



# Meeting attachments

Audit and Risk

Management Committee

Monday 14 August 2023 6.00pm

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PURCHASING POLICY EXEMPTIONS - JULY TO AUGUST 2023

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
<\$2,000 1 verbal Quote							

Total Exemptions: <\$2,000

\$ -

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Specialist Legal Advice	Jackson McDonald	Specialist legal advice for the protection of trees and prosecution for damages and the proposed supplier has experience in this particular area.	One-Off	\$ 5,000.00	12-Jun-23	Director-Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer (OEM)	Major Motors	Major Motors are the only OEM supplier for Isuzu. Major Motors are competitive with aftermarket suppliers of non-genuine parts such as JBT and Japanese Trucks Australia. Quotes are obtained from other parts distributors if available and the best priced/ valued item is purchased. Some items cannot be obtained an OEM items are required from Major Motors to complete the repair.	12 Months	\$ 4,000.00	10-Jul-23	Director-Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Original Equipment Manufacturer (OEM)	T Quip	OEM parts required to maintain and service the council owned Toro Pro Core SR70 and Council owned Toro E2065 Workman's. Where possible quotes are also obtained for non OEM parts. The best valued parts are sourced.	12 Months	\$ 7,500.00	10-Jul-23	Director-Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Subscription (excluding Software)	Intelife	The proposed supplier is an Australian Disability Enterprise and provides value for money. As such, under Regulation 11(2), the City is exempt from the need to publicly invite for tender.	12 Months	\$ 3,572.00	17-Jul-23	Director-Infrastructure
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Catia Dolzadelli	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 2,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Claire Bailey	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 2,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Ross Potter	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 3,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Heidi Mippy	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 2,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Gerl Hayden	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 2,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Sharon Calgaret	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 2,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Blazing Swan	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 3,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	WA Circus School	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Matteo Mazzella	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,750.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	House of Reign – Toru Tomokino	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 9,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Yvonne Doherty	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 3,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Sandy McKendrick	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 3,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Erin Coates	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development

\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Greg Barr	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Harley Richards	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Yabini Kickett	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Sharyn Egan	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 7,500.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Jarni McGuire	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	20-Jul-23	Director- Community Development
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Specialist Legal Advice	Jackson McDonalds	Legal advice in respect to a contract dispute with the contractor for Fremantle Park (build). Tennis court defect.	3 Weeks	\$ 5,000.00	26-Jul-23	CEO
\$2,000-\$9,999 Request 2 Quotes Min. 1 written quote rec'd	Request for Artist	Elly Sumner	All artists listed are performing & presenting work as part of the Fremantle Festival: 10 Nights in Port. Each artist will perform and present over the festival during the 10 Night/10 Day Program. The Arts & Culture commissioning matrix has been used in selecting these artists. Artists are selected that have a high level of industry experience and are high quality acts. COF Festival Officers assesses artists & responds to open submissions.	Once-Off	\$ 5,000.00	27-Jul-23	Director- Community Development

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

\$ 107,822.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Sole Source of Supply	Integrity Management Solutions	Attain is a simple to use technology (software), that replaces manual and resource intensive processes for tracking and creating delegations of authority, gift and travel declarations, primary and annual returns and related party disclosures. It is Developed in Western Australia by local government compliance experts and is specific to WA legislation requirements.	12 Months	\$ 25,806.00	22-Jun-23	CEO
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	AMS Consulting	AMS Consulting can provide the City with firsthand, council side experience (City of Mandurah) in the migration from a standalone Asset Register to Technology One. There are other asset management consultants in Perth who offer data capture and systems analytics (surveys, condition audits etc. into registers and the ability to provide strategic planning and reporting from this data), however none have expertise and experience in asset register migration, let alone firsthand experience council side.  Prior to lodging this exemption request, the migration project and consultancy services required has been discussed with ICT and Procurement. ICT have confirmed that a third-party consultant (that is not from TechOne) is required to export the data from Assetic into a compatible format. Discussions with Procurement included exploring the option of releasing a RFQ for the scope, with criteria for firsthand experience in register migration to Technology One. It was agreed that approaching another consultancy firm would be disingenuous, knowing that no other firm is able to comply with this essential requirement.	12 Months	\$ 30,000.00	07-Jul-23	Director- Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer (OEM)	Rosmech Sales and Service	Generic parts are sourced from other businesses when and where possible. These include fittings, pipes, hoses, bearings, filters, brooms etc. Truck chassis parts on the Mistral can be sourced from WA Hino, JTB or Japanese Truck Australia. The Azura Sweeper is imported from Europe by Rosmech. They are the only dealership with the franchise selling the Azura sweeper. The Scarab Minor is imported from England by Rosmech. They are the only dealership with the franchise selling the Scarab Minor. OEM Parts specific to these machines are purchased through Rosmech.	12 Months	\$ 22,000.00	10-Jul-23	Director- Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer (OEM)	Truck Centre WA Pty Ltd	Truck Centre are the only provider of Volvo parts. Where possible generic parts are used if they are better value. These include Brake pads, rotors, filters etc and maybe sourced from other suppliers. Parts specific (OEM genuine) are sourced through Truck Centre. These may include controls, electrical components as cannot be purchased through generic suppliers.	12 Months	\$ 25,000.00	10-Jul-23	Director- Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Original Equipment Manufacturer (OEM)	Superior Pak Pty Ltd	The Waste Compactors are specifically made and designed by Superior Pak. Waste compactor panels, paddles Binlifter and binlifter actuators are items which are made specifically for this purpose and genuine parts are needed. Where possible we purchase bearings, seals, hydraulic filters from generic suppliers if of better value.	12 Months	\$ 38,000.00	10-Jul-23	Director- Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	Friends of Clontarf Hill and Adjacent Bushland Inc	Clontarf Hill is a site with both environmental and Aboriginal cultural significance. Friends of Clontarf Hill received a State NRM Office Community Stewardship grant of \$47,490 (ex GST) over years 2021/22, 2022/23, and 2023/24. The City agreed to fund the project and has allocated \$16,000 for this purpose in its 2023/24 budget.	13 Months	\$ 16,000.00	20-Jul-23	Director- Infrastructure
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	ATA Consulting / Peter Kerr	Peter is an expert in electricity supplies, interfacing with Western Power and engagement with the community in respect to utilities. He has a lot of experience in this area and is able to address the requirements of the brief at short notice.	6 Weeks	\$ 15,570.00	26-Jul-23	CEO
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Consultant Advice	CJProperty	Chris Wiggins has a working knowledge of the Resource Recovery Group and would be the only person available to give informed advice in respect to the current service review.	3 Weeks	\$ 11,200.00	26-Jul-23	CEO
\$10,000-\$49,999 Request 3 Quotes Min. 2 written quotes rec'd	Specialist Legal Advice	Thomson Geer	Thomson Geer are a WALGA approved Lawyer - and have the suitable skills and capacity to advice on the service review of the Resource Recovery Group. They are also one of the only lawyers that have not been involved or are potentially conflicted through previous dealings with the RRG or one of the member Councils.	4 Weeks	\$ 20,000.00	26-Jul-23	CEO

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

\$ 203,576.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$50,000-\$149,999 Formal RFQ Min. 3 written quotes rec'd							

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

\$ -

TOTAL EXEMPTIONS

\$ 311,398.00

	Jun-23	Jul-23	TOTAL
Request for Artist	\$ -	\$ 82,750.00	\$ 82,750.00
Original Equipment Manufacturer (OEM)	\$ -	\$ 96,500.00	\$ 96,500.00
Sole Source of Supply	\$ 25,806.00	\$ -	\$ 25,806.00
Specialist Consultant Advice	\$ -	\$ 72,770.00	\$ 72,770.00
Specialist Legal Advice	\$ 5,000.00	\$ 25,000.00	\$ 30,000.00
Subscription (excluding Software)	\$ -	\$ 3,572.00	\$ 3,572.00
	\$ 30,806.00	\$ 280,592.00	\$ 311,398.00

### Report on Elected Member Training 2022/2023

In accordance with Section 5.127 of the *Local Government Act 1995* the Chief Executive Officer of a local government must place a report on training, completed by elected members, on the City's website each financial year.

The report must be placed on the website within 1 month after the end of the financial year to which the report relates.

The below register captures all Professional Development completed by elected members for the duration of the current Council.

Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Andrew Sullivan	Council Member Essentials – Understanding Local Government	21/09/2022	WALGA	eLearning
Cr Andrew Sullivan	Council Member Essentials – Conflicts of Interest	22/09/2022	WALGA	eLearning
Cr Andrew Sullivan	Council Member Essentials – Meeting Procedures	21/10/2022	WALGA	eLearning
Cr Andrew Sullivan	Council Member Essentials – Serving on Council	27/10/2022	WALGA	eLearning
Cr Andrew Sullivan	Council Member Essentials – Understanding Financial Reports and Budgets	28/10/2022	WALGA	eLearning
Cr Ben Lawver	Council Member Essentials – Meeting Procedures	25/10/2022	WALGA	eLearning
Cr Fedele Camarda	Council Member Essentials – Meeting Procedures	01/07/2022	WALGA	eLearning

<b>Elected Member</b>	<b>Description of training</b>	<b>Date Completed</b>	<b>Training Provider</b>	<b>Location</b>
Cr Fedele Camarda	Council Member Essentials – Serving on Council	22/08/2022	WALGA	eLearning
Mayor Hannah Fitzhardinge	Council Member Essentials – Understanding Local Government	14/09/2022	WALGA	eLearning
Mayor Hannah Fitzhardinge	Council Member Essentials – Conflicts of Interest	7/10/2022	WALGA	eLearning
Mayor Hannah Fitzhardinge	Council Member Essentials – Meeting Procedures	27/10/2022	WALGA	eLearning
Mayor Hannah Fitzhardinge	Council Member Essentials – Serving on Council	30/10/2022	WALGA	eLearning
Mayor Hannah Fitzhardinge	Council Member Essentials – Understanding Financial Reports and Budgets	30/10/2022	WALGA	eLearning
Cr Jenny Archibald	Council Member Essentials – Meeting Procedures	24/10/2022	WALGA	eLearning
Cr Jenny Archibald	Council Member Essentials – Serving on Council	25/10/2022	WALGA	eLearning
Cr Jenny Archibald	Council Member Essentials – Understanding Financial Reports and Budgets	27/10/2022	WALGA	eLearning
Cr Jenny Archibald	Council Member Essentials – Understanding Local Government	28/10/2022	WALGA	eLearning