/ | | | | | | |
| Contributions for the development of Assets | 7,771,822 | - | - | - | - | |
| Proceeds from Disposal of Assets | 5,080,000 | - | - | - | - | |
| | 12,851,822 | - | - | - | - | |
| Capital Expense | | | | | | |
| Purchase Investment Land and Buildings | (25,000) | - | - | - | - | |
| Purchase Community Land and Buildings | (25,330,237) | (23,583) | (23,678) | (95) | (0.40%) | |
| Purchase Infrastructure - Roads | (700,828) | 112,960 | 112,961 | - | - | |
| Purchase Infrastructure - Parks | (2,970,323) | (1,569) | (1,568) | - | - | |
| Purchase Infrastructure - Other | (790,682) | - | - | - | - | |
| Purchase Plant and Equipment | (22,500) | - | - | - | - | |
| Purchase Furniture and Fittings | (411,478) | - | - | - | - | |
| | (30,251,048) | 87,808 | 87,714 | (95) | (0.11%) | |
| Amount attributable to investing activities | (17,399,226) | 87,808 | 87,714 | (95) | (0.11%) | |
| Financing Activities | | | | | | |
| Repayment of Debentures | (2,331,239) | (397,872) | (397,875) | (3) | - | |
| Repayment of Operating Lease | (474,720) | - | - | - | - | |
| Proceeds from New Debentures | 500,000 | - | - | - | - | |
| | (2,305,959) | (397,872) | (397,875) | (3) | - | |
| Reserve Transfers | | | | | | |
| Transfer to Reserves (Restricted) - Capital | (5,000,000) | - | - | - | - | |
| Transfer to Reserves (Restricted) - Operating | (63,965) | - | (59,236) | (59,236) | - | |
| Transfer from Reserves (Restricted) - Capital | 20,087,124 | - | (84) | (84) | | |
| Transfer from Reserves (Restricted) - Operating | 56,919 | - | 4 | 4 | | |
| Transfer to/from reserves | 15,080,078 | - | (59,317) | (59,317) | - | |
| Amount attributable to financing activities | 12,774,119 | (397,872) | (457,191) | (59,319) | 14.91% | |
| Budgeted deficiency before general rates | (47,051,139) | (336,390) | 2,574,607 | 2,910,996 | (865.36%) | |
| General rates estimated to be raised | (47,051,139) | (46,851,191) | (46,874,316) | 23,125 | 0.05% | |
| Closing Funding Surplus (Deficit) | | 46,514,801 | 49,448,923 | 2,934,121 | 6.31% | |

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

**CASH AND INVESTMENTS
NOTE 1**

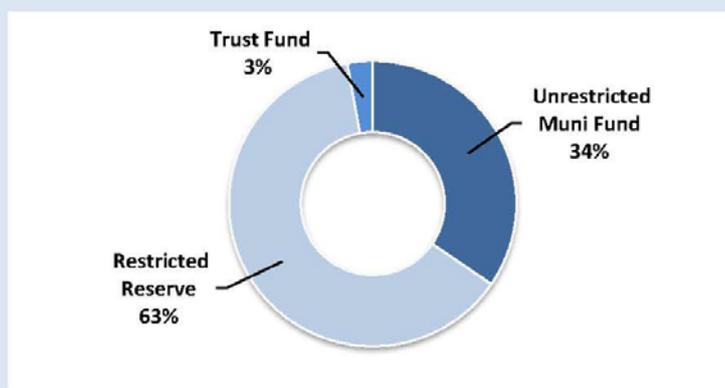
| Cash and Investments | Unrestricted Muni Fund | Restricted Reserve | YTD Actual without Trust | Trust Fund | YTD Actual |
|--------------------------------------|------------------------|--------------------|--------------------------|------------------|-------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Cash on Hand | | | | | |
| Petty Cash and Floats | 9,280 | - | 9,280 | - | 9,280 |
| | 9,280 | - | 9,280 | - | 9,280 |
| At Call Deposits | | | | | |
| Municipal Fund | 121,483 | - | 121,483 | - | 121,483 |
| Receipts in Progress | (119,847) | - | (119,847) | - | (119,847) |
| | 1,636 | - | 1,636 | - | 1,636 |
| Investments | | | | | |
| <u>Cash Investments (≤ 3 months)</u> | | | | | |
| Professional Funds Account | 5,998,068 | - | 5,998,068 | - | 5,998,068 |
| Trust Fund | - | - | - | 1,328,142 | 1,328,142 |
| Term Deposits (≤ 3 months) | 3,000,000 | - | 3,000,000 | - | 3,000,000 |
| | 8,998,068 | - | 8,998,068 | 1,328,142 | 10,326,210 |
| <u>Term Deposits (> 3 months)</u> | | | | | |
| Municipal Investment | 7,172,105 | - | 7,172,105 | - | 7,172,105 |
| Reserve Fund Investment | - | 29,310,416 | 29,310,416 | - | 29,310,416 |
| | 7,172,105 | 29,310,416 | 36,482,520 | - | 36,482,520 |
| Investments Total | 16,170,173 | 29,310,416 | 45,480,588 | 1,328,142 | 46,808,730 |
| Total | 16,181,088 | 29,310,416 | 45,491,504 | 1,328,142 | 46,819,646 |

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash

\$46.82 M

Unrestricted

\$16.18 M

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

**ADJUSTED NET CURRENT ASSETS
NOTE 2**

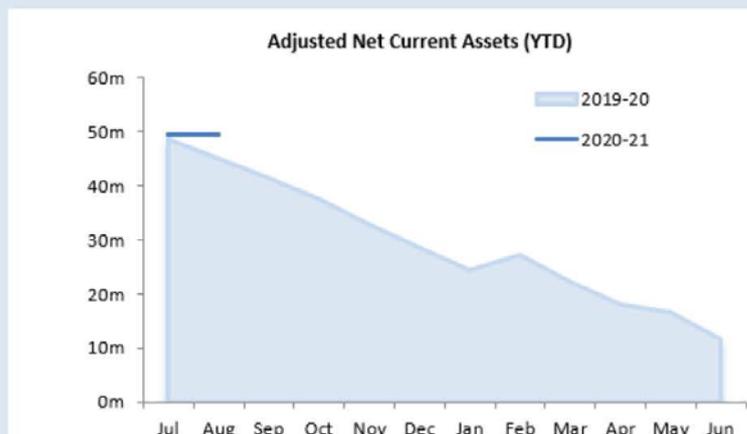
| Ref Note | 31-Jul-2020 (a) \$ | 30-Jun-2020 (b) \$ | Movement (c) = (a) - (b) \$ |
|--|--------------------------|--------------------------|-----------------------------------|
| Current Assets | | | |
| Cash Unrestricted | 16,181,088 | 20,883,067 | (4,701,979) |
| Cash Restricted | 29,310,416 | 29,251,099 | 59,317 |
| Rates Outstanding | 54,464,377 | 982,533 | 53,481,844 |
| Sundry debtors | 1,211,407 | 1,038,870 | 172,538 |
| GST Receivable | 386,534 | 560,557 | (174,022) |
| Accrued income | 60,410 | 112,436 | (52,026) |
| Inventories | 107,628 | 107,628 | - |
| | 101,721,861 | 52,936,190 | 48,785,671 |
| Less: Current Liabilities | | | |
| Trade and other payables | (16,937,698) | (13,597,164) | (3,340,535) |
| Long term borrowings | (2,323,064) | (2,720,938) | 397,875 |
| Lease liability - Current | (481,227) | (481,227) | - |
| Provisions | (6,024,824) | (6,024,824) | - |
| | (25,766,813) | (22,824,153) | (2,942,660) |
| Unadjusted Net Current Assets | 75,955,048 | 30,112,037 | 45,843,011 |
| Adjustments and exclusions permitted by FM Reg 32 | | | |
| Add: Loan Repayments (Current) | 2,804,290 | 3,202,165 | (397,875) |
| Less: Cash - Reserves - Restricted | (29,310,416) | (29,251,099) | (59,317) |
| Adjusted Net Current Assets | 49,448,923 | 4,063,103 | 45,385,820 |

SIGNIFICANT ACCOUNTING POLICIES

Please see Information attachment on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



| |
|-------------------------|
| This Year YTD |
| Surplus(Deficit) |
| \$49.45 M |
| Last Year YTD |
| Surplus(Deficit) |
| \$48.78 M |

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

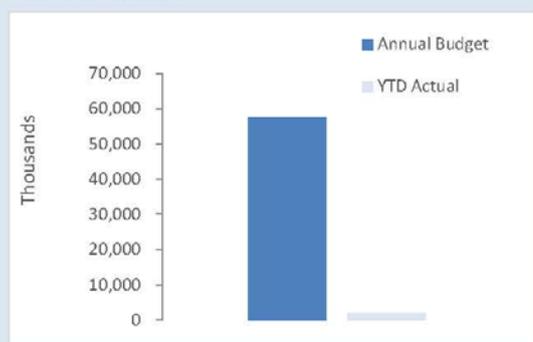
**CAPITAL ACQUISITIONS SUMMARY
NOTE 3(a)**

| Capital Acquisitions | Amended | | YTD Actual | YTD Budget Variance |
|--|-------------------|-----------------|-----------------|---------------------|
| | Annual Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| 120 Investment Land | 25,000 | - | - | - |
| 210 Buildings | 25,330,237 | 23,583 | 23,678 | (95) |
| 310 Infrastructure - Roads | 700,828 | (112,961) | (112,961) | - |
| 380 Infrastructure - Parks | 2,970,323 | 1,568 | 1,568 | - |
| 390 Infrastructure - Other | 790,682 | - | - | - |
| 440 Furniture and Fittings | 411,478 | - | - | - |
| 450 Plant and Equipment | 22,500 | - | - | - |
| Capital Expenditure Totals | 30,251,048 | (87,809) | (87,714) | (95) |
| Capital Acquisitions Funded By: | | | | |
| Capital grants and contributions | 7,771,822 | - | - | - |
| Borrowings | 500,000 | - | - | - |
| Contribution - operations | 1,892,102 | (87,809) | (87,630) | 179 |
| | 10,163,924 | (87,809) | (87,630) | (179) |
| Cash Backed Reserves | | | | |
| Cantonment Hill Master Plan Reserve | 50,000 | - | - | - |
| Fremantle Markets Conservation Reserve | 222,600 | - | - | - |
| Investment Fund Reserve | 19,241,779 | - | (84) | (84) |
| Leisure Centre Upgrade Reserve | 19,535 | - | - | - |
| Parking Dividend Equalisation Reserve | 493,700 | - | - | - |
| Renewable Energy Investment Reserve | 59,510 | - | - | - |
| | 20,087,124 | - | (84) | (84) |
| Capital Funding Total | 30,251,048 | (87,809) | (87,714) | 95 |

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION

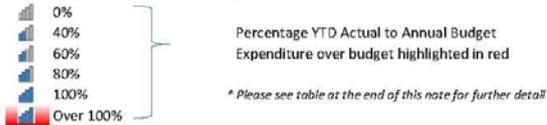


| Acquisitions | Annual Budget | YTD Actual | % Spent |
|---------------|---------------|------------|------------|
| | \$30.25 M | -\$.09 M | - |
| Capital Grant | Annual Budget | YTD Actual | % Received |
| | \$7.77 M | - | - |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators

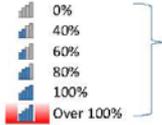


| % of Completion | Activity Number | Amended Annual Budget | Amended YTD Budget | YTD Actual | YTD Variance Under/(Over) | Over Budget |
|-----------------|--|-----------------------|--------------------|------------|---------------------------|-------------|
| | | \$ | \$ | \$ | \$ | \$ |
| | Office of the Chief Executive | | | | | |
| | Arts and Culture Management | | | | | |
| 0% | P-11687 Install Public Art Kings Square | 300088 | 100,000 | - | - | - |
| | Fremantle Arts Centre Team | | | | | |
| 0% | P-10545 Program-Artworks Victor Felstead | 300050 | 7,000 | - | - | - |
| | City Business Directorate | | | | | |
| | IT Operations Team | | | | | |
| 0% | P-10498 Install-Network infrastructure | 300007 | 20,000 | - | - | - |
| 0% | P-11077 Install-Kings Square Network Infrastructure Queensga | 300073 | 39,378 | - | - | - |
| 0% | P-11705 Relocation- Kings Square network and communications | 300102 | 250,000 | - | - | - |
| | Economic Development Team | | | | | |
| 0% | P-11829 Design and construct-Kings Square Commercial tenancy | 300112 | 899,194 | - | - | - |
| | Environmental Health Team | | | | | |
| 0% | P-11720 Mobile Compliance Software | 300103 | 23,700 | - | - | - |
| | Community Development Directorate | | | | | |
| | Lifelong Learning Team | | | | | |
| 0% | P-11826 Install-Buster Storage | 300105 | 5,000 | - | - | - |
| | Strategic Planning and Projects Directorate | | | | | |
| | City Design and Projects Management | | | | | |
| 0% | P-10294 - Design and construct-Public Realm | 300049 | 8,829 | - | - | - |
| 0% | P-11878 -Design and construct- Kings Square - Windows to the | 300162 | 145,824 | - | - | - |
| | Infrastructure and Projects Directorate | | | | | |
| | Asset Management Team | | | | | |
| 0% | P-10964 Restoration-Town Hall Internal | 300032 | 37,025 | - | - | - |
| 0% | P-11838 Design and construct-Kings Square change facility | 300113 | 150,000 | - | - | - |
| 0% | P-11843 Design and construct- Markets Building Services | 300121 | 222,600 | - | - | - |
| 0% | P-11670 Design and construct-Leisure Centre Pool Roof | 300123 | 19,535 | - | - | - |
| 0% | P-11944 Design and construct - Notre Dame - Façade | 300167 | 25,000 | - | - | - |
| 0% | P-10260 Program - Arthur Head - Wall stabilisation | 300168 | 1,000,000 | - | - | - |
| 0% | Program - Infrastructure Recovery | 300170 | 465,000 | - | - | - |
| | Buildings Project Management Team | | | | | |
| 0% | P-10297 Construct-Walyalup Civic Centre and Library (KS) | 300000 | 14,000,000 | - | - | - |
| 0% | P-11814 Building development - Consultants Council Administr | 300086 | 291,321 | - | - | - |
| 0% | P-11598 Building development - Project Management fees - (Ki | 300087 | 210,569 | - | - | - |
| 0% | P-11682 Fitout - Council Admin Offices (KS) | 300100 | 777,464 | - | - | - |
| 0% | P-10898 Relocation - AV Equipment & Installation (KS) | 300101 | 500,000 | - | - | - |
| 0% | P-10897 Purchase-Wi-Fi network infrastructure | 300107 | 50,000 | - | - | - |
| 0% | P-11636 Relocation-Vocus communications | 300108 | 21,400 | - | - | - |
| 0% | P-11873 Program-Solar Panels City | 300152 | 59,510 | - | - | - |
| 0% | P-11887 -Design and construct - 14 Parry Street - Waste & | 300158 | 20,000 | - | - | - |
| 20% | P-11883 -Design and construct-Container Deposit Setup | 300161 | 62,261 | 12,630 | 12,725 | (95) |
| | Building Capital Works Team | | | | | |
| 0% | P-11836 Design and construct-Signal Station | 300116 | 50,000 | - | - | - |
| 0% | P-11842 Design and construct-Westgate Mall courtyard | 300119 | 34,703 | - | - | - |
| 0% | P-11943 - Construct - Town Hall- Fire upgrade | 300166 | 530,000 | - | - | - |
| | Infrastructure Engineering Management | | | | | |
| 0% | P-11865 Design and construct - Kings Sq trees | 300111 | 220,062 | - | - | - |
| 0% | P11940 Design and Construct - Depot -Slab | 300164 | 17,500 | - | - | - |
| | Construction and Maintenance Teams | | | | | |
| 100% | P-11718 Design and construct Stirling Highway crossing | 300003 | 108,200 | 9,985 | 9,984 | - |
| 0% | P-10865 Construct-Fremantle Park carpark | 300115 | 450,000 | - | - | - |
| 0% | P-11851 Resurface MRRG-Ord St | 300132 | 179,191 | - | - | - |
| 100% | P-11852 Resurface MRRG-Parry St | 300133 | 40,622 | 5,301 | 5,301 | - |
| 100% | P-11854 Resurface MRRG-South Tce | 300135 | 307,067 | (71,131) | (71,131) | - |
| 0% | P-11856 Program - Resurface R2R - Peel Rd | 300139 | 4,533 | - | - | - |
| 100% | P-11857 Resurface R2R-South Tce | 300140 | 61,215 | (57,115) | (57,115) | - |
| | Parks and Landscapes Team | | | | | |
| 100% | P-11680 Design and construct-Kings Square Playspace | 300051 | 671,403 | 1,653 | 1,653 | - |
| 100% | P-10295 Design and construct-Kings Square Public Realm Newma | 300085 | 1,498,029 | (84) | (84) | - |
| 0% | P-11823 Design and construct-Port Beach coastal adaptation | 300110 | 29,564 | - | - | - |
| 0% | P-11859 Program-Parks-Irrigation | 300144 | 43,000 | - | - | - |
| 100% | P-11882 -Design and construct - Fremantle Golf Course | 300157 | 6,410,055 | 213 | 213 | - |
| 0% | P11885 -Design and Construct - Harvey Beach Jetty | 300159 | 64,000 | - | - | - |
| 0% | P-11879 -Design and construct -Rockwall Port Beach | 300163 | 65,294 | - | - | - |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red

* Please see table at the end of this note for further detail

| % of Completion | Activity Number | Amended Annual Budget | Amended YTD Budget | YTD Actual | YTD Variance Under/(Over) | Over Budget |
|--|--|-----------------------|--------------------|-----------------|---------------------------|-------------|
| Waste Collection Team | | | | | | |
| 100% | P11884 - Design and Construct - Recycle Shop | 6,000 | 5,550 | 5,550 | - | - |
| Facilities and Environmental Management | | | | | | |
| 100% | P-11941 Design and construct - Depot - Hazardous Waste | 50,000 | 5,190 | 5,190 | - | - |
| Grand Total | | 30,251,048 | (87,809) | (87,714) | (95) | - |

| PROJECTS OF OVERSPENDING | VARIANCE OVER 20/21 BUDGET | COMMENT <i>(Tolerance level is 5% or \$10,000, whichever is lower)</i> |
|--------------------------|----------------------------|---|
| | | |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

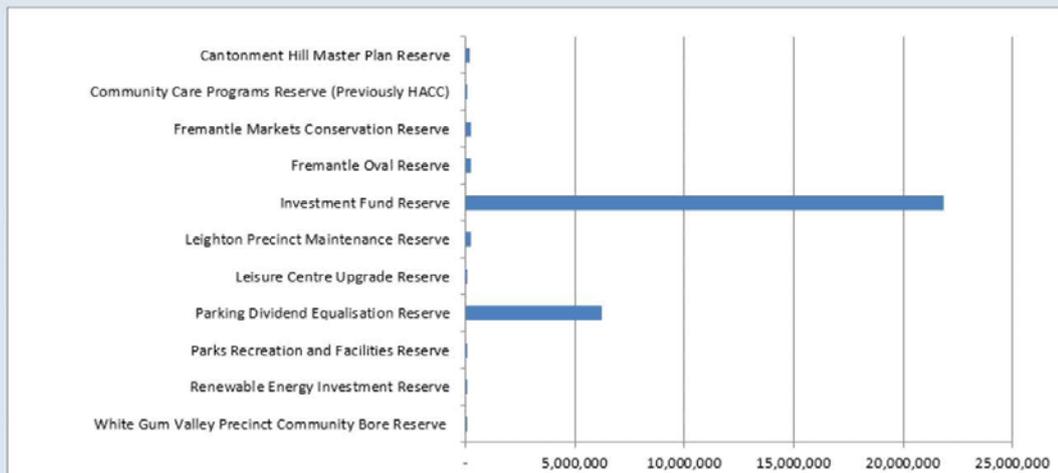
BORROWINGS
NOTE 4

| Particulars | Interest Rate | Expiry date of Loan | Principal 1-Jul-2020 | Principal Repayment | | Principal Balance | | Interest Repayment | |
|---|---------------|---------------------|----------------------|---------------------|------------------|-------------------|-------------------|--------------------|-----------------|
| | | | | YTD Actual | Amended Budget | 31-Jul-2020 | 30-Jun-21 | YTD Actual | YTD Budget |
| | % | | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Recreation and culture | | | | | | | | | |
| 298 Leighton Beach Kiosk & Changerooms | 3.00 | 1/07/2025 | 808,172 | 35,279 | 142,945 | 772,893 | 665,227 | - | - |
| 301 Leighton Beach Kiosk | 3.15 | 1/07/2026 | 241,139 | 8,765 | 35,476 | 232,374 | 205,663 | - | - |
| 303 Fremantle Boys School | 2.86 | 28/06/2027 | 510,519 | - | 66,847 | 510,519 | 443,672 | (119) | (119) |
| Transport | | | | | | | | | |
| 225 Streets Ahead (1) | 7.06 | 1/07/2020 | 23,023 | 23,023 | 23,023 | - | - | - | - |
| 232 Streets Ahead Programme (2) | 6.66 | 1/07/2021 | 108,094 | 20,911 | 85,755 | 87,183 | 22,339 | - | - |
| 236 Streets Ahead Programme (3) | 6.67 | 1/07/2022 | 150,694 | 15,659 | 64,219 | 135,034 | 86,475 | - | - |
| 271 Road Asset Program | 5.93 | 1/07/2020 | 32,881 | 32,881 | 32,881 | - | - | - | - |
| 272 Footpath Asset Program | 5.93 | 1/07/2020 | 18,084 | - | 18,084 | - | - | - | - |
| 277 Road Asset Program | 5.56 | 1/07/2021 | 157,255 | 30,589 | 124,930 | 126,666 | 32,325 | - | - |
| 278 Footpath Asset Program | 5.56 | 1/07/2021 | 77,140 | 15,005 | 61,283 | 62,135 | 15,857 | - | - |
| 280 Road Rehabilitation & Improvement program | 3.93 | 1/07/2022 | 156,210 | 16,686 | 67,733 | 139,525 | 88,477 | - | - |
| 281 Footpath Replacement Program | 3.93 | 1/07/2022 | 91,008 | 9,721 | 39,461 | 81,287 | 51,547 | - | - |
| 284 Road Asset Program | 4.01 | 1/07/2023 | 240,432 | 17,408 | 70,687 | 223,023 | 169,745 | - | - |
| 289 Road Asset Program | 3.99 | 1/07/2024 | 836,394 | 45,390 | 184,296 | 791,004 | 652,098 | - | - |
| 290 Footpath Asset Program | 3.99 | 1/07/2024 | 168,705 | 9,155 | 37,173 | 159,549 | 131,532 | - | - |
| 291 Drainage Asset Program | 3.99 | 1/07/2024 | 142,567 | 7,737 | 31,414 | 134,830 | 111,153 | - | - |
| 295 Road Asset Program | 3.00 | 1/07/2025 | 511,501 | 22,328 | 90,472 | 489,173 | 421,029 | - | - |
| 296 Footpath Asset Program | 3.00 | 1/07/2025 | 146,647 | 6,402 | 25,938 | 140,246 | 120,709 | - | - |
| 297 Drainage Asset Program | 3.00 | 1/07/2025 | 170,500 | 7,443 | 30,157 | 163,058 | 140,343 | - | - |
| 300 Road Asset Program | 3.15 | 1/07/2026 | 559,786 | 20,347 | 82,356 | 539,439 | 477,430 | - | - |
| 294B Acquisition 73 Hampton Road | 4.03 | 1/07/2024 | 159,384 | 8,643 | 35,096 | 150,742 | 124,288 | - | - |
| 305 Heavy Vehicles | 2.86 | 28/06/2027 | 364,657 | - | 47,748 | 364,657 | 316,909 | (85) | (85) |
| Economic services | | | | | | | | | |
| 279 Fremantle Markets Upgrade | 5.56 | 1/07/2021 | 78,628 | 15,294 | 62,465 | 63,333 | 16,163 | - | - |
| 283 Fremantle Markets Upgrade | 3.93 | 1/07/2022 | 104,140 | 11,124 | 45,155 | 93,017 | 58,985 | - | - |
| 307 Civic & Library Building | 1.96 | 28/06/2040 | 20,000,000 | - | 825,645 | 20,000,000 | 19,174,355 | (12,851) | (12,851) |
| Community Amenities | | | | | | | | | |
| SMRC - JV Loan | - | - | 1,796,405 | - | - | 1,796,405 | 1,796,405 | - | - |
| Total | | | 27,653,966 | 397,875 | 2,331,239 | 27,256,091 | 25,322,726 | (13,055) | (13,055) |

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020

RESERVE FUND BALANCES AND MOVEMENTS
NOTE 5(a)

| Reserve Fund | Opening Balance | Transfer To Muni Fund | | Transfers From Muni Fund | | Closing Balance |
|---|-------------------|-----------------------|-------------|--------------------------|--------------|-------------------|
| | 01-Jul-2020 | For Operating | For Capital | From Operating | From Capital | 31-Jul-2020 |
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Cantonment Hill Master Plan Reserve | 167,746 | - | - | - | - | 167,746 |
| Community Care Programs Reserve (Previously HACC) | 6,386 | - | - | - | - | 6,386 |
| Fremantle Markets Conservation Reserve | 265,215 | - | - | - | - | 265,215 |
| Fremantle Oval Reserve | 250,000 | - | - | - | - | 250,000 |
| Investment Fund Reserve | 21,862,495 | - | 84 | - | - | 21,862,579 |
| Leighton Precinct Maintenance Reserve | 226,041 | (4) | - | 52,044 | - | 278,081 |
| Leisure Centre Upgrade Reserve | 91,199 | - | - | - | - | 91,199 |
| Parking Dividend Equalisation Reserve | 6,208,565 | - | - | - | - | 6,208,565 |
| Parks Recreation and Facilities Reserve | 97,771 | - | - | - | - | 97,771 |
| Renewable Energy Investment Reserve | 59,510 | - | - | 7,192 | - | 66,702 |
| White Gum Valley Precinct Community Bore Reserve | 16,172 | - | - | - | - | 16,172 |
| Total | 29,251,099 | (4) | 84 | 59,236 | - | 29,310,416 |



RESERVE FUND BALANCES AND MOVEMENTS DETAIL

MONTHLY FINANCIAL REPORT

NOTE 5(b)

FOR THE PERIOD ENDED 31ST JULY 2020

| Cash Backed Reserves | Adopted Budget | Amended Budget | YTD Actual |
|--|-------------------|-------------------|----------------|
| | \$ | \$ | \$ |
| Cantonment Hill Master Plan Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund capital works at Cantonment Hill in accordance with the Cantonment Hill</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and</i> | | | |
| Opening Balance | 167,746 | 167,746 | 167,746 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (50,000) | (50,000) | - |
| 300116 - P-11836 Design and construct - Signal | (50,000) | (50,000) | - |
| Closing Balance | 117,746 | 117,746 | 167,746 |
| Community Care Programs Reserve (Previous HACC Asset Replacement Reserve) | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund Community Care Programs.</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from final balance held in old HACC Asset Replacement Reserve at end of 17/18</i> | | | |
| Opening Balance | 6,386 | 6,386 | 6,386 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | - | - | - |
| Closing Balance | 6,386 | 6,386 | 6,386 |
| Fremantle Markets Conservation Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund conservation works to the Fremantle</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Contribution by lessee on signing of new lease in June 2008. Increase of rent derived from the premises for the first ten years of the lease commencing in June 2008 as a minimum to assist in obtaining external funding for implementing the Conservation</i> | | | |
| Opening Balance | 264,015 | 264,015 | 265,215 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (222,600) | (222,600) | - |
| 300121 - P-11843 Design and construct - Marke | (222,600) | (222,600) | - |
| Closing Balance | 41,415 | 41,415 | 265,215 |

RESERVE FUND BALANCES AND MOVEMENTS DETAIL
MONTHLY FINANCIAL REPORT **NOTE 5(b)**
FOR THE PERIOD ENDED 31ST JULY 2020

| Cash Backed Reserves | Adopted Budget | Amended Budget | YTD Actual |
|--|-------------------|-------------------|-------------------|
| | \$ | \$ | \$ |
| Fremantle Oval Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund capital and business planning costs associated with the redevelopment of</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from Former Stan Reilly Property Site Redevelopment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget, budget review and budget amendments</i> | | | |
| Opening Balance | 250,000 | 250,000 | 250,000 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Capital) | - | - | - |
| Closing Balance | 250,000 | 250,000 | 250,000 |
| Investment Fund Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>investment properties forms part of the investments. Funds will not be withdrawn from the reserve to subsidise operating or recurrent expenditure, nor shall funds be withdrawn for the purpose of providing community facilities that do not provide a commercial rate of return, unless specifically decided otherwise by the Council.</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Net proceeds of sale of nominated freehold properties, unless otherwise resolved by Council. Net proceeds from sale of miscellaneous parcels of land, unless otherwise resolved by Council. Transfer from municipal fund of principal repayment equivalent for Loan 189 (Queensgate) that was paid out in January 2006 using funds from the Investment Reserve. Net proceeds from the winding up of the City of Fremantle</i> | | | |
| Opening Balance | 17,244,504 | 17,244,504 | 21,862,495 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | 5,000,000 | 5,000,000 | - |
| 300047 - P-10458 Disposal - 7 Quarry St | 2,750,000 | 2,750,000 | - |
| 300053 - P-11052 Disposal - 9 Quarry St | 2,250,000 | 2,250,000 | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (19,241,779) | (19,241,779) | 84 |
| 300000 - P-10297 Construct - Council Admin | (14,000,000) | (14,000,000) | - |
| 300073 - P-11077 Install - Network Infrastructure | (39,378) | (39,378) | - |
| 300063 - P-10223 Design and Construct - Public Realm Newmarket Court (KS) | (1,498,029) | (1,498,029) | 84 |
| 300086 - P-11814 Building development - Consi | (291,321) | (291,321) | - |
| 300087 - P-11598 Building development - Proje | (210,569) | (210,569) | - |
| 300088 - P-11687 Install - Public Art (Kings | (100,000) | (100,000) | - |
| 300100 - P-11682 Building development - Fit | (777,464) | (777,464) | - |
| 300101 - P- 10898 Relocation - AV Equipment | (500,000) | (500,000) | - |
| 300102 - P-11705 Relocation - Network & | (250,000) | (250,000) | - |
| 300112 - P-11829 Design and construct - | (899,194) | (899,194) | - |
| 300162 - P-11878 Design and construct - | (530,000) | (145,824) | - |
| 300162 - P-11878 Design and construct - | (145,824) | (145,824) | - |
| Closing Balance | 3,002,725 | 3,002,725 | 21,862,579 |

RESERVE FUND BALANCES AND MOVEMENTS DETAIL

MONTHLY FINANCIAL REPORT

NOTE 5(b)

FOR THE PERIOD ENDED 31ST JULY 2020

| Cash Backed Reserves | Adopted Budget | Amended Budget | YTD Actual |
|--|-------------------|-------------------|----------------|
| | \$ | \$ | \$ |
| Leighton Precinct Maintenance Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To hold any specified area rate income raised during the financial year that were unspent at 30 June in relation to Leighton Precinct maintenance. To fund the above normal costs associated with maintaining the higher standard of the landscaping of</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Revenue raised from a specified area rate that was unspent at the end of the</i> | | | |
| Opening Balance | 226,130 | 226,130 | 226,041 |
| Transfer to Reserves (Operating) | 52,046 | 52,046 | 52,044 |
| 100913 - Maintain Landscape - Leighton Precin | 52,046 | 52,046 | 52,044 |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | (45,000) | (45,000) | (4) |
| 100913 - Maintain Landscape - Leighton Precin | (45,000) | (45,000) | (4) |
| Transfer from Reserves (Capital) | - | - | - |
| Closing Balance | 233,176 | 233,176 | 278,082 |
| Leisure Centre Upgrade Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To provide funds for major upgrading and refurbishment works at the Fremantle</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and</i> | | | |
| Opening Balance | 53,134 | 53,134 | 91,199 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (19,535) | (19,535) | - |
| 300123 - P-11670 Design and construct - Leisur | (19,535) | (19,535) | - |
| Closing Balance | 33,599 | 33,599 | 91,199 |

RESERVE FUND BALANCES AND MOVEMENTS DETAIL

MONTHLY FINANCIAL REPORT

NOTE 5(b)

FOR THE PERIOD ENDED 31ST JULY 2020

| Cash Backed Reserves | Adopted Budget | Amended Budget | YTD Actual |
|---|-------------------|-------------------|------------------|
| | \$ | \$ | \$ |
| Parking Dividend Equalisation Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To provide a smoothing out of revenue contributions to municipal operations from commercial parking activities. That is to be achieved as follows (a) by transferring net profits in excess of budget to the reserve and (b) if required, when there is a material (i.e. plus 1%) net loss, transferring funds from the reserve to municipal fund to compensate the loss. Fund commercial parking capital equipment and facilities or parking infringement capital equipment and facilities to the extent the funds</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from the Municipal Fund (a) net profit on commercial parking operations exceeding a set figure in the budget. Note: Net profit is calculated including depreciation and allocated support service costs but excludes capital. and/or (b) Transfer from the Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking operations. Transfer from Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking infringement operations. Net proceeds from</i> | | | |
| Opening Balance | 6,208,565 | 6,208,565 | 6,208,565 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (493,700) | (493,700) | - |
| 300103 - P-11720 Software - Licencing Pinforce | (23,700) | (23,700) | - |
| 300115 - P-10865 Construct - Fremantle Park c | (450,000) | (450,000) | - |
| 300158 - P-11887 -Design and construct- 14 Pa | (20,000) | (20,000) | - |
| Closing Balance | 5,714,865 | 5,714,865 | 6,208,565 |
| Parks Recreation and Facilities Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund improvements within the South Fremantle Tip Site Reserve. To Finance improvements within the Kings Square Reserve. To Finance tourism projects within the City. To finance facilities for sporting clubs on a self supporting loan basis in accordance with Council guidelines for such advances to clubs. To Finance improvements within the Port and Leighton Beach Reserve. To finance capital works and improvements at Fremantle Oval. To Finance improvements or major</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Municipal Fund contribution as approved by</i> | | | |
| Opening Balance | 97,771 | 97,771 | 97,771 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | - | - | - |
| Closing Balance | 97,771 | 97,771 | 97,771 |

RESERVE FUND BALANCES AND MOVEMENTS DETAIL

MONTHLY FINANCIAL REPORT

NOTE 5(b)

FOR THE PERIOD ENDED 31ST JULY 2020

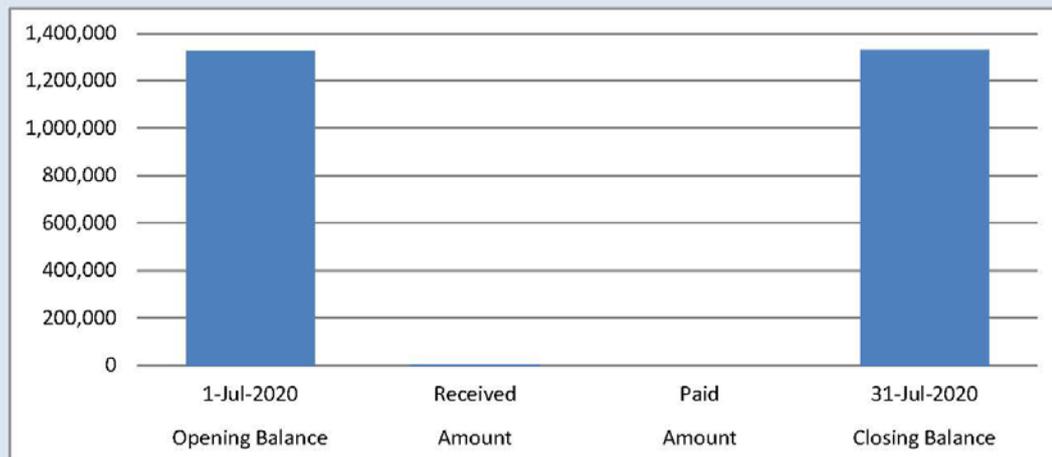
| Cash Backed Reserves | Adopted Budget | Amended Budget | YTD Actual |
|--|-------------------|-------------------|-------------------|
| | \$ | \$ | \$ |
| Renewable Energy Investment Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To purchase sufficient carbon offsets to maintain the City's carbon neutral status. Remaining funds will then be used to invest in projects that promote positive renewable energy outcomes. If no renewable energy projects can be identified, the</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review.</i> | | | |
| Opening Balance | 59,510 | 59,510 | 59,510 |
| Transfer to Reserves (Operating) | - | - | - |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | - | - | - |
| Transfer from Reserves (Capital) | (59,510) | (59,510) | - |
| 300152 - P-11873 Program-Solar Panels City | (59,510) | (59,510) | - |
| Closing Balance | - | - | 59,510 |
| White Gum Valley Precinct Community Bore Reserve | | | |
| <u>Reserve Purpose:</u> | | | |
| <i>To fund the associated costs required to maintain the community bore within the</i> | | | |
| <u>Source of Income:</u> | | | |
| <i>Revenue raised from a service charge that was unspent at the end of the financial</i> | | | |
| Opening Balance | 16,172 | 16,172 | 16,172 |
| Transfer to Reserves (Operating) | 11,919 | 11,919 | 7,192 |
| 100738 - Service charge - Use of community bo | 11,919 | 11,919 | 7,192 |
| Transfer to Reserves (Capital) | - | - | - |
| Transfer from Reserves (Operating) | (11,919) | (11,919) | - |
| 100738 - Service charge - Use of community bo | (11,919) | (11,919) | - |
| Transfer from Reserves (Capital) | - | - | - |
| Closing Balance | 16,172 | 16,172 | 23,364 |
| Summary | | | |
| Opening Balance | 24,593,933 | 24,593,933 | 29,251,099 |
| Transfer to Reserves (Operating) | 63,965 | 63,965 | 59,236 |
| Transfer to Reserves (Capital) | 5,000,000 | 5,000,000 | - |
| Transfer from Reserves (Operating) | (56,919) | (56,919) | (4) |
| Transfer from Reserves (Capital) | (20,087,124) | (20,087,124) | 84 |
| Closing Balance | 9,513,855 | 9,513,855 | 29,310,416 |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 6
TRUST FUND**

Funds held at balance date over which the City has no control and which are not included in this statement are as follows:

| Description | Opening Balance 1-Jul-2020 | Amount Received | Amount Paid | Closing Balance 31-Jul-2020 |
|--|-------------------------------|--------------------|----------------|--------------------------------|
| | \$ | \$ | \$ | \$ |
| Cash In Lieu of Public Open Space | | | | |
| 37 Strang Street subdivision | 85,673 | - | - | 85,673 |
| Christian Brothers Site | 131,830 | - | - | 131,830 |
| Lot 502 Lefroy Road | 61,600 | - | - | 61,600 |
| Swan Hardware | 26,899 | - | - | 26,899 |
| Knutsford/Blinco subdivision | 404,075 | - | - | 404,075 |
| Cash In Lieu of Parking | 469,360 | - | - | 469,360 |
| Bequests | | | | |
| Gwenth Ewens | 27,091 | - | - | 27,091 |
| John Francis Boyd | 2,700 | - | - | 2,700 |
| Victor Felstead | 11,305 | - | - | 11,305 |
| Unclaimed Funds - Debtors | 3,741 | - | - | 3,741 |
| Unclaimed Funds - Stale Cheques | 40,352 | 61 | - | 40,413 |
| Miscellaneous | 7,310 | - | - | 7,310 |
| Trust Interest | 56,146 | - | - | 56,146 |
| | 1,328,081 | 61 | - | 1,328,142 |



BUDGET AMENDMENTS TO ADOPTED BUDGET 2020/21
AS AT 31 JULY 2020

BUDGET AMENDMENTS
NOTE 7

| Council Resolution | Account # | Account Details | 2019/20 Adopted Budget | Budget Amendments | | 2019/20 Amended Budget |
|--------------------|-----------|-----------------|------------------------|---------------------------------|-------------------------------------|------------------------|
| | | | | Revenue Increase/ (Decrease) | Expenditure (Increase)/ Decrease | |
| | | | | | | |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

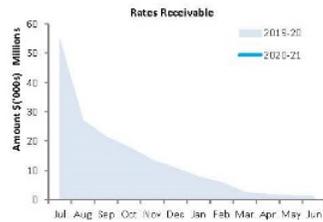
OPERATING ACTIVITIES
NOTE 8
RECEIVABLES

| Rates Receivable | 30 June 2020 | 31 Jul 20 |
|--------------------------------|--------------|-------------|
| | \$ | \$ |
| Opening Arrears Previous Years | 510,737 | 972,403 |
| Levied this year | | |
| Rates | 46,863,336 | 47,032,744 |
| ES | 9,021,982 | 8,311,451 |
| Other | 82,367 | 81,762 |
| Less Collections to date | (55,606,019) | (1,933,983) |
| Equals Current Outstanding | 972,403 | 54,464,377 |
| Net Rates Collectable | 972,403 | 54,464,377 |
| % Collected | 98.28% | 3.43% |

| Receivables - General | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|------------|------------|------------|------------|------------------|
| | \$ | \$ | \$ | \$ | \$ |
| Percentage | 21% | 15% | 15% | 49% | |
| Receivables - General | 663,00 | 8,897,00 | 5,234,00 | 30,953,00 | 45,747 |
| Community Development | 67,400 | 33,058 | 0 | (916) | 99,542 |
| CHO Marketing & Economic Development | 0 | 0 | 0 | 0 | 0 |
| Commercial Properties | 155,798 | 86,835 | 119,246 | 414,429 | 776,308 |
| Commercial Waste | 45,258 | 12,588 | 6,591 | 8,597 | 73,034 |
| Corporate Services | 0 | 0 | 0 | 10,256 | 10,256 |
| Fremantle Arts Centre | 345 | 0 | 34 | 2,926 | 3,305 |
| Fremantle Leisure Centre | 341 | 0 | 0 | (372) | (31) |
| Hall/Reserve Hire | 1,754 | 0 | 0 | 886 | 2,440 |
| Miscellaneous Debtor | (102) | (20) | 0 | 0 | (122) |
| Parking | 0 | 1,050 | 0 | 886 | 1,936 |
| Samson Recreation Centre | 0 | 346 | 0 | 0 | 346 |
| Technical Services | 7,691 | 50,712 | 65,786 | 188,292 | 312,481 |
| | 279,148 | 193,466 | 196,891 | 655,737 | 1,325,242 |
| Less: Provision for Doubtful Debt | (113,835) | | | | (113,835) |
| Balance per Trial Balance | | | | | 1,211,407 |
| Sundry debtors | 1,211,407 | | | | 1,211,407 |
| GST receivable | 386,534 | | | | 386,534 |
| Total Receivables General Outstanding | | | | | 1,597,941 |
| Amounts shown above include GST (where applicable) | | | | | |

KEY INFORMATION

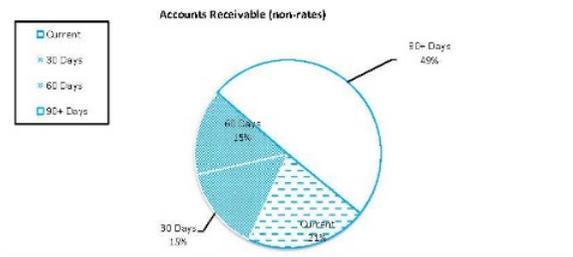
Trade and other receivables include amounts due from ratapayers for unpaid



| Collected | Rates Due |
|-----------|--------------|
| 3.43% | \$54,464,377 |

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratapayers for unpaid rates and service charges and other amounts due from third parties for



| | |
|---------------------|--------------------|
| Debtors Due | \$1,597,941 |
| Over 30 Days | 78.94% |
| Over 90 Days | 49.48% |

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

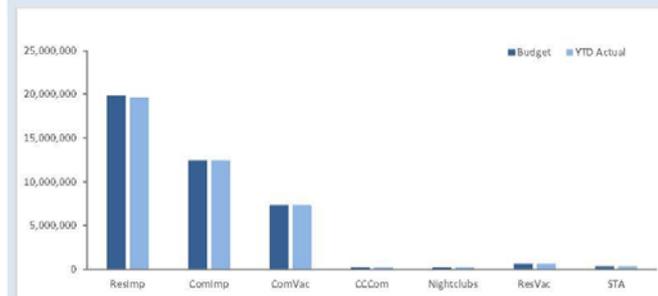
OPERATING ACTIVITIES
NOTE 9
RATE REVENUE

| General Rate Revenue | Rate in | Number of Properties | Rateable Value | Amended Budget | | | YTD Actual | | | | | |
|--------------------------------------|----------|----------------------|--------------------|-------------------|----------------|-----------|-------------------|-------------------|---------------|------------|---------------|-------------------|
| | | | | Rate Revenue | Interim Rate | Back Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue | |
| RATE TYPE | \$ | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Differential General Rate | | | | | | | | | | | | |
| Residential Improved | 0.081939 | 9,547 | 239,565,272 | 19,629,690 | 200,000 | | 19,829,690 | 19,642,984 | | | | 19,642,984 |
| Commercial & Industrial General | 0.087061 | 1,442 | 142,544,206 | 12,410,034 | | | 12,410,034 | 12,410,034 | | | | 12,410,034 |
| City Centre Commercial | 0.094840 | 378 | 77,273,459 | 7,328,613 | | | 7,328,613 | 7,328,613 | | | | 7,328,613 |
| Nightclubs | 0.112295 | 3 | 1,848,815 | 207,613 | | | 207,613 | 207,613 | | | | 207,613 |
| Residential Short Term Accommodation | 0.091503 | 115 | 2,684,150 | 245,607 | | | 245,607 | 245,607 | | | | 245,607 |
| Vacant Residential Land | 0.120632 | 151 | 4,897,860 | 590,839 | | | 590,839 | 592,647 | | | | 592,647 |
| Vacant Commercial & Industrial | 0.157568 | 50 | 2,214,450 | 348,926 | | | 348,926 | 348,926 | | | | 348,926 |
| Minimum \$ | | | | | | | | | | | | |
| Residential Improved | 1344 | 4,111 | 50,617,073 | 5,525,184 | | | 5,525,184 | 5,531,904 | | | | 5,531,904 |
| Commercial & Industrial General | 1344 | 325 | 3,518,061 | 436,800 | | | 436,800 | 436,800 | | | | 436,800 |
| City Centre Commercial | 1344 | 54 | 520,779 | 72,576 | | | 72,576 | 72,576 | | | | 72,576 |
| Nightclubs | 1344 | 0 | 0 | 0 | | | 0 | 0 | | | | 0 |
| Residential Short Term Accommodation | 1344 | 45 | 568,724 | 60,480 | | | 60,480 | 60,480 | | | | 60,480 |
| Vacant Residential Land | 1302 | 144 | 1,085,005 | 187,488 | | | 187,488 | 188,790 | | | | 188,790 |
| Vacant Commercial & Industrial | 1344 | 5 | 32,020 | 6,720 | | | 6,720 | 6,720 | | | | 6,720 |
| Sub-Totals | | 16,370 | 535,369,873 | 47,050,569 | 200,000 | 0 | 47,250,569 | 47,073,694 | - | 0 | | 47,073,694 |
| Discount | | | | | | | | | | | | 0 |
| Concession | | | | | | | (199,430) | (199,378) | | | | (199,378) |
| Amount from General Rates | | | | | | | 47,051,139 | 47,051,139 | | | | 46,874,316 |
| Ex-Gratia Rates | | | | | | | 0 | 0 | | | | 0 |
| Total General Rates | | | | | | | 47,051,139 | 47,051,139 | | | | 46,874,316 |
| Specified Area Rates | | | | | | | | | | | | |
| CBD Security Levy | | | | | | | 106,383 | 106,383 | | | | 106,383 |
| Leighton Maintenance | | | | | | | 52,046 | 52,045 | | | | 52,045 |
| Total Specified Area Rates | | | | 0 | 0 | | 158,429 | 158,428 | 0 | 0 | | 158,428 |
| Totals | | | | | | | 47,209,568 | 47,209,568 | | | | 47,032,744 |

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 7th April 2018
Prepared by: Manager of Finance and Administration
Reviewed by: Director of Corporate Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2020**

STATUTORY REPORTING PROGRAMS

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|------------------------------|---|--|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services. |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services. | Rates, general purpose government grants and interest revenue. |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer and environmentally conscious community. | Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services. |
| HEALTH EDUCATION AND WELFARE | To provide an operational framework To provide services to disadvantaged persons, the elderly, children and youth. | Inspection of food outlets and their control, provision of Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services. |
| HOUSING | To provide and maintain elderly residents housing. | Provision and maintenance of elderly residents housing. |
| COMMUNITY AMENITIES | To provide services required by the community. | Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences. |
| RECREATION AND CULTURE | To establish and effectively manage infrastructure and resource which will help the social well being of the community. | Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities. |
| TRANSPORT ECONOMIC SERVICES | To provide safe, effective and To help promote the City and its economic wellbeing. | Construction and maintenance of roads, streets, footpaths, Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control. |
| OTHER PROPERTY AND SERVICES | To monitor and control City overheads operating accounts. | Private works operation, plant repair and operation costs and engineering operation costs. |

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2020**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**INFORMATION
NET CURRENT ASSETS**

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (*Long-term Benefits*)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

C2008-4 STATEMENT OF INVESTMENTS – JULY 2020

ATTACHMENT 1 - Investment Report – 31 July 2020



Concise Investment Report

Cash and Simple Interest

All Books for Selected Entity

Period Ended 31 July 2020

Contents

1. Portfolio As At 31 July 2020
2. Portfolio Credit Framework As At 31 July 2020
3. Portfolio Credit Framework Limits As At 31 July 2020
4. Counterparty Credit Framework As At 31 July 2020
5. Issuer Trading Limits As At 31 July 2020
6. Portfolio by Term to Maturity As At 31 July 2020
7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 July 2020
8. Performance Statistics For Period Ending 31 July 2020
9. Interest and Distribution Income For 1 July 2020 to 31 July 2020
10. Transactions For Period 1 July 2020 to 31 July 2020

1. Portfolio As At 31 July 2020

| Latest Deal Code | Latest Deal Settlement Date | Issuer | WAL / Interim Maturity Date | Term (Days) | Coupon Rate/Latest Yield | Coupon Frequency | Issuer Rating Short Term | Issuer Rating Long Term | % Total Face Value | Original Face Value Notional | Accrued Interest Notional | Market Value Notional |
|--|-----------------------------|------------------------------------|-----------------------------|-------------|--------------------------|------------------|--------------------------|-------------------------|--------------------|------------------------------|---------------------------|-----------------------|
| City of Fremantle - Municipal | | | | | | | | | | | | |
| At Call Deposit | | | | | | | | | | | | |
| LC84820 | 28 Feb 2020 | AMP Bank Ltd | 1 Aug 2020 | 1,128 | 1.30 | Nil | S&P ST A2 | S&P BBB | 0.00% | 31.67 | 0.00 | 31.67 |
| LC92586 | 31 Jul 2020 | National Australia Bank Ltd | 1 Aug 2020 | 885 | 0.60 | Nil | S&P ST A1+ | S&P AA- | 12.81% | 5,998,067.66 | 0.00 | 5,998,067.66 |
| At Call Deposit Subtotal | | | | | | | | | 12.81% | 5,998,099.33 | 0.00 | 5,998,099.33 |
| Term Deposit | | | | | | | | | | | | |
| LC86432 | 28 Apr 2020 | Bank of Queensland Ltd | 5 Aug 2020 | 99 | 1.30 | Maturity | Moody's ST P-2 | Moody's A3 | 2.14% | 1,000,000.00 | 3,347.95 | 1,003,347.95 |
| LC86512 | 29 Apr 2020 | Macquarie Bank | 14 Aug 2020 | 107 | 1.25 | Maturity | Moody's ST P-1 | Moody's A2 | 4.27% | 2,000,000.00 | 6,369.86 | 2,006,369.86 |
| LC87665 | 11 May 2020 | Rural Bank Ltd | 8 Sep 2020 | 120 | 0.90 | Maturity | Moody's ST P-2 | Moody's A3 | 4.27% | 2,000,000.00 | 3,994.52 | 2,003,994.52 |
| LC89876 | 22 Jun 2020 | Macquarie Bank | 21 Sep 2020 | 91 | 0.65 | Maturity | Moody's ST P-1 | Moody's A2 | 2.14% | 1,000,000.00 | 694.52 | 1,000,694.52 |
| LC89942 | 23 Jun 2020 | National Australia Bank Ltd | 21 Sep 2020 | 90 | 0.90 | Maturity | S&P ST A1+ | S&P AA- | 6.41% | 3,000,000.00 | 2,810.97 | 3,002,810.97 |
| LC90280 | 1 Jul 2020 | National Australia Bank Ltd | 29 Oct 2020 | 120 | 0.85 | Maturity | S&P ST A1+ | S&P AA- | 6.41% | 3,000,000.00 | 2,095.89 | 3,002,095.89 |
| LC84923 | 17 Mar 2020 | Suncorp Bank | 12 Nov 2020 | 240 | 1.50 | Maturity | S&P ST A1 | S&P A+ | 6.41% | 3,000,000.00 | 16,767.12 | 3,016,767.12 |
| LC89875 | 22 Jun 2020 | MyState Bank Ltd | 19 Nov 2020 | 150 | 1.00 | Maturity | Moody's ST P-2 | Moody's Baa1 | 2.14% | 1,000,000.00 | 1,068.49 | 1,001,068.49 |
| LC88205 | 25 May 2020 | AMP Bank Ltd | 25 Nov 2020 | 184 | 1.65 | Maturity | S&P ST A2 | S&P BBB | 3.74% | 1,750,000.00 | 5,300.35 | 1,755,300.35 |
| LC89212 | 11 Jun 2020 | Bank of Queensland Ltd | 8 Dec 2020 | 180 | 1.05 | Maturity | Moody's ST P-2 | Moody's A3 | 4.27% | 2,000,000.00 | 2,876.72 | 2,002,876.72 |
| LC91025 | 13 Jul 2020 | Members Equity Bank Ltd | 10 Dec 2020 | 150 | 0.65 | Maturity | S&P ST A2 | S&P BBB | 4.27% | 2,000,000.00 | 641.10 | 2,000,641.10 |
| LC90011 | 24 Jun 2020 | Commonwealth Bank of Australia Ltd | 24 Dec 2020 | 183 | 0.79 | Maturity | S&P ST A1+ | S&P AA- | 8.56% | 4,000,000.00 | 3,203.28 | 4,003,203.28 |
| LC90292 | 2 Jul 2020 | Auswide Bank Limited | 4 Jan 2021 | 186 | 0.90 | Maturity | Moody's ST P-2 | Moody's Baa2 | 4.27% | 2,000,000.00 | 1,430.14 | 2,001,430.14 |
| LC89244 | 12 Jun 2020 | Suncorp Bank | 8 Jan 2021 | 210 | 0.50 | Maturity | S&P ST A1 | S&P A+ | 3.20% | 1,500,000.00 | 1,006.85 | 1,501,006.85 |
| LC91143 | 15 Jul 2020 | Bendigo & Adelaide Bank Ltd | 11 Jan 2021 | 180 | 0.65 | Maturity | Moody's ST P-2 | Moody's A3 | 6.41% | 3,000,000.00 | 854.79 | 3,000,854.79 |
| LC89874 | 22 Jun 2020 | AMP Bank Ltd | 18 Jan 2021 | 210 | 1.50 | Maturity | S&P ST A2 | S&P BBB | 1.07% | 500,000.00 | 801.37 | 500,801.37 |
| LC89877 | 22 Jun 2020 | IMB Ltd | 18 Jan 2021 | 210 | 0.85 | Maturity | Moody's ST P-2 | Moody's Baa1 | 2.14% | 1,000,000.00 | 908.22 | 1,000,908.22 |
| LC92116 | 31 Jul 2020 | Bank of Queensland Ltd | 29 Jan 2021 | 182 | 0.80 | Maturity | Moody's ST P-2 | Moody's A3 | 4.27% | 2,000,000.00 | 0.00 | 2,000,000.00 |
| LC88027 | 15 May 2020 | Beyond Bank Australia Ltd | 15 Mar 2021 | 304 | 1.70 | Maturity | S&P ST A2 | S&P BBB | 2.63% | 1,232,488.77 | 4,420.07 | 1,236,908.84 |
| LC91268 | 20 Jul 2020 | Bank of Queensland Ltd | 19 Apr 2021 | 273 | 0.85 | Maturity | Moody's ST P-2 | Moody's A3 | 2.14% | 1,000,000.00 | 256.16 | 1,000,256.16 |
| LC89936 | 23 Jun 2020 | National Australia Bank Ltd | 22 Jun 2021 | 364 | 1.00 | Maturity | S&P ST A1+ | S&P AA- | 3.20% | 1,500,000.00 | 1,561.65 | 1,501,561.65 |
| Term Deposit Subtotal | | | | | | | | | 84.36% | 39,482,488.77 | 60,410.02 | 39,542,898.79 |
| City of Fremantle - Municipal Subtotal | | | | | | | | | 97.16% | 45,480,588.10 | 60,410.02 | 45,540,998.12 |
| City of Fremantle - Trust | | | | | | | | | | | | |
| At Call Deposit | | | | | | | | | | | | |
| LC92585 | 31 Jul 2020 | National Australia Bank Ltd | 1 Aug 2020 | 578 | 0.00 | Nil | S&P ST A1+ | S&P AA- | 2.84% | 1,328,142.09 | 0.00 | 1,328,142.09 |
| At Call Deposit Subtotal | | | | | | | | | 2.84% | 1,328,142.09 | 0.00 | 1,328,142.09 |



Concise Investment Report Pack 50
City of Fremantle
1 July 2020 to 31 July 2020

| Latest Deal Code | Latest Deal Settlement Date | Issuer | WAL / Interim Maturity Date | Term (Days) | Coupon Rate/Latest Yield | Coupon Frequency | Issuer Rating Short Term | Issuer Rating Long Term | % Total Face Value | Original Face Value Notional | Accrued Interest Notional | Market Value Notional |
|------------------------------------|-----------------------------|--------|-----------------------------|-------------|--------------------------|------------------|--------------------------|-------------------------|--------------------|------------------------------|---------------------------|-----------------------|
| City of Fremantle - Trust Subtotal | | | | | 0.00 | | | | 2.84% | 1,328,142.09 | 0.00 | 1,328,142.09 |
| Report Total | | | | | | | | | 100.00% | 46,808,730.19 | 60,410.02 | 46,869,140.21 |

Notes:

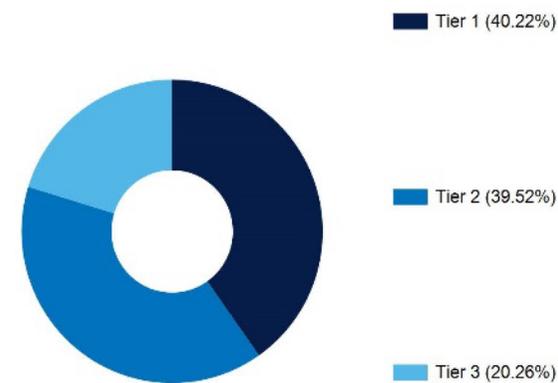
1. Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.
2. The values shown as subtotals and total of the coupon rate column are weighted average running yields
3. An asterisk in the Issuer Rating Short Term column indicates that the security's rating differs from the issuer's short term rating. Refer to Laminar for further information.

2. Portfolio Credit Framework As At 31 July 2020

| Credit Quality | Issue/Security Rating Group | Face Value | % Total Value |
|----------------|-----------------------------|----------------------|----------------|
| Tier 1 | | | |
| | AA+ to AA- | 11,500,000.00 | 24.57% |
| | A1+ | 7,326,209.75 | 15.65% |
| | Tier 1 | 18,826,209.75 | 40.22% |
| Tier 2 | | | |
| | A+ to A- | 18,500,000.00 | 39.52% |
| | A2 | 31.67 | 0.00% |
| | Tier 2 | 18,500,031.67 | 39.52% |
| Tier 3 | | | |
| | BBB+ to BBB- | 9,482,488.77 | 20.26% |
| | Tier 3 | 9,482,488.77 | 20.26% |
| | Portfolio Total | 46,808,730.19 | 100.00% |

| Limits | | | |
|--------|----------------------|-------------------------------|----------------------|
| | Credit Rating Group | Maximum Allocation Face Value | Maximum Allocation % |
| Tier 1 | AAA to AA- to A1+ | 46,808,730.19 | 100% |
| Tier 2 | A1 to A- | 28,085,238.11 | 60% |
| Tier 3 | BBB+ to BBB- | 11,702,182.55 | 25% |
| Tier 4 | Unrated (Authorised) | 7,021,309.53 | 15% |

Face Value by Portfolio Credit Framework



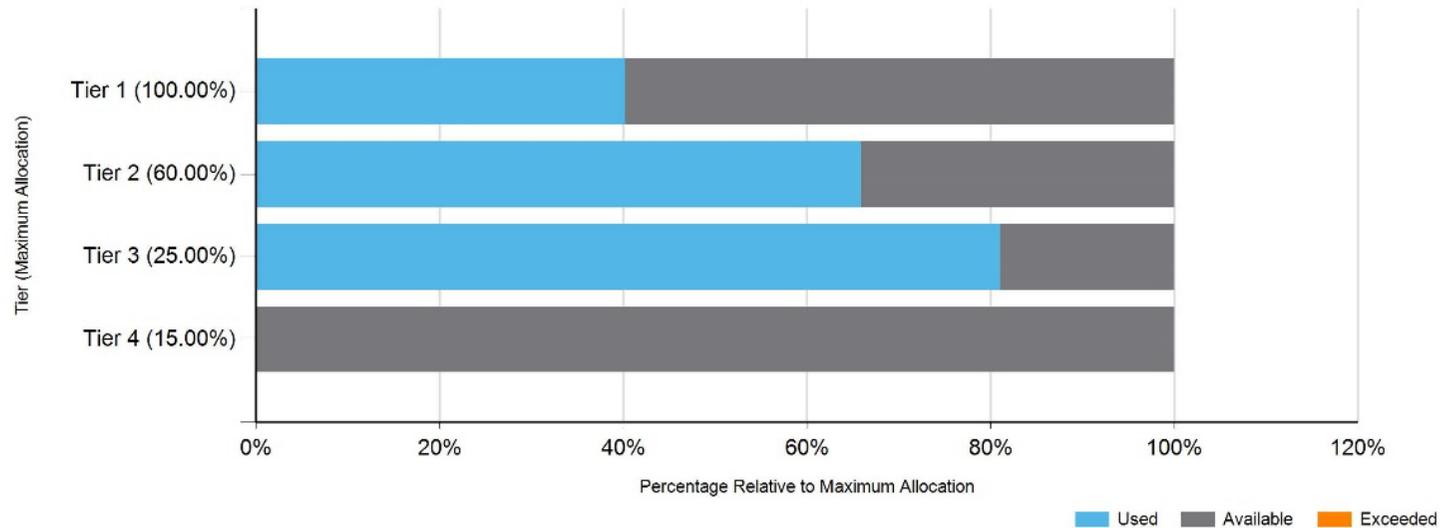


3. Portfolio Credit Framework Limits As At 31 July 2020

| Tier | Allocation | Allocation % | Maximum Allocation % | % Used of Maximum Allocation | % Available of Maximum Allocation | % Exceeded of Maximum Allocation |
|--------|---------------|--------------|----------------------|------------------------------|-----------------------------------|----------------------------------|
| Tier 1 | 18,826,209.75 | 40.22% | 100.00% | 40.22% | 59.78% | 0.00% |
| Tier 2 | 18,500,031.87 | 39.52% | 80.00% | 65.87% | 34.13% | 0.00% |
| Tier 3 | 9,482,488.77 | 20.26% | 25.00% | 81.04% | 18.96% | 0.00% |
| Tier 4 | 0.00 | 0.00% | 15.00% | 0.00% | 100.00% | 0.00% |
| | 46,808,730.19 | | | | | |

Values used in the above calculations exclude interest for term deposits and other simple interest securities.

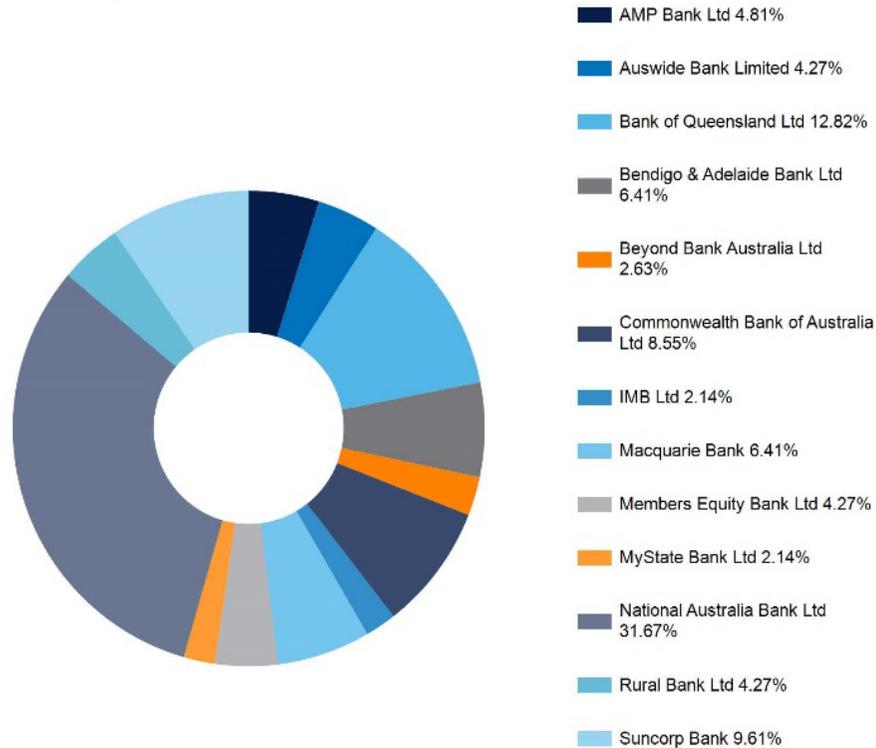
Portfolio Credit Framework Amounts Relative to Maximum Allocations



4. Counterparty Credit Framework As At 31 July 2020

| Issuer | Rating Group | Face Value | % Total Value |
|------------------------------------|------------------|----------------------|----------------|
| AMP Bank Ltd | A2, BBB+ to BBB- | 2,250,031.67 | 4.81% |
| Auswide Bank Limited | BBB+ to BBB- | 2,000,000.00 | 4.27% |
| Bank of Queensland Ltd | A+ to A- | 6,000,000.00 | 12.82% |
| Bendigo & Adelaide Bank Ltd | A+ to A- | 3,000,000.00 | 6.41% |
| Beyond Bank Australia Ltd | BBB+ to BBB- | 1,232,488.77 | 2.63% |
| Commonwealth Bank of Australia Ltd | AA+ to AA- | 4,000,000.00 | 8.55% |
| IMB Ltd | BBB+ to BBB- | 1,000,000.00 | 2.14% |
| Macquarie Bank | A+ to A- | 3,000,000.00 | 6.41% |
| Members Equity Bank Ltd | BBB+ to BBB- | 2,000,000.00 | 4.27% |
| MyState Bank Ltd | BBB+ to BBB- | 1,000,000.00 | 2.14% |
| National Australia Bank Ltd | A1+, AA+ to AA- | 14,826,209.75 | 31.67% |
| Rural Bank Ltd | A+ to A- | 2,000,000.00 | 4.27% |
| Suncorp Bank | A+ to A- | 4,500,000.00 | 9.61% |
| Portfolio Total | | 46,808,730.19 | 100.00% |

Face Value by Issuer

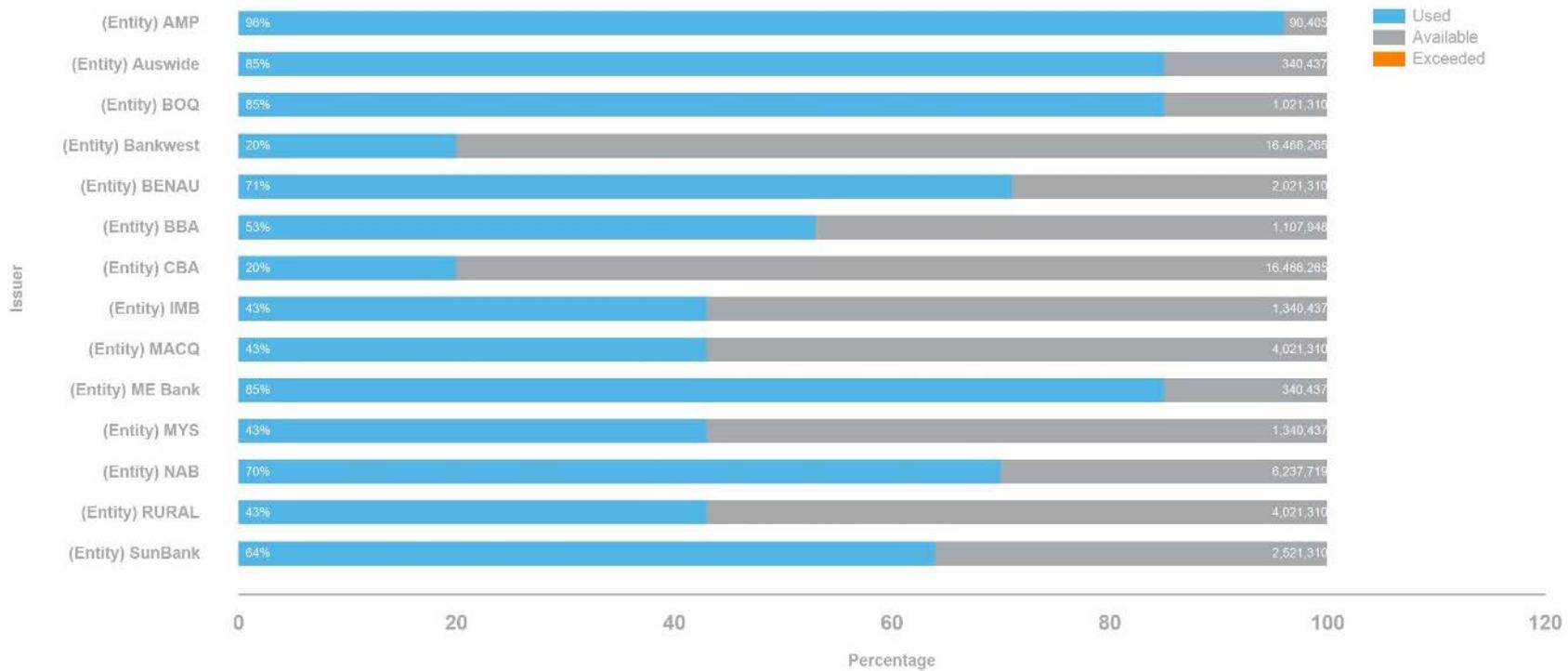


Notes
1. An issuer may have multiple rating groups if they are associated with, as an example, holdings in both an At Call Deposits (short term rating) and a term deposit (long term rating) security.

5. Issuer Trading Limits As At 31 July 2020

| Issuer | Issuer Parent | Already Traded (with Issuer Group) Face Value Notional | Limit For Book or Trading Entity | Tier (Long Term Rating) | Trading Limit | Trading Limit Type | Trading Limit Used (%) | Trading Limit Available (%) | Trading Limit Available (Value) | Trading Limit Exceeded (%) | Trading Limit Exceeded (\$) |
|------------------------------------|-------------------------------------|--|----------------------------------|-------------------------|---------------|--------------------|------------------------|-----------------------------|---------------------------------|----------------------------|-----------------------------|
| AMP Bank Ltd | | 2,250,031.67 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 96 | 4 | 90,406 | 0 | 0 |
| Auswide Bank Limited | | 2,000,000.00 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 85 | 15 | 340,437 | 0 | 0 |
| Bank of Queensland Ltd | | 6,000,000.00 | Entity | Tier 2 | 15.00 | % of 46,808,730.19 | 85 | 15 | 1,021,310 | 0 | 0 |
| BankWest Ltd | Commonwealth Bank of Australia Ltd | 4,000,000.00 | Entity | Tier 1 | 45.00 | % of 45,480,588.10 | 20 | 80 | 16,466,265 | 0 | 0 |
| Bendigo & Adelaide Bank Ltd | | 5,000,000.00 | Entity | Tier 2 | 15.00 | % of 46,808,730.19 | 71 | 29 | 2,021,310 | 0 | 0 |
| Beyond Bank Australia Ltd | | 1,232,488.77 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 53 | 47 | 1,107,948 | 0 | 0 |
| Commonwealth Bank of Australia Ltd | | 4,000,000.00 | Entity | Tier 1 | 45.00 | % of 45,480,588.10 | 20 | 80 | 16,466,265 | 0 | 0 |
| IMB Ltd | | 1,000,000.00 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 43 | 57 | 1,340,437 | 0 | 0 |
| Macquarie Bank | | 3,000,000.00 | Entity | Tier 2 | 15.00 | % of 46,808,730.19 | 43 | 57 | 4,021,310 | 0 | 0 |
| Members Equity Bank Ltd | | 2,000,000.00 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 85 | 15 | 340,437 | 0 | 0 |
| MyState Bank Ltd | | 1,000,000.00 | Entity | Tier 3 | 5.00 | % of 46,808,730.19 | 43 | 57 | 1,340,437 | 0 | 0 |
| National Australia Bank Ltd | | 14,826,209.75 | Entity | Tier 1 | 45.00 | % of 46,808,730.19 | 70 | 30 | 6,237,719 | 0 | 0 |
| Rural Bank Ltd | Bendigo & Adelaide Bank Ltd | 3,000,000.00 | Entity | Tier 2 | 15.00 | % of 46,808,730.19 | 43 | 57 | 4,021,310 | 0 | 0 |
| Suncorp Bank | | 4,500,000.00 | Entity | Tier 2 | 15.00 | % of 46,808,730.19 | 64 | 36 | 2,521,310 | 0 | 0 |
| | | 53,808,730.19 | | | | | | | 57,336,900 | | 0 |
| | (Excluding Parent Group Duplicates) | 46,808,730.19 | | | | | | | | | |

Issuer Trading Limits (Entity Wide Limits Only)

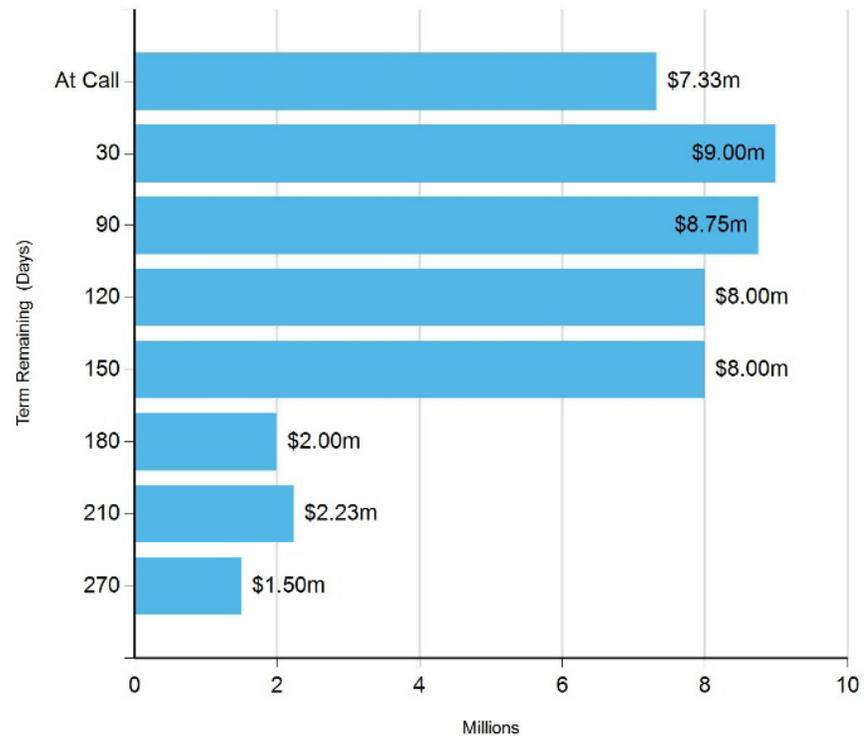


6. Portfolio by Term to Maturity As At 31 July 2020

| Term Remaining (Days) | Face Value | % Total Value |
|------------------------|----------------------|----------------|
| At Call | 7,326,241.42 | 15.65% |
| 30 | 9,000,000.00 | 19.23% |
| 90 | 8,750,000.00 | 18.66% |
| 120 | 8,000,000.00 | 17.09% |
| 150 | 8,000,000.00 | 17.09% |
| 180 | 2,000,000.00 | 4.27% |
| 210 | 2,232,488.77 | 4.77% |
| 270 | 1,500,000.00 | 3.20% |
| Portfolio Total | 46,808,730.19 | 100.00% |

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Face Value by Term Remaining



7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 July 2020

Portfolio Summary by Fossil Fuel Lending ADIs

| ADI Lending Status | % Total | Current Period |
|-------------------------------------|---------|----------------------|
| Non Fossil Fuel Lending ADIs | | |
| Auswide Bank Limited | 4.3% | 2,000,000.00 |
| Bendigo & Adelaide Bank Ltd | 6.4% | 3,000,000.00 |
| Beyond Bank Australia Ltd | 2.6% | 1,232,488.77 |
| IMB Ltd | 2.1% | 1,000,000.00 |
| Members Equity Bank Ltd | 4.3% | 2,000,000.00 |
| MyState Bank Ltd | 2.1% | 1,000,000.00 |
| Rural Bank Ltd | 4.3% | 2,000,000.00 |
| Suncorp Bank | 9.6% | 4,500,000.00 |
| | 35.7% | 16,732,488.77 |
| Fossil Fuel Lending ADIs | | |
| AMP Bank Ltd | 4.8% | 2,250,031.67 |
| Bank of Queensland Ltd | 12.8% | 6,000,000.00 |
| Commonwealth Bank of Australia Ltd | 8.5% | 4,000,000.00 |
| Macquarie Bank | 6.4% | 3,000,000.00 |
| National Australia Bank Ltd | 31.7% | 14,826,209.75 |
| | 64.2% | 30,076,241.42 |
| Total Portfolio | | 46,808,730.19 |

All amounts shown in the table and charts are Current Face Values. The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.

Note: Reference for financial institutions not supporting the unlocking of carbon is (<http://www.marketforces.org.au/>).

Fossil Fuel vs Non Fossil Fuel Lending ADI



- Non Fossil Fuel Lending ADIs (35.7%)
- Fossil Fuel Lending ADIs (64.3%)

Non Fossil Fuel Lending ADIs



- Suncorp Bank (26.9%)
- Bendigo & Adelaide Bank Ltd (17.9%)
- Auswide Bank Limited (12.0%)
- Members Equity Bank Ltd (12.0%)
- Rural Bank Ltd (12.0%)
- Beyond Bank Australia Ltd (7.4%)
- IMB Ltd (6.0%)
- MyState Bank Ltd (6.0%)

Fossil Fuel Lending ADIs



- National Australia Bank Ltd (49.3%)
- Bank of Queensland Ltd (19.9%)
- Commonwealth Bank of Australia Ltd (13.3%)
- Macquarie Bank (10.0%)
- AMP Bank Ltd (7.5%)

8. Performance Statistics For Period Ending 31 July 2020

| Trading Book | | 1 Month | 3 Month | 12 Month | Since Inception |
|-------------------------------|------------------------|---------|---------|----------|-----------------|
| City of Fremantle - Municipal | | | | | |
| | Portfolio Return (1) | 0.07% | 0.27% | 1.46% | 1.98% |
| | Performance Index (2) | 0.01% | 0.03% | 0.73% | 1.44% |
| | Excess Performance (3) | 0.06% | 0.24% | 0.73% | 0.54% |
| City of Fremantle - Trust | | | | | |
| | Portfolio Return (1) | 0.00% | 0.00% | 0.00% | 0.77% |
| | Performance Index (2) | 0.01% | 0.03% | 0.73% | 1.22% |
| | Excess Performance (3) | -0.01% | -0.03% | -0.73% | -0.45% |

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

| Trading Book | Weighted Average Running Yield |
|--|--------------------------------|
| City of Fremantle - Municipal | 0.85 |
| City of Fremantle - Trust | 0.00 |
| All Trading Books | 0.82 |
| Fossil Fuel Support - Simple Interest Only | 0.99 |
| Non Fossil Fuel Support - Simple Interest Only | 0.96 |
| Fossil Fuel Support - All Securities | 0.75 |
| Non Fossil Fuel Support - All Securities | 0.96 |

9. Interest and Distribution Income For 1 July 2020 to 31 July 2020

| Security ISIN | Security | Income Expense Code | Settlement Date | Face Value (Basis of Interest Calculation) | Consideration Notional | Income Type | Trading Book |
|---------------|-----------------------------------|---------------------|-----------------|--|------------------------|--------------------------|-------------------------------|
| | NAB 1.4 01 Jul 2020 120DAY TD | IEI114504 | 1 Jul 2020 | 3,000,000.00 | 13,808.22 | Security Coupon Interest | City of Fremantle - Municipal |
| | Auswide 1.7 02 Jul 2020 90DAY TD | IEI117527 | 2 Jul 2020 | 2,000,000.00 | 8,383.56 | Security Coupon Interest | City of Fremantle - Municipal |
| | ME Bank 1.7 13 Jul 2020 332DAY TD | IEI98290 | 13 Jul 2020 | 2,000,000.00 | 30,926.03 | Security Coupon Interest | City of Fremantle - Municipal |
| | BOQ 1.6 20 Jul 2020 182DAY TD | IEI110527 | 20 Jul 2020 | 1,000,000.00 | 7,978.08 | Security Coupon Interest | City of Fremantle - Municipal |
| | BOQ 1.4 31 Jul 2020 149DAY TD | IEI114771 | 31 Jul 2020 | 2,000,000.00 | 11,430.14 | Security Coupon Interest | City of Fremantle - Municipal |
| | | | | | 72,526.03 | | |

10. Transactions For Period 1 July 2020 to 31 July 2020

| Security | Security ISIN | Deal Code | Acquisition/ Disposal | Transaction Date | Settlement Date | Face Value Original | Face Value Current | Bond Factor | Capital Price | Accrued Interest Price | Gross Price | Consideration Notional |
|------------------------------------|---------------|-----------|-----------------------|------------------|-----------------|---------------------|--------------------|-------------|---------------|------------------------|-------------|------------------------|
| NAB 0.85 29 Oct 2020 120DAY TD | | LC90280 | Acquisition | 1 Jul 2020 | 1 Jul 2020 | 3,000,000.00 | 3,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 3,000,000.00 |
| Auswide 0.9 04 Jan 2021 186DAY TD | | LC90292 | Acquisition | 2 Jul 2020 | 2 Jul 2020 | 2,000,000.00 | 2,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 2,000,000.00 |
| ME Bank 0.65 10 Dec 2020 150DAY TD | | LC91025 | Acquisition | 13 Jul 2020 | 13 Jul 2020 | 2,000,000.00 | 2,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 2,000,000.00 |
| BENAU 0.65 11 Jan 2021 180DAY TD | | LC91143 | Acquisition | 15 Jul 2020 | 15 Jul 2020 | 3,000,000.00 | 3,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 3,000,000.00 |
| BOQ 0.85 19 Apr 2021 273DAY TD | | LC91268 | Acquisition | 20 Jul 2020 | 20 Jul 2020 | 1,000,000.00 | 1,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 1,000,000.00 |
| BOQ 0.8 29 Jan 2021 182DAY TD | | LC92116 | Acquisition | 31 Jul 2020 | 31 Jul 2020 | 2,000,000.00 | 2,000,000.00 | 1.00000000 | 100.000 | 0.000 | 100.000 | 2,000,000.00 |
| | | | | | | | | | | | | 13,000,000.00 |

Note: 1. The transaction list above excludes transactions associated with At Call securities.

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Report Code: TEPACK050EXT-00.17
Report Description: Concise Investment Report Pack 50
Parameters:
Trading Entity: City of Fremantle
Settlement Date Base
History Start Date: 1 Jan 2000
Prior Period End Date: 30 Jun 2020
Exclude Term Deposit Interest
Do Not Eliminate Issuer Parent-Child Effect In Trading Limit Calculations
Show Issuer Parent Column in Trading Limit Table
Use Face Value Notional in Trading Limit Calculations

C2008-5 SCHEDULE OF PAYMENTS JULY 2020

ATTACHMENT 1

Schedule of payments and listing - viewed electronically

ATTACHMENT 2

Purchase card transactions – viewed electronically

FPOL2008-11 ELECTED MEMBER MOTION - NAMING OF THE LANEWAY THOROUGHFARE ADJOINING THE FREQ SOCIAL CLUB 'RICHARD LANE' – MAYOR BRAD PETTITT

ATTACHMENT 1 – Proposed naming of laneway adjoining The Freq Social Club "Richard Lane"

