



Meeting attachments

Audit and Risk Management Committee

Wednesday, 18 August 2021, 5.30 pm

Table of Contents

Contents	Page
Meeting attachments	1
ARMC2108-1 WALYALUP CIVIC CENTRE – PROJECT UPDATE REPORT	1
ARMC2108-2 PURCHASING POLICY EXEMPTIONS JUNE 2021	5
ARMC2108-5 INFORMATION REPORT – AUGUST 2021	6

ARMC2108-1 WALYALUP CIVIC CENTRE – PROJECT UPDATE REPORT

ATTACHMENT 1 – Risk Register Summary (July)

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK				MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES <i>(red text = updated from previous register)</i>	EVIDENCE
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,H,M,L)						Control Effectiveness (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,H,M,L)		
MAY / JUNE 2021 - LIQUIDATION EVENT (LE) - Summary Level Only																		
BUILDING / PHYSICAL																		
	Building (Unmanned) Security and protection	Site unmanaged - building and materials left unsecure	24-May-21	4	4	16	E	Increased security on site. Also added additional CCTV and requested daily site presence.	CoF	PD, PT	25-May-21	closed	1	80%	3.2	L	Normal site management / security arrangements implemented, includes motion detection and temp security cameras.	Ongoing site security precautions in place - process & procedures documented as part of the site management plan.
	Work Stoppage	Works abruptly stopped / Contractors left site - uncertainty on ownership materials and equipment	24-May-21	3	4	12	E	CoF actively engaged Lawyers and liaised with EY. CoF assessed progress documentation / materials paid for, outstanding / in transit and on site. City to take possession of site.	CoF	PD, PT	asap	closed	1	80%	2.4	L	CoF formally taken possession of site 21 May 21, new contractor CDI Group taken possession of site as of 19 July 21.	Works progressing.
	Site Impacts / adjacent works	Site overlaps and interfaces with MG group - Newman Court / William St and High Street works - ongoing.	24-May-21	2	3	6	M	CoF liaised with MG and agreed work site boundaries and interim management arrangements.	CoF	PD, PT	25-May-21	closed	1	80%	1.2	L	Site boundaries defined and overlaps / control measures agreed / actively monitored by Project Team.	Updated Site Management Plan / project meeting minutes.
	Contractors - work continuity	Key personnel and contractors left mid-works, project progress, detail and knowledge unavailable.	24-May-21	4	4	16	E	CoF actively engaged with the Pindan project team, all relevant documents collated from site - including contractor deeds / T&C's, warranties and progress claims.	CoF	PD, PT	28-May-21	closed	1	80%	3.2	L	Key personnel secured / retained by CoF.	Project team on site - leading works.
	Contractors - work continuity	Contractors move to other works - CoF unable to re-engage or face delays or cost increases / amended T&C's.	24-May-21	4	4	16	E	CoF immediately employed the main Pindan project team, the team actively engaged with contractors and maintained dialogue. Follow up correspondence from the City and a meeting provided to provide assurance and CoF commitment to complete works. Contractor Novation deeds passed to CoF and novation formally effected (15 June 21).	CoF	PD, PT	15-Jun-21	closed	1	80%	3.2	L	All deeds / T&C's, warranties log of claims secured.	All contractors re-engaged and active where remaining works.
	Building open to weather damage	Building open with key elevations not complete - façade not installed.	25-May-21	4	5	20	E	Officers seek Council approval to engage project subcontractors as sole suppliers via novation deeds and individual agreements and tender for a Managing Contractor to progress the works asap. NOTE: Some early works commenced (as PUBLIC WORKS) to address immediate building risk.	CoF	PD, PT	31-Aug-21	ongoing	2	60%	8	H	Weather dependant Works.DELAYS INCURRED. Openings significantly reduced through façade / roof works - remaining fabrications underway - progressing as main priority works via project team and CDI Group. Rain penetration being managed.	All remaining façades under fabrication - new glass sourced, secured and arriving on site by 13.8.21.
HEALTH & SAFETY																		
	OSH Management - daily	No immediate or interim site arrangements in place	24-May-21	4	4	16	E	Site unoccupied - interim management arrangements and security implemented until project team established and onsite with updated / agreed plan.	CoF	PD, OSH TL, PT	1-Nov-21	ongoing	1	80%	3.2	L	Project OSH Management Plan in place - The CoF plan has subsequently been reviewed and updated by CDI Group. Project OSH has also been independently reviewed. Normal daily processes / procedures being followed.	Project OSH Management Plan.
	Health & Safety Management Plan	No formal / adopted H&S Management in place	24-May-21	4	4	16	E	CoF and project Team reviewed the Pindan OSH management plan and updated / integrated with CoF requirements. Consultant site / plan review conducted. Worksafe inspection (routine) taken place - no issues or concerns raised. Documents reviewed by CoF OSH Team Leader.	CoF	PD, OSH TL, PT	16-Jun-21	closed	1	80%	3.2	L	see above.	Project OSH Management Plan.
FINANCIAL																		
	Insurance	Works Insurance covered as part of the Pindan contracted work. Cover cease at liquidation. Building uninsured.	24-May-21	5	4	20	E	Agreement reached with EY (via LGIS) that the existing insurance provisions shall remain in place until 30 June 21. CoF liaising with LGIS and brokers 'Chase' to establish appropriate new cover for the remainder of works in progress. FY 21/22.	CoF	PD, PT.	30-Jun-21	closed	1	80%	4	M	Project Works Cover / Building and 3rd party cover, works compensation in place.	Policies in place - CDI policies (copies) provided.
	Project Bank Account (PBA)	Administrators (EY) frozen the PBA - CoF / Contractors access to funds and payments, retention monies and April payment pending.	24-May-21	4	3	12	E	CoF liaising with EY and CBA re lifting the suspension of the PBA. All contractors paid to date - March. Retention monies held in the PBA. April claim certified but not processed through the PBA for payment - only \$200 allocated to Pindan in the April claim.. CoF to consider direct payment to contractors for April.	CoF	PD, PT.	31-Aug-21	open	2	60%	4.8	M	PBA suspension lifted by EY. However, CBA will not provide CoF access. CoF liaising with lawyers, CBA and EY in respect to PBA access or retention recovery process (via EY). All payments to contractors now being paid by CoF direct.	Unable to access PBA.

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK				MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES (red text = updated from previous register)	EVIDENCE
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,H,M,L)						Control Effectiveness (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,H,M,L)		
	Agreed PC (contractually) was 12 March 2021. The revised program PC from Pindan (not accepted) was reset at 12 July 21 immediately prior to the LE.	The LE will create a delay in work program. This may become more significantly prolonged if certain actions and safeguards are not enacted quickly.	24-May-21	4	4	16	E	Risk mitigations and actions for the project team are focussed on minimising time delays. The engagement of the project team and the early Council approval for sole source supplier arrangements have significantly reduced this risk as it has allowed some works to progress, also the necessary works for weather protection are greatly assisting progress. New Managing Contractor onboard and driving quality and completion.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	3.2	L	Current PC estimate at mid/end of October. Weather has caused delays on critical path. Phased staff move and IT calibration to follow - estimate 2-4 weeks prep for service opening.	Project Program.
LEGACY / FUTURE ISSUES																		
	Handover - Liabilities and warranties may be jeopardised as a result of the LE.	Contractors provide warranties for materials and services, this is a significant exercise as part of the handover process. There is a risk of loss of cover / warranty provision.	24-May-21	4	4	16	E	Warranties and insurances are mainly covered off through the provisions of the novation deeds. Contract arrangements (without novation deeds) - agreed to be included as part of the the remaining works and payments.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	3.2	L	Contract arrangements (without novation deeds) inc all guarantees and warranties are established and agreed as included as part of the remaining works and payments. Operation & Maintenance (OM) Manuals are being developed, reviewed and prepared through Faciles Management, the Project Manager and Commissioning agent. An allocation is to be retained (target \$500k) and held in anticipation of any potential main building / issues / works / defects - via Pindan or self delivered, that are not covered by subcontractor works. Forecast against years 1-6.	Deeds and warranties. Operation & Maintenance (OM) Manuals.
	Snagging process and commissioning / system balancing and BMS.	At PC the building will undergo an intensive snagging audit, there may be issues with allocation and coordinating returns and rectification. Similarly with commissioning if there are faults or performance issues.	24-May-21	3	3	9	H	Consultants have already been informed to prepare for the PC / snagging process - contractors identified where critical for PC. CDI Group have provided a dedicated process / system for snagging and fault rectifications - feeding future maintenance planning.	CoF	PD, PT.	1-Nov-21	ongoing	1	80%	1.8	L	All the main commissioning contractors are novated and re-engaged. Plant initiation and commissioning has now commenced.	Commissioning and status reports.
	Defects Liability Period, longer term defects.	Once the building reaches PC there is a 12 defects period and no main contractor to assess, coordinate / facilitate returns and rectification.	24-May-21	3	3	9	H	The contract for the MC includes provision to supervise DLP. The CDI Group have agreed a 12 month (DLP) maintenance support service as part of the contract.	CoF	PD, PT.	1-Nov-22	ongoing	1	80%	1.8	L	An budget allocation is to be retained and held in anticipation of any potential main building works - via Pindan, that are not covered by subcontractor works for DLP. CDI Group have confirm their support services as part of the agreed contract.	Contract Agreement.

ARMC2108-2 PURCHASING POLICY EXEMPTIONS JUNE 2021

ATTACHMENT 1 - Purchasing Policy Exemption Details June 2021

Approved Exemptions - June 2021						
No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
Specialist Consultant						
1	Progressive Creative Solutions Pty Ltd T/A Focus Networks	As a result of a recent audit by the OAG, it was identified that new IT policies were required. This consultant has proven experience in writing policies specifically related to meeting the requirements of the OAG and has been engaged to assist in this project. Not undertaking this project presents a high risk for the City. The supplier has proven experience in the area and will be able to deliver the work required in a timely manner. Looking for other suitable suppliers to undertake this work may cause significant delays.	One-Off	\$ 20,000.00	11-Jun-21	Director City Business
Artist Exemptions						
1	Mwaba Mubanga/Alexx - \$2,450 Colleen Sutherland - \$6,000 Jules Weston/Hickey Hardware - \$4,000 Teori Shannon - \$3,000 Daley Rangit - \$3,000	All artists listed are performing & presenting work as part of Fremantle Festivals, 10 Nights in Port, Heritage Festival and Hidden Treasures. Each artist will perform over or in the lead up to the festival. 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.	One-Off	\$ 18,450.00	14-Jun-21	Director Community Development
2	As We Are - \$7,150 Katrina Barber, Ric Spencer, Kate Leslie, David Guhl, Gregg Barr, Kobi Morrison, Bronwyn Edwards & Marlon Edwards Boss Arts Creative - \$9,995 Kunlungah Kreate, Clontarf Dancers, Onyx, Conway, Sebastian Critti-Schnaars, the Boss Arts Crew, Shaun Nannup & Joel Davis	All artists listed are performing & presenting work as part of Fremantle Festivals, 10 Nights in Port. Each artist will perform over or in the lead up to the festival. 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.	One-Off	\$ 17,145.00	14-Jun-21	Director Community Development

ARMC2108-5 INFORMATION REPORT – AUGUST 2021

REPORT ON ELECTED MEMBER TRAINING FROM 1 JULY 2020 UNTIL 30 JUNE 2021

ATTACHMENT 1 - Report on Elected Member Training 2020-2021



Report on Elected Member Training 2020 - 2021	
<p>In accordance with Section 5.127 of the <i>Local Government Act 1995</i> the Chief Executive Officer of a local government must place a report on training, completed by elected Member, on the City's website each financial year.</p> <p>The report must be placed on the website within 1 month after the end of the financial year to which the report relates.</p> <p>The report below captures all Professional Development completed by elected members for 2020-2021.</p>	

Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Jenny Archibald	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Cr Jenny Archibald	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Jenny Archibald	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Hannah Fitzhardinge	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Hannah Fitzhardinge	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Geoff Graham	Council Member Essentials – Conflicts of Interest	10/07/2020	WALGA	eLearning
Cr Geoff Graham	Council Member Essentials – Meeting Procedures	12/07/2020	WALGA	eLearning
Cr Geoff Graham	Council Member Essentials – Understanding Local Government	14/07/2020	WALGA	eLearning



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Geoff Graham	Council Member Essentials – Serving on Council	31/07/2020	WALGA	eLearning
Cr Geoff Graham	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Geoff Graham	Council Member Essentials – Understanding Financial Reports and Budgets	10/11/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials – Meeting Procedures	08/08/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials – Serving on Council	09/08/2020	WALGA	eLearning
Cr Su Groome	Council Member Essentials - Understanding Local Government	16/08/2020	WALGA	eLearning
Cr Su Groome	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Su Groome	Council Member Essentials – Understanding Financial Reports and Budgets	17/10/2020	WALGA	eLearning
Cr Bryn Jones	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Bryn Jones	Council Member Essentials – Serving on Council	15/10/2020	WALGA	eLearning
Cr Bryn Jones	Council Member Essentials – Understanding Local Government	15/10/2020	WALGA	eLearning



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Bryn Jones	Council Member Essentials – Meeting Procedures	15/10/2020	WALGA	eLearning
Cr Bryn Jones	Council Member Essentials – Understanding Financial Reports and Budgets	16/10/2020	WALGA	eLearning
Cr Adin Lang	Forum for Audit Committee Chairs	18/02/2021	Office of the Auditor General	Online
Cr Frank Mofflin	Council Member Essentials – Serving on Council	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Council Member Essentials – Meeting Procedures	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Council Member Essentials – Understanding Financial Reports and Budgets	10/09/2020	WALGA	eLearning
Cr Frank Mofflin	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Frank Mofflin	Tourism Bound Event	18/11/2020	Tourism Western Australia	Perth Convention and Exhibition Centre
Cr Rachel Pemberton	Council Member Essentials – Conflicts of Interest	08/09/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Meeting Procedures	26/09/2020	WALGA	eLearning
Cr Rachel Pemberton	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Rachel Pemberton	Council Member Essentials – Understanding Local Government	08/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Understanding Financial Reports and Budgets	11/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Council Member Essentials – Serving on Council	17/10/2020	WALGA	eLearning
Cr Rachel Pemberton	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Deputy Mayor Andrew Sullivan	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Deputy Mayor Andrew Sullivan	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Deputy Mayor Andrew Sullivan	Swan River Crossings Alignment Forum	25/11/2020	Main Roads WA	Esplanade Hotel, Fremantle
Deputy Mayor Andrew Sullivan	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Doug Thompson	Council Member Essentials – Serving on Council	08/09/2020	WALGA	eLearning
Cr Doug Thompson	Council Member Essentials – Understanding Financial Reports and Budgets	23/09/2020	WALGA	eLearning
Cr Doug Thompson	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan



Elected Member	Description of training	Date Completed	Training Provider	Location
Cr Doug Thompson	Breakfast event with Hon John Carey MLA	20/05/2021	WALGA	State Reception Centre, Fraser's Kings Park
Cr Marija Vujcic	Fremantle Crime Forum	30/09/2020	Miquela Riley Liberal for Fremantle	Sail and Anchor upstairs
Cr Marija Vujcic	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan
Cr Marija Vujcic	Council Member Essentials – Meeting Procedures	04/12/2020	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Understanding Local Government	19/04/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Conflicts of Interest	19/04/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Serving on Council	2/05/2021	WALGA	eLearning
Cr Marija Vujcic	Council Member Essentials – Understanding Financial Reports and Budgets	24/06/2021	WALGA	eLearning
Cr Sam Wainwright	Waste to Energy Forum	08/10/2020	Southern Metropolitan Regional Council	Tompkins on Swan

STATUS REPORT OF COUNCIL MOTIONS – 1 MARCH 2021 TO 30 JUNE 2021

ATTACHMENT 1 - Status Report of Council motions – 1 March 2021 to 30 June 2021

Motions incomplete and ongoing in the reporting period

1 March 2021 to 30 June 2021

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

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date
Manager Infrastructure Engineering	OCM	Petition	<p>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. The petition is signed by ** requesting the following:</p> <p>"For Fremantle Council to create designated disable parking spaces for paraplegics and anyone else who may need them outside 24 High Street Tuart Place."</p>	<p>A draft design and cost estimate for an ACROD bay outside 24 High Street (Tuart Place) was completed and has been added to a provisional programme of similar works.</p> <p>The petitioner has been informed that the provision of the ACROD bay is subject to project approval and budget adoption.</p> <p>Due to numerous requests for ACROD bays within Fremantle, officers are currently awaiting findings from an update of the Strategic Parking Plan and Access & Inclusion Plan prior to formally responding to the specific requirements of the petition and finalising the budget request.</p> <p>Officers acknowledge that the petitioner has not been formally responded to through Council and will endeavour to address that with an update in the September cycle of meetings.</p>	Ongoing	30/09/2021
Manager Economic Development and Marketing	OCM	FPOL1911-5	NEW LEASE AND SUB LEASE AT 123 BEACH STREET, FREMANTLE	Head Lease with Department of Planning Lands and Heritage. Sub lease will be signed once Head Lease is executed.	Ongoing	30/08/2021
Manager Facilities and Environmental Management	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	<p>The first 12 months of FOGO ended late November 20 following which officers were requested to undertake a review of the verge collection and establish options.</p> <p>Officers have consulted with other Local Authorities and have undertaken public consultation.</p> <p>A presentation of findings is planned for a September Informal Elected Members Meeting.</p>	Ongoing	30/09/2021
Manager Field Services	OCM	C2005 - 4	<p>ADOPTION OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020</p> <p>Additional Action: Request a report, considering relevant compliance matters and outlining any recommended policy provisions, be brought back to council after six months of the Cat Management Local Law 2020's commencement.</p>	<p>Due to COVID-19 there has been no budget provision for the enforcement of the Cat Local Law. The budget for the programmed natural areas trapping for foxes, rabbits and cats has also been reduced.</p> <p>The first programmed trapping is scheduled for April 2021, from here the City will gain a basic understanding of the cat issues within the 12 protected reserves and be in a position to request a suitable budget for the enforcement of the Cat Local Law.</p> <p>To date the community safety team has received one request for cat trapping at Cantonment Hill, this was carried out by the team on the 11 February 2021 with no cats captured.</p> <p>A report will be brought to Council after the initial cat trapping in April 2021 when the results of the trapping are known.</p> <p>Advised by Parks that the scheduled trapping for April has been pushed back to May/June due to bad weather. Unable to complete report until the first round of trapping has been completed and the results are known.</p>	Ongoing	28/07/2021
Director City Business	OCM	C2006-9	FREMANTLE MARKETS ESSENTIAL WORKS AND LEASE EXTENSION PROPOSAL	Scope and design works have been completed and agreed by all parties. Currently out for tender.	Ongoing	30/09/2021
Manager Customer Experience and Learning	OCM	C2006-10	FREMANTLE VISITOR CENTRE OPERATING MODEL 2020	Exploring options in the hospitality 'commercial lease' space within the WCC as a medium term location for the Visitor Centre	Ongoing	31/12/2021
Manager Strategic Planning	OCM	Petition	<p>Submitted 23 September 2020 (OCM) Cr Doug Thompson presented a petition with 157 signatures requesting that the whole of the Rule Street Park be designated as a "dog off lead" area, in addition to the pathway along the top of the cliff that is already designated as a "dog off lead" area</p>	Response to petition pending outcome of vesting review (park currently vested with state government, not City). Risk assessment for acceptance of vesting complete as per policy. Department of Planning Lands & Heritage engagement undertaken. Management issues under review. Council report drafted.	Ongoing	30/08/2021
Manager City Design and Projects	SPT	SPT2011-1	KINGS SQUARE INTERPRETATIVE ARTWORK	Artists engaged to develop the concept and work up a detailed cost estimate, to enable the City to seek external funding contributions.	Ongoing	1/01/2022
Manager Communications and Events	OCM	FPOL2011-11	ADOPTION OF COMMUNITY STREET ACTIVATION POLICY	<p>Street Activation Policy adopted at November OCM</p> <ul style="list-style-type: none"> • Online kit developed and training of volunteers underway. • Program has been promoted in FreOH magazine, Freo Weekly and The Herald in the last week. Promoting street party planning to start now for events in warmer months. • 2 x street parties have been held since the policy was adopted • 1 x street party is scheduled for September 	Ongoing	25/11/2021
Manager Asset Management	OCM	C2012-1	FREMANTLE GOLF COURSE CLUBHOUSE AND COMMUNITY CENTRE	Officers are progressing through the detailed design process.	Ongoing	30/07/2021
Manager Economic Development and Marketing	OCM	C2012-13	SALE OF 7-15 QUARRY STREET, FREMANTLE	Expression of Interest applications considered by Finance Policy Operations and Legislation Committee 10/02/2021. Offer is under consideration	Ongoing	31/07/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Estimated completion date
Manager Economic Development and Marketing	FPOL	FPOL2101-1	70 PARRY STREET – EXPRESSION OF INTEREST PROCESS	Expression of Interest completed. Awaiting decision on future building use.	Ongoing	31/07/2021
Manager Economic Development and Marketing	FPOL	FPOL2101-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent.	Ongoing	31/07/2021
Director City Business	OCM	FPOL2101-3	PROPOSED CITY OF FREMANTLE PARKING LOCAL LAW 2021	Local public notice published in the Fremantle Herald on Saturday, 20 February 2021. Public submission period closes 18 April 2021. Notification to Minister Templeman 22 February 2021. As a result of the feedback received during the public consultation period, officers have sought further legal advice on additional minor amendment and are in the process of finalising this. A report was brought to the July Council meeting for consideration and approved. Now awaiting approval from joint standing committee.	Ongoing	30/09/2021
Manager City Design and Projects	OCM	C2101-1	STAN REILLY SITE – WAPOL REDEVELOPMENT	Letter sent to Minister for Lands 2/2/21. Discussions have commenced with Department of Planning Lands and Heritage regarding details / conditions of relinquishment.	Ongoing	30/09/2021
Manager Economic Development and Marketing	FPOL	FPOL2103-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	Draft lease has been completed and is now being reviewed by the proposed lessee. Lessee is developing their fit out design for detailed costing. Lease signing imminent.	Ongoing	31/07/2021
Manager Economic Development and Marketing	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREQO PTY LTD – 18 PHILLMORE STREET, FREMANTLE	Lease under development and subject to Bakpak Freqo obtaining planning and building approvals.	Ongoing	31/08/2021
Manager Economic Development and Marketing	OCM	FPOL2103-5	KINGS SQUARE PLACE DEVELOPMENT WORKING GROUP	Second meeting complete, third meeting in August.	Ongoing	31/08/2021
Director City Business	OCM	FPOL2103-10	NOTICE OF MOTION BY CR HANNAH FITZHARDING – INVESTIGATION INTO POSSIBLE INTRODUCTION OF FREMANTLE CARD FOR FREMANTLE RATEPAYERS	Officer's will commence an investigation in early April 2021 as per the Council decision.	Ongoing	Unknown
Manager Strategic Planning	OCM	SPT2103-3	CAT BUS REVIEW 2020/21 AND FINDINGS	Letter to Public Transport Authority (PTA) sent 1/4/21. Letters to adjoining local authorities sent 13/4/21: meeting with City of Cockburn scheduled 5/21. Update provided to South Fremantle Precinct Group 13/4/21. Patron survey (visual) conducted 4/21. Discussions with PTA regarding cctv utilisation data ongoing. Various stakeholder meetings undertaken. Intercept survey completed 30/06/2021.	Ongoing	30/11/2021
Manager Infrastructure Engineering	OCM	SPT2103-6	NOTICE OF MOTION – REVIEW OF TAXI RANK/LOADING ZONE - FREMANTLE MARKETS – SOUTH TERRACE, FREMANTLE – CR ADIN LANG	Initial investigation of taxi rank/loading zone/bus stop relocation options planned for late April/May 2021 Officers have met with Public Transport Authority and are planning to report back to the Finance, Policy, Operations and Legislation Committee in August.	Ongoing	31/08/2021
Manager Community Development	FPOL	FPOL2104-1	20 LIVES 20 HOMES PROGRAM	April 2021. Council endorsed financial support towards the evaluation of the 20 Lives 20 Homes project for the third and final year.	Ongoing	31/08/2021
Manager Economic Development and Marketing	FPOL	FPOL2104-14	7-9 QUARRY STREET SALES PROCESS UPDATE	Expression of Interest applications considered by the Finance, Policy, Operations and Legislation Committee 10/02/2021. Offer is under consideration	Ongoing	31/08/2021
Manager Parks and Landscapes	OCM	FPOL2104-3	INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE	Officers have included the budget line items to the annual operational budget for consideration. A program of works is being developed for the other actions.	Ongoing	21/12/2022
Manager Strategic Planning	OCM	FPOL2104-9	THE HEART OF BEACONSFIELD MASTERPLAN – OUTCOMES OF ADVERTISING AND FINAL ADOPTION	My Say page updated, submitters notified, Working Group advised. Plan published on web page. Progression of negotiation over Recreation Facility pending outcomes of Community, Sport & Recreation Plan	Ongoing	31/12/2021
Manager Communications and Events	OCM	FPOL2104-11	ROUND HOUSE CONSERVATION MANAGEMENT PLAN	Round House and Arthur Head continue to form part of the City's advocacy priorities agenda.	In Progress	Ongoing
Manager Community Development	FPOL	FPOL2105-2	BLACK SWAN HEALTH FREQO STREET DOCTOR FUNDING	July 2021. City officers explored WA State Government election commitment for additional funding towards the Freqo Street Doctor. Election commitment of \$3.65M funding over four years distributed between Perth and Fremantle Street Doctor, estimated in the vicinity of \$400K per annum over the four year period, going towards increase service hours.	Ongoing	30/09/2021
Director Infrastructure	OCM	SC2106-1	WALYALUP CIVIC CENTRE – CONTRACTOR ENGAGEMENT AND PROJECT DELIVERY	Officers have effected the novation of the listed contractors and re-engaged them to progress the remaining works. Tenders have now been returned for a Managing Contractor and a report is included in the July Finance, Policy, Operations and Legislation Committee meeting proposing the appointment of the preferred contractor. Subject to approval, contract commencement is anticipated to be week commencing 19 July 21.	Ongoing	31/10/2021
Director City Business	FPOL	FPOL2106-4	ADOPTION OF THE CITY OF FREMANTLE PARKING LOCAL LAW 2021	A report was brought to the July 2021 Council meeting for consideration and approved. Now awaiting approval from joint standing committee.	Ongoing	30/09/2021
Manager Economic Development and Marketing	FPOL	FPOL2106-10	OFFER TO LEASE– CARRIAGE COFFEE SHOP	Leasing process is underway	Ongoing	31/07/2021
Manager Field Services	OCM	Petition	Cr Doug Thompson presented a petition, including 88 signatures, from dog owners requesting an area for small dogs to be off lead at all times in North Fremantle.	Report being prepared for September Finance, Policy, Operations and Legislation Committee.	Ongoing	30/09/2021
Manager City Design and Projects	OCM	FPOL2106-1	SWAN RIVER CROSSING ALIGNMENT	Advice has been given to Project Director, Swan River Crossing Alliance. Letter is being finalised to Minister for Planning.	Ongoing	31/07/2021

Development application motions completed in the reporting period

1 March 2021 to 30 June 2021

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.

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	PC	PC2103-2	KEEL PLACE, NO. 4 (LOT 51), NORTH FREMANTLE - THREE STOREY SINGLE HOUSE AND ANCILLARY DWELLING (TG DA0166/20)	Determination Letter Issued	Complete	9/03/2021
Manager Development Approvals	PC	PC2103-3	CADD STREET NO.7B (LOT 250), BEACONSFIELD - TWO STOREY SINGLE HOUSE (JL DA0488/20)	Applicant Advised of Deferral	Complete	9/03/2021
Manager Development Approvals	SPT	PC2103-4	ESSEX STREET NO. 19 (LOT 8) FREMANTLE - CHANGE OF USE FROM OFFICE TO EDUCATION ESTABLISHMENT, SIGNAGE AND INTERNAL FIT OUT (JCL DA0525/20)	Determination Letter Issued	Complete	23/03/2021
Manager Development Approvals	OCM	PC2103-1	SOUTH STREET, NO. 2/398 (LOT 152) O'CONNOR - ADDITIONS (AQUAPONICS NURSERY) TO EXISTING RESTAURANT/TAVERN (TG DA0409/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	OCM	PC2103-3	CADD STREET NO.7B (LOT 250), BEACONSFIELD - TWO STOREY SINGLE HOUSE (TG DA0488/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	OCM	PC2103-5	SOUTH TERRACE, NO. 41 (LOT 2090) FREMANTLE – PARTIAL CHANGE OF USE TO HOTEL AND ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (TG DA0410/20)	Determination Letter Issued	Complete	31/03/2021
Manager Development Approvals	PC	PC2104-1	HIGH STREET, NO.162 (LOT 464), FREMANTLE – FOUR STOREY EDUCATIONAL ESTABLISHMENT BUILDING – (CS DA0370/20)	Applicant advised of deferral	Complete	14/04/2021
Manager Development Approvals	PC	PC2104-2	HAMPTON ROAD, NO. 45 (LOT 1), FREMANTLE – TWO STOREY GROUPED DWELLING – (NB DA0002/21)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-3	ETHELWYN STREET, NO.16 (LOT 81), HILTON – TWO STOREY SINGLE HOUSE – (CS DA0435/20)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-4	WATKINS STREET, NO 56 (LOT 38), WHITE GUM VALLEY - TWO STOREY SINGLE HOUSE - (JCL DA0512/20)	Determination letter issued	Complete	13/04/2021
Manager Development Approvals	PC	PC2104-6	MONTGOMERY STREET, NO. 5 (LOT 10), BEACONSFIELD –LANDSCAPING VARIATION TO PREVIOUS PLANNING APPROVAL (DA0406/19 - FOUR, TWO STOREY GROUPED DWELLINGS) – (NB VA0003/21)	Determination letter issued	Complete	14/04/2021
Manager Development Approvals	PC	PC2104-5	REES STREET, NO. 4/10 (LOT 4), O'CONNOR - CHANGE OF USE FROM INDUSTRY – GENERAL TO HEALTH STUDIO – (JCL DA0431/20)	Determination letter issued	Complete	14/04/2021
Manager Development Approvals	OCM	PC2104-7	PAGET STREET, NO. 91 (LOT 1179), HILTON – DEMOLITION OF SINGLE HOUSE, RETAINING AND SITE WORKS (TG DA0046/21)	Determination letter issued	Complete	5/05/2021
Manager Development Approvals	PC	PC2105-1	COMMERCIAL STREET NO.6 (LOT 27), SOUTH FREMANTLE -PARTIAL RECONSTRUCTION OF EXISTING SINGLE HOUSE AND SINGLE STOREY ADDITIONS AND ALTERATIONS – (JL DA0316/20)	Determination letter issued	Complete	11/05/2021
Manager Development Approvals	PC	PC2105-3	STRANG STREET, NO. 37 (LOT 93), BEACONSFIELD – TWO STOREY SINGLE HOUSE (TG DA0054/21)	Determination letter issued	Complete	11/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	OCM	SPT2105-1	SOUTH TERRACE, NO. 65 (LOT 12), FREMANTLE – SIX STOREY HOTEL, OFFICE AND SHOP (SDAU REFERRAL) – (NB/JK DA0111/21)	Extension of time request supported	Complete	20/05/2021
Manager Development Approvals	OCM	PC2105-2	MCLAREN STREET, NO. 15 (LOT 25), SOUTH FREMANTLE DEMOLITION OF EXISTING SINGLE HOUSE AND CONSTRUCTION OF A SINGLE STOREY SINGLE HOUSE WITH AN ANCILLARY DWELLING – (NB DA0508/20)	Applicant advised of deferral	Complete	4/06/2021
Manager Development Approvals	PC	PC2106-2	TYDEMAN ROAD, NO. 26 (LOT 24) NORTH FREMANTLE – PARTIAL CHANGE OF USE TO LUNCH BAR (TG DA0157/21)	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-3	ELLEN STREET, NO. 11 (LOT 3), FREMANTLE – RETROSPECTIVE APPROVAL FOR THREE SEA CONTAINERS AND CARPORT ALTERATIONS TO EXISTING INDUSTRY SERVICE (BAKERY) – DA0240/20	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-4	DALY STREET, NO. 3 (LOT 108), SOUTH FREMANTLE – DEMOLITION OF EXISTING SINGLE HOUSE AND OUTBUILDINGS (NB DA0089/21)	Determination letter issued.	Complete	8/06/2021
Manager Development Approvals	PC	PC2106-5	FIELD STREET, NO. 12 AND 14 AND LEWINGTON STREET, NO. 17 AND 19 (LOTS 6, 7, 51 AND 52) BEACONSFIELD – DEMOLITION OF FOUR SINGLE HOUSES (TG DA0530/20, DA0531/20, DA0532/20 AND DA0533/20)	Determination letter issued and application advised of referral (DA0533/20)	Complete	8/06/2021
Manager Development Approvals	OCM	PC2106-1	HIGH STREET, NO.162 (LOT 464), FREMANTLE – FOUR STOREY EDUCATIONAL ESTABLISHMENT BUILDING – (CS DA0370/20)	Determination letter issued.	Complete	1/07/2021
Manager Development Approvals	OCM	PC2106-5	FIELD STREET, NO. 12 AND 14 AND LEWINGTON STREET, NO. 17 AND 19 (LOTS 6, 7, 51 AND 52) BEACONSFIELD – DEMOLITION OF FOUR SINGLE HOUSES (TG DA0530/20, DA0531/20, DA0532/20 AND DA0533/20)	Determination letter issued.	Complete	1/07/2021

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

1 March 2021 to 30 June 2021

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

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager City Design and Projects	OCM	FPOL2002-4	KINGS SQUARE – WHADJUK NOONGAR NAMING	Re-Naming project is now complete, with Minister for Lands approving the new name, 'Walyalup Koort' meaning Heart of Fremantle.	Complete	23/06/2021
Manager City Design and Projects	OCM	SPT2008-3	FREMANTLE OVAL UPDATE REPORT	Principles Diagram is amended. Oval Masterplan is completed. State Government has agreed to build a new public road on southern boundary.	Complete	28/04/2021
Manager Strategic Planning	SPT	SPT2009-2	SCHEME REVIEW: REVIEW OF LAND USE DEFINITIONS: PROPOSED SCHEME AMENDMENT	Documents processed and referred to Environmental Protection Authority (EPA) & Western Australian Planning Commission for approval to advertise 2/10/2020. Advertising occurred 11/12/20 - 9/2/21. Report to Council on outcomes of advertising submitted to Strategic Planning & Transport Committee 17/03/21	Complete	17/03/2021
Manager Strategic Planning	OCM	SPT2009-4	CENTRAL AREA TRANSIT (CAT) REVIEW – APPROACH & OBJECTIVES	Engagement with potential funding partners commenced 29/9/2020. Report to Council submitted to Strategic Planning & Transport Committee 17/03/21	Complete	17/03/2021
Manager Economic Development and Marketing	OCM	FPOL2010-10	TENDER – WALYALUP CIVIC CENTRE HOSPITALITY SPACE	Tender process finished. Continuing to seek opportunities to fill the space as part of an ongoing process.	Complete	21/04/2021
Manager Infrastructure Engineering	FPOL	FPOL2011-1	FREMANTLE AND SOUTH FREMANTLE SPEED ZONE PROPOSAL	Speed zone signage drawings completed by City and approved by Main Roads Western Australia (MRWA). Currently awaiting update from MRWA regarding programme for implementation. City officers currently working on comms plan for project. See: https://www.fremantle.wa.gov.au/fremantle-and-south-fremantle-40kmh-precinct MRWA have commenced work at the start of June 2021, expected completion end of June 2021.	Complete	30/06/2021
Manager Strategic Planning	SPT	SPT2011-2	HEART OF BEACONSFIELD MASTERPLAN – REVISED DRAFT FOR APPROVAL TO ADVERTISE	Website updated. Engagement occurred 19/1/21 -21/2/21. Report to Council on outcomes of advertising submitted to Planning Committee 7/4/21	Complete	7/04/2021
Manager Strategic Planning	OCM	FPOL2011-9	STRATEGIC DOCUMENTS AUDIT AND STRATEGIC COMMUNITY PLAN REVIEW	Strategic Community Plan Review brief definition commenced. Requests for Proposals sought to 8/2/21. Report to Council on proposed engagement methodology and budget requirements submitted to Finance, Policy, Operations & Legislation Committee 10/03/2021	Complete	24/03/2021
Manager Strategic Planning	OCM	SPT2011-3	WEST END HERITAGE AREA – DRAFT LOCAL PLANNING POLICY 3.21 & POTENTIAL PLANNING SCHEME AMENDMENT – OUTCOMES OF PUBLIC CONSULTATION	Submitters notified, final policy published (11/12/20). Scheme Amendment document processed and referred to Environmental Protection Authority. Consultation occurred 14/4-26/5/21 and referred back to the Strategic Planning & Transport Committee 21/7/21	Complete	21/07/2021
Director Infrastructure	OCM	C2012-6	WASTE TO ENERGY (RESIDUAL WASTE)	Agreements have been agreed and signed with Kwinana Waste To Energy (WTE) Project Co PTY LTD.	Complete	14/04/2021
Manager Infrastructure Engineering	FPOL	Petition	Submitted 20 January 2021 (FPOL) Cr Andrew Sullivan presented a petition containing 244 signatures, requesting the following: <i>The South Fremantle community calls on the City of Fremantle, Main Roads WA, and WA State Government to install safer pedestrian crossing signals at the intersection of Scott Street and Marine Terrace. This intersection is the only formal crossing into South Beach, with vehicle traffic turning in and out of the public car park, as well as the Fremantle Sailing Club. We propose that the traffic lights incorporate a clearly designated walking phase, and subsequent right turn for exiting vehicle traffic.</i>	Response provided at Finance Policy Operations and Legislation Committee on 12 May 2021. See FPOL2105-5.	Complete	12/05/2021
Manager Parks and Landscapes	FPOL	Petition	Submitted 20 January 2021 (FPOL) Cr Adin Lang presented a petition containing approximately 1300 signatures, requesting the following: <i>Increase funding for more trees, shade and wildlife in Fremantle by turning our city into an Urban Forest!</i>	Officers submitted a report to the Finance, Policy, Operations and Legislation Committee in April 2021.	Complete	28/04/2021
Manager Infrastructure Engineering	OCM	FPOL2101-8	FREMANTLE PARK CARPARK	Council has deferred this item – Officers will review options again in line with the recommendations of the Community Sport and recreation Plan and following confirmation of acceptance of an updated parking strategy.	Complete	29/01/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Governance	OCM	FPOL2101-13	SUBMISSION TO THE SALARIES AND ALLOWANCES TRIBUNAL – DEPUTY MAYORAL ALLOWANCE INCREASE	Submission is dependent on future factors as outlined in the report. The results of the State election have been delayed and any actions are reliant on the outcome of that election. Letter sent to the Salaries and Allowances Tribunal on 10 May 2021 requesting consideration of amendment to allow increased remuneration of the Deputy Mayor while 'acting' in the position of Mayor for an extended period of time.	Complete	10/05/2021
Manager Parks and Landscapes	OCM	FPOL2101-14	ELECTED MEMBER MOTION – INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE – COUNCILLOR ADIN LANG	Officers submitted a report to the Finance, Policy, Operations and Legislation Committee in April 2021.	Complete	28/04/2021
Manager Economic Development and Marketing	FPOL	FPOL2102-5	CONFIDENTIAL REPORT – REVIEW OF TENDERS RECEIVED FOR THE PROPOSED SALE OF 7-15 QUARRY STREET, FREMANTLE	Officers continuing to negotiate with highest bidder received as part of the Expression of Interest process.	Complete	21/04/2021
Manager Asset Management	FPOL	FPOL2103-3	ACCEPTANCE OF TENDER – FCC565/20 ARTHUR HEAD REHABILITATION WORKS	Contract awarded.	Complete	15/03/2021
Manager Field Services	OCM	Petition	A Petition including 80 signatures from dog owners relating to the dog management trial at Stevens Reserve was presented to Council.	Report submitted for Finance, Policy, Operations and Legislation Committee on 14/04/21. Gates reinstalled on 16 April 2021.	Complete	16/04/2021
Director City Business	OCM	C2102-5	NOTICE OF MOTION – ENCROACHMENT AT MCCABE PARK, NORTH FREMANTLE – CR DOUG THOMPSON	Officers have advised the affected property owners of the Council Decision. No further action is required by the City.	Complete	12/04/2021
Manager Arts and Culture	OCM	FPOL2103-6	ARTIST STUDIO PROGRAM POLICY	Adopted policy published on the City's website.	Complete	27/04/2021
Manager Finance	OCM	FPOL2103-7	BUDGET REVIEW 2020-2021	Budget amendments updated in the City's accounting system (Technology One)	Complete	25/03/2021
Manager Strategic Planning	OCM	FPOL2103-9	STRATEGIC COMMUNITY PLAN REVIEW 2022: PROPOSED ENGAGEMENT METHODOLGY	Tendering consultants notified 31/3/21. Budget request updated. Appointment of additional staff member pending budget confirmation 1/7/21	Complete	31/03/2021
Manager Strategic Planning	OCM	FPOL2103-8	CLIMATE CHANGE ENGAGEMENT	Submitters notified. Website updated. Youth Network presentation programmed (10/5/21)	Complete	31/03/2021
Manager Strategic Planning	OCM	FPOL2103-11	NOTICE OF MOTION BY CR RACHEL PEMBERTON – COMMUNICATION OF DIVERSE AND AFFORDABLE HOUSING OBJECTIVES AND CONCERNS TO THE MINISTER FOR HOUSING AND STATE HOUSING AUTHORITY	Letters for Minister for Housing & Director General of Department of Communities sent approx. 12/4/21.	Complete	12/04/2021
Manager Strategic Planning	OCM	SPT2103-2	MEDIUM DENSITY CODE - SUBMISSION	Submissions made to Department of Planning, Chairman of Western Australian Planning Commission & Western Australian Local Government Association 1/4/21. Meeting with Chairman scheduled for 6/5/21	Complete	1/04/2021
Manager Strategic Planning	OCM	SPT2103-4	REVIEW OF LOCAL PLANNING POLICY 1.3 – PUBLIC NOTIFICATION OF PLANNING PROPOSALS –REVISED POLICY	Updated policy published 1/4/21	Complete	1/04/2021
Manager Strategic Planning	OCM	SPT2103-5	PROPOSED SCHEME AMENDMENT NO. 82 - LAND USE AMENDMENT - OUTCOMES OF ADVERTISING AND FINAL ADOPTION – (SCA0001/20)	Documents executed and referred to Western Australian Planning Commission 14/4/21	Complete	14/04/2021
Manager Governance	OCM	C2103-4	APPOINTING A COUNCILLOR TO PERFORM THE FUNCTIONS OF THE MAYOR	Cr Frank Mofflin appointed and available to undertake functions if the Deputy Mayor is unavailable.	Complete	25/03/2021
Manager Infrastructure Engineering	FPOL	FPOL2104-4	METROPOLITAN REGIONAL ROAD GROUP-ROAD REHABILITATION GRANT APPLICATION 2022/23	2022/23 Metropolitan Regional Road Group Grant application lodged to Main Roads Western Australia.	Complete	23/04/2021
Manager Field Services	OCM	FPOL2104-5	PETITION FOR REINSTATEMENT OF THREE GATES AT STEVENS RESERVE	Gates reinstalled on the 16 April 2021.	Complete	16/04/2021
Manager Parks and Landscapes	OCM	FPOL2104-7	BOOYEEMBARA PARK LANDSCAPE PLAN	Officers have commenced detailed design of the stage 1 works with the intention of completing the works in time for the opening of the Golf Clubhouse and Community facility.	Complete	30/07/2021
Manager Governance	OCM	FPOL2104-8	ADOPTION OF MODEL CODE OF CONDUCT FOR COUNCIL AND MODEL STANDARDS FOR EMPLOYING CHIEF EXECUTIVE OFFICERS	Model code of conduct for council and Model standards for employing chief executive officers have been added to the City's website as adopted.	Complete	11/05/2021
Manager Governance	OCM	FPOL2104-9	REQUEST MAYORAL VACANCY REMAIN UNFILLED 2021	Letter sent to the Electoral Commissioner - 05/05/2021. Electoral Commissioner responded on 06/05/2021 to agree to allow the vacancy to remain.	Complete	5/05/2021
Manager City Design and Projects	OCM	FPOL2104-6	FREMANTLE OVAL MASTERPLAN	Masterplan adopted. Project partners now using this document for advocacy purposes.	Complete	28/04/2021
Manager Finance	OCM	FPOL2104-10	BUDGET AMENDMENTS - MARCH 2021	Budgets amended after adoption by Council	Complete	30/04/2021
Director City Business	OCM	FPOL2104-12	ADVERTISING OF THE PROPOSED DIFFERENTIAL RATE FOR THE 2021/22 FINANCIAL YEAR	The City's differential rates were advertised in the West Australian on 1 May and the Herald on 8 May.	Complete	8/05/2021
People and Culture Director	OCM	FPOL2104-13	ELECTED MEMBER MOTION – REFLECTING ON THE DIVERSITY OF OUR COMMUNITY THROUGH OUR COUNCILLORS AND EMPLOYEES – COUNCILLOR FRANK MOFFLIN	Councillor Mofflin stated that he will return the item to the next appropriate Finance Policy Operations and Legislation Committee meeting when he has undertaken further consultation.	Complete	28/04/2021
Manager Finance	OCM	ARMC2104-2	ADOPTION OF THE DEBTOR MANAGEMENT POLICY	Debtor policy published on the City's website and introduced to Revenue / Rates Teams prior to implementation from FYR 21/22	Complete	1/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Finance	OCM	ARMC2104-1	ANNUAL FINANCIAL STATEMENTS 30 JUNE 2020	Statements Published on-line and ready for Electors Meeting in June 2021	Complete	30/04/2021
People and Culture Director	OCM	C204-4	CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS	In progress – a report to next council meeting for selection of panel member.	Complete	4/06/2021
People and Culture Director	OCM	C2104-6	RESIGNATION OF THE CHIEF EXECUTIVE OFFICER	In progress – appointment of acting CEO report to next council	Complete	4/06/2021
Chief Executive Officer	OCM	C2104-5	NOMINATION OF AN INTERIM CHIEF EXECUTIVE OFFICER	Nomination accepted – report to council for appointment to follow.	Complete	26/05/2021
Manager Infrastructure Engineering	FPOL	FPOL2105-6	HIGH STREET UPGRADE – RENAMING OF NEW LOCAL ROADS	Revised report included into the Finance, Policy, Operations and Legislation Committee held in the North Fremantle Community Hall on Wednesday, 9 June 2021. See Minutes, referencing the Committee Decision Item (FPOL2106-2)	Complete	9/06/2021
Manager Infrastructure Engineering	FPOL	FPOL2105-5	RESPONSE TO PETITION - MARINE TERRACE & SCOTT STREET PEDESTRIAN IMPROVEMENTS	Main Roads Western Australia (MRWA) has committed to deliver the required improvements and update City officers when complete.	Complete	12/05/2021
Manager Asset Management	FPOL	FPOL2105-1	ACCEPTANCE OF TENDER – FCC575/21 FREMANTLE LEISURE CENTRE POOL ROOF REPLACEMENT	Preferred tenderer has withdrawn their offer.	Complete	31/05/2021
Manager Facilities and Environmental Management	FPOL	FPOL2105-4	ACCEPTANCE OF TENDER EXEMPT PURCHASE – WFCC75/21 – SUPPLY OF CONTESTABLE ELECTRICITY	Contract awarded.	Complete	10/06/2021
Manager Community Development	OCM	FPOL2105-7	GRANTS AND SPONSORSHIP POLICY	Council endorsed the Policy 26 May 2021 and repeal the following policies - Community Development Funding Policy (SG22) - Event Sponsorship Policy (SG59) - Donations Policy (SG54) and - Sister Cities Funding Policy (OP44) Adopted policy published on the City's website.	Complete	1/07/2021
Manager Finance	OCM	FPOL2105-8	BUDGET AMENDMENTS - APRIL 2021	Budget updated in the Technology One system	Complete	28/05/2021
Manager Governance	OCM	FPOL2105-9	ADOPTION OF THE ANNUAL REPORT AND SETTING THE DATE FOR THE ANNUAL GENERAL MEETING OF ELECTORS	Report adopted, date set and advertised meeting to be held on 21 June 2021.	Complete	12/06/2021
Manager Governance	OCM	FPOL2105-10	ADOPTION OF THE COUNCIL AND COMMITTEE MEETING SCHEDULE FOR THE PERIOD OF JULY 2021 TO JUNE 2022	Schedule adopted and added to the website. Internal and Elected Member calendars updated.	Complete	2/06/2021
Manager Governance	OCM	FPOL2105-11	DELEGATED AUTHORITY REGISTER REVIEW 2021	Delegated Authority Register updated and forwarded to Chief Executive Officer for sub delegation review.	Complete	9/06/2021
Manager Strategic Planning	OCM	SPT2105-2	SCHEME REVIEW: AMENDMENT 84 – NORMALISATION OF COMPLETED STRUCTURE PLAN AREAS - INITIATION	Documents executed and referred to Environmental Protection Authority 10/6/21. Referred to Western Australian Planning Commission 20/7/21. Policy document updated 4/7/21	Complete	4/07/2021
Manager Strategic Planning	OCM	SPT2105-3	AMENDMENT 85 TO LPS 4 – CORRECTION OF LOCAL & NEIGHBOURHOOD CENTRE NOMENCLATURE	Documents executed and referred to Environmental Protection Authority 2/6/21. No comments received. Documents referred to Western Australian Planning Commission 02/07/2021	Complete	2/07/2021
Manager Strategic Planning	OCM	SPT2105-4	REVIEW OF WHITE GUM VALLEY LOCAL PLANNING POLICIES	Notice of revocation published 10/6/21. Policies removed from webpage.	Complete	10/06/2021
Manager City Design and Projects	OCM	C2105-1	KINGS SQUARE – 'WHAT'S IN A NAME?' PROJECT FINDINGS	Action Complete. Approval granted from Minister of Lands 22 June 2021	Complete	22/06/2021
People and Culture Director	OCM	C2105-5	CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION PANEL – RECOMMENDATION OF INDEPENDENT PANEL MEMBER	Rob McDonald appointed as Independent panel member	Complete	4/06/2021
Chief Executive Officer	OCM	C2105-6	APPOINTMENT OF ACTING CEO	Acting Chief Executive Officer appointment processed and activated.	Complete	4/06/2021
Manager Economic Development and Marketing	FPOL	FPOL2106-3	KINGS SQUARE PLACE DEVELOPMENT WORKING GROUP AMMENDMENT TO TERMS OF REFERENCE	Terms of reference have been updated	Complete	10/06/2021
Manager Infrastructure Engineering	FPOL	FPOL2106-2	HIGH STREET UPGRADE – RENAMING OF NEW LOCAL ROADS	Road names proposed will be submitted to the Geographic Names Committee and consultation with the South West Aboriginal Land and Sea Council is underway.	Complete	30/06/2021
Manager Finance	OCM	C2106-1	ADOPTION OF THE ANNUAL BUDGET 2021/2022	Budget uploaded into TechOne system	Complete	16/07/2021
Manager Finance	OCM	FPOL2106-6	BUDGET AMENDMENTS - MAY 2021	Budget updated in TechOne system	Complete	25/06/2021
Manager Communications and Events	OCM	FPOL2106-7	COMMERCIAL EVENTS POLICY REVIEW	Policy uploaded to the website, as adopted.	Complete	21/07/2021
Manager Asset Management	OCM	FPOL2106-9	FREMANTLE MARKETS REFURBISHMENT WORKS TENDER	No action required.	Complete	23/06/2021
Manager Governance	OCM	FPOL2106-5	ADOPTION OF COMPLAINT OF THE COUNCIL CODE OF CONDUCT, DIVISION 3, COMPLAINT HANDLING POLICY	Policy has been published on the City's website, as adopted. A new City of Fremantle web site page has been created to provided information and links to the relevant legislation.	Complete	5/07/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Strategic Planning	OCM	FPOL2106-8	SUSTAINABLE EVENTS POLICY REVIEW	Policy maintained. Improved implementation processes being pursued (ongoing). No further action required.	Complete	24/06/2021
Manager Finance	OCM	ARMC2106-3	OVERDUE DEBTORS REPORT AS AT 31 MAY 2021	Adopted by Council 23/06/2021	Complete	24/06/2021
Manager Governance	OCM	ARMC2106-6	INFORMATION REPORT – JUNE 2021	Report included on the Councillor portal to enable elected members to re-visit if required and has been added to the recommended reading list in the new councillor induction manual currently under review.	Complete	1/07/2021

Motions where no action was required in the reporting period

1 March 2021 to 30 June 2021

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

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Development Approvals	PC	PC2103-6	INFORMATION REPORT – MARCH 2021 SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	2/03/2021
Manager Economic Development and Marketing	FPOL	FPOL2103-1	CORPORATE BUSINESS PLAN - QUARTERLY REPORT – OCTOBER TO DECEMBER 2020	For information only – no action required	Complete	11/03/2021
Manager Community Development	FPOL	FPOL2103-2	FPOL COMMITTEE INFORMATION REPORT - MARCH 2021 IMPLEMENTATION OF CHILD SAFETY OFFICERS IN LOCAL GOVERNMENT – CONSULTATION SUBMISSION	For information only – no action required	Complete	11/03/2021
Manager Finance	OCM	C2102-3	SCHEDULE OF PAYMENTS JANUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-1	MONTHLY FINANCIAL REPORT - FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-2	STATEMENT OF INVESTMENTS – FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Finance	OCM	C2103-3	SCHEDULE OF PAYMENTS FEBRUARY 2021	For information only – no action required	Complete	25/03/2021
Manager Development Approvals	PC	PC2104-8	INFORMATION REPORT – APRIL 2021 SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	8/04/2021
Manager Economic Development and Marketing	FPOL	FPOL2104-2	CORPORATE BUSINESS PLAN - QUARTERLY REPORT – JANUARY TO MARCH 2021	For information only – no action required	Complete	15/04/2021
Manager Finance	OCM	ARMC2104-3	PURCHASING POLICY EXEMPTIONS FEBRUARY 2021 TO MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	ARMC2104-4	OVERDUE DEBTORS REPORT AS AT 31 MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	ARMC2104-5	TENDERS AWARDED UNDER DELEGATION FEBRUARY 2021 TO MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Governance	OCM	ARMC2104-6	INFORMATION REPORT – APRIL 2021 STATUS REPORT OF COUNCIL MOTIONS – 1 JANUARY 2021 TO 28 FEBRUARY 2021 STATUS REPORT OF AUDIT ACTIONS TO 31 MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-1	MONTHLY FINANCIAL REPORT - MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-2	STATEMENT OF INVESTMENTS – MARCH 2021	For information only – no action required	Complete	29/04/2021
Manager Finance	OCM	C2104-3	SCHEDULE OF PAYMENTS MARCH 2021	For information only – no action required	Complete	29/04/2021
Director City Business	OCM	ARMC2104-7	RISK REPORT – APRIL 2021	For information only – no action required	Complete	29/04/2021
Manager Development Approvals	PC	PC2105-4	INFORMATION REPORT – MAY 2021 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	6/05/2021
Manager Customer Experience and Learning	FPOL	FPOL2105-3	FPOL2105-3 INFORMATION REPORT - FREMANTLE LIBRARY BI-ANNUAL REPORT 2020-2021	For information only – no action required	Complete	12/05/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Finance	OCM	C2105-2	MONTHLY FINANCIAL REPORT - APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Finance	OCM	C2105-3	SCHEDULE OF PAYMENTS APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Finance	OCM	C2105-4	STATEMENT OF INVESTMENTS – APRIL 2021	For information only – no action required	Complete	26/05/2021
Manager Development Approvals	PC	PC2106-6	INFORMATION REPORT – JUNE 2021 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only – no action required	Complete	3/06/2021
Manager Finance	OCM	ARMC2106-1	CITY OF FREMANTLE VALUATION OUTCOMES JUNE 2020	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	ARMC2106-2	PURCHASING POLICY EXEMPTIONS FEBRUARY 2021 TO MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	ARMC2106-4	TENDERS AWARDED UNDER DELEGATION February 2021 TO MAY 2021	For information only – no action required	Complete	24/06/2021
Director Infrastructure	OCM	ARMC2106-5	INFORMATION REPORT - NEXT STEPS TO COMPLETE WALYALUP CIVIC CENTRE	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106-2	MONTHLY FINANCIAL REPORT - MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106-3	STATEMENT OF INVESTMENTS – MAY 2021	For information only – no action required	Complete	24/06/2021
Manager Finance	OCM	C2106-4	SCHEDULE OF PAYMENTS MAY 2021	For information only – no action required	Complete	24/06/2021
Director City Business	OCM	ARMC2106-6	RISK REPORT – JUNE 2021	For information only – no action required	Complete	24/06/2021

STATUS REPORT OF AUDIT ACTIONS TO 30 JUNE 2021

ATTACHMENT 1 - Audit actions progress report to 30 June 2021

Systems and Procedures Review - Internal Control
(Commenced December 2019)

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Liaising with legal advisers	Manager Governance	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.	The development of a procedure on seeking legal advice has commenced An administration Policy ("CEO Procedure") has been developed and will be presented to ELT for final consideration/adoption. Administration Policy "Seeking Legal Advice" was adopted on 31 March 2021.	Administration Policy "Seeking Legal Advice" was adopted on 31 March 2021.	31/1/2021	31/3/2021	Complete	31/3/2021
Records management training	Manager Information Technology	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.	No further update.	30/6/2021		Complete	
Inductions and On-Boarding	Director People and Culture	Review the new online induction programme annually to ensure it remains contemporary and effective. Introduce a requirement for forms to be signed following site specific inductions acknowledging that the employee has received and understood the information provided.	Accepted	The new HRIS is in testing phase and is yet to be finalised – expecting this to be early in 2021. These functions are all part of that system. The online induction parts of the process are signed off when completed via an e form saved in the employee e file. There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021. P&C Induction eForm now includes employee acknowledgement.	P&C Induction eForm now includes employee acknowledgement.	31/3/2021	30/6/2021	Complete	31/5/2021
Review of council and administration Policies	Manager Governance	Introduce a periodic City-wide policy review to: - minimise the risk of policies becoming outdated; - ensure consistency of formatting between policies; and - promote culture where employees bring all proposed policy amendments to the attention of council.	The Governance Team, are planning a city-wide review of policy to be undertaken within the next 12 – 18 months.	The policy review has commenced, and is currently in the first stage. Initial meetings with managers have been completed and the manager responsibility for each of the policies has been re-allocated where required. The governance team have grouped the policies into business unit, and the next stage is to review each group of policies, one business unit at a time.	Policy review has recommenced. First group of policies ready for council review in September.	1/10/2021		Ongoing	
Recording the use of delegations	Manager Governance	Conduct an internal review to ensure the use of delegations is being correctly recorded. Include the following in all delegations: - instructions of the required recording process (as per the Act and associated regulations); - the location for recording the use of the delegation.	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. 12/07/2021 - Training still under development.	A training package for delegated officers is currently being developed. On hold due to staffing availability issues. 13/05/21 – training is being developed pending roll out following adoption of the RoDA review anticipated at May OCM.	13/05/21 – training is being developed pending roll out following adoption of the RoDA review anticipated at May OCM.	31/1/2021	01/11/2021	Ongoing	
Checking employee qualifications	Director People and Culture	Monitor the new system, once in place, to ensure that electronic reminders for licence expiry dates are properly implemented.	This is a feature of the new HRIS system. This will be monitored once in place.	The new HRIS is in testing phase and is yet to be finalised – expecting this to be early in 2021. There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021.	There has been delays in the HRIS implementation due to contractor issues so more likely to be later in 2021.	31/3/2021	30/06/2021 31/07/2021	Ongoing	
Risk assessments	Procurement Team Leader	Implement processes to reinforce awareness of risk management procedures with relevant employees. Ensure all teams are managing risk in a manner which is consistent with the risk management policy and risk management framework.	We will work with Management Team to identify employees who require knowledge of Risk Policy and Procedure. We will implement workshops to improve awareness and understanding of the Framework and Policy	A risk management group has commenced meeting to determine the best way of implementing the risk assessment process in the City. Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
Risk management training	Procurement Team Leader	Review the risk assessment training programme to ensure all employees are aware of risk management processes. Include risk management training as part of the induction process where appropriate.	Will review and advise Management Team on best way to implement this.	Remains ongoing .This item is still being considered by the Risk Management Group Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	

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

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Inductions and on-boarding	Manager People and Culture	Ensure managers sign off on tailor made inductions for their team members.	P&C to develop an eForm checklist. Estimated completion – 31/12/2020	This action has been delayed. New Recruitment Officer commenced 6 Jan 2021. Estimated completion - March 2021 P&C Induction eForm has now been updated to include local induction Manager sign-off	P&C Induction eForm has now been updated to include local induction Manager sign-off	31/12/2020	31/3/2021	Complete	31/5/2021
Occupational safety and health framework	Manager People and Culture	Review the Occupational Health and Safety Management Direction. (We understand from the City's employees that the City intends to replace the Management Direction with a new policy once the Work Health and Safety Act 2020 (WA) comes into effect)	Agreed. Estimated completion – 31/12/2020	A new WHS policy is in place.	A new WHS policy is in place.	31/12/2020	31/7/2021	Complete	31/5/2021
Project reviews and physical inspections	Manager Asset Management	Consider formalising the inspection process to ensure all projects are regularly visited. This could mean defining the frequency of inspections in the Project Management Plan at the commencement of each project.	The City will review the Project Management Framework and include guidance on project inspection frequency. Estimated completion - 30/6/2021	Inspection frequency included in Project Management templates	Inspection frequency included in Project Management templates	30/6/2021		Complete	31/5/2021
Role descriptions	Manager People and Culture	Specify risk management requirements in manager/supervisor role descriptions, and others where warranted.	Agreed where applicable. Estimated completion – 31/12/2020	This action has been delayed. All position descriptions being reviewed as vacancies arise. Standard wording for manager/supervisor role descriptions has been agreed. Estimated completion - March 2021. Recent turnover of P&C admin staff expected to delay completion to April 2021 All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Anticipated this will take a further 2-3 months (by September 2021)	All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Anticipated this will take a further 2-3 months (by September 2021)	31/12/2020	30/04/2021 30/09/2021	Ongoing	
Identifying and minimising misconduct, fraud and theft	Procurement Team Leader	Civic Legal understands the City intends to introduce 'mini audits' to address specific or localised topics. Ensure misconduct, fraud and theft are addressed in these 'mini audits'. Provide training sessions on misconduct, fraud and theft to relevant employees on an annual basis. These sessions could include the relevant sections of the Code of Conduct, the Grievance Policy and making a report to the CCC or Public Information Commissioner. Review the Use of Corporate and Purchasing Cards Procedure. If not done already, finalise and adopt the Transaction Card Policy and Procedure. Ensure the adoption date (and review dates) is recorded on the document.	Transaction Card Policy and Procedure with ELT for adoption / discussion. Fraud and misconduct is covered in a number of policies and procedures organisation wide. Further reminders and training is required in this area. Estimated completion – 31/12/2020	Transaction Card Procedure and Policy adopted by ELT in November 20. Fraud and Misconduct Training under review – estimated completion 30 June 2021 Training slides issued to Director City Business and Manager Finance for review and comment early March 2021. No feedback or guidance received despite multiple requests. Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/6/2021	Ongoing	
Contract management	Procurement Team Leader	Consider adopting a Contract Management Plan template document to assist employees who are managing contracts. This should include formalising the contract inspection process to ensure contractual terms are being performed, and KPI review meetings. Consider offering specific training to relevant employees undertaking contract performance/assessment reviews.	A Contract Management Plan template is under development to be available alongside the recently adopted Contract Procedures. Estimated completion - 31/12/2020	Contract Management Plan under review – draft issued in November 20 with review taking place early Jan 21. Contract Procedures adopted August 20 and available on CoFi. Training with relevant users under way since mid-December 20. Estimated completion June 21 Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/6/2021	Ongoing	
Information technology (IT) security protocols	Manager Information Technology	Introduce a checklist or compliance calendar to assist the IT Team (and future team members) in ensuring all IT security protocols are undertaken at the correct times. Ensure the Information Security Risk Management Plan is reviewed annually.	The City's IT team will review the introduction of a compliance calendar. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for November 2020. Estimated completion – 30/11/2020	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/11/2020	31/03/2021 31/05/2021 30/09/2021	Ongoing	

Audit area	Responsible officer	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Risk reporting	Procurement Team Leader	Ensure managers receive risk management training (including risk reporting) as a part of their regular training regime. Conduct basic risk reporting training for relevant officers. Maintain employee awareness of the risk reporting process through regular reminders at team meetings.	Training with Managers and ELT took place in August 2020 to further clarify and understand the risk process and responsibilities. City aims to roll out basic training across all levels in early 2021.	Training for remaining employees under review by Risk Management Group Remains ongoing Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
IT security policy and standards	Manager Information Technology	Develop an IT Security Policy (and accompanying procedural documents) to capture relevant IT security practices.	The City's IT team are currently working to develop an IT Security policy as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 20/21 FY. Estimated completion – 30/6/2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/6/2021	30/9/2021	Ongoing	
IT Disaster Recovery Plan	Manager Information Technology	Ensure the IT Disaster Recovery Plan is reviewed annually. Consider cross referencing the IT Disaster Recovery Plan and the Business Continuity Plan.	The City's IT team are currently reviewing the IT DRP as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 20/21 FY. Estimated completion – 30/6/2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/6/2021	30/9/2021	Ongoing	
Communicating IT changes to employees	Manager Information Technology	Ensure there is a formal procedure in place to guide employees on the method of considering and safely introducing new software.	The City's IT Team will review its existing change procedure for selecting and implementing new software.	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	The City has engaged a third party to assist with the creation of the required Policies around Disaster Recovery and Cybersecurity and other IT Policy requirements. This engagement was finalised in June 21 and is expected to require 3 months for completion. New estimated completion date is September 2021	30/9/2021		Ongoing	
Councillor risk management training	Procurement Team Leader	Include training for 'understanding risk' in a Councillor Training Policy.	Risk management is being assessed in a broader context for the City and councillor training will be implemented as part of that process	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed.	An initial Risk Management workshop occurred in June for Elected Members. A second workshop is being planned. Ongoing consideration of training will also be reviewed.	31/3/2021		Ongoing	
Communicating risk to stakeholders	Procurement Team Leader	Complete and implement a Risk Management Policy that encompasses communicating risk to stakeholders for all events and functions.	Events Teams working on this.	Remains ongoing at present.	Remains ongoing at present.	30/6/2021		Ongoing	
Business Continuity Plan	Director City Business	Set a calendar reminder to trigger an annual review of the Business Continuity Plan, the Business Incident Management Plan and the Business Impact Analysis. Ensure all personnel mentioned in the documents are up to date during the annual review. Identify in the Business Continuity Plan who is responsible for the document. Ensure the City completes formal handovers of key documents during team restructures. Include the adoption/approval and review dates in the Disaster Recovery Plan (Appendix to the Record Keeping Plan).	The BCP will be included in the Risk function of the organisation. The City is currently reviewing how risk will be managed and structured in the organisation. The current plan is to implement a new Risk approach within the organisation structure in January 2021. Estimated completion – 31/1/2021	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members.	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members.	31/1/2021	31/12/2021	Ongoing	
COVID-19 management	Manager Strategic Planning	Continue regular monitoring of introduced COVID-19 protocols until community safety can be confirmed (e.g. global inoculation of vaccine).	City requirements for City-organised meetings communicated by responsible officer. Public Health Emergency Operation Centre (PHEOC) Bulletins monitored & circulated to: •all Health Officers, •Executive Leadership, •Management Team •Events Coordinator, •Leisure Centre Manager, •Facilities Manager, •Senior People & Culture Project Officer (Workforce Services)	Safe WA registration protocol and infrastructure rolled out 2/12/20. Venue restrictions & management maintained as per Guidelines. Covid Event Plans requested where required. Internal etiquette reminders periodically circulated. Vaccination program commenced in Australian February 2021 (stage 1 of 3). Phase 2a scheduled to commence 17/5/21 4% WA population fully vaccinated.	Phase 2a scheduled to commence 17/5/21 3% WA population fully vaccinated.	Unknown		Ongoing	

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

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

**Financial Management Review
(Commenced May 2020)**

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Financial Systems and Procedures (Internal Audit Function)	Manager Governance	Medium	<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>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. Additional audits through an internal audit function will be considered by the City with Audit and Risk Management Committee. 	<p>On-going review</p> <p>Given increased auditing requirements of the OAG –and the newly focused attention on risk management, additional internal auditing activity is considered unnecessary at this stage.</p> <p>The City will continue to explore internal audit opportunities as resources allow.</p>	<p>Given increased auditing requirements of the OAG –and the newly focused attention on risk management, additional internal auditing activity is considered unnecessary at this stage.</p> <p>The City will continue to explore internal audit opportunities as resources allow.</p>	31/03/2021		Complete	13/05/2021
Procurement (contract management)	Procurement Team Leader	Medium	<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>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>	<p>Procedures and Forms endorsed in August 2020 and distributed internally. Training to commence November 2020.</p> <p>Contract Procedures adopted August 20 and available on CoFI.</p> <p>Training with relevant users under way since mid-December 20. Estimated completion June 21</p> <p>Remains ongoing at present.</p>	Remains ongoing at present.	30/06/2021		Ongoing	
Accounts Payable/Procurement (Purchase Orders)	Procurement Team Leader	Medium	<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 the date of accepting their quote clearly stating that the supplier is required to state the purchase order number on their invoices. 	<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. From this review one-on-one training will be conducted with officers who raised the 8 purchase orders identified. Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation. 	<p>A training programme has been discussed whilst further evidence of the number of transgressions and incidents has been acquired. A report has been submitted to ELT to inform them of the size of the issue. The 8 identified have been spoken to about the process.</p> <p>Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.</p> <p>Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.</p>	<p>Reporting and training has continued. The number of purchase orders created after receiving the invoice has reduced by 30%. Further work still required.</p>	31/12/2021		Ongoing	
Revenue (Cash Receipting and Handling)	Manager Finance	Low	<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. 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>Management agree with the recommendation and have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation.</p>	<p>Actions are ongoing.</p> <p>Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021</p> <p>Remains ongoing at present.</p>	Remains ongoing at present.	30/06/2021	31/10/2021	Ongoing	

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Bonds and Trusts Accounts (Bond Account Reconciliation)	Manager Finance	Low	The City ensure that bond account reconciliations are undertaken consistently on a monthly basis and that the City investigate why it has not yet transferred the additional \$35,824 of unrefunded bonds which have been outstanding for over 10 years to the Municipal account.	The City performs monthly reconciliations of all bond and trust fund accounts. During 2019-20 a considerable amount of bonds that were held for over 10 years were identified as eligible for transfer to the City's Municipal account. This was actioned on 3 March 2020 with all bonds up greater than 10 years as at 31 January 2020 being transferred to Municipal account. It is intended that all bonds from 1 February to 30 June 2020 will be actioned this financial year with a further transfer to be processed to the Municipal account in the amount of \$35,824. Further during next financial year finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current.	Actions are ongoing. Complete - Unrefunded bonds in the amount of \$35,824 which have been outstanding for over 10 years were transferred to the Municipal Fund as at 30 June 2020. Ongoing - Finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current. EFT project being undertaken to enable all refunds to be processed via EFT. Staged project that will reduce processing time and result in timely payments	EFT project being undertaken to enable all refunds to be processed via EFT. Staged project that will reduce processing time and result in timely payments	30/06/2021	31/03/2022	Ongoing	
Asset management (Asset Capital Thresholds)	Manager Finance	Low	The asset capitalised threshold guidelines be updated to reflect new asset capitalisation threshold levels.	Since the change asset capitalisation has been in accordance with the revised Financial Management Regulations. The asset capitalised threshold guidelines will be updated to reflect this change in legislation and internal process.	On-going review Complete - Asset capitalisation threshold of greater than \$5,000 was undertaken in 2019-20 financial year in accordance with revised Financial Management Regulations. Ongoing – Asset capitalisation threshold guidelines to be updated to reflect this change in legislation and internal process. Policy in draft in final stages of review.	Policy in draft in final stages of review.	31/03/2021	30/06/2021 30/11/2021	Ongoing	

Interim Audit - Finance
(Year ending 30 June 2020)

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Discounts raised without approval	Revenue Team Leader	Minor	Management should implement a process and control to monitor the application of discounts applied to fees and charges.	In response to these findings, an internal E-Form will be created to capture the request and approval (subject to relevant criteria) of discounts and subsequent recording of delegation exercised. Criteria and limits to be determined and approved by the relevant business unit Manager through the review process for the annual fees and charges prior to adoption by Council. Approved criteria to be recorded in the City's record management system and where possible, included in Technology One at the point of calculation or alternatively through a fees calculator template.	eForm drafted and in testing phase. Fees and Charges currently under review in preparation for Budget 2021-22 and matrices being developed by responsible team for inclusion in work procedures. To be adopted with annual budget in June 2021.	Complete	31/12/2020	30/06/2021	Complete	30/06/2021
Supplier master files	Procurement Team Leader	Significant	Management should ensure changes made to the vendor Masterfile are appropriately reviewed and approved by an independent officer, including retaining evidence of this process. System access privileges to the master file should be reviewed to ensure that only appropriate, approved staff have access. The City should also perform periodical reviews to remove/deactivate duplicated supplier records.	The City has a procedure in place since November 2017 in relation to changing supplier bank account details to ensure proper controls and segregation of duties. In addition, the Procurement Team Leader runs and checks a report of all supplier bank account changes that have been made in the system before approving each payment run. Based on these audit findings a refresher of the procedure will be undertaken with the Procurement Officers. The refresher will include revisiting the documentation required and completing checks section of the form for audit trail purposes. A further action will be added to this procedure to undertake an internal audit function. This will be a random check of supplier change of bank account forms and documentation to ensure compliance with the procedure. The City will undertake a review of officers having access to change supplier master files details and update security settings as required. A review of duplicate supplier records was undertaken in July 2019 where it was noted that some suppliers have more than one record due to different address or payment methods. To ensure this remains current this task will be added to the end of financial year procedure and checklist to be completed on an annual basis.	Audit of change of bank accounts in place. Procurement Team Leader reviews changes made before releasing payment run. Procedure updated. Review of Officers having ability to amend Supplier Master File, completed. With regard some suppliers having more than one record due to different address or payment methods. This task has been added to the end of financial year procedure and checklist to be reviewed and completed on an annual basis. Remains ongoing at present.	Remains ongoing at present.	31/3/2021		Ongoing	
Asset stocktake procedures	Manager Finance	Moderate	Management should ensure that periodic stocktakes are carried out to confirm the existence of assets and adequate policies and procedures are in place.	A complete physical stocktake of all furniture, art, plant and equipment assets across the organisation (both financial assets and minor assets) is planned to be undertaken in conjunction with the asset revaluation in the 2020-21 financial year. Currently there are some asset physical checks undertaken within business units such as at the Arts Centre on the City's Art Collection and at the Works Depot for various items of plant and equipment. It is acknowledged these are sporadic and that an organisational documented procedure does not exist. The City will develop new process and procedure to put more rigour and consistency across organisation on the control of financial assets and minor assets.	Ongoing Asset audit for Art Collection, Plant and Equipment and Furniture and Equipment is currently in progress. Draft report received in relation to Art Collection under review for completeness.	Draft report received in relation to Art Collection under review for completeness.	30/06/2021	30/09/2021	Ongoing	
Fixed asset reconciliation	Manager Finance	Moderate	Management should perform a monthly reconciliation between the fixed assets register and the general ledger and ensure it is prepared and independently reviewed in a timely manner.	Currently a formal monthly reconciliation between the fixed asset register and the general ledger is in existence at the City. Processing of monthly capitalisation of assets for the new financial year hadn't commenced at the time of the interim audit therefore no reconciliations were required. The processing for the new year was held off until finalisation of year ending 30 June 2019 to ensure the transactions posted in the new year are based on the final audited asset register balances. This practice will be reviewed to determine possible end of year and start of new year improvements.	Ongoing Complete - Monthly reconciliations between asset register and the general ledger are performed. Ongoing - Process for audit trail as evidence of independent review.	No further update.	30/09/2020	30/06/2021	Ongoing	

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Purchase card aquittals	Procurement Team Leader	Moderate	Management should review their purchasing card policy to ensure that it reflects the current processes.	The purchasing card policy has been reviewed and a supporting procedure has been developed to reflect the current processes. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	
Cancellation of purchase cards	Procurement Team Leader	Moderate	Management should review their policy regarding the cancellation of cards due to lost cards and terminated employees. There should be regular communication between payroll and finance to ensure purchases cards are retrieved and cancelled on or before termination.	The current purchase card policy requires the cancellation of cards in a timely manner when an employee terminates employment with the City. The purchasing card policy has been reviewed and a supporting procedure has been developed to strengthen the process of card cancellation due to lost cards and terminated employees. These are awaiting Executive approval. Once adopted a session will be held with all users to inform them of their obligations and reporting requirements.	Transaction Card Procedure and Policy adopted by ELT in November 20. Training with users of cards pencilled in for February 21 Training changed to May 21 Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	
Daily banking summary	Revenue Team Leader	Minor	The City should ensure that the daily banking summary sheets are reviewed and evidence of this should be retained.	Management have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation. Once endorsed by Executive training of the revised process will be conducted with relevant officers.	Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021 Updated estimated completion - 30/06/2021 Remains ongoing at present.	Remains ongoing at present.	31/12/2020	30/06/2021 31/10/2021	Ongoing	

Annual Financial Statements
(Year ending 30 June 2020)

Audit area	Responsible officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	August ARMC update	Original estimated completion date	Amended estimated completion date/s	Status	Actual completion date
Purchase card transactions	Procurement Team Leader	Moderate	Management should review the purchase card monitoring process to ensure purchases above \$1,000 are appropriately approved prior to purchase in accordance with the City's policy.	A new Transaction Card Administration Policy and Procedure were adopted in December 2020. The revised policy and procedure were issued to all card holders in January 2021 with card holders providing email confirmation of having read and agreeing to comply with the Policy and Procedure. The requirement for purchases of \$1,000 and above remained in the new policy and procedure and users were reminded of the requirement to gain approval. A workshop for card users is scheduled to take place by April 2021 to run through the policy and procedure and answer any questions. New card holders will be issued with copies of the policy and procedure and talked through the requirements on an as needed basis.	Remains ongoing at present.	Remains ongoing at present.	30/04/2021		Ongoing	
Asset impairment and review of useful life	Manager Finance	Moderate	The City should implement an asset impairment and review of useful lives policy and ensure yearly reviews are conducted and supported by appropriate documentation.	An asset impairment and review of useful lives policy will be implemented to document the current process undertaken and to ensure audit trail evidence of the review is maintained as supporting documentation. Currently the City conducts inspections and audits of its assets throughout the year. Any assets that are found to be missing or damaged are reported to the Asset Management Team and if significant financially Finance are informed. This would identify any impairment of assets. The useful life of each individual asset is provided to the City by Independent Valuers with the revaluation. These are reviewed by Management before applying. A desktop review of each assets useful life compared to the depreciation rate ranges is conducted on an annual basis.	Review of remaining useful life for each asset undertaken. EOY processing underway	Review of remaining useful life for each asset undertaken. EOY processing underway	30/06/2021	31/10/2021	Ongoing	
Procedures for identifying leases	Finance Team Leader	Moderate	The City should develop and implement appropriate procedures to identify leases under AASB 16.	The City has developed and implemented a procedure to manage the accounting treatment for AASB 16 Leases. This document was provided to the auditors during the final audit. Subsequently management became aware that AASB 16 also applied to some leased properties of the City which had not been accounted for as per the new Accounting Standard. The City rectified the treatment of the leased properties; these were disclosed correctly in the Annual Financial Statements year ended 30 June 2020. The City will continue to refine the Lease Procedure to ensure full compliance with AASB 16 Leases.	Remains ongoing at present.	Remains ongoing at present.	30/06/2021	30/09/2021	Ongoing	
Capital works in progress	Manager Finance	Moderate	The City should develop a policy to ensure capital works projects are regularly reviewed and capitalised as and when they are completed.	As asset capitalisation policy will be implemented to document the current process undertaken and to ensure audit trail evidence of review and approval is maintained as supporting documentation. Currently assets are capitalised throughout the financial year by reviewing expenditure in each capital project on a monthly basis. Once a project is fully completed the details of the proposed asset(s) to be taken up is reviewed and approved by the Finance Manager before processing. Assets are commissioned based on the date of the last invoice received for goods or service. Due to the nature of works undertaken at the City, such as on-going building and infrastructure construction works, a large proportion of assets are taken up with a commission date of 30 June.	Remains ongoing at present.	Remains ongoing at present.	30/06/2021	30/09/2021	Ongoing	
Review of creditor reconciliation	Procurement Team Leader	Minor	We recommend that management ensure monthly reconciliations are appropriately reviewed in a timely manner.	Creditor reconciliations are prepared by officers and reviewed by the Team Leader on a monthly basis. The current process will be improved to incorporate an audit trail to provide evidence of the independent review.	Remains ongoing at present.	Remains ongoing at present.	31/03/2021		Ongoing	