



Agenda

Audit and Risk Management Committee

Monday 18 March 2024 6pm



Notice of an Audit and Risk Management Committee meeting

Elected Members

An Audit and Risk Management Committee meeting of the City of Fremantle will be held on **Monday 18 March 2024** in the Seminar Room at the Walyalup Civic Centre, located at 151 High Street, Fremantle commencing at 6.00 pm.

This meeting is closed to the public.

A handwritten signature in black ink, appearing to read "M. Hammond".

Matt Hammond
Acting Chief Executive Officer

14 March 2024



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1. Official opening, welcome and acknowledgement

Ngala kaaditj Whadjuk moort keyen kaadak nidja Walyalup boodja wer djinang Whadjuk kaaditjin wer nyiting boola yeye.

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

2. Attendance, apologies and leave of absence

There are no previously received apologies or approved leave of absence.

3. Disclosures of interest by members

Elected members must disclose any interests that may affect their decision-making. They may do this in a written notice given to the CEO; or at the meeting.

4. Deputations

4.1 Special deputations

A special deputation may be made to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.

4.2 Presentations

Elected members may make presentations to the meeting in accordance with the City of Fremantle Meeting Procedures Policy.

5. Confirmation of minutes

OFFICER'S RECOMMENDATION

The Audit and Risk Management Committee confirm the minutes of the Audit and Risk Management Committee meeting dated 11 December 2023.

6. Elected member communication

Elected members may ask questions or make personal explanations on matters not included on the agenda.



7. Reports and recommendations

7.1 Governance and Compliance

ARMC2403-01 ADOPTION OF THE 2023 COMPLIANCE AUDIT RETURN

Meeting date:	18 March 2024
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority
Attachments:	<ol style="list-style-type: none">1. Quantum Assurance Report and Appendix2. 2023 Compliance Audit Return - Draft

SUMMARY

The 2023 Compliance Audit Return (CAR) has been completed by the City of Fremantle, with the assistance of an independent auditor, and is presented to Council for adoption in accordance with regulation 14 of the *Local Government (Audit) Regulations 1996*.

This report recommends that Council adopt the 2023 Compliance Audit Return as shown in Attachment 2, and note that the Mayor and the Chief Executive Officer will certify the return before it is submitted to the Department of Local Government, Sport, and Cultural Industries by 31 March 2024.

BACKGROUND

In accordance with regulation 14 of the *Local Government (Audit) Regulations 1996*, each local government authority is required to carry out a compliance audit for the period 1 January to 31 December of each year and submit it to the Department of Local Government, Sport, and Cultural Industries (the Department) by 31 March.

The City engaged Quantum Assurance as an independent auditor to assist with the completion of the 2023 Compliance Audit Return (CAR) after being appointed by Council at the Ordinary Meeting of Council on 20 December 2023.

The 2023 CAR contains 94 questions focusing on the local government's compliance with the requirements of the *Local Government Act 1995* (the Act) and associated regulations, in relation to the following matters:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting

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- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services
- Optional Questions

Under regulation 14 (3A) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is required to review the CAR and make recommendations to Council on any action required in response to the audit findings. The Council are required to adopt the CAR prior to it being submitted to the Minister for Local Government before the deadline of 31 March 2024.

FINANCIAL IMPLICATIONS

The expenditure associated with the annual Compliance Audit Return was included in the 2023/2024 Budget.

LEGAL IMPLICATIONS

In accordance with section 7.13(1)(i) of the *Local Government Act 1995* and regulations 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*, local governments are required to carry out an audit of compliance for the period 1 January to 31 December each year.

Following preparation of the return a local government is to:

- a. Review the audit report at its audit committee,
- b. Present the audit report to council,
- c. Adopt the audit report, and
- d. Record the audit report in the minutes of that meeting.

The return is to be signed by the Mayor and Chief Executive Officer before it is submitted, with a copy of the relevant section of the minutes of the meeting at which it is adopted, to the Department of Local Government, Sport and Cultural Industries by the 31 March following the period to which the return relates.

CONSULTATION

In January and February 2024, Quantum Assurance's auditor consulted relevant City officers seeking responses and supporting documentation to verify those responses in relation to the questions asked in the CAR. The information was reviewed by the independent auditor and used in the development of the auditors quality assurance review report, as shown in **Attachment 1**.



OFFICER COMMENT

Quantum Assurance’s auditor met with relevant City officers to review each of the 94 questions contained within the CAR and examined supporting documents to verify responses, as provided in **Attachment 1**.

Of the 94 questions contained within the 2023 CAR, 1 non-compliance was identified, as shown in the following table:

Reference	Question	Explanatory Notes
<p>Disclosure of Interest – Question 5</p> <p>The Act s5.76 Admin Reg 23, Form 3</p>	<p>Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?</p>	<p>1 x form was submitted late (22/09/2023) in the Attain (financial disclosures) system that the City uses due to admin error, resulting in the officer not being prompted to submit the Annual Return form. The error has been rectified and processes have been updated to ensure a manual check occurs prior to 31 August. The breach was reported to the Corruption and Crime Commission and the Department, with no action taken.</p>

The matter identified as non-compliant in the CAR will be monitored by officers and improved procedures will be followed to ensure compliance. Quantum Assurance did not provide further recommendations for the City of Fremantle, rather commending improved processes, under separate cover.

The City has achieved a 98% compliance rating for the period covered by the 2023 CAR. This compares with the 90% compliance rating in the 2022 CAR, and 95% in 2021. The 2023 questions did not alter from the previous year, apart from the following questions, which the City is compliant with:

Not included in the 2023 CAR: *"Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?"*

Response: Yes, approved on 21 April 2021.

New Addition in the 2023 CAR (previously combined with Official Conduct question 2): *"Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?"*

Response: Yes.



The City uses the CAR each year as an opportunity to review and identify processes improvement opportunities, that may assist the City to avoid potential non-compliance in the future. In addition to this, officers are exploring options to implement an ongoing internal audit process that will monitor and track compliance throughout the year and assist with continuous improvement.

VOTING AND OTHER REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council:

- 1. Adopt the 2023 Compliance Audit Return, for the period 1 January 2023 to 31 December 2023, as shown in Attachment 2.**
- 2. Note that the Mayor and the Chief Executive Officer will certify the 2023 Compliance Audit Return before it is submitted to the Department of Local Government, Sport, and Cultural Industries by 31 March 2024.**



ARMC2403-02 PURCHASING POLICY EXEMPTIONS DECEMBER 2023 TO FEBRUARY 2024

Meeting date: 18 March 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority
Attachments: 1. Purchasing Policy Exemption Detail –
December 2023 to February 2024
Confidential Attachments: Nil

SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempted from the requirements of the Purchasing Policy, during the period December.

This report recommends that Council receive the Purchasing Policy Exemptions report for December 2023 to February 2024.

BACKGROUND

At the Ordinary Meeting of Council of 25 November 2020, Council adopted an updated Purchasing Policy. The Purchasing Policy outlines the requirements and decision-making process for each Policy threshold. The Policy also contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and other Policy exemptions.

Under this policy all exemptions applied by the City are to be reported to the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

CONSULTATION

Nil



OFFICER COMMENT

December 2023

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$13,999.00** for the month of December 2023.

The value of exemptions by category is:

Exemption Category	Value
Request for Artist	\$13,999.00
Total	\$13,999.00

Details regarding individual exemptions can be found in Attachment 1.

January 2024

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$46,632.90** for the month of January 2024.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consulting Advice	\$10,300.00
Request for Artist	\$3,000.00
Sole Source	\$33,332.90
Total	\$46,632.90

Details regarding individual exemptions can be found in Attachment 1.

February 2024

The total value of spending exempt from the City of Fremantle Purchasing Policy was **\$98,200.00** for the month of February 2024.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consulting Advice	\$95,200.00
Request for Artist	\$3,000.00
Total	\$98,200.00

Details regarding individual exemptions can be found in Attachment 1.



VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council receive the information report on Purchasing Policy exemptions for December 2023 to February 2024.



**ARMC2403-03 TENDERS AWARDED UNDER DELEGATION DECEMBER
2023 TO FEBRUARY 2024**

Meeting date: 18 March 2024
Responsible officer: Manager Financial Services
Voting requirements: Simple Majority
Attachments: Nil
Confidential attachments: Nil

SUMMARY

The purpose of this report is to summarise tenders awarded under delegation by various delegated officers and Committees during the period December 2023 to February 2024.

This report recommends that Council receive the report on tenders awarded under delegation between December 2023 to February 2024.

BACKGROUND

Tenders awarded by the City are awarded under the following delegations, approved at Council on 28 June 2023 (FPOL2306-4):

Delegated Authority	Amount of Delegation
Ordinary Meeting of Council	\$500,000+ (if within budget)
CEO	Up to \$500,000
Directors	Up to \$500,000

Items identified under 'Officer Comment' of this report detail tenders awarded under delegation.

FINANCIAL IMPLICATIONS

All tenders were awarded in line with the adopted 2023-24 budget.

LEGAL IMPLICATIONS

All tenders awarded met the requirements of Regulations 11A – 24AJ of the *Local Government (Functions and General) Regulations 1996* and S3.57 of the *Local Government Act 1995*.

Under delegation 2.11 Expressions of interest and tenders, of the City's Register of Delegated Authority 2023-24, the Chief Executive Officer is required to report the use of this delegation to the Audit and Risk Management Committee.



CONSULTATION

Nil

OFFICER COMMENT

Below is a list of tenders awarded under delegation between December 2023 to February 2024.

December 2023

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
Nil				

January 2024

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
Nil				

February 2024

Tender Description	Awarded By	Contractor(s)	Contract Term	Contract Value
FCC650/23 Hook Lift Bin Services and Bulk Waste Processing	Director	Veolia Environmental Services Australia Pty Ltd	3 Years	\$268,740
FCC651/23 Bulk Green Organics Waste Verge Collection	Director	Western Maze WA T/As WA Recycling Service	3 Years	222,000

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council receive the information report on tenders awarded under delegation for December 2023 to February 2024.



**ARMC2403-04 EMERGING ISSUES REPORT – DECEMBER 2023 TO
FEBRUARY 2024**

Meeting date: 18 March 2024
Responsible officer: Manager Governance
Voting requirements: Simple Majority
Attachments: Nil
Confidential Attachments: 1. Emerging Issues Summary Report
(December -February)

SUMMARY

This report highlights the relevant issues which are either current or emerging and may significantly affect the operation, financial, legal, or reputational operation of the City.

These matters are raised to inform the committee of any significant issues identified by officers and allow for any further feedback or questions on the actions currently being taken or under consideration to address and resolve them.

BACKGROUND

Part of the role of the Audit and Risk Management Committee is to be aware of any significant financial, political, and corporate issues being identified by the organisation and to understand, review or advise on the possible actions to address these.

FINANCIAL IMPLICATIONS

Some of the issues and potential mitigation actions outlined in this report may include financial implications for the City. Order of magnitude estimates of financial implications based on information available at the time of the report, is included in the issues table attached.

LEGAL IMPLICATIONS

The City actively seeks legal advice and support where issues and risks identified have potential legal implications.

CONSULTATION

Nil.



OFFICER COMMENT

The confidential table attached with this agenda identifies the current or emerging issues which are considered significant by the organisation. Some are in action, and some are under review by the organisation and will continue to be updated to the Audit and Risk Management Committee over time.

In conjunction with the organisation's newly developed Risk Management Framework, the City's issues log will provide a consistent and effective means of tracking, managing, and resolving significant issues.

It should be noted that as the City progresses through the transitional period to the new Risk Management Framework, there are a number of issues covered on both the issues log and the current Corporate Risk Register.

The City's emerging issues log is populated and maintained by officers. This document is maintained live in the City's corporate document management system and is reviewed and discussed by the Executive Leadership Team as a standing agenda item monthly.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council receive the emerging issues report for December 2023 to February 2024.



7.2 Finance

ARMC2403-05 OVERDUE DEBTORS REPORT AS AT 29 FEBRUARY 2024

Meeting date:	18 March 2024
Responsible Officer:	Manager Financial Services
Voting requirements:	Simple Majority
Attachments:	Nil
Confidential Attachments:	1. Summary of Overdue Debts above Threshold

SUMMARY

This Overdue Debtors Report, with confidential attachment, is provided to the Audit and Risk Management Committee to report details of overdue debts, as at 29 February 2024, and identify those where the amount owing is over 90 days with a total debt exceeding \$10,000.

This report recommends that Council receive the Overdue Debtors Report and acknowledge the overdue debts exceeding 90 days that have a combined value greater than \$10,000 as at 29 February 2024.

BACKGROUND

This report provides the Audit and Risk Management Committee the following information in relation to overdue debtors:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above.
- A confidential report containing the individual debtor information in relation to the outstanding debts exceeding 90 days with a combined value of debt, by debtor, exceeding \$10,000.
- The Debtor Day Ratio, being the average number of days taken for the City to receive payment from its customers for invoices issued to them.



FINANCIAL IMPLICATIONS

It is a requirement that annual financial statements include an allowance for impairment of receivables owed to the local government to be recognised as a cost to the budget in the year in which the impairment is made.

As at the year ending 30 June 2024 an amount of \$160,937 is held as an allowance for impairment of sundry receivables. There have been no waivers or debt written off for the 2023/24 financial year.

Summary of Sundry Debtors

There have been no Sundry debts waived or written off during the 2023/24 financial year.

Summary of Rates Debtors

There have been no Rates debts waived or written off during the 2023/24 financial year.

LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the *Local Government Act 1995* provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the *Local Government Act 1995* the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$50,000 per account where, in the opinion of the Chief Executive Officer, all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where, in the opinion of the Director or Manager, all other reasonable avenues of recovery have been exhausted.

All records of the uses of this delegated authority, to waive or write off debts valued at \$1,000 or above, per debtor, must be reported to the Audit and Risk Management Committee.



Any amount more than \$50,000 is to be written off by Council resolution. A Council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

CONSULTATION

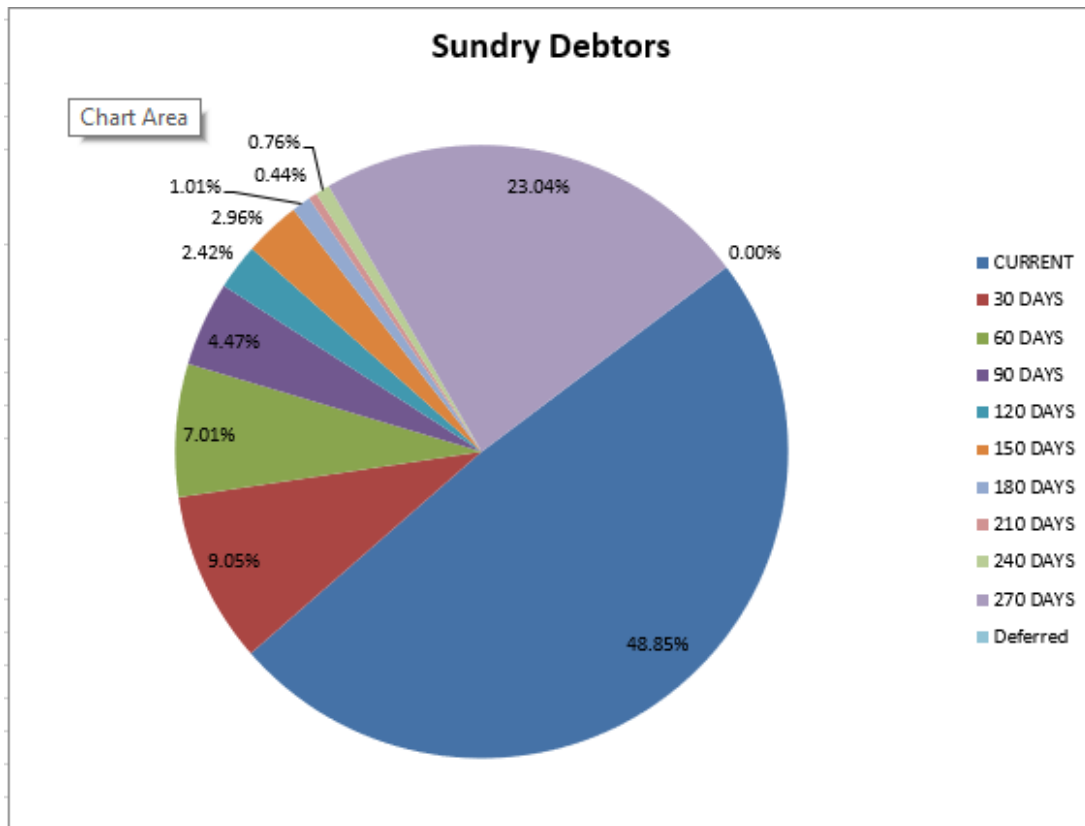
Nil

OFFICER COMMENT

The total of debts outstanding as at 29 February 2024 was \$1,148,339. A breakdown of aged debt for the current period compared to prior year is tabled below.

Period Ending	Current	30 Days	60 Days	90+ Days	Total
Dec 23 – February 24	49%	9%	7%	35%	100%
	560,984	103,893	80,478	402,983	1,148,339
Dec 23 – February 24 Excl. Commercial Properties	80%	11%	5%	4%	100%
	359,834	49,459	23,075	18,398	450,766
Dec 22 - February 23	359,824	44,284	59,836	388,555	852,499

The graph below shows the aged debt balances as at 29 February 2024:



Compared to the report of overdue debtors as at 30 November 2023, presented to Audit and Risk Management Committee at the 11 December 2023 meeting, the total value of outstanding debts has increased slightly from \$1,037,954 to \$1,148,339.

Total outstanding debt over 90 days has increased from \$305,572 at the end of the previous reporting date to \$402,983.

The number of overdue debtors over 90 days, and above the total debt reporting threshold of \$10,000, has remained at five. Of the five reported, two debtors have decreased and one has increased values of debt since the prior reporting period.

These five debtors have a total debt owing of \$242,865 of which \$240,365 is over 90 days. The confidential attachment contains details of the debtors comprising this balance.

Key Performance Indicators

When determining status or risk associated with outstanding debtors, officers typically consider and assess the following metrics:

- Total amount of outstanding debt
- Age of outstanding debt (and value of that debt)

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- Frequency of payment of outstanding debt
- Outstanding debt per individual debtor
- Outstanding debt per type of debtor

Officers consider all of these metrics alongside each other as well as the debtor day ratio to assist in providing an overarching assessment of general performance of outstanding debtors. The debtor day ratio measures how quickly cash is being collected from debtors regardless of the level of total outstanding amount of debt or the type of debt, allowing for a consistent metric that will identify periods where debtors are taking longer to pay down outstanding debt.

A number of metrics have been provided to follow that provide an initial snapshot of performance and or status of outstanding debtors to follow.

Debtor Day Ratio

The Debtor Day Ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

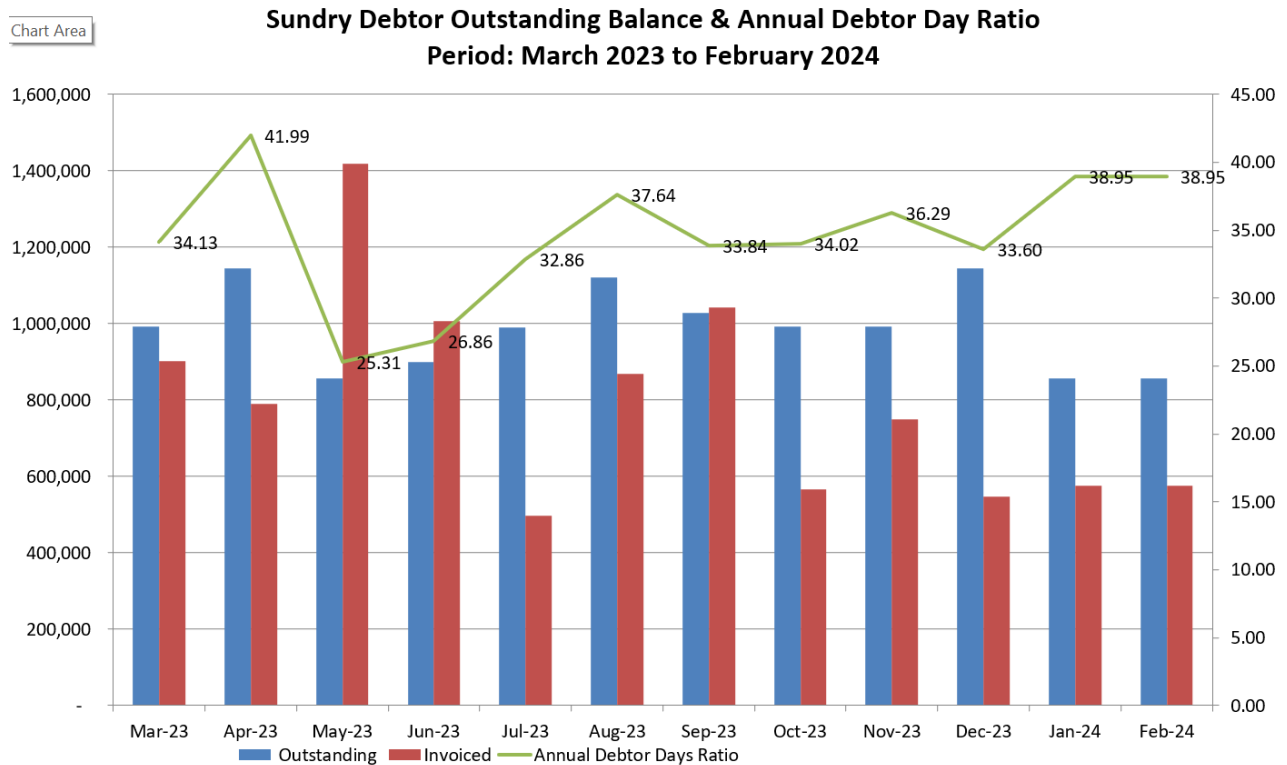
The calculation of the ratio considers the total amount outstanding at the end of the period divided by the total amount invoiced to that period for the financial year. This is then multiplied by the total number of days from 1 July to the end of the period. See calculation in the graph to follow.

Prior financial year information is presented together with the current financial year as a comparative to demonstrate the City's ability to collect funds owed to the City when due.

As at 29 February 2024, the Debtor Day Ratio was 38.95 – being a decrease from the prior reporting period as at November 2023 of 36.29.

The chart to follow indicates the debtor days over the last 12 months. Of the 12 months, 11 months are below 41 debtor days. This indicates that the overall debt collection policy is effective in containing debtor days. Additionally, on occasions that the debtor days rise it is brought back down in subsequent months.

Notwithstanding this containment below 41 days, debtor days have been trending upwards since May 2023 and officers are now reviewing this data to consider any intervention required to arrest this upward trend.



Age of Debt

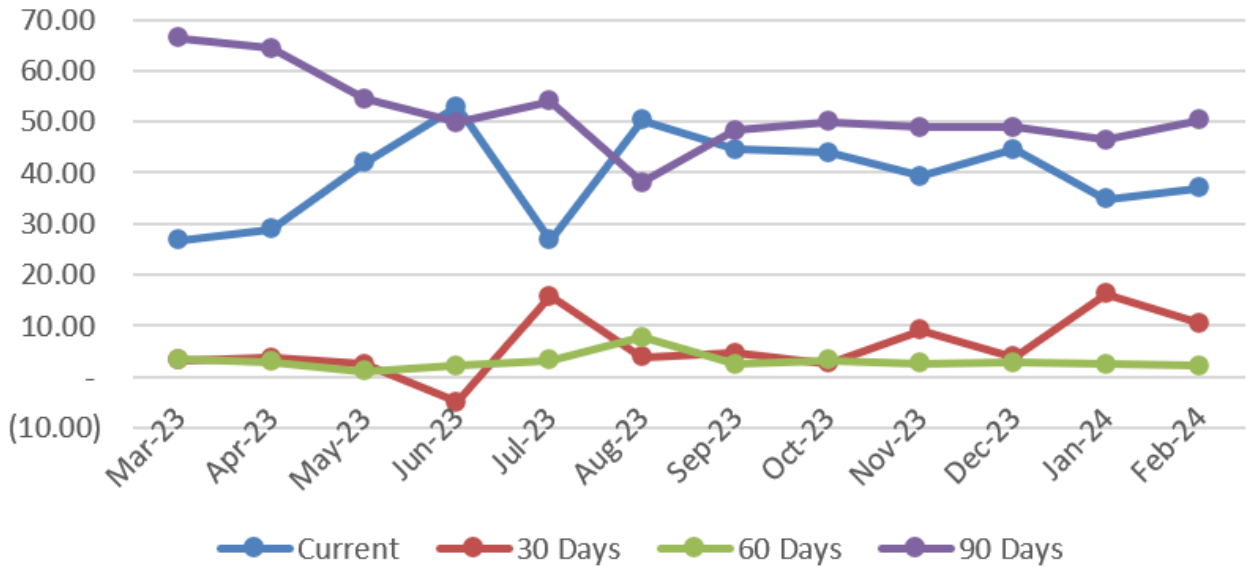
The rolling 12-month Average for debt in each age category is shown in the graphs to follow for Commercial and Other (non-commercial) debt. These graphs show the 12-month average as at each point in time, to provide a view of the trend of the City’s aged debt portfolio.

As per the monthly rolling average chart for commercial, the portion of debt that is current was 37% as at February 2024. The portion of debt that is over 90 days has remained steady over time but has slightly increased in February 2024. This currently includes debts associated with 2 commercial property debtors carrying a significant portion of the outstanding debt. This represents a positive trend and indicates an increasing percentage of debt being paid earlier. The portion of debt in the 30-59 days and 60-89 days has not significantly changed.

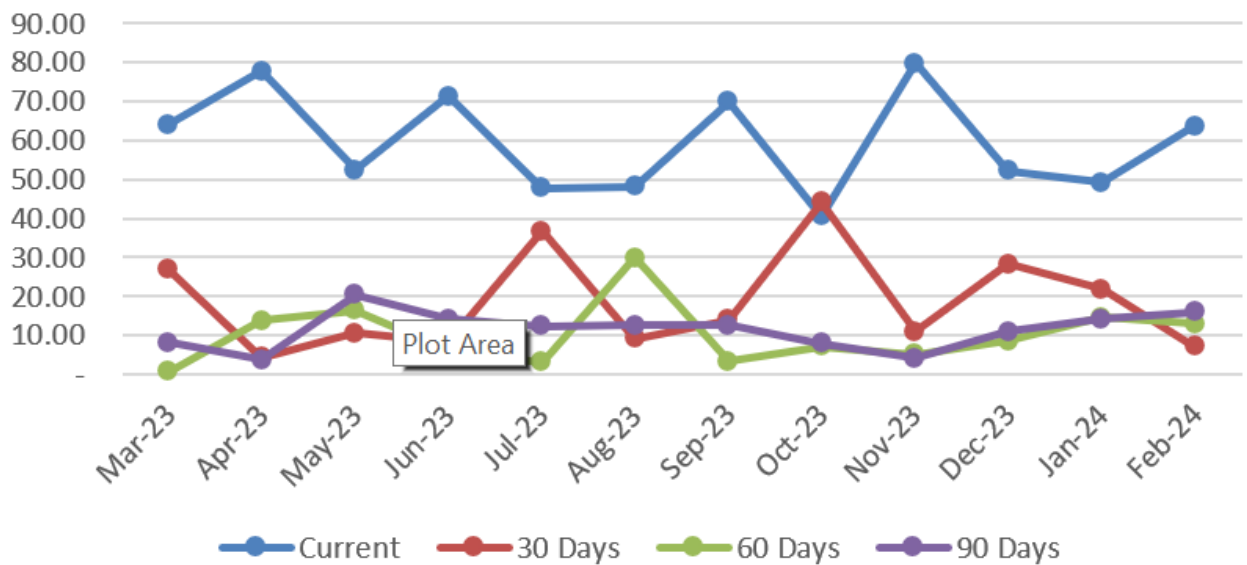
For other (non-commercial) debt, current debt remains the category with the highest amount outstanding. All other categories remain much lower than the current trend line. This indicates a high proportion of debts being collected in a timely manner.



Commercial Age of Debt - monthly rolling average

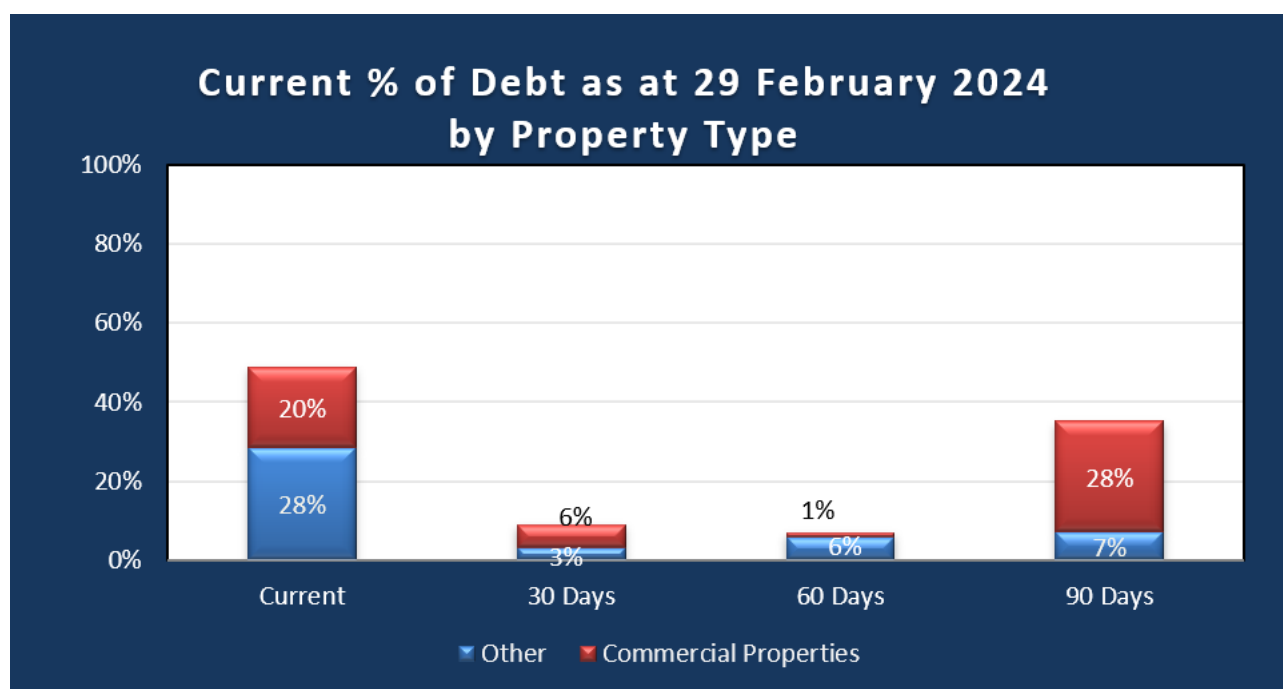


Other (Non-commercial) Age of Debt - monthly rolling average





The Current Value of Debt by Age category is shown in the graph to follow, split between Commercial Properties and Other (non-Commercial) Property Types:



Of total debt, Commercial Properties account for 20% (\$235K) of Current debt, and account for 50% of the debt owing 90 days or more (\$320K).

City officers continue to liaise with all commercial tenants to provide assistance, including payment arrangements where appropriate.

Impact of COVID on Commercial Property

As at 1 April 2021 all COVID-19 waiver arrangements came to an end and 100% of normal rent became payable.

The total amount waived for commercial properties relating to COVID-19 during both the emergency period and recovery period was \$656,975.

After waivers the City invoiced a total of \$492,579 for commercial properties.

To date, of the \$492,579 only \$7,090 remains outstanding. This is a reduction from the prior reporting period of \$3,776 with all debtors currently paying their debts progressively via direct debit arrangements.



Rate Exemption Approvals

Under the provisions of Section 6.26 of the Local Government Act 1995 the following properties were granted approval for rate exemptions:

- 24 High St, Fremantle PID 298 – Edmund Rice Services (partially leased to Tuart Place) – S6.26(2)(g) – charitable purposes – awaiting sub values from Landgate to determine partial rates exemption to be applied.
- 223 High St, Fremantle – PID 1363 – Baldrick Pty Ltd (partially leased to Christian Brothers College) – S6.26(2)(f) – Non Government School - awaiting sub values from Landgate to determine partial rates exemption to be applied.
- 5/69 Quarry St, Fremantle PID 15643 – The Perth Diocesan Trustees – S6.26(2)(d) – place of a Minster of religion - \$2,420.63 for 2023/2024 Rates.
- 4 Ives Cl, Samson PID 11392 - Patacara Bhikkhuni Hermitage Incorporated – S6.26(2)(d) – place of a Minster of religion, a convent, nunnery or monastery - \$1,709.39 for 2023/2024 Rates.

Delegation 2.3 - Defer payment, grant a concession, waive fees and write off of Debts

During the reported period there were no waivers or write offs greater than \$1,000.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

Council receive the Overdue Debtors Report as at 29 February 2024, and the confidential attachment listing overdue debts exceeding 90 days with the combined value, by debtor, exceeding \$10,000 as at 29 February 2024.



7.3 Health, Safety and Environment

Nil

7.4 Legal, Reputation and Brand

Nil

8. Motions of which previous notice has been given

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO.

Nil

9. Urgent business

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

Nil

10. Late items

In cases where information is received after the finalisation of an agenda, matters may be raised and decided by the meeting. A written report will be provided for late items.

Nil



11. Confidential business

Members of the public may be asked to leave the meeting while confidential business is addressed.

AMRC2403-6 CONFIDENTIAL INFORMATION REPORT – MARCH 2024

1. FREMANTLE LEISURE CENTRE INCIDENT REPORT UPDATE – FEBRUARY 2024

Meeting date:	18 March 2024
Responsible officer:	Manager Community Development
Voting requirements:	Simple majority
Attachments:	Nil
Confidential Attachments:	Nil

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person

12. Closure