



Meeting attachments

Ordinary Meeting of Council

Wednesday, 23 February 2022, 6.00pm

Table of Contents

Contents		Page
PC2202-1	DEFERRED ITEM STIRLING HIGHWAY, NO. 82-84 AND ALFRED ROAD, NO.5, NORTH FREMANTLE - EXTENSION AND UPPER FLOOR MULTIPLE DWELLING ADDITIONS TO EXISTING COMMERCIAL BUILDING – (CS DA0250/21)	1
PC2202-2	DEFERRED ITEM - BRACKS STREET, NO.90 (LOTS 241 – 260), NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES – (CS DA0440/21)	12
PC2202-12	LOCAL HERITAGE SURVEY AND HERITAGE LIST - ANNUAL UPDATE 2021 – OUTCOMES OF CONSULTATION	14
FPOL2202-8	ORGANISATIONAL COUNCIL POLICY REVIEW – FIELD SERVICES AND ASSET MANAGEMENT	16
FPOL2202-9	PROPOSED PUBLIC ROAD CLOSURE - BAYLY STREET NORTH FREMANTLE - AMALGAMATION WITH FREMANTLE PORTS PROPERTY	37
ARMC2202-2	ADOPTION OF THE 2021 COMPLIANCE AUDIT RETURN	60
ARMC2202-3	REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 – LEGISLATIVE COMPLIANCE	74
ARMC2202-4	WALYALUP CIVIC CENTRE – PROJECT UPDATE	118
ARMC2202-6	PURCHASING POLICY EXEMPTIONS DECEMBER 2021	125
ARMC2202-8	INFORMATION REPORT – FEBRUARY 2022	127
C2202-1	FREMANTLE TECHNICAL COLLEGE, NO. 11-15 (LOT 2680) GROSVENOR STREET, BEACONSFIELD - DEMOLITION OF ALL EXISTING BUILDINGS AND INCIDENTAL STRUCTURES (ED DA0549/21)	156
C2202-2	MONTHLY FINANCIAL REPORT - JANUARY 2022	161
C2202-3	STATEMENT OF INVESTMENTS – JANUARY 2022	196
C2202-4	SCHEDULE OF PAYMENTS JANUARY 2022	211

PC2202-1 DEFERRED ITEM STIRLING HIGHWAY, NO. 82-84 AND ALFRED ROAD, NO.5, NORTH FREMANTLE - EXTENSION AND UPPER FLOOR MULTIPLE DWELLING ADDITIONS TO EXISTING COMMERCIAL BUILDING – (CS DA0250/21)

ATTACHMENT 1 – Amended Plans



82 - 84 Stirling Hwy & 5 Alfred Rd, North
Fremantle - Proposed Changes and Residential
Additions

F Development Application (rev) 18.12.21

Contact Details

Primary Contact

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Drawing List

- 00 Site Aerial
- 01 Site Context Study
- 02 Site Survey
- 03 Proposed Site Plan Plan
- 04 Proposed Basement Plan
- 05 Proposed Ground Level Plan
- 06 Proposed First Floor Plan
- 07 Proposed Roof Plan
- 08 West Elevation
- 09 East Elevation and E/W Section
- 10 North and South Elevations
- 11 Section
- 12 Apartment Plans
- 13 Apartment Plans
- 14 Street Elevations
- 15 Parking and Vehicle Access Plan
- 16 Overshadowing Plan
- 17 Street Elevation Photomontage
- 18 Scheme Visuals

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Location Aerial
NTS

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These Revised Plans Form Part of
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19 December 2021

Notes:
1. All dimensions to be measured as indicated on site plan or in cross-section. This drawing is to be read in conjunction with the following:
2. Do not scale from this drawing. Refer to dimensions given.
3. Main structural walls may be extended and/or altered as the contractor requires.
4. All structural elements to be developed in accordance with the relevant structural design code.
5. All work to be carried out in accordance with the relevant Code of Practice and all relevant Australian Standards.
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Woodward Assets Pty
Ltd
82 - 84 Stirling Hwy, North
Fremantle
Proposed Changes and
Additions (residential)
Amended

Date: 19.12.21
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Sheet Size: A3
Scale as noted
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Drawing
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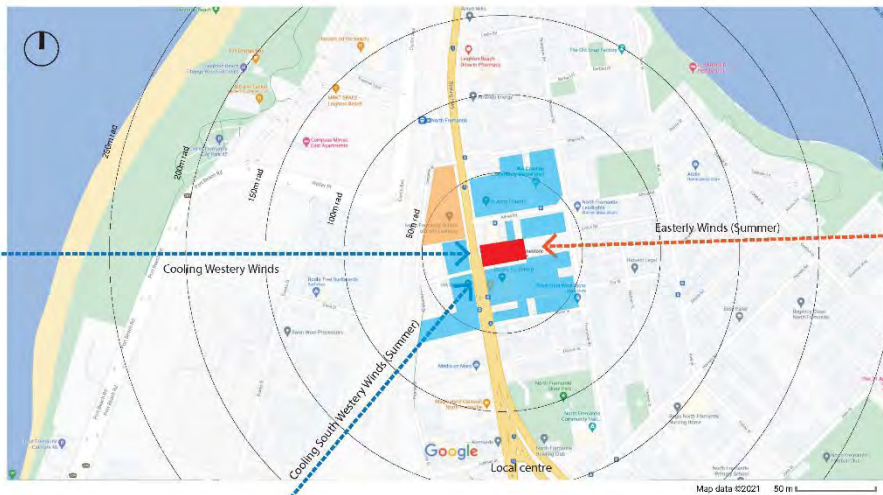
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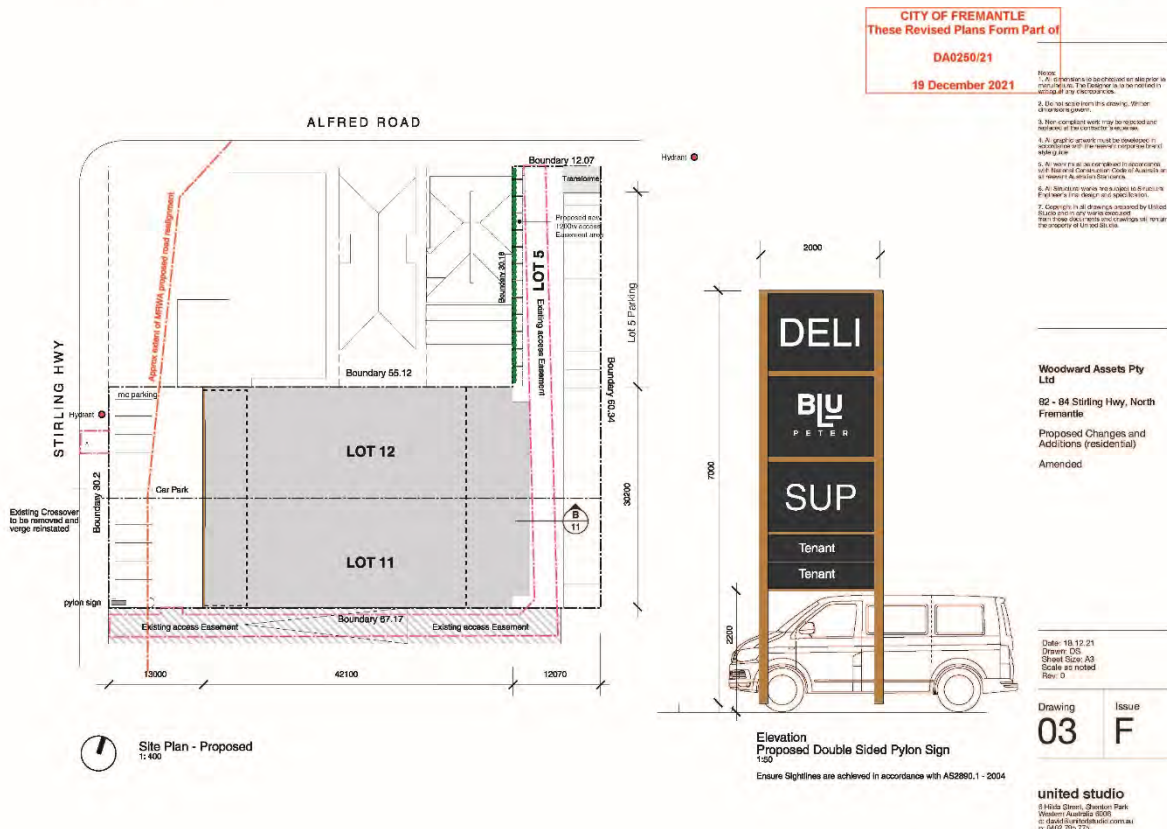
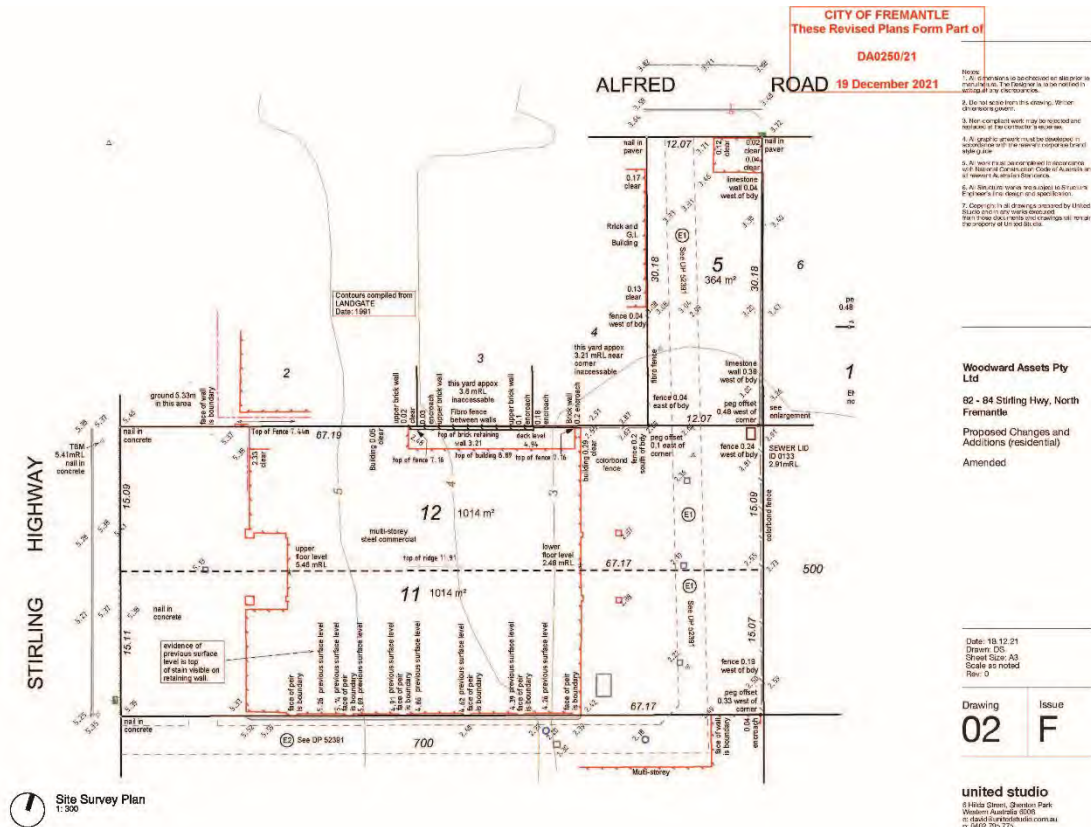
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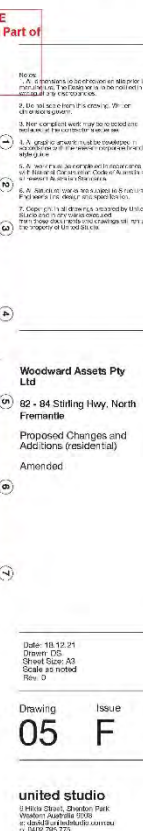
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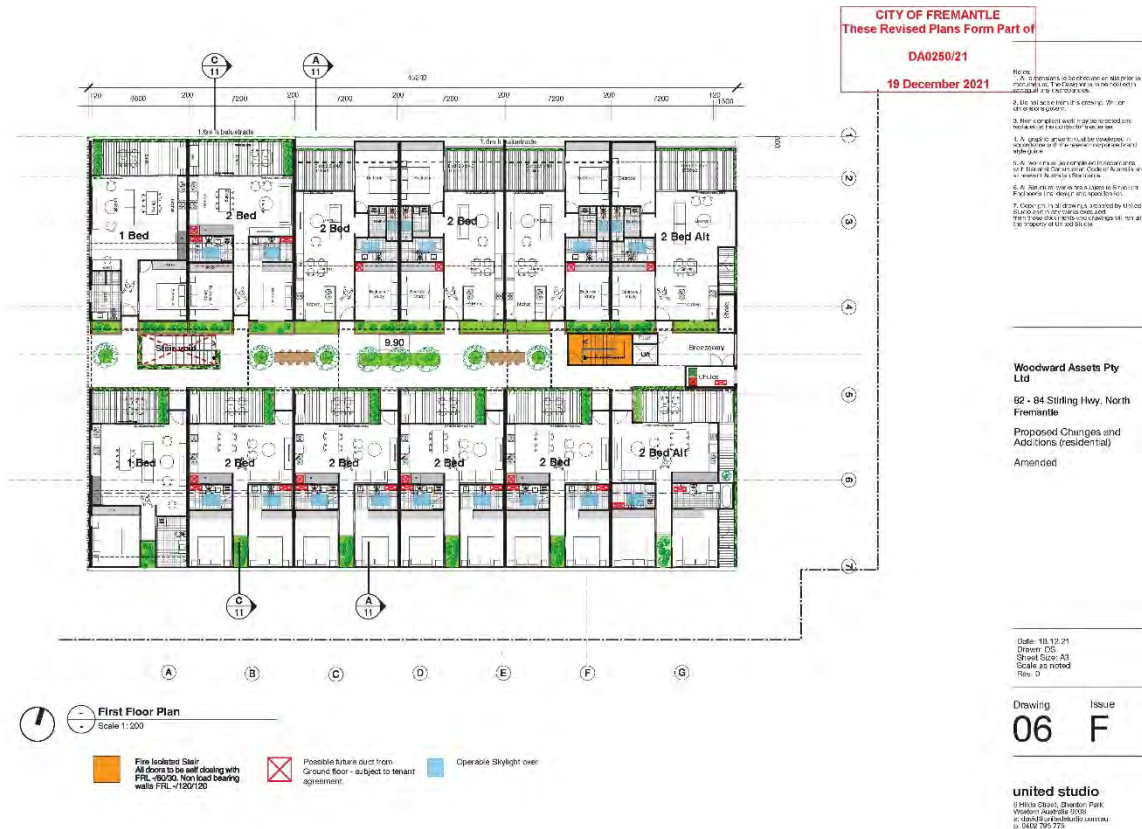


Site Analysis
Not to Scale

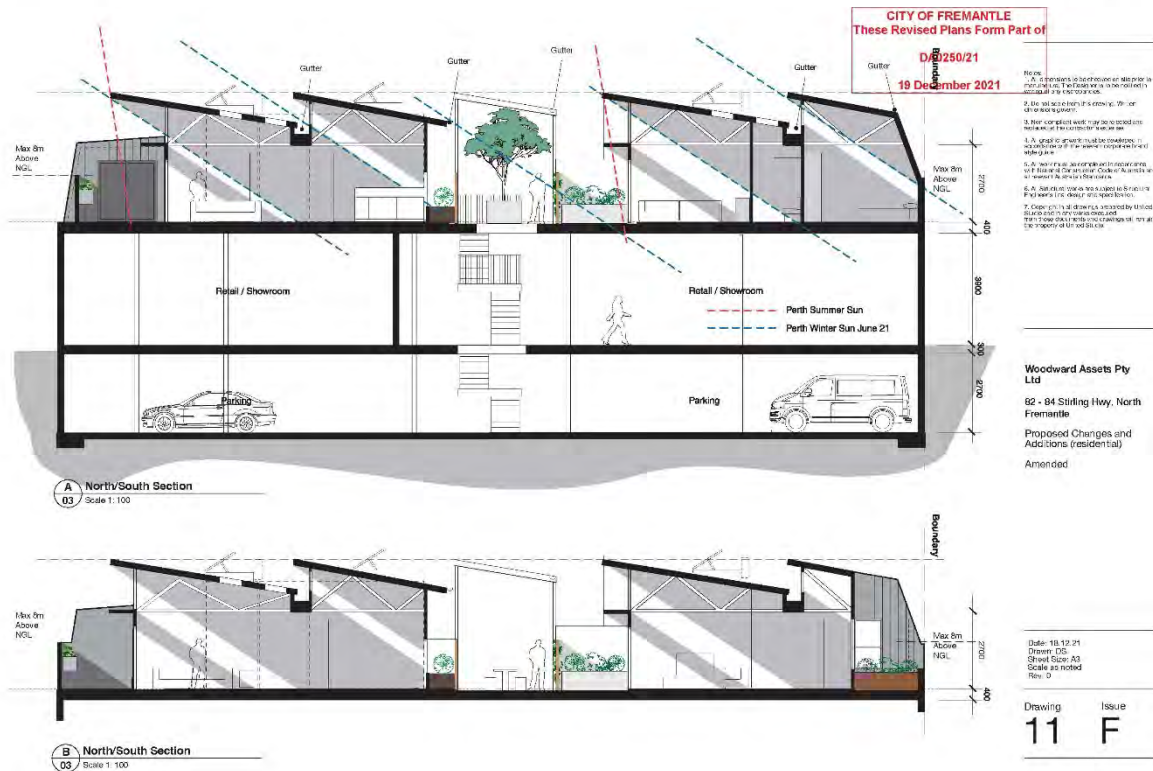
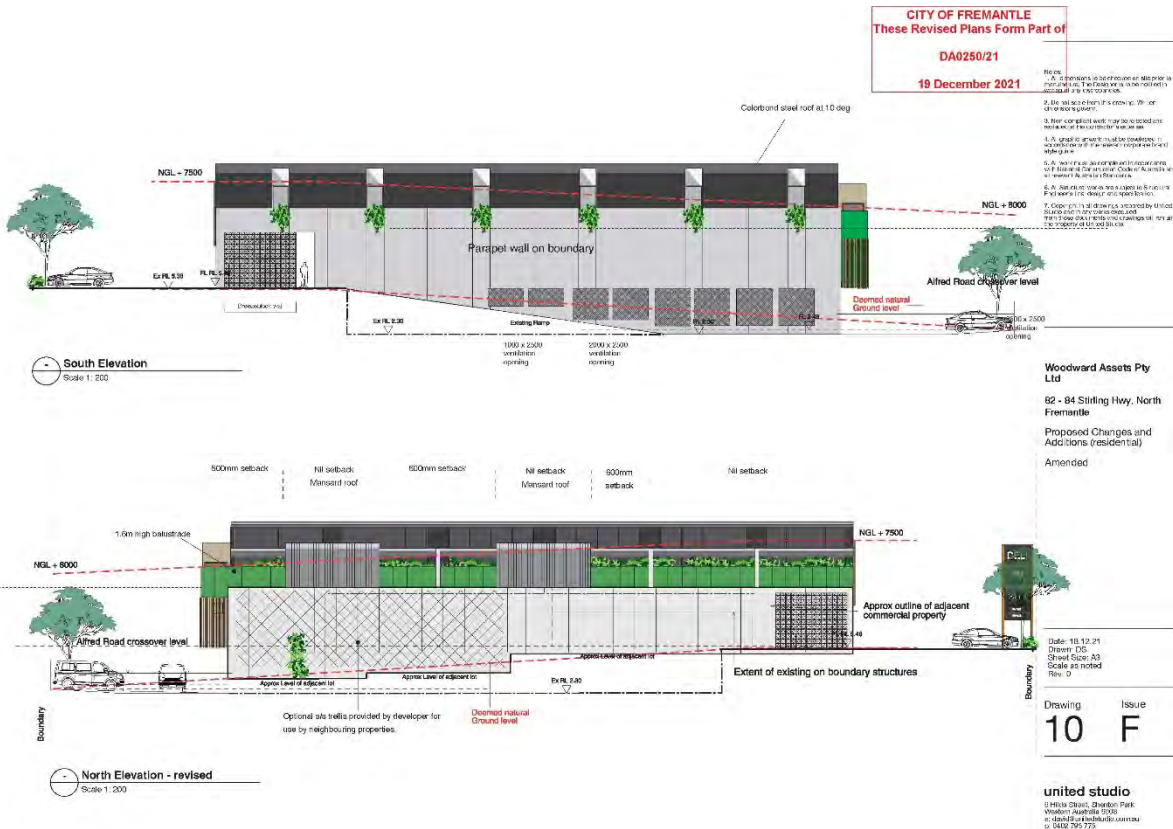
Site Zoned R30 Local Centre Zone
Heritage Listed Site
Heritage Listed City of Fremantle











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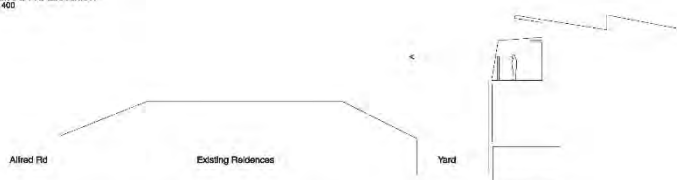
Note:
1. All alterations to the original plans must be submitted to the City of Fremantle for approval.
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Stirling Hwy Elevation
1:400



Alfred Rd Elevation
1:400



Section - Sightlines to neighbouring properties to the North
1:200

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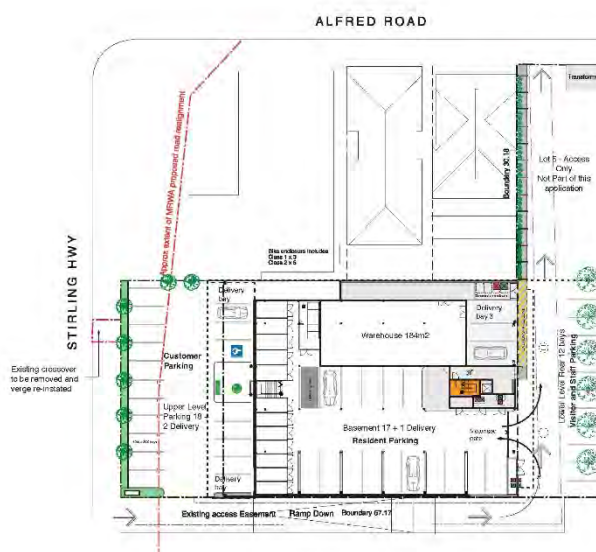
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Drawing
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Plan - Parking
Scale 1:400

Area	Car Parking	Delivery	Bike Parking
Shop 39m ²	1:20	20 Bays	N/A
Showroom 55m ²	1:50	12 Bays	2 Bays
Warehouse 154m ²	1:100	2 Bays	1 Bay
Residential			
1 bed (Loc A) x 2 Dwellings	2 bays		
2 + bed (Loc A) x 10 Dwellings	10 bays		
Visitor	3 bays		
Bike parking (res + visitor)			8
TOTAL Req	49 bays	3 bays	11
Provided	47 bays	3	11

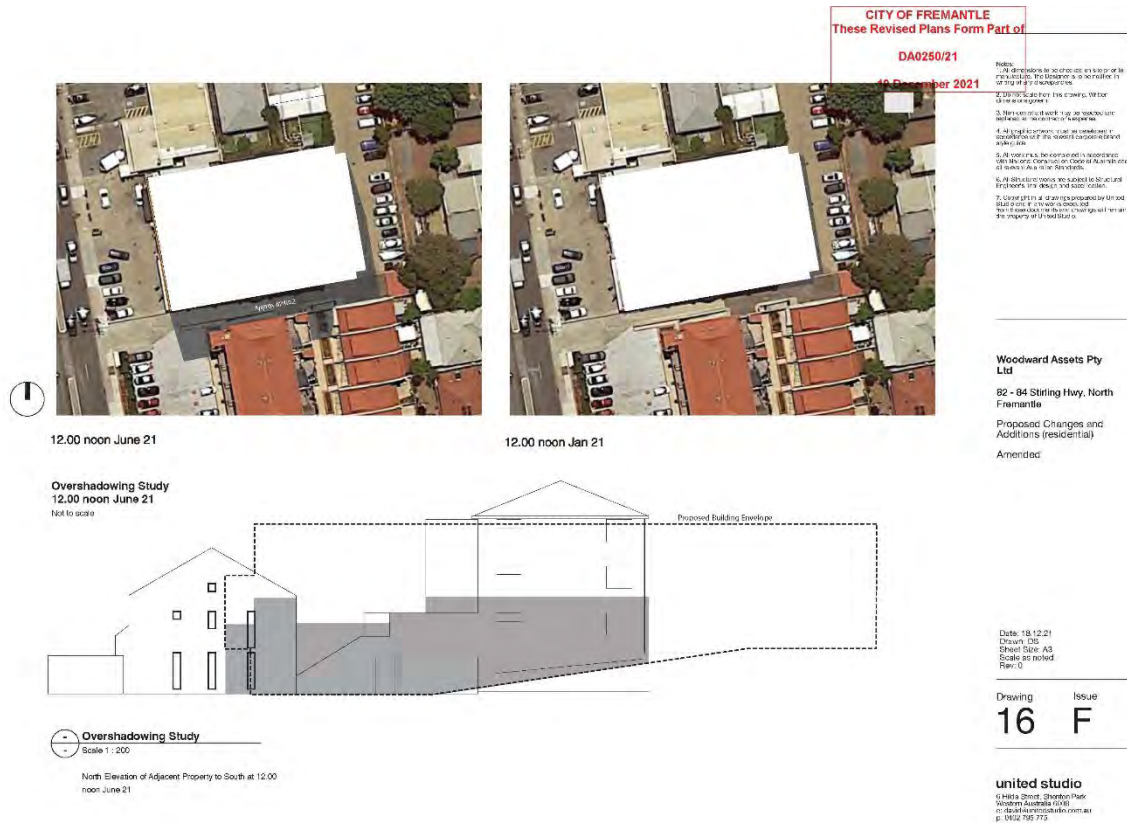
Notes
Delivery bays - 6000 x 2500
Typical Parking Bay 2700 x 4800

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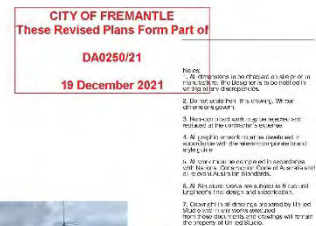


Existing Stirling Hwy view

82 - 84



Proposed Stirling Hwy view



Material Palette



Upper level Colorbond cladding



Colorbond cladding - Basalt



Ground level glazing



Ground level and exterior wall finish



Upper level decking



Upper level planted balustrade



Upper level planting



Breeze blocks



Aluminium / Timber screen



Ground level planter/bench



Atrium suspended lighting

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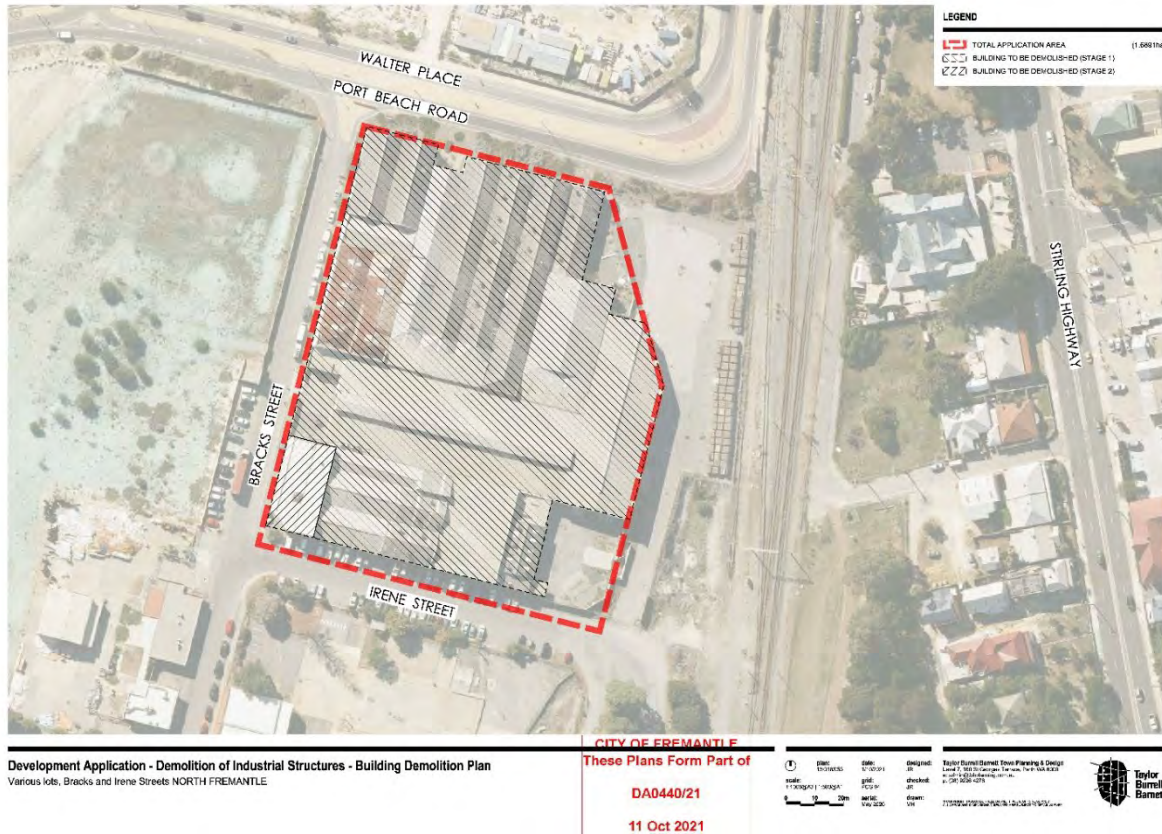
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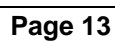
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**PC2202-2 DEFERRED ITEM - BRACKS STREET, NO.90 (LOTS 241 – 260),
NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS
AND STRUCTURES – (CS DA0440/21)**

ATTACHMENT 1- Demolition Plan



S



**PC2202-12 LOCAL HERITAGE SURVEY AND HERITAGE LIST - ANNUAL
UPDATE 2021 – OUTCOMES OF CONSULTATION**

ATTACHMENT 1 – Schedule of Submissions

**Schedule of Submissions – City of Fremantle Scheme Local Heritage Survey &
Heritage List Annual Update 2021**

Submission Period: 3 November 2021 – 26 November 2021

1	Landowners – 84 Hampton Road, Fremantle
<p>Comment not in support of listing – ‘We do not at this time want our property to be heritage listed’.</p>	
<p><u>Officer comments</u></p> <p>Objection noted. Notwithstanding, the property has been assessed against the criteria approved by Council and been found to have heritage significance. Listing is consequently recommended.</p>	
2	Landowners - 63 Thompson Road, North Fremantle
<p>Comment not in support of listing – extensive justification for position including:</p> <ul style="list-style-type: none"> - Building is a poor example of the Brutalist style of architecture - Building is not typical of industrial development in North Fremantle - Late date of construction means that the property does not contribute to the character of North Fremantle which is mostly pre-WW2 - Building was only used as a recording studio for a short time before being used as a commercial laboratory. Therefore, it has limited association with Martin Clarke and his work. - Iwanoff is commonly known for residential design not commercial / industrial - Building not a good example of Iwanoff’s style - There is no link between this building and the heritage of North Fremantle - Building contains asbestos materials - The owner wishes to demolish the building and develop residences which fit in better with the character of North Fremantle <p>Landowner has requested deferral of consideration of listing until April 2022 to enable them to obtain professional advice. They have indicated that: <i>“the proposed decision by CoF has the potential to adversely affect private property rights and values. Consequently the CoF owes a duty of care to afford Meridian Mall Pty Ltd and its directors procedural fairness prior to making the proposed decision. Such duty includes, inter alia, ensuring that the parties have a reasonable opportunity to present their cases.”</i></p>	
<p><u>Officer comment</u></p> <ul style="list-style-type: none"> - The building is not a poor example of the Late Twentieth Century Brutalist style. It is an idiosyncratic example of the style rather than a representative example. The building shows the influence of the Late Twentieth Century Brutalist style overlaid with Iwanoff’s personal design philosophy and exploration of form and detail. - The building is not a poor example of the work of the architect Iwan Iwanoff. While it is more modest than some of his spectacular residential projects and contains little of the decorative sculptural detail, the elevations are tightly composed, and attention 	

has been paid to articulating the building structure and setting out the concrete blockwork. The simplicity and economy of the building are a response to its commercial/ industrial use. As with many industrial /commercial buildings, the small public/ office areas are the focus of the design detailing with simple functional treatments reserved for the work/ storage areas (studios). The building is a rare example of a commercial project by Iwanoff.

- North Fremantle is generally characterised by clusters of industrial buildings surrounded by modest housing for workers with higher quality housing located on the river edge east of Stirling Highway. This building is not proposed for heritage listing as a collective part of a residential streetscapes or area but for its significance as an individual place and as part of the areas industrial/ commercial history.
- The building forms a part of the story of the commercial and industrial development of North Fremantle between the 1890s and the 1980s which makes such an important contribution to the character and heritage significance of the area. A wide variety of building styles and construction methods were employed in North Fremantle's industrial and commercial buildings from the simple face brick factory buildings of the Weeties Factory and the Burfords Soap Factory to the decorative masonry facades of the Ford Motor Company to the corrugated iron sheds of the Vacuum Oil Company and the storage warehouses for the port. 63 Thompson Road together with the adjacent 1970s plumbing warehouse and other Post-War development at the northern end of North Fremantle illustrate the final stage of industrial development in Fremantle prior to the redevelopment of the area following the relocation of industry to industrial estates on the outskirts of the metropolitan area in the 1980s and 1990s.
- While the use of the building as a recording studio was short lived due to problems with sound leakage, the original use is an important part of its significance because the building was specifically designed to accommodate it. The longer term semi-industrial use of the building a chemical laboratory is also part of the story of the place.
- Heritage listing does not preclude residential conversion or development though does add some constraints. However, it also affords the potential for variations to the scheme to enable its retention. The 1970s plumbing warehouse directly to the north of this building was successfully converted to a residential development in the 1990s. The exterior walls and roof form were retained allowing the building to contribute to the mixed industrial / residential character of the suburb and the interior was developed into seven units.
- Consultation commenced on 3 November 2021 with an extension granted to the landowner to submit additional information to 24 January 2022. This is considered adequate to obtain expert input (noting that the Christmas break does add a disruption).

**FPOL2202-8 ORGANISATIONAL COUNCIL POLICY REVIEW – FIELD
SERVICES AND ASSET MANAGEMENT**

ATTACHMENT 1 – Amended Policies

This attachment contains the following policies that have been recommended for adoption with minor amendments, shown in red and green text.

Largely current, requiring minor amendments only:

1. Residential and multi-purpose parking permits
2. Parking infringement appeals
3. Consumption of liquor without a meal in outdoor eating areas
4. Liquor licencing act provisions
5. Pyrotechnic management
6. Risk management plan approval for licensed premises under the Liquor Act
7. Asset Management

Residential and multi-purpose parking permits

Policy scope

~~To~~ This policy outlines areas within the City of Fremantle boundaries where residential and multi-purpose parking permits are permitted, parking time limits that may apply within these areas and exemptions that exist for permit holders. This policy does not relate to free parking permits for residents which allow free parking in the CBD between 9am and 11am and between 3pm and 1am the following day.

Policy statement

It is recognised that the parking needs and expectations of residents, businesses and visitors to Fremantle will vary across the CBD, the CBD fringe, outer-lying suburban areas and in mixed-use and commercial areas.

It is the City of Fremantle's preference to allow the natural ebb and flow of vehicle movement to occur where possible and parking restrictions are introduced only by necessity to complement the orderly movement and flow of vehicles, optimize driver, cyclist and pedestrian safety and facilitate economic development. Where practicable, and particularly in the outer-lying suburbs, the City will favor the approach of allowing unrestricted and untimed parking on streets. Parking signs, line marking, paint stencils and parking meters will be installed only by necessity.

In respect to on-street parking, it is the City of Fremantle's **general** philosophy that residents should receive the highest level of priority and consideration, followed by commercial organisations and visitors to Fremantle. However, this is not appropriate within the central CBD area.

Some residential properties in the City of Fremantle are situated on streets with restrictions on parking or in locations where residents and their visitors have limited access to off-street parking. In response to this amenity issue, the City provides residential and multi-purpose parking permits to eligible residents and their visitors to enable them to park in areas where parking restrictions exist or in designated areas within the vicinity of their residential property.

The following conditions apply to residential and multi-purpose parking permits in accordance with the City of Fremantle Parking Local Law ~~2006~~ and procedures;

1. Residents that are likely to be directly impacted by time restrictions in areas where there is inadequate "off-street" parking, may be eligible for parking permits in accordance with the City of Fremantle's Parking Local Law.
2. Residents within the area highlighted pink in attachment A and B that do not possess residential or multi-purpose parking permits at the date of adoption of this policy (14 December 2005) will not be eligible for new residential or multi-purpose parking permits. As an alternative, paid on-street or off-street parking may be available at the rate determined by the City's fees and charges schedule.

3. At the date of adoption of this policy, residential or multi-purpose parking permits issued by the City of Fremantle to residents within the area highlighted pink will continue to be valid and may be renewed annually upon application. It is the City's intention that persons possessing a valid residential or multi-purpose parking permit and residing in the area highlighted pink at the date of adoption of this policy will not be adversely impacted in the future if, upon expiration of their permits, the only reason they become ineligible to receive new residential or multi-purpose parking permits is due to the fact they reside within the area highlighted pink.
4. Residential and multi-purpose parking permits do not apply to short-term bays (less than one hour), loading bays, no stopping/parking areas, authorised vehicle only bays or in pay for parking areas.
5. If a vehicle is parked correctly in the blue and green highlighted areas in attachment A and B, the display of a residential or multi-purpose parking permit ~~shall~~ will provide an exemption from complying with maximum 2 hour parking limits and maximum 4 hour parking limits.
6. Other than for existing permits which expressly grant this type of exemption, the display of a residential or multi-purpose parking permit in the pink highlighted areas in attachment A and B does not provide an exemption from complying with parking restrictions or maximum parking limits.
7. Residents on streets of high parking demand (as indicated on attachment A and B) will not be eligible to use residential or multi-purpose parking permits on their street. However, it is possible for these residents to apply for residential and multi-purpose parking permits for use on side streets or other locations as determined by the City of Fremantle.
8. In precincts where there are multiple streets with high parking demand in close proximity to one another, the City of Fremantle may devise unique parking solutions where residential or multi-purpose parking permits may be issued to allow parking on multiple streets within the precinct. Special precinct parking solutions will be developed on a needs basis.
9. Residents of properties consisting of mixed use (commercial/residential) will not be eligible for residential or multi-purpose parking permits.
10. Occupants of short term accommodation (of no more than 6 months) will not be eligible for a residential parking permit but may be issued one multi-purpose parking permit.
11. If a new pay for parking area is introduced, then residents who already have been issued residential or multi-purpose parking permit permits for that location will be exempt from complying with the parking restriction.
12. Where a structure (e.g. garage) or off-street area has been designated in a development approval for use as vehicle parking, the kerb must be reinstated at the crossover at the property owner's expense prior to being eligible for such a permit.

13. In accordance with the City of Fremantle Parking Local Law ~~2006~~, the maximum number of residential and multi-purpose parking permits available per dwelling is not greater than two residential parking permits and one multi-purpose parking permit.
14. In the event of an applicant being dissatisfied with the decision of a City Officer, the applicant has the right to object this decision. An objection is to be submitted in writing to the City within 28 days of the decision.
15. The City reserves the right to revoke a parking permit at any time, where the permit holder does not comply with or abuses the conditions of use of the permit granted under this policy. The permit may be revoked by the Chief Executive Officer or an authorised officer.

Discretionary authority

Notwithstanding any other provisions which restrict the number of residential and multi-purpose parking permits that may be issued, the Chief Executive Officer may approve the issue of additional residential or multi-purpose parking permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

Definitions and abbreviations

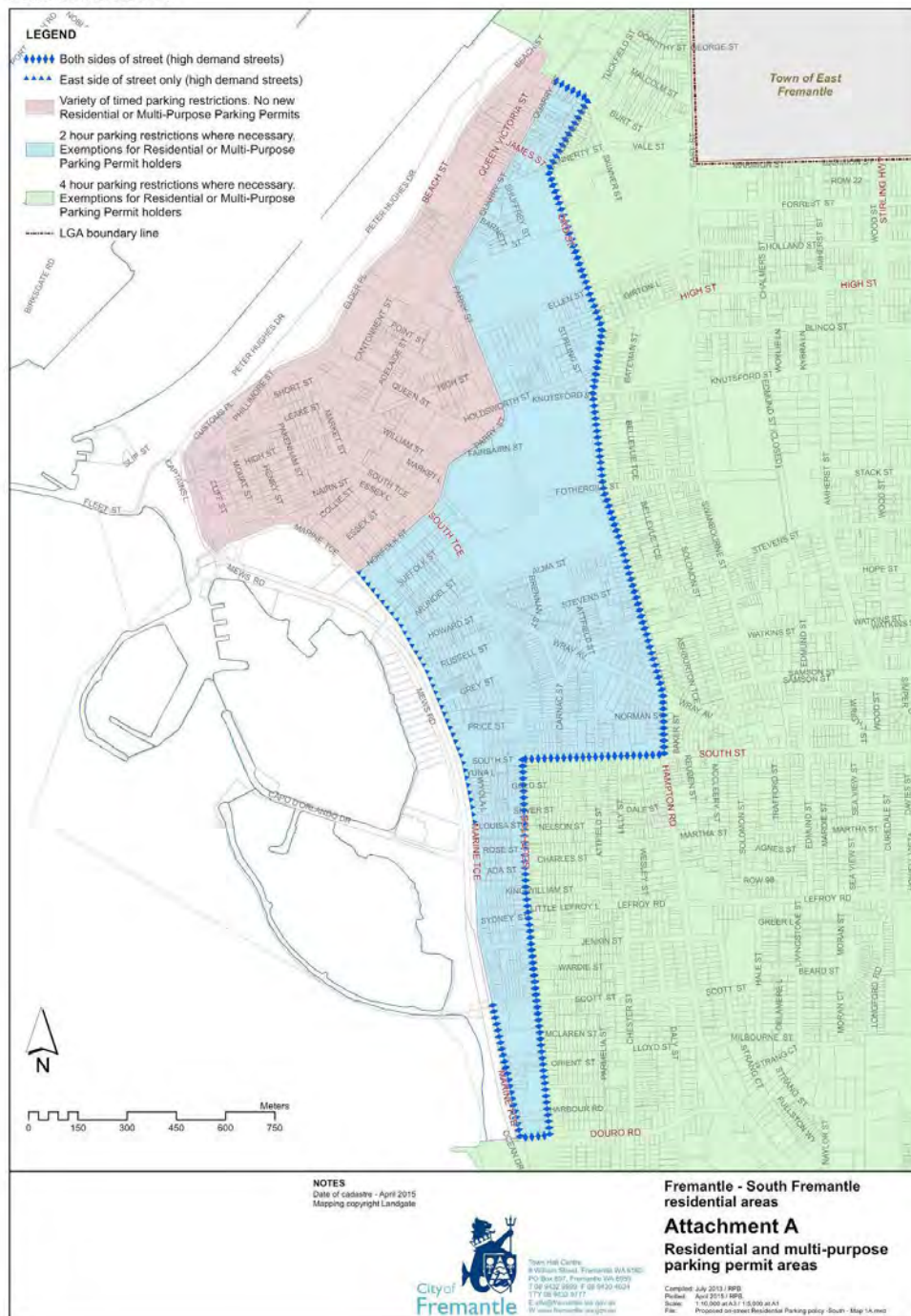
Residential parking permit is a sticker affixed to the windscreen of the assigned vehicle. It displays the registration number, expiry date and the streets on which the permit is valid.

Multi-purpose parking permit is a permit in form of a card that can be transferred to different visitor's vehicles. Properties that are in a fee-paying street (ticketed area) are not eligible for multi-purpose parking permits.

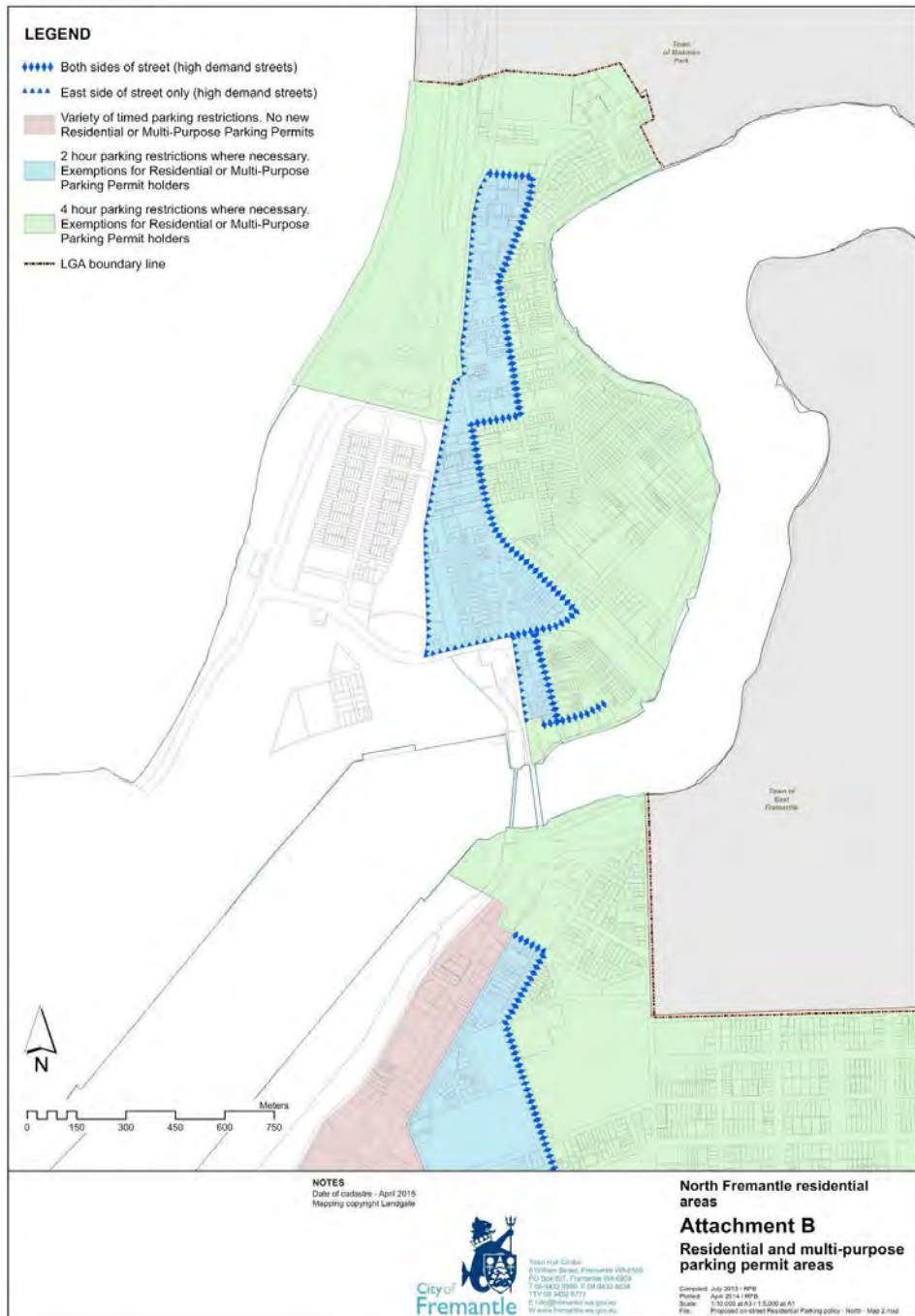
Adequate off-street parking is considered by the City as:

- A garage or other off-street area which is capable of accommodating a motor vehicle;
- An area, not presently capable of accommodating a motor vehicle but which could, upon development, be so capable;
- Where the motor vehicle that is the subject of a permit application is of a size or type which cannot enter or be accommodated by a garage, off-street area or undeveloped area, the garage, off-street area or undeveloped area may be considered *adequate off-street parking*.

Attachment A



Attachment B



Parking infringement appeals

Policy scope

The objectives of this policy are to provide:

1. A consistent approach to the review of parking infringements ~~notices~~ issued under City of Fremantle Parking Local Law ~~2006~~; and,
2. A clear framework for assessing parking infringement ~~notice~~-appeals.

Policy statement

The following general principles will be considered when determining the outcome of appeals against parking infringement notices:

- ~~Were the elements of the offence met?~~
- Was the customer unable to comply with the relevant provisions of the law for a reason or due to a significant circumstance that was out of their control?

All parking infringement appeals will be assessed ~~in accordance with this policy and~~ on their individual merit.

Officers will apply a ~~5~~ 10 minute leniency prior to issuing a parking infringement notice for exceeding a time limit.

~~In exceptional circumstances or in circumstances of repetitive offences by the same person, it may be appropriate for officers to make a decision that varies from the position outlined in this policy.~~

~~The following tables outline the circumstances under which parking infringement notices that are subject to an appeal will, may be or will not be withdrawn:~~

Driver nominations

Nominations can only be accepted by the registered owner of the vehicle, or, if the vehicle is registered in a company name, by a representative of that company.

Nominations must be submitted in the prescribed format within 28 days of receiving the first reminder notice from the City.

The following table outlines the circumstances under which parking infringements may be withdrawn. Any other circumstances not listed will not be considered;

Table 1. Circumstances under which an infringement ~~will~~ **may** be withdrawn

Circumstance	Evidence required
Vehicle breakdown due to mechanical fault	Statutory declaration outlining the nature of the breakdown, why the vehicle couldn't be moved and how the vehicle was moved; or <ul style="list-style-type: none"> Receipts from a reputable mechanic
Medical emergency	<ul style="list-style-type: none"> Doctors certificate; or Correspondence from a hospital/surgery/doctor; or Statutory declaration
Infringement issued in error or to the wrong person	<ul style="list-style-type: none"> Evidence demonstrating the error such as a valid ticket or photograph of correctly parked vehicle; or Proof that the vehicle did not belong to the nominated driver or owner at the time the infringement was issued by way of providing vehicle ownership papers; or Registration papers; or Statutory declaration
City of Fremantle ticket machine, pay by phone software or equipment fault	<ul style="list-style-type: none"> Instructions to report a fault were followed, e.g., evidence of phone call or reference number from technical services Evidence demonstrating the City of Fremantle ticket machine, pay by phone software or equipment was faulty, e.g., photograph or screenshot
Person is not the driver at the time of the offence	Correctly filled out nomination form submitted within 28 days of the infringement date
First infringement issued to a City of Fremantle resident or business owner	<ul style="list-style-type: none"> Proof of residency or business ownership within the City boundaries Proof of valid driver's licence
Non-repetitive infringement issued to a person with a valid ACROD permit	<ul style="list-style-type: none"> Proof of ACROD permit Proof of valid driver's licence

~~Table 2. Circumstances under which an infringement may be withdrawn~~

Circumstance	Evidence required
A valid ticket, e-permit or parking session was purchased	<ul style="list-style-type: none"> A copy of the valid ticket, e-permit or parking session that relates to the parking infringement notice under appeal
Compassionate grounds; including but not limited to family bereavement, genuine financial hardship and diagnosed mental serious illness relevant to the location where the infringement was issued	<ul style="list-style-type: none"> Evidence specific to the infringement matter at hand which may include, but not be limited to, a Statutory declaration, Centrelink documentation, Health care card, Doctors certificate, letter from a hospital/surgery/doctor
The signage in the area was missing, obscured or damaged to the point where it could not be read	<ul style="list-style-type: none"> Photographic evidence of missing, obscured or damaged sign at the time of the offence

~~Table 3. Circumstances under which an infringement will not be withdrawn~~

Circumstance
Exceeding a time limit
Forgot to purchase and display a valid parking ticket
Lack of available parking bays
Arranging payment or getting change
Appointment or a meeting ran over time
Transport services were late
Had to make or take an important phone call
Did not see or did not understand the parking restrictions
Did not see or did not understand how to use a ticket machine

Definitions and abbreviations

Nil

Consumption of liquor without a meal in outdoor eating areas

Objective Policy scope

~~To~~ This policy outlines the ~~criteria~~ ~~procedure~~ that the City of Fremantle will ~~use~~ ~~follow~~ in assessing applications submitted by ~~outdoor eating~~ a Alfresco Dining Area licensees to vary the conditions of an Alfresco Extended Trading Permit (ETP) to allow the consumption of liquor without a meal in the licensed alfresco ~~dining~~ area.

(Note: Licensees seeking to vary the conditions of their alfresco extended trading permit to allow the consumption of liquor without a meal in a licensed alfresco ~~dining~~ area must submit an application and pay the necessary fees to the Department of ~~Local Government, Sport and Cultural Industries~~ ~~Racing, Gaming and Liquor~~.)

Policy statement

In this policy an ~~Outdoor Eating~~ Alfresco Dining Area is defined as a part of a thoroughfare or public place in which tables, chairs and other structures are provided for the purpose of the supply of food or drink to the public or the consumption of food or drink by the public.

It is the policy of the City of Fremantle that an application submitted by an ~~Outdoor Eating~~ Alfresco Dining Area licensee to vary the conditions of an Alfresco Extended Trading Permit (ETP) to allow the consumption of liquor without a meal in the licensed alfresco ~~dining~~ area ~~shall will meet the following criteria be assessed within the framework of the following decision matrix:~~

Decision matrix

Description	Comments
1. Does the applicant possess an outdoor eating area licence from the City of Fremantle?	If yes, proceed to question 2.
2. Does the applicant possess an alfresco extended trading permit from the Department of Racing, Gaming and Liquor to allow consumption of liquor ancillary to a meal in the outdoor eating area?	If yes, proceed to question 3.
3. Has the applicant submitted an application to the Department of Racing, Gaming and Liquor to vary the conditions of an alfresco extended trading permit to allow the consumption of liquor without a meal in the alfresco area?	If yes, proceed to question 4.

4. Has the applicant demonstrated that the consumption of liquor without a meal in the licensed alfresco area is in the public interest?	If yes, proceed to question 5.
5. Has the applicant demonstrated a history of responsible service of alcohol?	If yes, proceed to question 6.
6. Has the applicant demonstrated a history of management practices designed to reduce the potential for alcohol related harm in the community?	If yes, proceed to question 7.
7. If the answer to question 1, 2, 3, 4, 5, 6 & 7 is 'Yes' in all cases then the City of Fremantle may support the application to vary the conditions of the alfresco extended trading permit to allow consumption of liquor without a meal in the alfresco area subject to conditions.	If the answer to question 1, 2, 3, 4, 5, 6 or 7 is 'No' the City of Fremantle shall not support the application.

1. The Applicant must possess a current alfresco dining license from the City;
2. The Application must possess an alfresco extended trading permit from the Department of Local Government, Sport and Cultural Industries;
3. The applicant must have submitted an application to the Department of Local Government, Sport and Cultural Industries, to vary the conditions of an alfresco extended trading permit to allow the consumption of liquor without a meal in the alfresco dining area;
4. The applicant must have demonstrated that the consumption of liquor, without a meal, in the licensed alfresco dining area, is in the public interest;
5. The applicant must have demonstrated a history of responsible service of alcohol; and
6. The applicant must have demonstrated a history of management practices designed to reduce the potential for alcohol related harm in the Community.

Should the City of Fremantle decide to support the application to vary the conditions of the alfresco extended trading permit to allow consumption of liquor without a meal in the alfresco dining area, the following ~~shall~~ will occur:

- The City of Fremantle ~~shall~~ will request the Department of Racing, Gaming and Liquor impose the following conditions on the alfresco extended trading permit in respect to the provision of liquor without a meal in the licensed alfresco dining area:

Conditions of approval

- i) Liquor may only be consumed by patrons while seated at a table;
- ii) The sale and supply of liquor to patrons is restricted to table service;
- iii) The kitchen must be open and operating at all times liquor is available and the regular full menu must be available at all times.
- iv) The maximum permitted trading hours are:

- Monday to Saturday, 6am to midnight
- Sunday 10am to 10pm
- No trading is authorised on Christmas Day, Good Friday or before noon on Anzac Day.

Other conditions as may be necessary and appropriate in an individual case can be considered.

Definitions and abbreviations

Nil

Liquor Control Act 1988 ~~licensing act~~ provisions

Objective Policy scope

~~To have identifiable~~ This policy identifies the principles and processes on the criteria for support to members of the community, when the community submits complaints or objections under the Liquor ~~Licensing~~ Control Act 1988.

Policy statement

Complaints about the operation of licensed premises

Complaints about licensed premises can be referred to several different agencies. In most cases complaints are referred to the Police, Office of Racing, Gaming and Liquor or the City. The Police have a wide range of offences that can be loosely referred to as being of a criminal or behavioural nature. The Office of Racing, Gaming and Liquor (Liquor Licensing Division) are the responsible State agency for issuing the actual liquor license.

They are also responsible for administration of the Liquor ~~Licensing~~ Control Act 1988 which has its objective to "...regulate the sale, supply and consumption of liquor, the use of premises on which liquor is sold, and the services and facilities provided in conjunction with or ancillary to the sale of liquor, to minimize harm or ill-health caused to people, or any group of people due to the use of liquor..."

The City relies on legislative support through the Local Planning Scheme, the Food Act 2008, the Health (Miscellaneous Provisions) Act 1911, ~~Building Code~~, Tobacco Products Control Act 2006, ~~Environmental Protection Act~~, Liquor ~~Licensing~~ Control Act 1988 and some other Local Laws (that apply to the whole community).

Importantly the Liquor Licensing Director can, and often does, respond to complaints by holding a hearing. These hearings are reasonably formal but can have outcomes that can affect the licensee or the premises. The concerns that some members of the community have with the process is the formal process that is identified in the Liquor Control Act 1988 for submitting a complaint, the time delay in having a hearing and the legalistic manner of the process. If the complaint procedure is not followed as prescribed then the complaint may not be heard.

The principles to apply when Council is considering support to residents who have complaints about licensed premises:-

1. Council recognises the right of any citizen to lodge a complaint about licensed premises in their own right independently of Council.
2. ~~The City Council officers are in a position to exercise the delegation provided by Council to~~ may lodge formal complaints to the Director of Liquor Licensing when ~~the officer is of the opinion that~~ it is considered to be in the Council's interest to do so.
3. Complainants should be able to substantiate any complaints by evidence such as statements, photographs, video, audiotape or diary notes that are quite detailed and correct.
4. Complainants should give a written undertaking to support any legal action that

Council initiates against a licensee by appearing in any hearing or in a court, without costs to the City of Fremantle.

5. At any hearing of Liquor Licensing matters, the decision making on Council's behalf is through ~~a the~~ Council officer who ~~has the delegation or authority from~~ ~~may be authorised by~~ Council to agree or not to agree with suggestions from the bench, or the City's solicitors. For this reason complainants should consider the benefits of independently initiating their own complaint procedure action. If this independent action is taken then it is quite separate from the Council action and therefore no financial support can be supplied unless specifically authorised by Council.
6. The Complainant should ensure as far as possible that the grounds of complaint are in accordance with section 117 of the *Liquor Licensing Control Act 1988* (~~see- Attachment 1~~)

The processes to apply when Council is considering support to residents who have complaints about licensed premises

1. The complainant should satisfy the Manager ~~Field Services Urban Environment & Control~~ that a licensee has had reasonable opportunity to address the complaint before ~~the Manager Urban Environment & Control initiates~~ any formal complaint procedure ~~is initiated~~. It is possible that the Manager ~~Field Services Urban Environment & Control~~ can initiate action or proceedings as a proactive measure (i.e. advertising an event or operation of the venue that is out of the ordinary).
2. The Manager ~~Field Services Urban Environment & Control~~ ~~can exercise the delegation provided by Council to~~ ~~may~~ lodge formal complaints to the Director of Liquor Licensing when the officer is of the opinion that it is in the Community's or Council's interest to do so. In some cases the only support required is information about legislation and procedural matters in which case the information is provided in good faith. This should not be interpreted as the City obtaining specific legal advice for a complainant. Any support at officer level will be to the extent that is deemed to be reasonable in the opinion of the Manager ~~Field Services Urban Environment & Control~~.
3. If the complainant objects to the action taken by the Manager ~~Field Services Urban Environment & Control~~ then the complainant can request that the matter be referred to Council for consideration and direction.
4. If a complainant has not been able to advance a complaint through the Manager ~~Field Services Urban Environment & Control~~ then the complainant can request in writing that the matter be referred to Council for direction. This written request should be supported by evidence supporting the complaint and the submission should include a statement specifying the extent of support requested.
5. If a complainant would like to proceed with a formal action independently then any costs should be borne by the complainant. Requests for retrospective financial support from Council are unlikely to be successful.
6. If a complainant requests financial support from Council prior to lodging a formal complaint then a submission should be made providing as much information as possible so that Council can make a decision based on the evidence or submission.

The approval of new licensed premises and/or extension or alterations to existing licensed premises

This section is not addressing the aspect of Planning Approval which is a separate matter. The intention is to outline the City's position after planning approval has been obtained. Whilst it is reasonable to assume that an application having received planning approval should be in a strong position to obtain a Liquor License, this would be a false assumption as the Licensing Authority (Office of Racing, Gaming & Liquor) has certain obligations and criteria that are quite separate to the planning process. The City generally requires commitment to management plans from the applicant or intended licensee. This management plan can be requested as a condition of planning approval. It may be that on planning grounds Council cannot refuse an application but it is still possible that objections can be lodged to the Director of Liquor Licensing. The grounds of objection are specified in section 74 of the *Liquor Licensing Control Act 1988* (see Attachment 2)

The Principles to apply when Council is considering support or otherwise to residents who seek Council's confirmation of their position in regard to the:

- approval of new licensed premises and/or
 - extensions or alterations to existing Licensed Premises
1. Council recognises the rights of any citizen to object to the Director of Liquor Licensing regarding the establishment of a new licensed premises or extensions or alterations to existing Licensed Premises.
 2. Objectors may request Council to support their objection through access to officers of Council or financial support. If financial support is requested then a written submission should be made including as much evidence as possible so that Council can make a determination. Requests for retrospective financial support from Council are unlikely to be successful. Support at officer level will be to the extent that is deemed to be reasonable in the opinion of the Manager *Field Services Urban Environment & Control*.
 3. In some cases it may be in the community's interest for as many objectors as possible to submit objections to a new licensed premise. This approach does enable individuals to pursue their own objective which may be different to others. For example some residents may not oppose the playing of acoustic music whilst other would be opposed to playing of any music after 11 pm. Council will need to take a reasonable and balanced approach and therefore when these instances occur the Council officer who has the ~~delegation or~~ authority from Council to agree or not to agree with suggestions from the bench, the Director of Liquor Licensing or the City's solicitors, will decide the best position to take.
 4. The objector should ensure that the grounds of objection are in accordance with section 74 of the *Liquor Licensing Control Act 1988* (see Attachment 2).
 5. Where the residents are supporting a council decision (including an *authorised delegated* decision of the Manager *Field Services Urban Environment & Control*), Council will provide financial support by meeting any legal costs awarded from a court against a resident and, in addition, by providing the services of Council's solicitor. This commitment is on the understanding that the Manager *Field Services Urban Environment & Control* is fully conversant with and supports the actions proposed by

the residents.

6. Council will not provide any additional financial assistance for any costs incurred in travelling, loss of wages, independent legal representation or any other costs.
7. Where the Council position and the residents' positions are different, Council will not provide any financial assistance whatsoever.

The Processes to apply when Council is considering support to residents who seek confirmation of their position in regard to the:

- approval of new licensed premises and/or
 - extensions or alterations to existing Licensed Premises
- 1 Any objector should satisfy the Manager ~~Field Services Urban Environment & Control~~ that it is in the community's interest for both the City and objector to lodge a formal objection to the new licensed premises or extensions or alterations to existing Licensed Premises.
 - 2 The Manager ~~Field Services Urban Environment & Control~~ ~~can exercise the delegation provided by Council to~~ may lodge formal complaints to the Director of Liquor Licensing when the officer is of the opinion that it is in the Community's or Council's interest to do so. In some cases the only support required is information about legislation and procedural matters in which case the information is provided in good faith. This should not be interpreted as the City obtaining specific legal advice for sole use by an objector. If the objector is dissatisfied with the action taken by the Manager ~~Field Services Urban Environment & Control~~ then the objector can request in writing that the matter be referred to Council for consideration and direction. This written request should be supported by evidence supporting the objector's position and should include a statement specifying the extent of support requested.
 - 3 If the objector would like to proceed with a formal action independently then any costs should be borne by the complainant. Requests for retrospective financial support from Council are unlikely to be successful.

Definitions and abbreviations

Nil

Pyrotechnic management

~~Objective~~ Policy scope

This policy will only apply where it is a state legislation requirement for the application to be determined by local government. It will also outline the procedure in which the City of Fremantle will consider applications for fireworks displays. Display fireworks are fireworks intended for use in outdoor displays either ground or aerial.

Policy statement

The City of Fremantle will only approve firework displays that are in the interest of the community. Not more than a total of five aerial fireworks displays ~~will~~ ~~shall~~ be permitted at any one venue in the City of Fremantle in any one calendar year. Any application for additional displays must be referred to Council for determination. All applications must meet the following:-

1. The application must be received by the City of Fremantle at least 30 days prior to the event.
2. The applicant must indemnify the City of Fremantle and any person acting for or on behalf of the City of Fremantle against any claim for damages or injury to persons or property and the costs associated with such a claim that may arise from the event.
3. At least one week and not more than two weeks prior to the event/s, the event organiser proposing to hold a fireworks display must notify residents by way of a pamphlet delivered to the resident's letterbox. This pamphlet must provide information about the date, times and duration of the event. The pamphlet must be delivered to residents within 500 metres of the event venue.

In addition to the pamphlet referred to above notification must occur in the form of a prominent display notice in a local community newspaper circulating in the areas that have the potential to be affected by fireworks noise. The information in the public notice must include the dates, times and location of the fireworks as well as a contact name and phone number of the event organiser who will be present to take calls on the night of the display. A press release is also to be provided to the media advertising the event. The notification information must be viewed and approved by ~~Ranger~~ ~~Community Safety~~ Services prior to the notification occurring.

The city is to be provided with confirmation that the above has been progressed and adhered too.

4. The duration of a pyrotechnic (fireworks) display ~~shall~~ ~~will~~ not exceed 30 minutes on any one occasion or as approved by the CEO.
5. Aerial displays are limited to the following days and times in the City of Fremantle:
 - From Sunday to Thursday, and are to finish no later than 9:30 pm on those nights; and

- On Fridays, Saturdays and/or the day before a public holiday and are to finish no later than 11.00pm on those nights; and
 - On 31 December (New Year's Eve) and are to finish no later than 12.30am on those nights.
6. The Department of ~~Mines, Industry Regulation and Safety-Consumer and Employment Protection~~ are responsible for approving all fireworks displays held in the City of Fremantle. Council's ~~Ranger Community Safety~~ Services are responsible for making a recommendation to the decision makers who can in turn make a recommendation in regard to the fireworks application to the Department of ~~Mines, Industry Regulation and Safety-Consumer and Employment Protection~~.
 7. The applicant ~~shall~~ will comply with all safety conditions of approval stipulated by the Department of ~~Mines, Industry Regulation and Safety-Consumer and Employment Protection~~ and the Fire and Emergency Services ~~Authority~~.
 8. Council's ~~Ranger Community Safety~~ Services in consultation with Council's Environmental Health Services will assess each application, taking into account previous application(s), potential noise problems, public safety issues and any previous complaints.

Reporting Arrangements on Decision-Making under this Policy

The Manager ~~Field Services of Urban Environment and Control~~ will provide a report to Council for a decision to reject any application for a "fireworks display" if an applicant submits an appeal in accordance with provisions of the *Local Government Act 1995*.

Definitions and abbreviations

Nil

Risk management plan approval for licensed premises under the Liquor Act

Objective Policy scope

This policy outlines ~~of the~~ pre-requisites when considering risk management plans submitted in accordance with the requirements of the *Health (Public Buildings) Regulations 1992*.

The objective of this policy is to place responsibility on the applicant to ensure that the risk management plan complies with the requirements of:

- Fremantle Police
- ~~Fire and Emergency Services Authority of WA~~ Department of Fire and Emergency Services
- Director of Liquor Licensing
- Department of Health
- Department of ~~Water and Environmental Regulations~~ Protection
- Applicants insurers (in respect to the property concerned)
- Australian Standard ~~AS/NZS ISO 31000:2009~~ ~~AS/NZS4360~~
- Owner of the property

Policy statement

An applicant who wishes to apply under clause 9 of the *Health (Public Buildings) Regulations 1992* for an increase in patron numbers at licensed premises is to provide, with the application, signed unconditional acceptance of the Risk Management plan from the Executive Officer all of the following:

- Fremantle Police
- ~~Fire and Emergency Services Authority of WA~~ Department of Fire and Emergency Services
- Director of Liquor Licensing
- Department of Health
- Department of ~~Water and Environmental Regulations~~ Protection
- Applicants insurers (in respect to the property concerned)
- Owner of the property

In addition the Risk Management Plan will be prepared by a person or company who has good working knowledge of Australian Standard ~~AS/NZS ISO 31000:2009~~ ~~AS/NZS4360~~ and that person or company certifies that the risk management plan presented conforms unconditionally with the requirements of ~~AS/NZS ISO 31000:2009~~ ~~AS/NZS4360~~.

Definitions and abbreviations

Nil

Asset Management

Policy scope

This policy is intended to:

- Ensure the management, renewal and upgrade of the City's assets is undertaken in an informed, structured and integrated way and which is in keeping with the City's strategic objectives.
- To ensure the City's Infrastructure assets are safe, accessible, well maintained and sustainable, and perform in a way that meets the needs and aspirations of the community and achieve the best possible value from activities.
- Allow the City to take a balanced approach when considering accepting gifted assets, when purchasing / building potential new assets, or when the City is proposing to invest in the renewal or upgrade of existing assets.

Policy statement

1. The City will produce a Corporate Asset Management Plan. This will be an overarching document that will provide suitable direction in relation to asset acquisition and disposal, and identify corporate priorities as they relate to the operation, maintenance and replacement of the City's assets.
2. Council, in adopting the annual budget and Long Term Financial Plan, ~~will shall~~ give due consideration to the priorities identified in the City's Corporate Asset Management Plan.
3. The City will prepare Asset Management Plans for each Asset class (Buildings, Transport, Parks & Landscape, Drainage and Fleet & Plant ~~and Information Technology~~). The Asset Management Plans will provide long-term planning that outlines the asset activities and programmes for each asset class and resources applied to provide a defined Level of Service in the most cost effective way.
4. The City's Asset Management Plans will be used to provide an objective basis for consideration of the annual budget allocated to renewal and maintenance of assets, and priorities within this budget and City work programmes. In addition to this, other considerations may be relevant in determination of asset renewal and maintenance priorities, namely;
 - a. Where there may be opportunities for that the City may be able to capitalise on (for example – improved design, cost savings, integration, grants etc.)
 - b. The level of community use of the asset,
 - c. The profile of the asset within the community and its impact on the City's reputation and standing
5. The City will consider the ongoing cost and resources impact of new and upgraded assets when undertaking initial planning and development projects.
6. In considering the potential acquisition and / or development of new assets above a

value of \$10,000 (excluding art), Council will require that the following issues have been suitably addressed:

- a. The asset whole of life costs and benefits.
 - b. That the asset appropriately fulfils (current and future) community needs.
 - c. That sufficient funding will be available for the future operation, maintenance and renewal of the new asset.
 - d. The impact on current and future rates and charges.
7. As part of the budget process the City will produce a prioritised listing of capital works projects. Priorities will be based on sustainability, risk, safety, legislation, strategic alignment and cost. This will be available for consideration as part of the annual budget process. In adopting the annual budget and Long Term Financial Plan Council ~~shall~~ will give due consideration to the priorities identified through this process.

Definitions and abbreviations

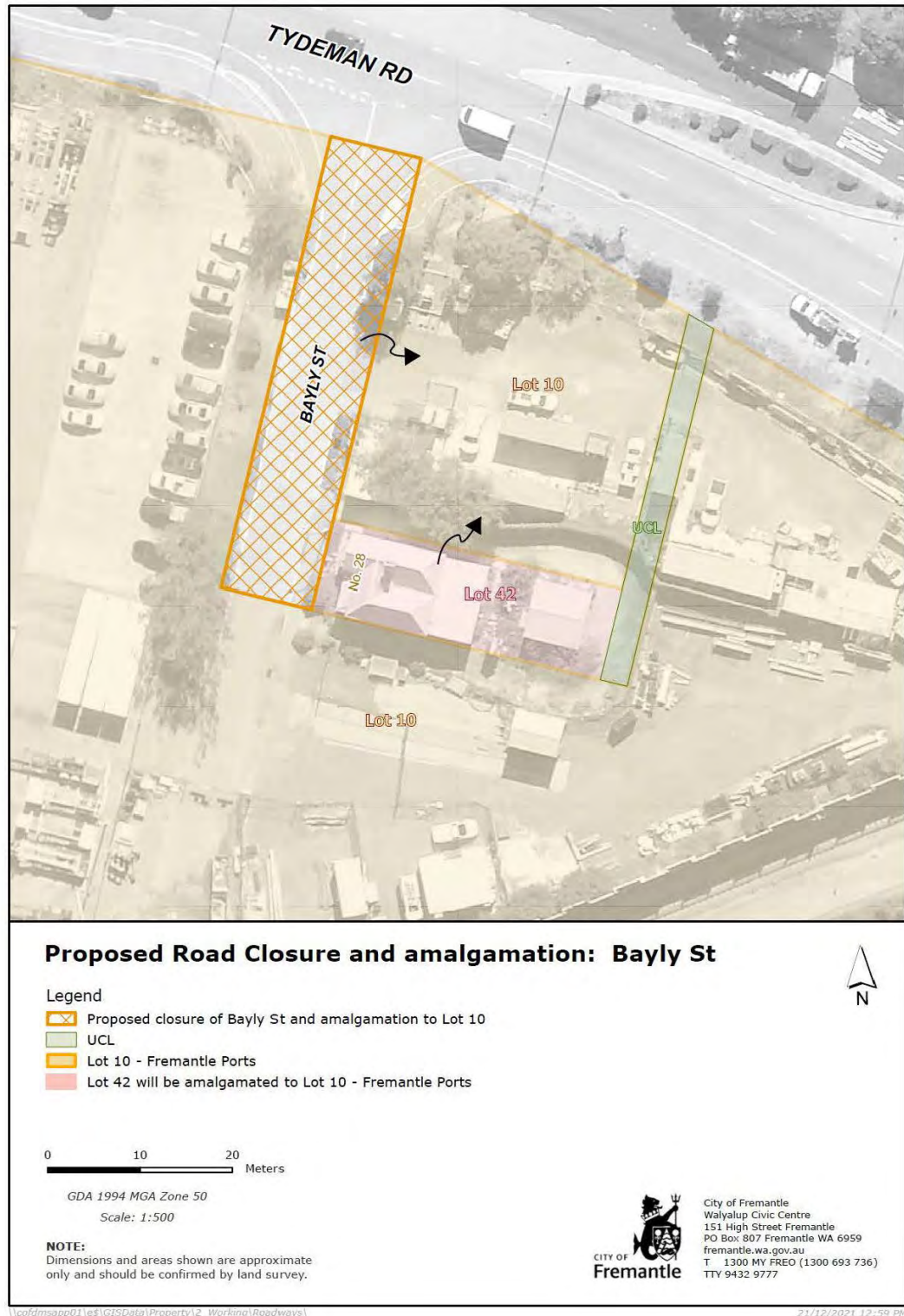
Asset means - A physical resource controlled by the City of Fremantle as a result of construction, purchase or gifting and from which benefits are expected to flow to the entity. Assets include land, buildings, plant and equipment, roads, bridges, paths, parks, park infrastructure, art works, information technology, stormwater drains and associated structures with a life of greater than 12 months and enable services to be provided.

Asset Management means - The systematic and coordinated activities and practices of the City of Fremantle to optimally and sustainably deliver on its objectives through the cost effective lifecycle management of assets.

Asset Management Plan means – A long-term plan (usually 10-20 years or more for infrastructure assets) that outline the asset activities and programmes for each service area and resources applied to provide a defined Level of Service in the most cost effective way.

**FPOL2202-9 PROPOSED PUBLIC ROAD CLOSURE - BAYLY STREET NORTH
FREMANTLE - AMALGAMATION WITH FREMANTLE PORTS
PROPERTY**

ATTACHMENT 1 – Bayly Street – Location Map



ATTACHMENT 2 - Fremantle Ports – road closure application form



Kerry Wood
Land Administration Officer
City of Fremantle
70 Parry Street
FREMANTLE WA 6160

Ref: PRP.1509

8 September 2021

Dear Kerry,

APPLICATION FOR PUBLIC ROAD CLOSURE - BAYLY STREET ROAD RESERVE, NORTH FREMANTLE WA 6160

Please refer the enclosed submission to close the Bayly Street Road Reserve, North Fremantle, for which Fremantle Ports agrees to pay all costs involved in the closure and amalgamation process.

In our submission, we include the following:

- Completed Land Administration - form 1.2 - Application to Close a Portion(s) of Public Road Reserve
- Dial Before You Dig (DBYD) enquiry and all submissions received
- Concept drawing of the proposed development area

We note that Fremantle Ports is the owner of all adjoining properties, therefore agreement from external landowners is not required.

Please liaise with Caris Vuckovic, Commercial Leasing and Property Officer, on (08) 9430 3484 or email caris.vuckovic@fremantleports.com.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Leigh Smith-Knox'.

Leigh Smith-Knox
Manager Property Portfolio

FREMANTLE PORTS 1 Cliff Street, Fremantle, Western Australia 6160
Postal Address: PO Box 95 Fremantle WA 6959 | Tel: +61 8 9430 3555 | Fax: +61 8 9336 1391
Email: mail@fremantleports.com.au | Web: www.fremantleports.com.au | ABN: 78 187 229 472



Land Administration - form 1.2

**Application to Close a Portion(s) of
Public Road Reserve**

Public Road closure and amalgamation with the adjoining property/s
pursuant of Section 58 of the Land administration Act 1997 ("Act").

Road reserve details:

Street Name Bayly Street Suburb North Fremantle Road No (if available)
Pin No Plan No Diagram No Lot Area (m2) 505m2
To Road Reserve - closest or adjoining Lot No Lot 10 on DP 69297
Nearest Street Intersection Tydemans Road, North Fremantle

Amalgamation (Property 1)

Adjoining land details:

Lot No/s 10 House/Street No. Location No. Diagram or Plan 69297
Certificate of Title: Vol. 2786 Folio 652 Lot Area (m2) 166 1839 ha
Street Name Tydemans Road Suburb North Fremantle

Amalgamation (Property 2)

Adjoining land details:

Lot No/s 42 House/Street No. 28 Location No. Diagram or Plan 001592
Certificate of Title: Vol. 40 Folio 283A Lot Area (m2) 324m2
Street Name Bayly Street Suburb North Fremantle

(Please attach a separate sheet if there are more than 2 properties being the subject of amalgamation).

Dial Before You Dig (DBYD) enquiry

Please include the results of a DBYD enquiry with your Application.

The DBYD online enquiry is located from the following webpage <https://www.1100.com.au/>.

Applicant details:

Name Caris Vuckovic

Fremantle Ports

Address 1 Cliff Street, Fremantle WA 6160

Phone (work) 9430 3484 (Home) (Mobile) 0412 418 067

Fax Email address

*Please attach the current fee as listed in the attached fees and charges schedule.

Signature Date

Agreement to the proposed road closure and amalgamation is required in writing from all the adjoining owners shown on the Certificates of Title for each property. A Strata Titled property will require a letter from the Body Corporate in agreement to the closure and amalgamation.

All property owners wishing to purchase of a portion of a closed road must agree to pay all costs involved in the process.

Applicant's comments:

(Please describe the purpose and future use of the proposed purchase of public road reserve)

Fremantle Ports acquired Lot 42 Bayly Street on 25 July 2021 by mutual agreement with the previous owner. The purchase was facilitated in order to amalgamate this parcel of land, zoned "Port Installation" and currently land locked by Fremantle Ports owned land, with the larger footprint of land to enable a more favourable parcel configuration and allow for the best use of the land.

As part of optimising the area, Fremantle Ports are seeking to close the Bayly Street road reserve, which served to provide a means of vehicle access to the above mentioned residence. Now that this access is no longer required by the previous home owner, Fremantle Ports wishes to close the road reserve, purchase the land, and facilitate optimal land configuration.

It is proposed that the road reserve will become part of the greater Fremantle Ports land holding, with the intent to lease the consolidated area for port related use.

CITY OF FREMANTLE

PUBLIC ROAD CLOSURE PROCESS

A partial or full road closure is initiated through Section 58 of the Land Administration Act 1997 ("Act"). To amalgamate the land with an adjoining freehold property(s) - Section 87 of the Land Administration Act 1997 is applied. Road Reserves are owned by the Crown or State Government with Local Government allocated the care, control and management of the minor roads. Under the Act, Local Government must begin the road closure process on behalf of the applicant/s and the Department of Planning Lands and Heritage (DPLH) Lands Division.

The City of Fremantle process is detailed below:

1. **Applicant/s** to complete the attached Land Administration form 1.2 titled "Application to Close a Portion(s) of Public Road Reserve". You may wish to consult a conveyancing specialist to co-ordinate the application on your behalf.
 - 1.1. The application must include a sketch or survey drawing of the area and any other relevant plans, diagrams or certificate of titles describing the subject portion of road reserve.
 - 1.2. Include a Dial Before You Dig (DBYD) enquiry with your application. Online enquiry is available from the DBYD webpage <https://www.1100.com.au/>. With the exception of Telstra, all other public utility services do not charge for this service. Telstra has implemented a charge of \$180.00 from 2nd September 2019 for all DBYD enquires (Telstra may adjust the current charge into the future).
 - 1.3. Include the application fee payable to the City of Fremantle *Webpage Schedule of Fees and Charges – Planning* and made payable to the City of Fremantle.
 - 1.4. Supply the City of Fremantle with a letter of agreement to pay all costs involved in the closure and amalgamation process. The letter must be signed by all adjoining land owners who propose to amalgamate a portion of the road reserve with their property. A Strata Titled property will require the agreement of the Body Corporate.
2. The formal application will be circulated to council officers for preliminary comments and investigation.
3. A council resolution will be sort **to advertise** the proposal and subject to no objections received during advertising; consider a partial or full public road closure in accordance with the Act. The applicant will be required to pay all advertising costs.
 - 3.1. The proposed closure is advertised in a local paper with a 35 day public comment period.
 - 3.2. Public utilities must be contacted for their comment.
 - 3.3. Referral to the Office of State Heritage (OSH) pursuant of Section 11 of the *Heritage of Western Australia Act 2009* in the instance where the proposal is likely to affect a property listed on the State Heritage Register.

Page 4 of 5

4. The City will consider any objections received after the closure of advertising in a second report to Council.
5. Subject to Council approval - the applicant/s will be required to provide the City with a draft Deposited Plan or sketch ("Plan") from a licenced surveyor approved by Landgate.
 - 5.1. The City will then apply to the DPLH (Lands Division) to close the public road in accordance with the Council resolution and the Act.
6. A copy of the Plan and all other relevant information is sent to DPLH for the Minister of Lands ("Minister") approval. **This ends the role of Local Government** - the applicant will be dealing directly with the Western Australian Planning Commission (WAPC), DPLH and Landgate from this point onward. The amalgamation is treated as a subdivision by the WAPC (fees and statutory charges apply).
7. Subject to the Ministers approval the closed road then becomes the ownership of the Crown (State) for disposal. A valuation is undertaken by DPLH's Valuation Services (most likely at market value). The applicant/s surveyor will submit all survey details including the new Deposited Plan to the WAPC and liaise with the DPLH and Landgate.
8. DPLH will provide the applicant/s with an Offer and Acceptance (OA) requesting payment of the subject land including statutory charges. The OA's will require stamping (the payment of stamp duty) by the applicant at the Office of State Revenue in Perth.
9. The applicant/s must make an application for a new Certificate of Title at the Landgate Office in Midland. Landgate fees and charges apply. In the case of Strata Lot owners the amalgamated land will be merged into the common property rather than the owner's individual lots. Further steps are required to transfer the amalgamated land from the common property into an individual lot.

Last updated - 04 September 2019



Job No 30393192

Phone: 1100
www.1100.com.au

Caller Details

Contact: Caris Vuckovic
Company: Not supplied
Address: 1 Cliff Street
Fremantle WA 6160

Caller Id: 3074139
Phone: (08) 9430 3484
Email: caris.vuckovic@fremantleports.com.au

Dig Site and Enquiry Details

WARNING: The map below only displays the location of the proposed dig site and does not display any asset owners' pipe or cables. The area highlighted has been used only to identify the participating asset owners, who will send information to you directly.



User Reference: Bayly Street
Working on Behalf of: Utility Fremantle Ports
Enquiry Date: 27/08/2021
Start Date: 01/01/2022
End Date: 31/01/2022
Address: 28 Bayly Street
North Fremantle WA 6159

Job Purpose: Excavation
Location of Workplace: Road Reserve
Onsite Activities: Subdivision
Location in Road: Road

- Check that the location of the dig site is correct. If not you must submit a new enquiry.
- Should the scope of works change, or plan validity dates expire, you must submit a new enquiry.
- Do NOT dig without plans. Safe excavation is your responsibility. If you do not understand the plans or how to proceed safely please contact the relevant asset owners.

Notes/Description of Works:
Not supplied

Your Responsibilities and Duty of Care

- The lodgement of an enquiry does not authorise the project to commence. You must obtain all necessary information from any and all likely impacted asset owners prior to excavation.
- If plans are not received within 2 working days, contact the asset owners directly & quote their Sequence No.
- ALWAYS perform an onsite inspection for the presence of assets. Should you require an onsite location, contact the asset owners directly. Please remember, plans do not detail the exact location of assets.
- Pothole to establish the exact location of all underground assets using a hand shovel, before using heavy machinery.
- Ensure you adhere to any State legislative requirements regarding Duty of Care and safe digging requirements.
- If you damage an underground asset you MUST advise the asset owner immediately.
- By using this service, you agree to Privacy Policy and the terms and disclaimers set out at www.1100.com.au
- For more information on safe excavation practices, visit www.1100.com.au

Asset Owner Details

The assets owners listed below have been requested to contact you with information about their asset locations within 2 working days. Additional time should be allowed for information issued by post. It is **your responsibility** to identify the presence of any underground assets in and around your proposed dig site. Please be aware, that not all asset owners are registered with the Dial Before You Dig service, so it is **your responsibility** to identify and contact any asset owners not listed here directly.

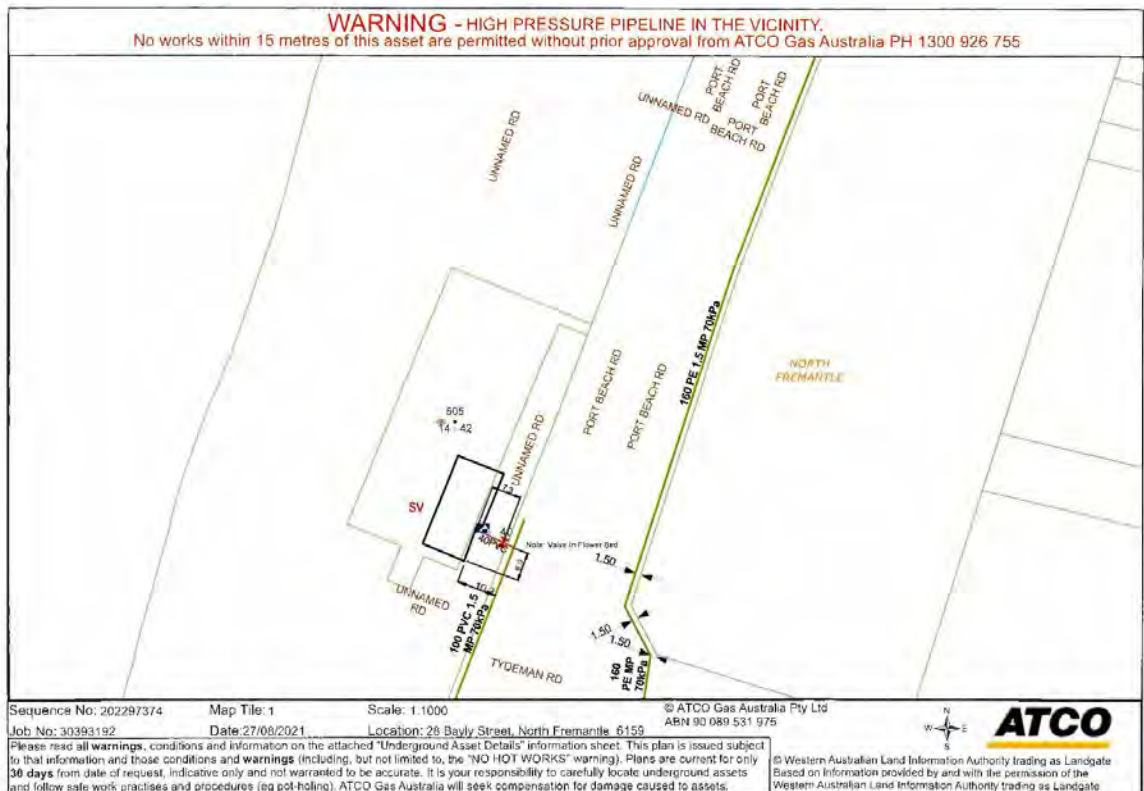
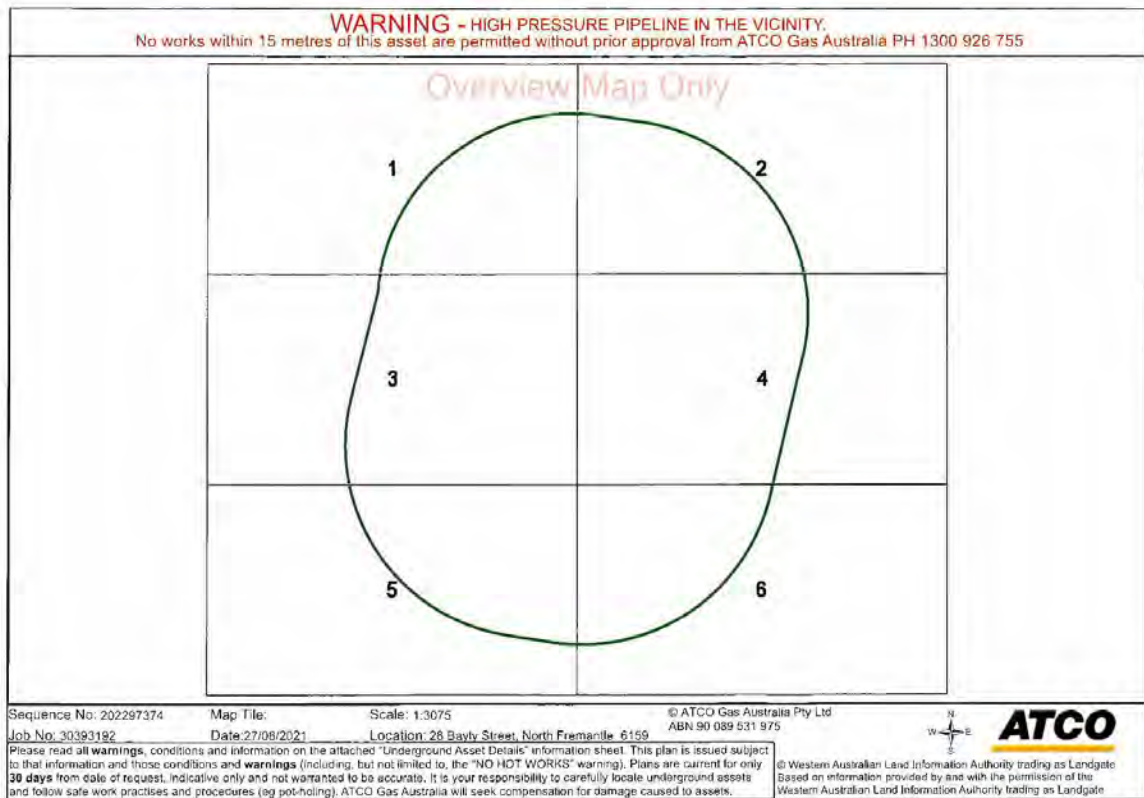
** Asset owners highlighted by asterisks ** require that you visit their offices to collect plans.

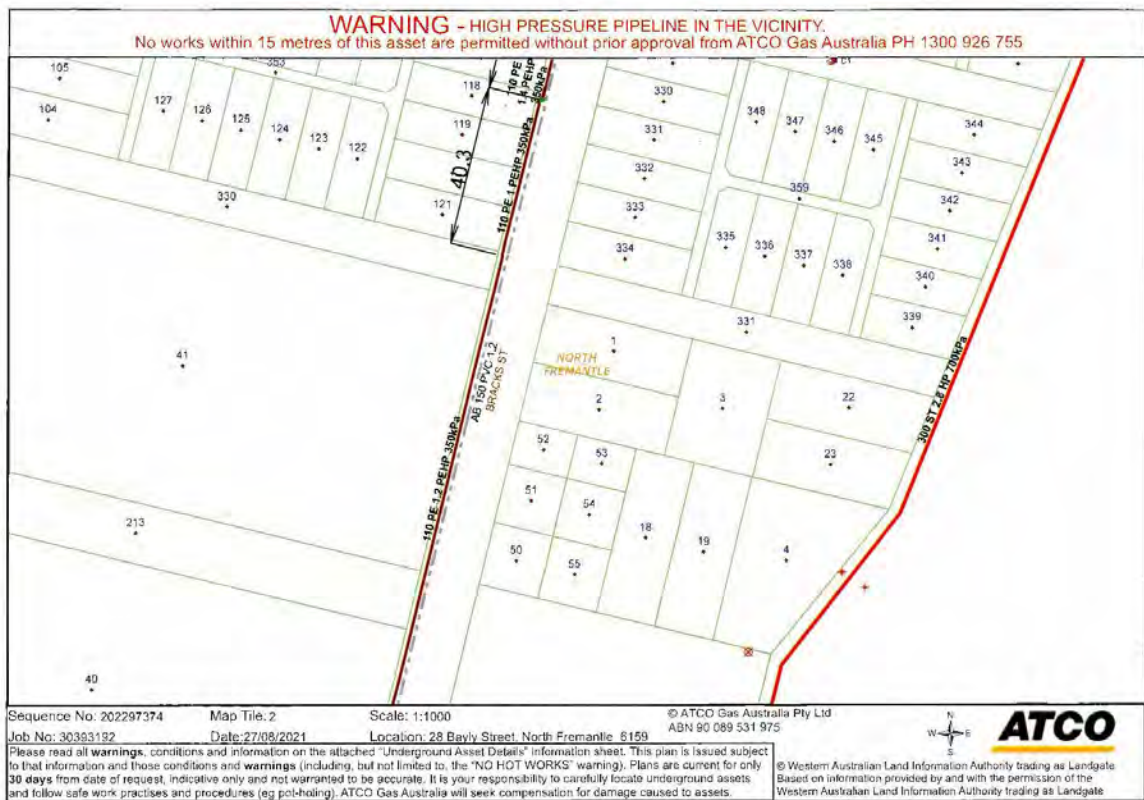
Asset owners highlighted with a hash # require that you call them to discuss your enquiry or to obtain plans.

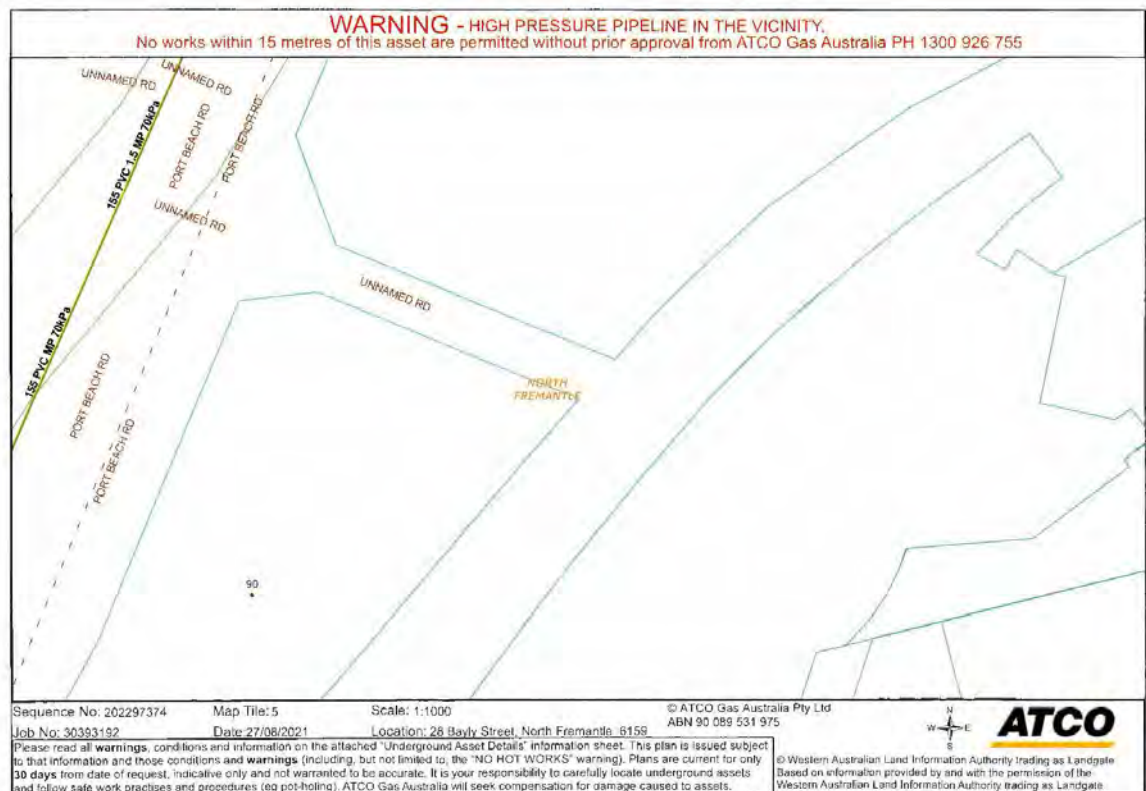
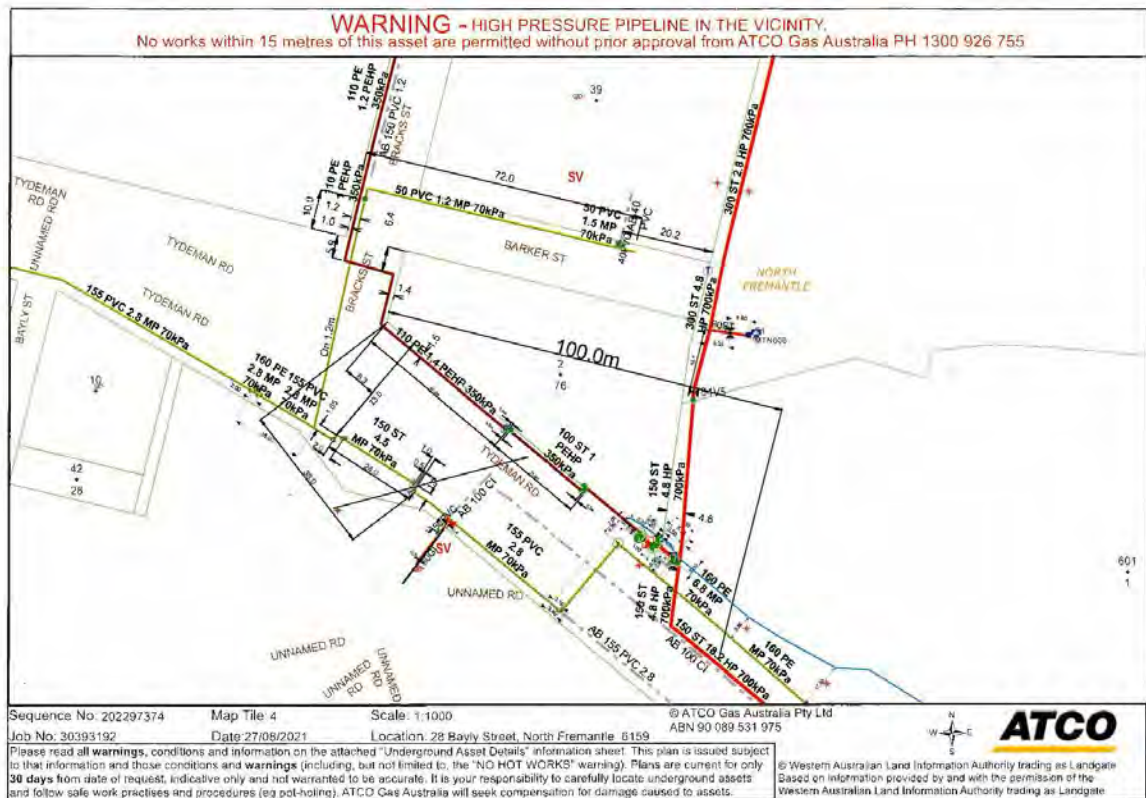
Seq. No.	Authority Name	Phone	Status
202297374	ATCO Gas Australia	1300 926 755	NOTIFIED
202297377	Department of Primary Industries and Regional Development	(08) 9368 3080	NOTIFIED
202297375	Fremantle Ports	0418 949 305	NOTIFIED
202297372	NBN Co (WA)	1800 687 626	NOTIFIED
202297376	Telstra (WA)	1800 653 935	NOTIFIED
202297373	Water Corporation	(08) 9424 8115	NOTIFIED
202297378	Western Power	1300 769 345	NOTIFIED

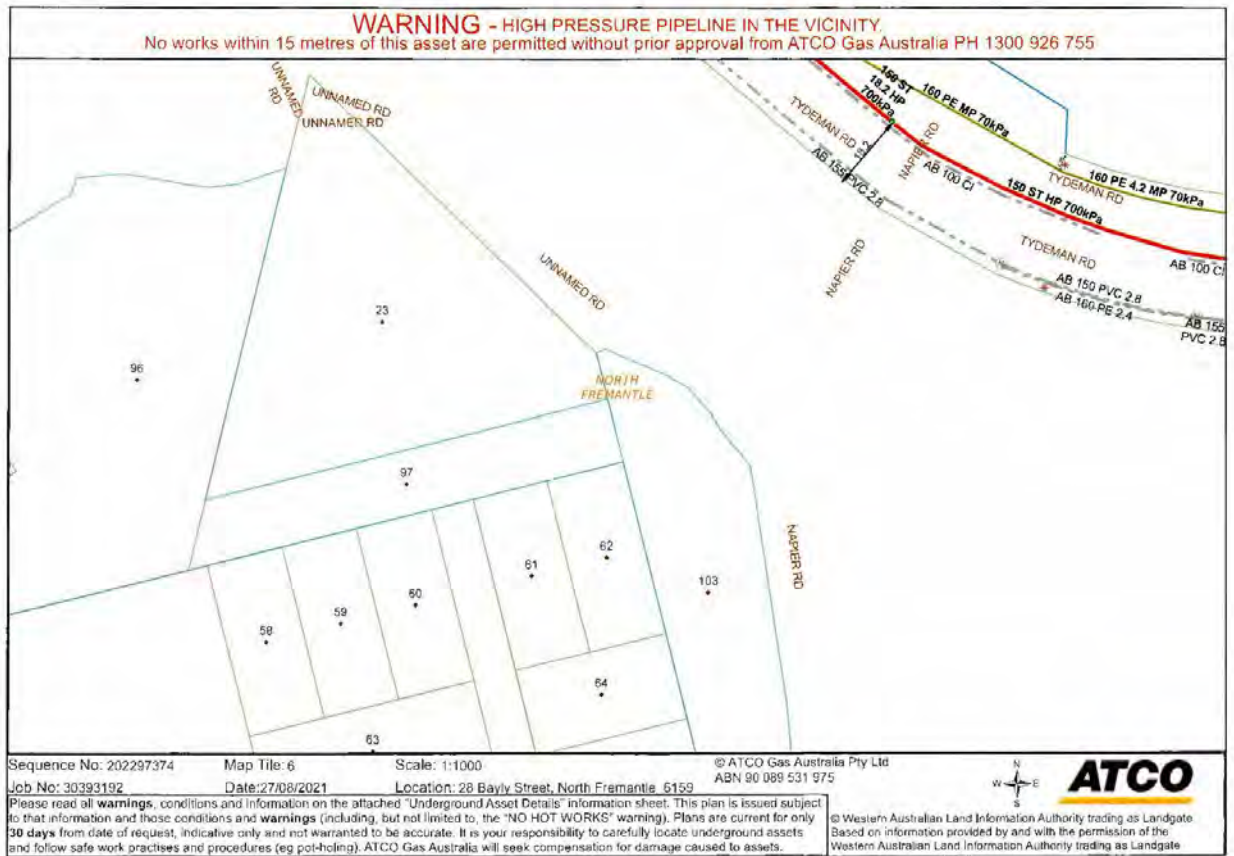
END OF UTILITIES LIST

Lodge Your Free Enquiry Online – 24 Hours a Day, Seven Days a Week











**ATCO GAS AUSTRALIA UNDERGROUND
ASSET DETAILS ASSETS AFFECTED
HIGH PRESSURE PIPELINES
GAS DIVISION**

ASSETS AFFECTED – see accompanying plan
WARNING – HIGH PRESSURE GAS PIPELINE IN THE VICINITY

Caris Vuckovic
Not Supplied
1 Cliff Street
Fremantle
WA, 6160

Job No: 30393192
Sequence No: 202297374
Date of Issue: 27/08/2021
Phone: +61894303484

DBYD Utility Registration Name: 70852 - ATCO Gas Australia
DBYD Location: 28 Bayly Street, North Fremantle, WA, 6159

ATTENTION: This response to your inquiry has been interpreted from details in your requested DBYD picture location request only (not any street address you gave). It is your duty to ensure the accompanying plan/s match your geographical area of works.

**IF YOU SEE, HEAR, SMELL OR OTHERWISE DETECT GAS,
LEAVE THE IMMEDIATE AREA AND THEN CALL 13 13 52**

Our records indicate that ATCO Gas Australia Pty Ltd gas infrastructure IS PRESENT in the vicinity of and/or surrounding area of the above enquiry. This response relates only to ATCO Gas Australia assets. Your Duty of Care requires that personnel must at all times comply with, and have on site, this information sheet and the accompanying plan(s). All plans are subject to this information sheet. You should also refer to the "Questionnaire for works near ATCO Gas infrastructure" on page [5] of this document, which must be read and all questions answered. If you answer "yes" to any of the questions you must contact ATCO Gas Australia during business hours on 1300 926 755.

All information provided is to be used as a guide only (see Disclaimer item 5). It does not absolve you or third parties from your Duty of Care obligations, including to take additional precautions where work has the potential to impact on gas assets, public safety or the environment, or from your duties at law (including Reg 3.21 of the Occupational Safety and Health Regulations 1996).

WARNINGS

- No works of any type within 15 metres of any **HIGH PRESSURE** gas infrastructure without prior approval from ATCO Gas Australia.
- NO HOT WORK** within 15 metres of any gas infrastructure except in compliance with applicable laws & Australian Standard 1674. DO NOT let heat sources or hot works impact on gas infrastructure and take into consideration that the ground or adjacent structures may also be capable of transmitting heat so as to circumvent protection afforded by a heat shield or barrier.
- DANGER** Gas can cause asphyxiation and is flammable. Keep all ignition sources well away (eg flames, matches/lighters, sparks, electrical devices, vehicles or engines, mobile phones, cameras)
- Gas pipes must not be unsupported or left without adequate cover or protection without prior approval from ATCO Gas Australia.
- Damage to the pipe coating or pipe itself can be very dangerous if not given immediate attention. Report any damage to ATCO Gas Australia immediately on 13 13 52. Do not attempt to repair any damaged gas infrastructure.
- No alteration or removal of live or abandoned gas infrastructure without prior written approval from ATCO Gas Australia.
- Any abandoned or proposed gas infrastructure indicated on the gas plans must be treated as live.
- Never assume the location or depth of any gas infrastructure. Pipes may not follow straight lines or maintain a constant depth. Always check carefully (e.g., careful hand digging of potholes).
- Unauthorised repairs or tampering with gas infrastructure may result in prosecution under the Energy Operators (Powers) Act 1979. ATCO Gas Australia reserves all rights to recover compensation for loss or damage to its gas infrastructure or other property including for indirect or consequential losses.

Document No: AGA-O&M-WI03-FM02

Revision No: 13

Issue Date: 08/04/2019


Page 1 of 5

ATCO GAS AUSTRALIA UNDERGROUND ASSET DETAILS ASSETS AFFECTED HIGH PRESSURE PIPELINES

PLANS:

Plans provided are current for **30 days only** from date of request. You must use current plans at all times.

Plans do not show all gas service lines (which connect gas mains to individual meter positions). See condition 3(c) below.

If plan shows **additional detail** symbols (*) or () in the area of proposed works it is **your duty** to obtain that further detail from the number below.

Plans (including the location of pipes, services, infrastructure and boundaries) are **approximate only**. You must use safe and proper procedures – including **potholing** (see condition 4 below).

Plans are not a guide as to gas availability for connection purposes.

To call ATCO Gas Australia: **Weekdays from 8am to 4pm, call – 1300 926 755**
After hours, weekends and emergencies, call – 13 13 52

CONDITIONS FOR WORKS IN THE VICINITY OF ATCO GAS AUSTRALIA ASSETS

1. Compliance with Warnings

You must comply with the Warnings contained in this information sheet and the accompanying plan(s).

2. Compliance with 'Additional Information for Working around Gas Pipelines' (AGA-O&M-PR24), applicable laws and duty of care

All work (including but not limited to using Excavator's Augers, Directional, drilling machines, 'Ditch Witch' type trenching machine, Loader, Dozer, Skid Steer (Bob Cat)) must comply with all applicable requirements in the 'Additional Information for Working around Gas Pipelines' (AGA-O&M-PR24) and with all applicable laws and Australian Standards. All due care must be exercised to locate any gas infrastructure in the vicinity and when conducting any works near them.

3. All Gas Infrastructure

All work that may have any impact upon any gas infrastructure (see 3(a), (b) and (c) below for examples) should be carefully planned with notification to ATCO Gas Australia well in advance of commencement. Contact ATCO Gas Australia Engineering Services on (08) 1300 926 755 or email engineering.services@atcogas.com.au. Amongst other things, this includes excavation of or near gas pipelines, boring/drilling, crossings of pipelines (including by other underground infrastructure e.g. drains, power cables, etc.), road works and structural installations. In addition:

a) High Pressure Pipelines (HP, PEHP > 110, CHP)

No works of any type are permitted within 15 metres of these pipelines without prior approval from ATCO Gas Australia. For approvals contact ATCO Gas Australia on 1300 926 755.

You must ascertain the location of any high pressure pipeline, in relation to your proposed work by:

- Locating a straight line between two high pressure warning signs, and
- Assessing the distance from this line to your proposed work area.

ATCO Gas Australia may require stand-by supervision during your works and will advise of attendance requirements.

b) Medium (MP), Medium-Low (MLP), Low (LP) and other Pipeline Pressures

These pipelines are installed in most streets throughout the Perth metro area and several country centres. Main valves, regulator sets and test points also exist at intervals along these pipelines. Where work may impact upon these pipelines or assets then ATCO Gas Australia must be contacted as per item 3 above.

c) Gas Services and Meters

If a gas meter is installed on a property, an underground gas service pipe will run from the meter position to the gas main in the street. Plans do not show all gas service lines, but their presence must be anticipated. Most gas meter boxes installed since 1996 will include a sticker giving approximate guidelines for the gas service line location. All due care must be exercised to locate any gas services in the vicinity and when conducting any works near them.

Document No: AGA-O&M-WI03-FM02

Revision No: 13

Issue Date: 08/04/2019

Page 2 of 5

ATCO GAS AUSTRALIA UNDERGROUND ASSET DETAILS ASSETS AFFECTED HIGH PRESSURE PIPELINES

4. **Compliance with Safe Work Practices**

It is your responsibility to have and comply with adequate safe work practices and procedures.

Without limiting your obligations:

- PLAN** The complete Dial Before You Dig documentation and plans must always be on site and referred to for the duration of work. Refer to regulation 3.21 of the *Occupational Safety and Health Regulations 1996* and the Utility Providers "Code of Practice" for further useful information.
- POTHOLE** Using current Dial Before You Dig plans, all gas pipes should be located (including any deviation in the direction of a gas pipe) by exposing them by careful digging using a HAND SHOVEL. Where the proposed work is parallel to a gas pipeline, pothole every 5 metres along the entire route. Damage to the pipe coating or to the pipe itself can create a very dangerous situation if not given immediate attention. If damage does occur, it must be reported to ATCO Gas Australia immediately on Ph. 13 13 52.
- PROTECT** Supervise and monitor all excavations near gas infrastructure using a dedicated spotter. Where any gas infrastructure is required to be exposed, adequate protection of the gas infrastructure is required to prevent potential damage. Also implement appropriate controls when conducting 'hot work' (in accordance with AS 1674) in the vicinity of the ATCO Gas Australia GDS such as; isolation; separation distance; the placement of an effective non-combustible barrier of sufficient size and thermal resistance for the intensity, type and duration of heat exposure; gas monitoring; monitoring the environment surrounding the ATCO Gas Australia GDS to ensure it is not being impacted by the work, and other controls as necessary.

5. **Disclaimer and Further Terms**

- a) Nothing in this document, any accompanying plan or the 'Additional Information for Working around Gas Pipelines' (AGA-O&M-PR24) (together called "**Documents**") purports to exclude or modify any term, condition or warranty to the extent that by law it cannot lawfully be excluded or modified by agreement or notice, including but not limited to those contained in Schedule 2 of the *Competition and Consumer Act 2010* (Cth) and corresponding provisions of state legislation.
- b) If any of ATCO Gas Australia Pty Ltd, or their respective related entities, officers, employees, agents, contractors or advisers (together called "**Associates**") is liable for a breach of a term, condition or warranty described in paragraph 5(a) above, its liability is, to the fullest extent permitted by law, limited to any one or more of the following as it determines in its absolute discretion:
- i) in relation to goods supplied by them, replacing or repairing the goods, supplying an equivalent item, paying the cost of replacing or repairing the goods or paying the cost of acquiring or hiring an equivalent item; and
 - ii) in relation to services supplied by them, the re-supply of the services or the payment of the cost of having the services re-supplied.
- c) Subject to paragraphs 5(a) and (b), but otherwise despite any other provision in the Documents, no representation or warranty is made or given (whether expressly or by implication) by any of ATCO Gas Australia or their respective Associates in respect of any information contained or referred to in any of the Documents or in any other communication from ATCO Gas Australia concerning any of the Documents or the subject matter of any of the Documents ("Information"). In particular, but without limiting the generality of the foregoing limitation, none of ATCO Gas Australia or their respective Associates makes any warranty or representation as to the truth, accuracy, completeness, reliability, currency, timeliness, quality or fitness for any purpose of or the standard of care taken in the preparation of any Document or Information (including, but not limited to, the accuracy of the scale of, or the location of anything or symbol shown on, any plan or diagram).
- d) Subject to paragraphs 5(a) and (b), to the maximum extent permitted by law, none of ATCO Gas Australia or their respective Associates is liable to any person or other body ("**Recipient**") who receives or otherwise obtains access to all or any part or parts of the Documents or Information, in any way (including, but not limited to, liability for negligence, breach of statutory duty or lack of care) in respect of any cost, expense, damages, loss or liability, including, but not limited to:
- i) any financial or economic loss, cost, expense or damage, including but not limited to loss of production, loss of profit, loss of revenue, loss of use, loss of contract, loss of goodwill or loss of business opportunity;
 - ii) any new or increased costs or expenses, including but not limited to financing or operating costs;

Document No: AGA-O&M-WI03-FM02

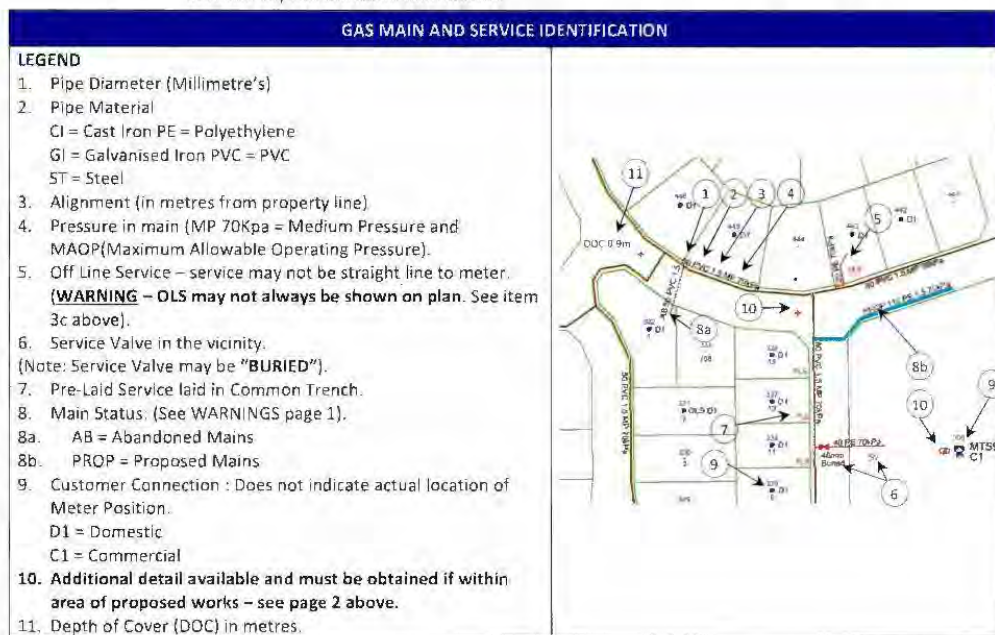
Revision No: 13

Issue Date: 08/04/2019

Page 3 of 5

ATCO GAS AUSTRALIA UNDERGROUND ASSET DETAILS ASSETS AFFECTED HIGH PRESSURE PIPELINES

- iii) any failure to achieve any actual or anticipated saving in respect of any cost or expense;
 - iv) any cost, expense, damage or loss resulting from any liability of the Recipient to any other person or body howsoever and whensoever arising, suffered or incurred by the Recipient in relation to, or in connection with, the disclosure to them of, or use of, or reliance on, all or any part or parts of the Documents or Information.
- e) By using any Document or Information, each Recipient is taken to represent and warrant to ATCO Gas Australia that the Recipient will comply with the conditions and other terms referred to in the Documents or Information, including but not limited to conditions that:
- i) the Recipient must comply with the conditions in numbered paragraphs 1 to 4 above and this paragraph 5;
 - ii) as between ATCO Gas Australia and each Recipient, ATCO Gas Australia owns the Information and all rights and title in and to the Information are to remain vested in ATCO Gas Australia;
 - iii) no Recipient has any right, title or interest in the Information or, except as expressly provided for in the Documents, any licence or right to copy, alter, modify, publish or otherwise use or deal with the Information without prior written approval from ATCO Gas Australia;
 - iv) ATCO Gas Australia makes no representation and gives no warranty as to its right to disclose any Information;
 - v) the Recipient relies on any Information entirely at its own risk and expense;
 - vi) the Recipient must undertake its own independent due diligence and investigations in relation to the Information;
 - vii) none of ATCO Gas Australia or their respective Associates owes the Recipient any duty of care in respect of the Information; and
 - viii) none of ATCO Gas Australia or their respective Associates is under any obligation to correct, update or revise any Documents or Information.



Document No: AGA-O&M-WI03-FM02

Revision No: 13

Issue Date: 08/04/2019

Page 4 of 5

ATCO GAS AUSTRALIA UNDERGROUND ASSET DETAILS ASSETS AFFECTED HIGH PRESSURE PIPELINES

QUESTIONNAIRE FOR WORKS NEAR ATCO GAS AUSTRALIA GAS INFRASTRUCTURE

The accompanying documentation must be read and the following questions answered and instructions followed when planning and **before commencing any work**.

Questions		Yes	No
1	Will any works be within 15 metres of any High Pressure gas infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>
If answered Yes you must contact the ATCO Gas Australia High Pressure Coordinator to seek prior approval on 1300 926 755 between 08:00 hours – 16:00 hours (Monday – Friday, except public holidays).			
If you answer Yes to any of the following questions you must contact ATCO Gas Australia Engineering Services to seek prior approval on 1300 926 755 between the above hours. Plan ahead and allow sufficient time for ATCO Gas Australia Engineering Services to consider your request.			
Question		Yes	No
2	Will any works require the use of a vibrating roller within 15 metres of any gas mains?	<input type="checkbox"/>	<input type="checkbox"/>
3	Will any works involve boxing the ground out to a depth of 300mm or more for the construction of a road/car park or crossover/driveway over a gas main?	<input type="checkbox"/>	<input type="checkbox"/>
4	Will any works affect water flows or drainage, e.g., surface drainage, within 15 metres of any gas mains?	<input type="checkbox"/>	<input type="checkbox"/>
5	Will any works involve traversing any gas infrastructure with any heavy vehicle or plant (e.g., cranes, agitators or trucks)?	<input type="checkbox"/>	<input type="checkbox"/>
6	Will any works involve stockpiling of spoil, dangerous goods or any other materials over any gas infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>
7	Will any works or structure (e.g., fencing) obstruct access to gas infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>
8	Will any works involve placing infrastructure e.g., cable, pipes etc. that will not comply with the minimum separation distances to the gas infrastructure: 300mm crossing, 500mm parallel?	<input type="checkbox"/>	<input type="checkbox"/>
9	Will any works involve blasting that could affect any gas infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>
10	Will any works involve the installation of electrical infrastructure to operate above 22kV in the vicinity of any steel gas infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>

If unsure, please contact ATCO Gas Australia Engineering Services on **1300 926 755**.

IMPORTANT:

It is your responsibility to **TAKE CARE** to comply with all requirements of ATCO Gas Australia Engineering Services (including their 'Additional Information for Working around Gas Pipelines' (AGA-Q&M-PR24)), the ATCO Gas Australia Dial Before You Dig cover sheets and maps and all applicable laws and standards.

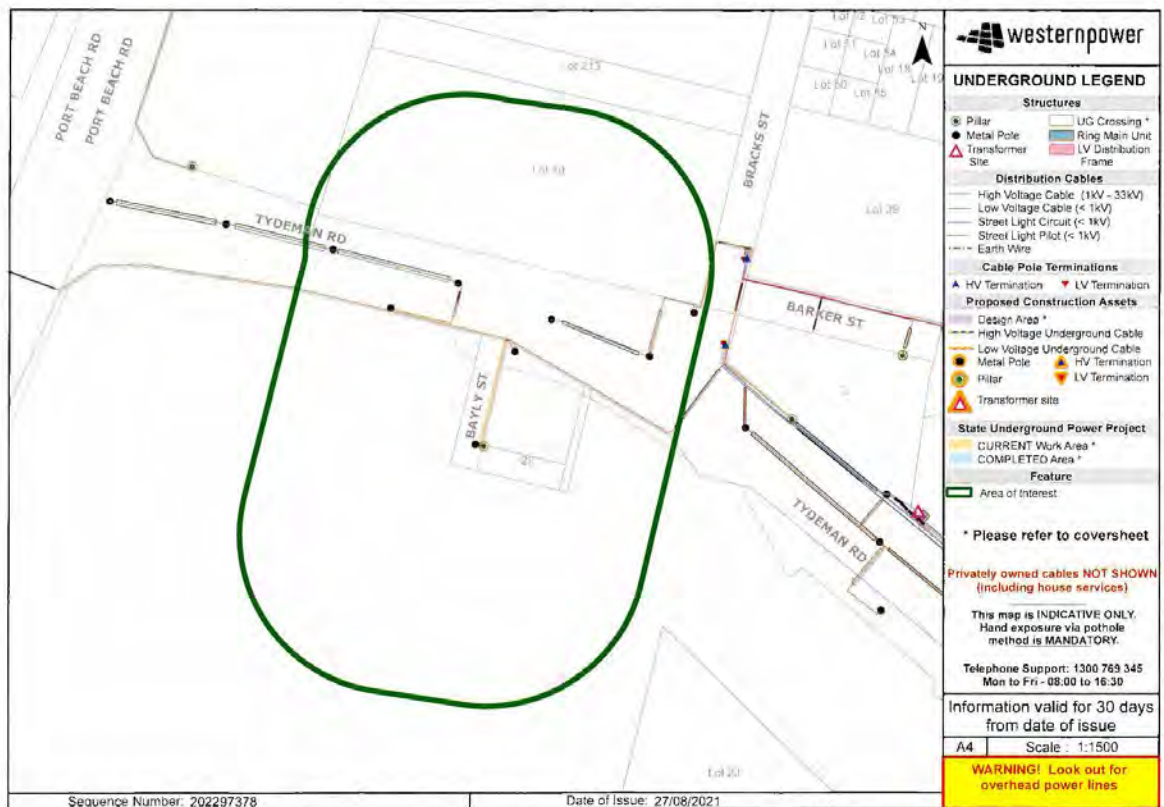
IF YOU SEE, HEAR, SMELL OR OTHERWISE DETECT GAS, LEAVE THE IMMEDIATE AREA AND THEN CALL 13 13 52

Document No: AGA-Q&M-WI03-FM02

Revision No: 13


Issue Date: 08/04/2019

Page 5 of 5

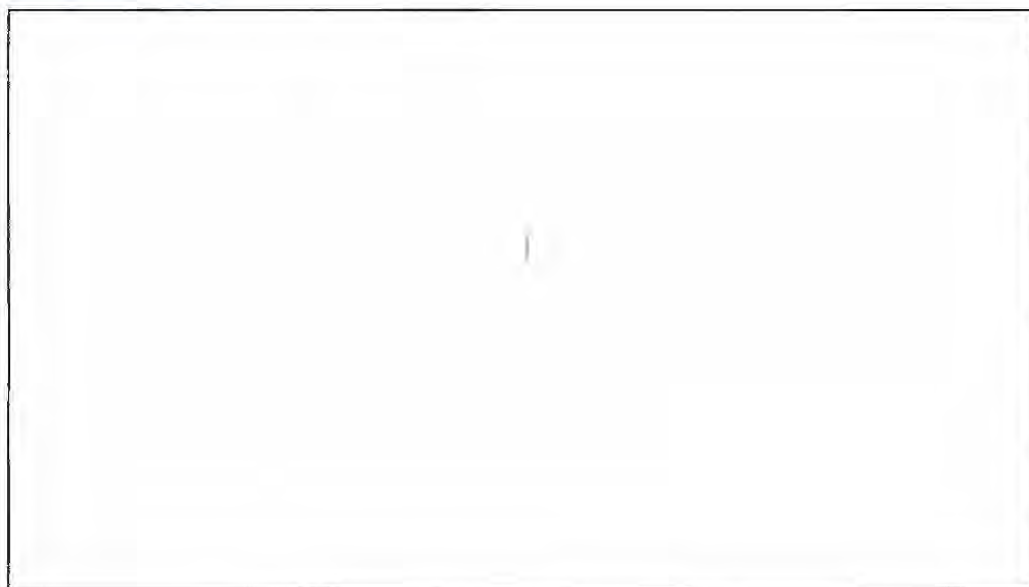















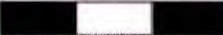


To: Caris Vuckovic
Phone: Not Supplied
Fax: Not Supplied
Email: caris.vuckovic@fremantleports.com.au

Dial before you dig Job #:	30393192	
Sequence #	202297372	
Issue Date:	27/08/2021	
Location:	28 Bayly Street , North Fremantle , WA , 6159	

Indicative Plans

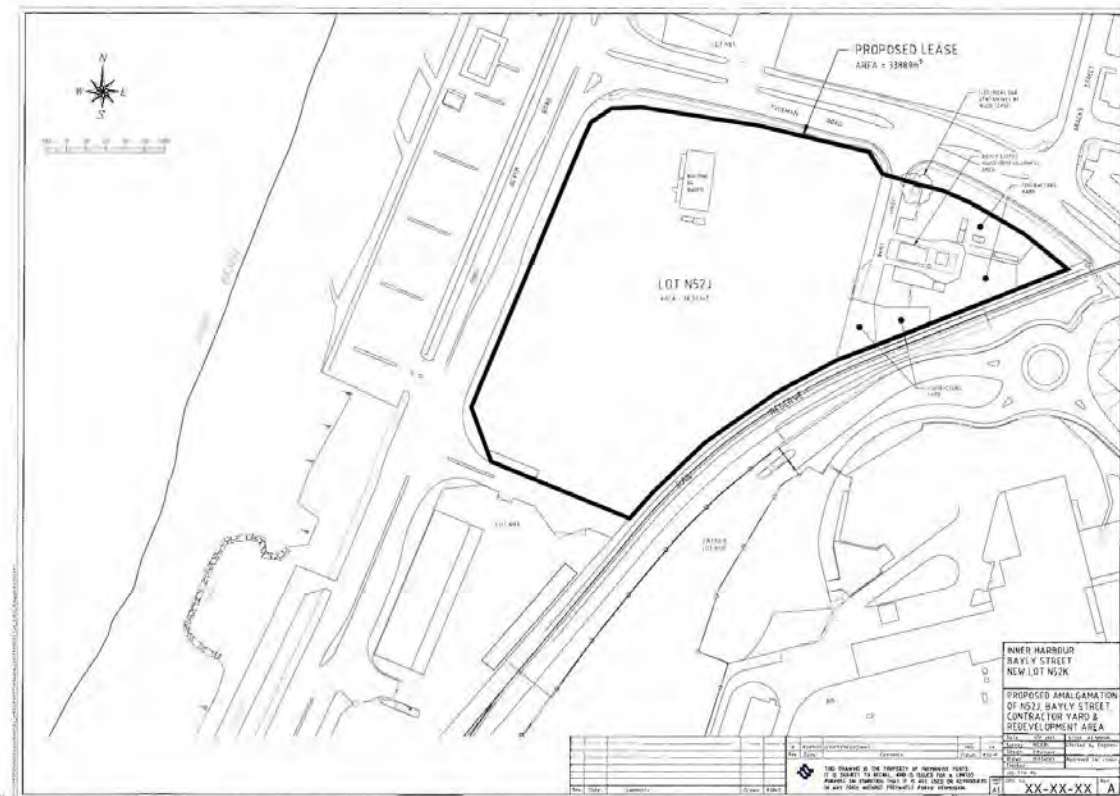
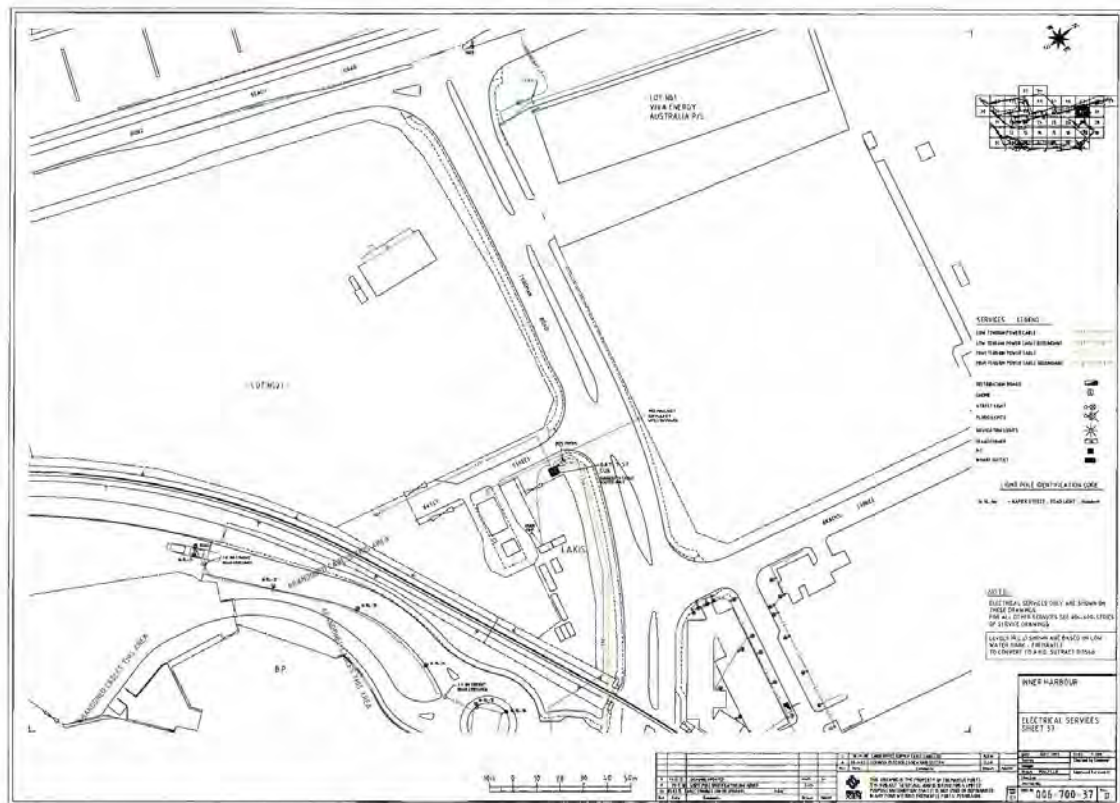


	<div style="text-align: right;">  </div> <h2 style="text-align: center;">LEGEND</h2>
	<p>Parcel and the location</p>
	<p>Pit with size "5"</p>
	<p>Power Pit with size "2E". Valid PIT Size: e.g. 2E, 5E, 6E, 8E, 9E, E, null.</p>
	<p>Manhole</p>
	<p>Pillar</p>
<p style="text-align: center;">2 PO – T- 25.0m P40 – 20.0m</p> 	<p>Cable count of trench is 2. One "Other size" PVC conduit (PO) owned by Telstra (-T-), between pits of sizes, "5" and "9" are 25.0m apart. One 40mm PVC conduit (P40) owned by NBN, between pits of sizes, "5" and "9" are 20.0m apart.</p>
<p style="text-align: center;">2 10.0m</p> 	<p>2 Direct buried cables between pits of sizes, "5" and "9" are 10.0m apart.</p>
	<p>Trench containing any INSERVICE/CONSTRUCTED (Copper/RF/Fibre) cables.</p>
	<p>Trench containing only DESIGNED/PLANNED (Copper/RF/Fibre/Power) cables.</p>
	<p>Trench containing any INSERVICE/CONSTRUCTED (Power) cables.</p>
<p style="text-align: center;">BROADWAY ST</p> 	<p>Road and the street name "Broadway ST"</p>
<p style="text-align: center;">Scale</p>	<p style="text-align: center;">0 20 40 60 Meters 1:2000 1 cm equals 20 m</p> 



Emergency Contacts

You must immediately report any damage to the **nbn™** network that you are/become aware of. Notification may be by telephone - 1800 626 329.



ARMC2202-2 ADOPTION OF THE 2021 COMPLIANCE AUDIT RETURN

ATTACHMENT 1 - 2021 Compliance Audit Return

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Fremantle - Compliance Audit Return 2021

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	Not applicable		Acting Director City Business Economic Development Officer
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	Not applicable		Acting Director City Business Economic Development Officer
3	s3.59(2)(c) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	Not applicable		Acting Director City Business Economic Development Officer
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	Not applicable		Acting Director City Business Economic Development Officer
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Not applicable		Acting Director City Business Economic Development Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Respondent: All delegations adopted by absolute majority at Ordinary Council Meeting of 26 May 2021 – FPOL2105-11 Reviewer: Minutes sighted.	Manager Governance
2	s5.16	Were all delegations to committees in writing?	Yes	Respondent: Delegations in writing included in Register of Delegated Authority adopted 26.05.21. Register - Register of Delegated Authority 2021-2022 - 25 November 2021.pdf (fremantle.wa.gov.au) Reviewer: Minutes and attachments sighted and documents observed on City's website.	Manager Governance
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	Respondent: See Register of Delegated Authority Reviewer: Refer Q2 above.	Manager Governance
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Respondent: See Register of Delegated Authority Reviewer: Refer Q2 above.	Manager Governance
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	Respondent: All delegations reviewed on 26 May 2021 – FPOL2105-11 Reviewer: Minutes evidencing review sighted.	Manager Governance
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	Respondent: See Register of Delegated Authority	Manager Governance
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Respondent: All delegations adopted by absolute majority at Ordinary Council Meeting of 26 May 2021 – FPOL2105-11 Reviewer: Minutes evidencing resolution sighted.	Manager Governance
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Respondent: See Register of Delegated Authority Reviewer:	Manager Governance

2021 City of Fremantle CAR with full responses 4 Feb 2022 - Final 8.02.2022

2 of 14

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

				Register with appropriate delegations sighted.	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Respondent: See Register of Delegated Authority Reviewer: Register with appropriate delegation sighted (Ref 518161)	Manager Governance
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Respondent: See Ordinary Council Meeting of 26 May 2021 – FPOL2105-1 and 23 June 2021 ARMC2106-3 Reviewer: Minutes evidencing compliance sighted.	Manager Governance
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Respondent: See Register of Delegated Authority Reviewer: Refer Q1 above.	Manager Governance
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Respondent: Delegations by Council reviewed 26 May 2021 – FPOL2105-11 Delegations by CEO reviewed 14 June 2021 Reviewer: Refer Q9 above.	Manager Governance
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19 ?	Yes	Respondent: See register of use of CEO delegation, Manager Governance delegation Reviewer: Sighted: <ul style="list-style-type: none"> Register of use of CEO delegation, Manager Governance delegation (Ref 843997) Sample of various 'written' uses of delegation (E.g.: professional development re-imbursements, Committee minutes, Building permits, fee waivers etc.) 	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Reviewer: Disclosure of interest register sighted (815566). Sample of minutes sighted (May & August 2021) noted with disclosures and appropriate actions.	Manager Governance
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Not applicable		Manager Governance
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Reviewer: Sample of minutes sighted (May & August 2021) noted with disclosures.	Manager Governance
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	Reviewer: Sighted timely primary returns for new elected members & key appointments.	Manager Governance
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	No	Respondent: 1 return was received 7/09/2021. DLGSC and CCC were notified 7/09/2021 Reviewer: Correspondence sighted for exception.	Manager Governance
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Reviewer: Sighted on a sample basis.	Manager Governance
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Reviewer: Refer Q1 above.	Manager Governance
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	Reviewer: Refer Q1 above.	Manager Governance
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	Reviewer: Sighted appropriate adjustments in the Register.	Manager Governance
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Reviewer: Yes, sighted transfer of obsolete documents from Register to 'vault folders' for archiving.	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Reviewer: Sighted Register (Ref 4386471).	Manager Governance
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Reviewer: Sighted on City's website.	Manager Governance
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Reviewer: Sighted updates to the Register.	Manager Governance
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Reviewer: Refer Q10 above.	Manager Governance
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*	Yes	Reviewer: Sighted Register.	Manager Governance
		*Question not applicable after 2 Feb 2021			
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes	Reviewer: Sighted minuted reference in the Register.	Manager Governance
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Not applicable		Manager Governance
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	Not applicable		Manager Governance
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	Not applicable		Manager Governance
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees? **Question not applicable after 2 Feb 2021	Yes	Reviewer: Sighted 'vaulted' Code of Conduct.	Manager Governance
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	Reviewer: Maintained for period required.	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

**Question not applicable after 2 Feb 2021					
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Respondent: Adopted by absolute majority at Ordinary Council Meeting of 28 April 2021 – FPOL2104-8 Reviewer: Sighted appropriate minutes.	Manager Governance
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Respondent: See FPOL2104-8 Reviewer: Sighted appropriate minutes.	Manager Governance
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes	Reviewer: Sighted on the City's website.	Manager Governance
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Respondent: New employee code of conduct in the process of being finalised since the introduction of the Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021.	Manager Governance

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Reviewer: Public notices sighted as compliant.	Economic Development Officer
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Reviewer: Public notices sighted as compliant.	Economic Development Officer

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	Reviewer: Sighted Register, maintaining notices as disclosed.	Manager Governance
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office,	Yes	Reviewer: Sighted Register with notices as disclosed.	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

		from the electoral gift register, and retain those forms separately for a period of at least two years?			
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Respondent: 2021 Electoral Gift Register - 16 October 2021 - ALL CANDIDATES - Governance (ID 5203220).pdf (fremantle.wa.gov.au) Reviewer: Sighted Register on the City's website.	Manager Governance

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Reviewer: Sighted minutes.	Manager People and Culture
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Not applicable	Respondent: Audit committee has no delegated authority.	Manager Governance
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	Respondent: The Office of the Auditor General (OAG) is yet to conclude the audit (as at 25 January 2021). Reviewer: Advice from OAG sighted.	Acting Manager Finance
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Respondent: Actions recorded and report progress. Some items are ongoing.	Acting Manager Finance
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Not applicable	Respondent: Refer Q3 above.	Acting Manager Finance
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Not applicable	Respondent: Refer Q3 above.	Acting Manager Finance
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Respondent: For the reporting period 2019-20.	Acting Manager Finance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Respondent: On 26 June 2019 (FPOL Planning 1906-12). Noting in March 2021 Council endorsed the approach in progress to update the Strategic Community Plan. Reviewer: Minutes sighted and also noted on the City's website.	Manager Strategic Planning
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Respondent: The Corporate Business Plan 2019 - 2023 was adopted on 26 June 2019. Reviewer: Minutes sighted.	Manager Strategic Planning
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	Reviewer: The Corporate Business Plan 2019 - 2023 contains the information referenced in Admin Reg 19 D A (2) & (3).	Manager Strategic Planning

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Not applicable	CEO recruitment process commenced January 2022.	Manager People and Culture
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Not applicable		Manager People and Culture
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Not applicable		Manager People and Culture
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	Not applicable		Manager People and Culture
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Not applicable		Manager People and Culture
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	Not applicable		Manager People and Culture

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer? <i>Note: The Act was amended in 2019 to state: "5.120. Complaints officer (1) The CEO may designate an employee of the local government to be its complaints officer. (2) If an employee is not designated under subsection (1), the CEO is the local government's complaints officer."</i>	N/A	Respondent: The CEO designated the Manager Governance to be the City's complaints officer under s.5.120. The current legislation does not require the complaints officer to be a senior employee.	Manager Governance
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	Respondent: See website Reviewer: Register sighted on the City's website.	Manager Governance
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Respondent: Register - Complaints Register - Local Government Act 1995 s5.121 - 23 August 2021.pdf (fremantle.wa.gov.au) Reviewer: Compliant Register sighted on the City's website.	Manager Governance

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Respondent: Presented to Council's Audit Committee on 11 August 2020 item ARMC2008-1. Reviewer: Minutes sighted.	Acting Manager Finance
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Respondent: <ul style="list-style-type: none"> Internal Control accepted 26 February 2020 - ARMC2002-1. Risk Management accepted 25 November 2020 - ARMC2011-4. Legislative compliance upcoming (Feb. 2022) 	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



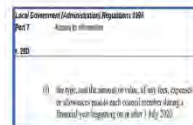
Department of
Local Government, Sport
and Cultural Industries

				<ul style="list-style-type: none"> Previous review of all areas accepted 22 May 2019 – ARMC1905-4. <p>Reviewer: All Minutes sighted</p>	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	No	<p>Respondent: One exception occurred. The initial gift disclosure was made to the Chief Executive Officer on 23 December 2021 (within 3 days). However, this disclosure was missing some information required by section 5.87C(3). This information was received on 17/01/2022, making the disclosure complete after 28 days.</p> <p>Reviewer: Correspondence evidencing this was sighted.</p>	Manager Governance
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	<p>Reviewer: Sighted minutes of adoption (September 2020)</p>	Manager Governance
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	<p>Respondent: The Elected Member Allowances & Reimbursements Policy details elected members' allowances and reimbursements entitlements</p> <p>Reviewer: In relation to LG (Admin) Regulations 29 C (2) (f), the City advises that it only discloses the approved position for elected members' allowances and reimbursements in the Elected Member Allowances & Reimbursements Policy. The actual amounts received are not provided in a separate register. This appears to be contrary to the intent of LG (Admin) Regulations 29 C (2) (f):</p>	Manager Governance

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries



6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Reviewer: Sighted minutes of adoption (September 2020).	Manager Governance
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	Reviewer: Sighted complaint report on the City's website.	Manager Governance
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	YES	Respondent: Draft financial statements provided to OAG on 29.09.2021.	Acting Manager Finance
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	YES	Respondent: Budget adopted by Council June 2021 – provide to the Department on 10.09.2021. Reviewer: Sighted approval and required supporting documents.	Acting Manager Finance

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	Respondent: We are aware of instances when some expenditure is over thresholds and others where we were not able to get the minimum number of quotes due to market conditions. Reviewer: Confirmed in discussion that monthly reports of suppliers' expenditure, used as a 'detective control' highlight possible instances of acting outside of the Policy. The City's procurement function is operated as a blend of centralised and decentralised procedures. The Procurement Team run these monthly reports and then,	Manager Asset Management

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

				as necessary, send to the relevant line managers for action.	
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	Reviewer: Sample tenders sighted.	Manager Asset Management
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	Reviewer: Sample tenders sighted.	Manager Asset Management
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	Reviewer: Sighted Purchasing Policy which references the City's commitment to satisfy this 'anti-avoidance' obligation.	Manager Asset Management
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Respondent: Via Tenderlink Reviewer: Tenderlink has this capability. The City's Purchasing Policy sets the requirement for compliance.	Manager Asset Management
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	Reviewer: Sighted the Tender Register on the City's website, which evidences compliance.	Manager Asset Management
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Reviewer: Compliant Register sighted on the City's website.	Manager Asset Management
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Reviewer: Sighted sample tender documentation where this is stated. The City confirmed it adheres to this requirement.	Manager Asset Management
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Reviewer: Sample tender sighted evidenced compliance. The City confirmed it adheres to this requirement	Manager Asset Management
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	Reviewer: Sample tenders sighted evidenced compliance and noted as recorded in Tender Register. The City confirmed it adheres to this requirement	Manager Asset Management

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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

11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	Reviewer: Sample expression of interest sighted evidenced compliance. The City confirmed it adheres to this requirement.	Manager Asset Management
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	Reviewer: Sighted sample EOI documentation where this is stated. The City confirmed it adheres to this requirement.	Manager Asset Management
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	Reviewer: Sample EOI sighted evidenced compliance. The City confirmed it adheres to this requirement.	Manager Asset Management
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes	Reviewer: Sample EOI sighted evidenced compliance. The City confirmed it adheres to this requirement.	Manager Asset Management
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Not applicable	Respondent: No panels are in place	Manager Asset Management
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Not applicable		Manager Asset Management
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Not applicable		Manager Asset Management
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Not applicable		Manager Asset Management
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Not applicable		Manager Asset Management
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Not applicable		Manager Asset Management
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Not applicable		Manager Asset Management

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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

22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Not applicable	Manager Asset Management
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**ARMC2202-3 REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE
CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 –
LEGISLATIVE COMPLIANCE**

**ATTACHMENT 1 - Civic Legal Systems and Procedures Review, Legislative
Compliance – Final Report**



**Systems and Procedures Review
- Legislative Compliance**

City of Fremantle
October 2021

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



Contents

1. Introduction	1
2. Engagement Overview	1
2.1 Legislative Requirements	1
2.2 Timeframe	1
2.3 Scope of Engagement – Legislative Compliance	2
3. Review Methodology	2
4. Executive Summary	2
4.1 Legislative Compliance Summary	2
4.2 Review Summary	2
5. Table of Results	4
Appendix 1: Resources (employees interviewed)	19
Appendix 2: Resources (documents sighted)	19
Disclaimer	21

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



1. Introduction

Regulation 17 of the *Local Government (Audit) Regulations 1996* (WA), creates a statutory obligation for local government CEOs to review the effectiveness and appropriateness of the Local Government's systems and procedures at least once every three financial years.

The City of Fremantle (**the City**) has engaged Civic Legal to undertake a review of the City's systems and procedures in relation to risk management, internal control and legislative compliance. The reviews will be undertaken with the intended outcome of assisting the Chief Executive Officer (**CEO**) to meet their statutory obligations described in regulation 17.

The purpose of this report is to assist the CEO in their assessment of the appropriateness and effectiveness of certain systems and procedures in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996* (WA).

This report addresses Legislative Compliance and is the final of three reports, to be delivered according to the timeframe stated in section 2.2 below.

2. Engagement Overview

2.1 Legislative Requirements of Regulation 17

Regulation 17 of the *Local Government (Audit) Regulations 1996* (WA) states the following:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

2.2 Timeframe

Civic Legal understands from the City that its last complete Regulation 17 review was completed in February 2019. That review addressed all three categories (risk management, internal controls and legislative compliance).

The next Regulation 17 compliance deadline for all three categories is therefore due by 30 June 2022.

The City has engaged Civic Legal to complete three individual reviews over a three-year period. A separate report will be prepared for each of the three reviews:

- > internal control (completed in 2019);
- > risk management (completed in 2020);
- > legislative compliance (being completed in 2021 by this report).

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



2.3 Scope of Engagement – Legislative Compliance

The City has engaged Civic Legal to provide the following services in relation to the requirements of Regulation 17 of the *Local Government (Audit) Regulations 1996* (WA):

- > complete a review of a selection of the City's systems and procedures relating to legislative compliance;
- > seek to identify potential issues relating to the systems and procedures being reviewed;
- > provide suggestions for improvement; and
- > prepare a report summarising the matters identified during the review.

3. Review Methodology

Civic Legal has considered the Local Government Operational Guideline Number 9 in determining which systems and procedures to review.

The methodology included:

- > interviewing relevant employees of the City;
- > referencing core documents underlying the systems and procedures being reviewed; and
- > conducting sampling as required.

The onsite interviews were conducted at the City on 24 and 25 August 2021.

4. Executive Summary

4.1 Legislative Compliance Summary

Systems and procedures promoting legislative compliance support the principles of good governance and sound decision making. These systems and procedures are driven by a culture of compliance, due diligence and high ethical standards. Legislative compliance includes compliance with the following:

- > legislation;
- > regulations;
- > Australian and industry standards; and
- > internal policies.

4.2 Review Summary

The nature of local government requires a multitude of legislation, standards and policies to be understood and complied with every day. Due to the vast array of legislation applicable to the local government sector, it is a challenge for local governments to remain compliant with all legislative requirements. Furthermore, the recent amendments to the *Local Government Act 1995* (WA) has seen significant changes to key legislation governing Western Australian local governments.

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



On the basis of the review completed by Civic Legal, consideration of legislative compliance appears to be an intrinsic component of various systems and procedures at the City. The Governance Team undertakes a key role in the monitoring of and ensuring compliance with legislation. It also provides support to councillors, committee members and employees where legislative requirements may be unclear.

The need to consider legislative requirements in various integral procedures including tendering, records management and public consultation is written into procedural documents and guidelines. In some cases, reference to legislative requirements is general and does not provide details on specific regulations and how they apply. In many circumstances, the understanding of specific legislative requirements and where they are applicable is reliant on the experience and expert knowledge of the Governance Team and senior employees.

We understand that governance training will be included in the induction process of the City as of September 2021. This may further increase employees' appreciation of the importance of legislative compliance and due diligence checks. Certain teams may also benefit from training on legislation in specific areas.

Recently, the COVID-19 State of Emergency has introduced further legislative requirements for the City to meet and monitor. The City has ensured the continuity of essential services while enabling all non-essential employees to work from home. All sites have responded by creating *COVID-19 Safety Plans* and implementing requirements identified in Public Health Emergency Directives.

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



5. Table of Results

The table below sets out:

- > the systems and procedures reviewed;
- > a description of those systems and procedures based on the information provided by the City's employees; and
- > Civic Legal's suggested actions for the City to consider.

System or procedure	Description	Suggested actions
Elected member professional development	<p>Professional development requirements are captured in the <i>Elected Member Professional Development Policy</i> (September 2020). This policy is available on the City's website, as required by legislation. Policies relating to elected members are reviewed after each election (every two years).</p> <p>All councillors must complete the mandatory elected member training. Individual councillors can select additional training opportunities to participate in (up to their budgetary allocation). Some training options are identified in the monthly newsletter that is sent to councillors.</p>	<p>Include a review deadline in the <i>Elected Member Professional Development Policy</i> (September 2020).</p> <p>Amend the policy to highlight a preference that elected members prioritise training in areas where they have official capacities (e.g. Audit and Risk Management Committee responsibilities).</p>
Ensuring the Audit and Risk Management Committee (ARMC) members understand their role	<p>All members of the ARMC are given a copy of the committee's <i>Terms of Reference</i>. The ARMC <i>Terms of Reference</i> can be found in the <i>Council, Committees and Groups Register 2019 - 2021</i>. The <i>Terms of Reference</i> identifies the functions of the ARMC. In particular, the language used in the <i>Terms of Reference</i> is similar to that of regulation 16 (functions of audit committee) of the <i>Local Government Act (Audit) Regulation 1996</i> (WA). This document is reviewed after each election (every two years).</p> <p>The ARMC consists of councillors and a professional independent member. The independent member is invited to attend relevant induction training. No further auditing or risk management training is required for those councillors who make up the ARMC.</p> <p>The Governance Team provide further governance support when requested or where the Manager Governance believes it will be useful/helpful. The Manager Governance will meet with members of the committee if they require more information or clarification. The committee are encouraged to ask questions. All formal questions are captured in a written document.</p>	<p>Consider amending the <i>Terms of Reference</i> to include specific training requirements for ARMC members. Although such amendment is not required by legislation, it has the potential to improve the quality of input from ARMC members. For instance, an amendment could be made that requires the councillors who comprise the ARMC to undergo suitable auditing and risk management training within three months of their appointment.</p> <p>Ensure all members of the ARMC sign to confirm they have read and understood the ARMC <i>Terms of Reference</i>.</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
ARMC compliance with regulation 16(d) of the <i>Local Government (Audit) Regulations 1996</i> (WA)	<p>The Regulation 17 Report is presented to the ARMC. We understand that in the past two years, members of the ARMC have asked questions regarding the report where clarification or further explanation is sought.</p> <p>Actions from the review are added to the Audit Actions Register. Officers will report on the progress of the audit actions to the ARMC in accordance with the procedure to address actions from Audits (presented to the ARMC on 10 November 2020 then Council on 25 November 2020).</p>	The procedure to address actions from Audits (refer to ARMC2011-2) is currently captured in council meeting minutes (25 November 2020). If not already done so, this procedure should be captured in an internal policy/procedural document.
Freedom of information (FOI) training	<p>All staff responding to FOI access applications have completed the FOI Coordinator training at the Office of the Information Commissioner. Two of these officers have also completed Decision Maker qualifications. Officers will undertake refresher training if relevant legislation changes.</p> <p>The officers are also members of the WA FOI Group.</p> <p>Officers refer to the Fees and Charges where an applicant is required to pay a fee.</p>	
Responding to FOI access applications	<p>The City has developed a <i>Freedom of Information Statement 2021/22 (June 2021)</i> which was published by the City in accordance with the <i>Freedom of Information Act 1992</i> (WA).</p> <p>The City has a <i>FOI Internal Process Flow Chart</i> to support staff who are responding to the access applications. The procedure is reviewed annually and is based on flowcharts published by the Office of the Information Commissioner.</p> <p>Once an officer assesses an FOI access application, the Decision Maker checks the response and relevant documents before the official response is issued. All responses are therefore seen by a minimum of two officers.</p> <p>All appeals are reviewed by the Review Officer (Director). If a second appeal is made, it is directed to the Office of the Information Commissioner for processing.</p>	Include a date on the <i>FOI Internal Process Flow Chart</i> to identify when it was last reviewed/updated.
Compliance with the <i>State Records Act 2000</i> (WA)	<p>The City recently implemented a new document management system (M-Files). The tendering process for selecting the new system included the use of an expert panel. We understand from interviews with relevant officers that the panel ensured that the system was capable of meeting all legislative requirements prior to purchase.</p> <p>All employees receive digital training in record keeping roles and responsibilities. This is completed during the induction process. Guidelines are also available in the document management system.</p>	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	<p>Monitoring is conducted each month to identify Business Units with low registration figures (which suggests incorrect or inadequate use of the document management system). Complete reports are provided to the Management Team on a quarterly basis.</p> <p>The City has a team of officers described as Document Management System Champions. This team has been established to develop and encourage culture change regarding digitisation strategy. All business units have a representative in this working group.</p>	
Record Keeping Plan review	<p>The City is currently reviewing (re-writing) their <i>Record Keeping Plan</i> (due to be submitted in November 2021). The plan will undergo internal checks by the relevant manager, director and the CEO prior to being sent to the State Records Office. The State Records Office will assess the plan to ensure the <i>State Records Act 2000</i> (WA) has been appropriately interpreted and considered within the <i>Record Keeping Plan</i>.</p> <p>The review process was triggered by a letter sent from the Officer of the Information Commissioner.</p>	<p>Ensure internal reminder(s) are established to trigger the next Record Keeping Plan review. This reminder(s) should not be limited to an individual officer's calendar. For example, reminders could be added to the Governance Team's Compliance Calendar.</p>
Community engagement/consultation	<p>The City's <i>Community Engagement Policy</i> (March 2019) identifies that "<i>consideration is given to things like ... legislative requirements</i>" and lists some relevant legislation. "Statutory engagement" is briefly addressed under clause 3.4 of this policy. According to this policy, engagement plans should be developed in collaboration with the Community Engagement Team and approved by the Director.</p> <p>It is up to individual teams to identify when they are required to advertise or engage/consult with the public. It is also up to individual teams to arrange for relevant training if seen as required. The Governance Team is available to provide advice on these matters and discuss minimum requirements according to the relevant legislation.</p> <p>The Governance Team has its own <i>Giving Local Public Notice Procedure</i> (March 2021). This procedure includes references to legislative requirements. We understand that the Town Planning Team has a similar procedural document which addresses requirements of town planning matters.</p> <p>The <i>Authority to Tender E-Form</i> addressed s1.7 advertising requirements.</p>	<p>Include a requirement for all engagement plans to contain a 'relevant legislation' section, or something to that effect. I.e. this could be included in any relevant template, guideline document and/or the <i>Community Engagement Policy</i> (March 2019). 'Nil' or 'not applicable' can be written under this section for plans where there is no legislative requirement to seek community consultation.</p>
Ensuring required information is published on the	<p>The Governance Team manage website requirements. This includes uploading committee meeting agendas and minutes in accordance with legislative requirements.</p>	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
City's official website	The list of required documents published by the Department of Local Government, Sport and Cultural Industries (the Department) was used to ensure all required documents are available on the City's website, in accordance with the recent amendments to the <i>Local Government Act 1995</i> (WA).	
Monitoring legislative changes	<p>The Governance Team (along with some other officers) are subscribed to State Law Publisher notifications as well as WALGA notifications.</p> <p>Where amendments are relevant to specific departments, the notifications will be sent to the head of the relevant department. Individual teams are then responsible for reacting to the change in legislation. For example, changes to legislation will generally trigger necessary amendments to relevant policies and/or procedures.</p> <p>Training options regarding legislative amendments are also sent to the relevant teams.</p>	Ensure procedures for monitoring legislative changes are addressed in the organisational induction training module.
Monitoring legislative compliance	<p>Legislative compliance is assessed in annual auditing practices, managed by the Office of the Auditor General (OAG). All required actions are recorded in the Audits Actions Register and actioned appropriately.</p> <p>A monthly update from the Governance Team is presented at Management Team meetings. Topical issues or events are raised during the governance update including new policies, financial reporting reminders or reminders from the Governance Team's Compliance Calendar. The Governance Team will follow up with managers (or their directors) via email until required tasks are complete.</p> <p>Overall, individual managers are responsible for monitoring legislative compliance within their team and addressing any issues identified. Where required, further training will be administered. The Governance Team are available to assist and advise in relation to legislative compliance, when requested.</p> <p>We understand that it is the relevant Manager that is responsible for monitoring their team's activities for any non-compliances and to correct those situations (with assistance from the Governance Team as requested).</p>	Ensure procedures for monitoring legislative compliance are addressed in the organisational induction training module.
Providing support to officers on how to comply with relevant legislative requirements	<p>During the recruitment process, applicants' backgrounds and qualifications are assessed to ensure they will be capable of doing the required tasks. Some legal requirements of employees will be addressed in the new governance induction training (introduced in September 2021).</p> <p>Once a month, the Manager Governance is available in the lunch room for any officers to ask questions or discuss any concerns/queries they may have.</p>	Ensure the City has adopted, and regularly reviews, procedural documents/guidelines to support staff when completing common tasks that are regulated by legislation and/or regulations. For example, disposal of land

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	The M-File approval system is often utilised to monitor progress/status of a particular action or document. This system includes automated reminders for upcoming deadlines. The CI Anywhere software also allows managers and directors to oversee their team's tasks.	<p>transactions, managing rental agreements, recruitment, purchasing and legislatively mandated document reviews. Priority should be given to high risk and regular tasks.</p> <p>We note that the scope of this review did not allow for the multitude of those kinds of documents to be reviewed and commented upon.</p> <p>Ensure all employees (current and incoming) complete the governance induction training.</p>
Review of delegations and authorisations	Delegations, authorisations and expenditures are reviewed annually.	
Ensuring officers act in accordance with their delegations and authorisations.	<p>All officers that have a delegation receive a <i>Notice of Delegation Letter</i>, identifying the relevant delegation number. This letter states that it is the responsibility of the designated employee to understand their delegated powers including limitations, as seen in the <i>Register of Delegated Authority</i>. It also clarifies that it is the responsibility of the designated employee to correctly record their use of delegated authority.</p> <p>Employees with delegation are required to complete primary returns and annual returns.</p> <p>All officers that have an authorisation receive a <i>Certificate of Authority</i> for each financial year (which the officer must sign). The certificate identifies the relevant legislation or regulation and states that functions must be performed in accordance with applicable legislation. The officer will also be provided an identity card, as required by legislation.</p> <p>A member of the Governance Team meets with new officers to discuss their delegations and/or authorisations. The relevant manager and the Governance Team are available to provide clarification at any point if required.</p> <p>Governance induction training will be introduced in September 2021. Delegation induction training will also be included in the induction training program in early 2022.</p>	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	If an officer is temporarily acting in the role of a designated officer, it is the responsibility of the designated officer to identify if they would not like the acting officer to use certain delegated powers.	
Completing the compliance audit return (CAR)	<p>The City's procedure for completing the CAR is captured in the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021). Where the budget allows, the CAR is completed by an external consultant. The procedural document provides guidelines for appointing a consultant, in line with the City's <i>Purchasing Policy</i>. Once the City has received quotes, a recommendation is submitted to the Manager Governance.</p> <p>The City does not set out minimum sampling requirements for the completion of the CAR. The consultant determines appropriate use of sampling to satisfy themselves that compliance has been met.</p> <p>The same consultant has been selected for multiple years due to their familiarity with the records system (less time required).</p> <p>Most points of non-compliance identified in the 2020 CAR were due to the late receipt of audit reports from the OAG. These points of non-compliance are likely to be reported in the 2021 CAR. Where non-compliance has been reported, the City had previously notified the Department and the Corruption and Crime Commission (CCC).</p> <p>The completed CAR is presented to the ARMC and then the council. Once approved by the council, it is sent to the department.</p>	<p>Amend the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021) to identify minimum sampling requirements expected of the consultant. This could be included in the initial request and/or could be a major consideration when selecting the successful applicant.</p> <p>Include a review deadline in the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021).</p> <p>Consider using alternative consultants to complete the CAR every few years.</p>
Complaints management	<p>The complaints procedure is available online. It can be completed in person, by post, over the phone, via email or through the City's website. All complaints are received by the Customer Service Team. The Customer Request Management System (CRM) allows information regarding each complaint to be recorded and allocates complaints to the relevant business unit. The complaint will be managed through to resolution by the manager of that business unit. The applicant must receive a response within 10 days and be kept informed throughout the process.</p> <p>Complaints (especially employee complaints) are often dealt with by the People and Culture Team. Some officers in the People and Culture Team are trained in government investigations.</p> <p>The City has a <i>Complaint Management System Policy</i> (February 2013) available on the website. The City's website provides the public with guidance for how to make a complaint about employees of the City and the City's councillors, committee members and/or candidates.</p>	<p>Review the <i>Complaint Management System Policy</i> (February 2013) (was due to be reviewed in 2017).</p> <p>Develop a comprehensive internal complaints procedure that can be followed by all departments and outlines minimum requirements and/or expectations.</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	We understand the Public Interest Disclosure (PID) officers have procedural documents to follow.	
Dealing with elected member code of conduct breaches	Councillor complaints are managed by the Manager Governance (also a PID officer). Division 3 breaches of the City's Code of Conduct are assessed by an external person, in accordance with the <i>Council Code of Conduct Division 3 Complaint Handling Policy</i> (June 2021). Their recommendation is presented to council.	Include a review deadline in the <i>Council Code of Conduct Division 3 Complaint Handling Policy</i> (June 2021).
Compliance with purchasing and tendering requirements	<p>The City's <i>Purchasing Policy</i> was last updated in November 2020. An <i>Employee Action Form</i> must be completed for all incoming staff. Training needs are identified within this form, including procurement training. Tender evaluation training can also be completed when required/requested.</p> <p>An <i>Authority to Tender E-Form (E-Form)</i> must be completed for every purchase over \$150,000. The E-Forms are completed by the relevant Project Manager. It will then be reviewed by the Team Manager and Director before being sent to the Procurement Team to carry out. The Procurement Team will raise any concerns or questions if required. Any errors or gaps in the forms are corrected due to the various checks in the approvals process.</p> <p>The E-Form requires estimated cost details to be input. The form will be rejected if the officer is entering an estimated cost that is outside of their expenditure authority. A tender number must be input for any request over \$250,000.</p> <p>Purchase orders include a nominated value bracket. Depending on the value bracket, either the manager or director (with a higher expenditure authority level) will need to sign off.</p> <p>Monthly reports are collated on supplier purchases. These supplier expenditure reports highlight any examples where an officer may have acted outside of the <i>Purchasing Policy</i>. For instance, a purchase order raised after an invoice or statement is received. These reports are circulated to Management.</p>	Review the <i>Employee Action Form</i> to assess whether further training options (not limited to purchasing and tendering) would be beneficial. For example, we understand that governance training will be available in September 2021 and delegation training in early 2022.
Corporate Business Plan (CBP) requirements	<p>The CBP is reviewed annually. It identifies the City's priority projects and contains details of the City's resources and capacity.</p> <p>The City has an officer dedicated to corporate planning. The Manager Economic Development and Marketing is responsible for ensuring legislation in relation to corporate planning is followed. A calendar of key review events are set at the beginning of each financial year. We understand from the relevant officers that the CBP review is managed as a part of the Business Planning Process. This process begins in February, including councillor training sessions.</p>	We understand from discussion with the officers that the City does not have a Workforce Plan. Although this is not required by legislation, the City may consider drafting a Workforce Plan.

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	<p>A project prioritisation process is undertaken to establish key projects for the CBP. This process is conducted by a working group of relevant managers. The methodology requires consideration to be given to various elements of each potential project including resourcing requirements, workplace health and safety requirements and legislative requirements. Potential projects are ranked and presented to the Executive Team to review. The list is then presented to council to endorse.</p> <p>The more significant capital projects are highlighted to council as part of budget process.</p> <p>Once council endorses the budget, the CBP is updated accordingly.</p>	
Strategic Community Plan (SCP) requirements	<p>The SCP is reviewed at least every four years. The last review was completed in 2019. The SCP is currently undergoing a major review. Focus is given to relevant regulations, for instance, by ensuring the document is up to date and community engagement methodology is sufficient.</p> <p>Significant effort is given to community consultation. The City strives to consider a diverse community profile and various engagement methods. Consideration is also given to previous community surveys and other engagement results.</p> <p>The review methodology and final SCP is endorsed by council. Council undergo several workshops in relation to the SCP review. Findings from these workshops are recorded and reported to officers conducting the review.</p> <p>The SCP Major review is supported by the <i>Project Plan for Strategic Community Plan Major Review 21/22 – 22/23</i>. We understand from discussions with relevant staff that the SCP reviews are conducted under a fairly 'organic' approach and is guided by no overarching formal SCP review procedure or corporate checklist.</p>	<p>Draft and endorse a guideline document for minor and major SCP reviews. This should include identifying the City's standards for community engagement, regulatory requirements of the SCP review, key stakeholders (internal and external) and the general review process.</p>
Reporting legal considerations to council	<p>Council report templates include reference to 'legal implications' and 'strategic implications'. Although, we noticed in recent months the 'strategic implications' heading is not included in all reports to council. These factors are taken into consideration when drafting the officer recommendation to the council/committee.</p> <p>The 'legal implications' section is monitored by the Governance Team. The relevant Directors approve the reports to council. The Manager Governance and relevant Directors attend the Agenda Settlement Meetings. Planning reports are dealt with in a separate meeting, attended by an expert Director.</p> <p>All motions are recorded in the <i>Motions Register</i>, which is managed by the Governance Team. Motions are removed from the register once completed.</p>	<p>Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'.</p> <p>Consider amending the policy and procedure for <i>Writing reports for Council and Committee</i> (2019) (and any relevant report templates) to include a risk assessment in all reports to council and committees. This may be in the form of a risk</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
		matrix. Although this is not required by legislation, it has the potential to improve the effectiveness of the City's risk management strategies.
Auditing practices	Like all other local governments, the City's audits are managed by the OAG. The audits are not influenced by council. The City does not conduct formal internal auditing.	Consider implementing internal processes for tests/checks for legislative compliance across the organisation. In particular, this would be to assist areas where legislative compliance might not be strongly understood and/or consequences are significant.
Actioning audit findings	All audit actions are compiled in the Audit Actions Register (for more information please see "ARMC compliance with regulation 16(d) of the <i>Local Government (Audit) Regulations 1996</i> (WA)").	
Reporting risks and issues to the ARMC and council	Emerging Issues are reported to the ARMC. Additionally, the Corporate Risk Management Register (compiling all medium-high level risks) is reported to council regularly. This register is discussed at Executive Meetings and is mostly completed by the City's directors.	
Monitoring breaches of the <i>Code of Conduct Employees 2020</i>	All employees are required to sign the Employee Code of Conduct (CoC) during their induction. An annual report of CoC breaches is compiled by the City's managers and reported to People and Culture. Employees will be encouraged to report breaches of the CoC in the new governance induction training.	Include adoption/approval details in the <i>Code of Conduct Employees 2020</i> (similarly to the City's policy template).
Monitoring breaches of the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i>	The council amend and adopt the Councillor CoC. The current Councillor CoC was adopted in April 2021, in compliance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i> (WA). Councillor CoC breaches are reported to the Manager Governance (complaints officer).	Include adoption/approval details in the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i> (similar to the City's policy template).
Compliance with meeting procedures	Council meetings are managed in accordance with the <i>Elected Member Meeting Procedures Policy (August 2018)</i> . The Presiding Member is responsible for	Review the <i>Elected Member Meeting Procedures Policy</i> (August

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	<p>highlighting inconsistencies with the policy. The policy is reviewed following councillor elections. The City does not currently have a Standing Orders Local Law.</p> <p>Meeting agendas go through an agenda settlement and approval process. The officers involved in this process know the relevant requirements.</p> <p>Various template/guideline/procedural documents are available to support officers developing agendas, minutes and reports. For example, the policy and procedure for <i>Writing reports for Council and Committee</i> (2019) and the procedure for <i>Minute taking and packing down the North Fremantle Hall</i> (July 2019). These supporting documents address the relevant statutory or policy requirements.</p>	<p>2018) (due to be reviewed in 2020) to retain contemporary relevance.</p> <p>Review the procedure for <i>Minute taking and packing down the North Fremantle Hall</i> (July 2019) (was due to be reviewed in July 2021).</p> <p>Include adoption/approval/review details in the policy and procedure for <i>Writing reports for Council and Committee</i> (2019).</p>
Councillor disclosures of interests	<p>All councillors undertake training regarding disclosures of interest.</p> <p>Disclosures must be made in writing. Forms are available on the Bigtincan Hub and on the desks of all councillors at the beginning of council meetings.</p> <p>The Governance Team are available to assist if councillors have queries regarding disclosures of interest or gifts. The Governance Team will also raise concerns if they have reason to believe a disclosure may have been missed. All errors will be corrected in the meeting minutes.</p>	
Issuing parking infringements	<p>The City has a <i>Parking Local Law</i> (2006). This local law has recently undergone a review. The amended local law is currently with the Joint Standing Committee.</p> <p>All Parking Officers must complete training on the local law during the induction process. The Senior Parking Officer will then conduct on-the-job training with new Parking Officers.</p> <p>If Parking Officers encounter an unusual situation, they will call the Team Leader Parking for clarification. If required, the Team Leader Parking will consult with the City's solicitors.</p> <p>The process for issuing an infringement is essentially a checklist in itself. The software used is a third party system operating from Melbourne. Each step must be completed/accepted before proceeding to the next. The system includes all possible clauses in accordance with the local law. It is possible for an incorrect clause to be selected. According to the City's policy, three photos must be captured as evidence (the number plate, the infringement itself and the signage). Infringements download onto City server.</p>	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	Infringements from the last five years are stored on the City's database. Older infringements are stored on another database.	
Parking infringement appeals	<p>The <i>Parking Infringement Appeals Policy</i> (November 2016) is available on the City's website. This document provides guidance to the relevant officers in relation to which infringements can be withdrawn and what evidence is required.</p> <p>Administrative staff can act through the Team Leader to apply the <i>Parking Infringement Appeals Policy</i> (November 2016). In these circumstances, administrative staff can write off the infringement without further approval if the conditions/limitations of the policy are met. However, where circumstances are not captured in the policy, the administrative staff will need to consult with officers who have been delegated powers under s9.19 and 9.20 of the <i>Local Government Act 1996</i> (VWA) from the CEO.</p> <p>Any second appeal will be handled by a different administrative member of staff. Any third appeal will be handled by the Team Leader.</p> <p>It is understood that officers should not deal with infringements that involve family members or friends. This has not been written into a policy. Instead, the CoC is relied upon.</p> <p>The Director must approve all dismissals of employee infringement notices.</p> <p>If a parking infringement was issued in error, the Parking Officer can email the Team Leader Parking to request the infringement be deemed null and void. If the infringement is deemed null and void, it will remain on the records system.</p>	<p>Review the <i>Parking Infringement Appeals Policy</i> (November 2016).</p> <p>Include a review deadline in the <i>Parking infringement appeals Policy</i> (November 2016).</p> <p>Include in the policy or an internal procedure, the requirement for officers to declare interests in infringement matters (e.g. family members and close friends)</p> <p>Draft a procedure for writing off parking infringements (internal document) to support administrative staff handling appeals requests.</p>
Leisure Centre chemical management	<p>Leisure Centre Employees complete hazardous substances training during inductions. Employees who deal with chemicals are issued with their own Personal Protective Equipment (PPE). Employees are made aware of where <i>Material Safety Data Sheets</i> are kept. Ongoing training is not generally conducted. It is instead the role of the managers to observe and ensure that proper process is being followed.</p> <p>The Department of Mines, Industry Regulation and Safety regulate the use liquefied chlorine gas. Other chemicals are not required to be registered with the Department of Mines, Industry Regulation and Safety as they are not stored in large enough quantities. The officers responsible for ordering chemicals understand the relevant requirements and maximum quantities.</p> <p>We understand from the relevant officers that the Leisure Centre Manifest is available onsite. It includes a register of all chemicals onsite as well as licencing limitations on those chemicals.</p>	<p>Consider implementing refresher training in relation to workplace health and safety requirements (e.g. PPE and chemical management) at the Leisure Centre.</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	Hazardous substance storage is included in daily checks. We understand these routine checks are guided by checklists (completed and recorded).	
Leisure Centre Safety Practices	<p>Practice is dictated by relevant Australian Standards. The <i>Leisure Centre Safety Plans</i> are available onsite.</p> <p>The City works closely with the Royal Life Saving Society, who provide guidelines for safe pool practices. Every three years the Royal Life Saving Society conducts an audit of the Leisure Centre and drafts a <i>Risk Assessment and Safety Improvement Plan</i>. This is funded by LGIS. The document includes references to the Code of Practice and relevant Regulations, for example the <i>Health (Public Buildings) Regulations 1992 (WA)</i>, the <i>Health (Aquatic Facilities) Regulations 2007 (WA)</i>, the <i>Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA)</i> and the <i>Occupational Safety and Health Regulations 1996 (WA)</i>.</p> <p>The City's Emergency Control Committee promotes local emergency planning and preparedness. The Leisure Centre has an <i>Emergency Response Plan</i>. Emergency Evacuation Drills are conducted annually. A third party is engaged to assist in order to receive an independent assessment.</p> <p>Leisure Centre employees undergo regular workplace health and safety training and first aid. For example, regular refresher training for self-contained breathing apparatus is conducted by an external agency.</p> <p>Various safety checks are regularly conducted, in some cases on a daily basis. This includes checking regulator cartridges and testing the defibrillator. We understand these routine checks are guided by checklists (completed and recorded).</p> <p>Safety equipment, including the defibrillator, are contracted to be serviced every six months.</p>	
Leisure Centre monitoring legislative compliance	<p>The Leisure Centre operates under the Western Australian Department of Health Code of Practice. The Code of Practice provides guidance for meeting regulatory requirements.</p> <p>Changes in legislative or regulatory requirements are identified in Improvement Notices from the Western Australian Department of Health and notifications from the industry peak body. For example, standards recently changed relating to chlorine gas management. After 18 months the Western Australian Department of Health began conducting onsite inspections to ensure swimming pools were compliant.</p> <p>The City often engages an independent consultant to interpret changes to Australian standards and advise the City. Where changes to the Leisure Centre's practices are</p>	<p>Capture legislative requirements of the leisure centre in a compliance calendar. Ensure reminders are sent to multiple officers to ensure legislative compliance is met, without reliance on external bodies.</p> <p>Include legislative requirements for the leisure centre in induction and refresher training for relevant leisure centre employees.</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	<p>required in order to be compliant with standards and legislation, the relevant officers consider various compliance and management strategies.</p> <p>Legislative requirements of the Leisure Centre are generally not captured in an internal guidelines/procedural documents. In some cases, the City relies on the annual review of licences and permits as compliance reminders/triggers.</p> <p>Officers at the Leisure Centre do not undergo training on legislative requirements specifically.</p>	
Ensuring leisure centre prices are aligned with the Schedule of Fees and Charges	<p>New fees and charges are usually advertised in July (including leisure centre notice boards) and implemented on 1 August.</p> <p>The response to updated fees and charges are digitised i.e. the sale software is updated with new prices.</p>	
Responding to Public Health Emergency Directives	<p>Information received from authorities (Western Australian Department of Health, Department of Local Government, Sport and Cultural Industries, Western Australian Police Force) are sent from the Health Team to senior employees in its original form. For example, Managers and Directors receive bulletins from the Public Health Emergency Operations Centre (PHEOC). We understand from discussions with officers that the information received from these authoritative sources have, in the past, been conflicting. We were advised that such conflicting messaging has not been observed for some time now.</p> <p>The Executive Leadership Team meets to provide guidance and structure in relation to COVID-19 management and Public Health Emergency Directives. When required, CEO directives will be sent via teams, email or text, for example directives to work from home.</p> <p>It is the responsibility of individual directors and managers to interpret the information received and apply it to their team/site. It is also the responsibility of managers to ensure staff are properly informed and trained to carry out any additional tasks. For example, Leisure Centre employees were required to complete online hygiene training. If unsure, the managers and directors can seek further advice from the Health Team. PHEOC is consulted for clarification where required.</p> <p>Various sites (especially those which operate outside of standard office hours or host large events) are required to respond immediately to Public Health Emergency Directives rather than wait for internal directives/communications.</p>	<p>Ensure all relevant staff are aware of the Fremantle Health Team's role of providing advice/clarification (or seeking if from PHEOC).</p>

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	All officers we have spoken with confirmed that they are confident that minimum requirements are being met.	
Preventing spread of infectious disease	The <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> (March 2020) addresses hygiene standards and quarantine requirements for all employees, contractors and volunteers at the City of Fremantle. It also outlines responsibilities for employees and the employer.	<p>Include a review deadline in the <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> (March 2020).</p> <p>The <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> was last reviewed in March 2020. If not already done, ensure this policy is being regularly reviewed (perhaps more regularly than the review deadline suggests). This is especially relevant following new information being released or a change in conditions.</p>
Preparing COVID-19 Safety Plans	<p>Each of the City's sites has a <i>COVID-19 Safety Plan</i>. COVID-19 Safety Plans are the responsibility of the manager of each site (e.g. Art Centre, Library, Leisure Centre) based on a pro-forma provided by the state government. All <i>COVID-19 Safety Plans</i> were endorsed by the Manager Facilities to ensure minimum requirements were met. These plans address physical distancing, hygiene, training, compliance and response planning.</p> <p>Formal internal audits are not conducted to ensure <i>COVID-19 Safety Plans</i> are being complied with. It is the responsibility of the relevant manager to monitor compliance with the <i>COVID-19 Safety Plan</i>.</p> <p>The Facilities Team are able to provide guidance in relation to supplies and signage.</p>	<p>Conduct internal audits to ensure all sites are acting in accordance with their <i>COVID-19 Safety Plan</i>.</p> <p>These audits should all be conducted by the same team to ensure consistency.</p>
Managing lockdowns	We were informed by employees of the City that the City has a Business Continuity Plan for pandemics and was able to efficiently respond to lockdown scenarios by requesting all non-essential staff to work from home. Staff are now familiar with working from home practices and are instructed to take their devices home each day in preparation for potential future "lock-down" events.	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



System or procedure	Description	Suggested actions
	<p>We understand from the relevant officers that procedures are in place to support essential staff, where reasonable.</p> <p>Essential services are managed to ensure continuity of services. For instance, waste removal services continued during lockdowns on a three-week shift pattern. Shift teams were isolated from each other to reduce the possibility of shift workers contracting the virus from one another.</p> <p>New programs were commenced during lockdown to support vulnerable people. For example, the Neighbour to Neighbour program provided a network for residents to assist those in need by completing basic tasks for them in accordance with lockdown requirements (e.g. grocery shopping, collecting medication, dog walking, etc.).</p> <p>Some programs are now being run completely online to avoid disruptions. For example, the Art Market is now operating online.</p> <p>Debriefs are conducted after each lockdown to identify issues and areas for improvement.</p>	

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



Appendix 1: Resources (employees interviewed)

Name	Position/Title
Anne-Marie Bartlett	Governance Officer
Kenan Bender	Senior Environmental Health Officer
Craig Best	Manager Asset Management
Amanda Boffey	Information Management Team Leader
Beverley Bone	Manager Community Development
Charlie Clarke	Manager Governance
Mark David	Manager People and Culture
Paul Dunlop	Manager Communications and Events
John East	Fremantle Leisure Centre Manager
Jay Ellis	Manager Customer Experience and Learning
John Flindell	Team Leader Parking
Matt Hammond	A/Director City Business
Anna Reece	Fremantle Arts Centre Director
Phillida Rodic	Manager Strategic Planning
David Stewart	Procurement Team Leader
Tony Strickland	Manager Facilities and Environmental Management
Kathryn Taylor	Manager Arts and Culture

Appendix 2: Resources (documents sighted)

Document Title	Date
Authority to Tender E-Form	2019 (copyright)
CEO COVID Update example (email)	July 2021
Certificate of Authorisation example (email)	October 2020
Certificate of Authority – Strategic Planning Officer (attachment)	
Code of Conduct Employees 2020	2020
Community Engagement Policy	March 2019 (adopted)
Community Strategic Plan	
Complaint Management System Policy	February 2013 (adopted)
Compliance Audit Return (CAR) Procedure	February 2021 (adopted)
Corporate Business Plan 2019 - 2023	
Council Code of Conduct Division 3 Complaint Handling Policy	June 2021
Council Committees and Groups Register 2019 – 2021	
Council Members, Committee Members and Candidates Code of Conduct 2021	April 2021 (adopted)
Elected Member Meeting Procedures Policy	August 2018 (amended)
Elected Member Professional Development Policy	September 2020
Employee Action Form	2019 (copyright)

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



Document Title	Date
FOI Internal Process Flow Chart	Unknown
Freedom of Information Statement 2021/22	June 2021
Giving Local Public Notice Procedure	March 2021 (adopted)
Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus – Administration policy	March 2020
Leisure Centre Checklist Template	July 2021
Leisure Centre COVID-19 Safety Plan	August 2021
Life Guard Audit Sheet	unknown
Meeting attachments – Audit and Risk Management Committee February 2021	February 2021
Minutes – Audit and Risk Management Committee November 2020	November 2020
Minutes – Ordinary Meeting of Council November 2020	November 2020
Minute taking and packing down the North Fremantle Hall – Procedure	July 2019 (amended)
Notification of Delegation example (email)	August 2021
Notification of Delegation Letter – Strategic Planning Officer (attachment)	
Parking infringement appeals Policy	November 2016 (adopted)
Parking Local Law	2006
PHEOC Bulletin #78	September 2021
Project Plan for Strategic Community Plan Major Review 21/22 – 22/23	August 2021 (date for Version A)
Purchasing Policy	November 2020 (amended)
Register of Delegation Authority 2021 – 2022	May 2021 (adopted)
Safety Assessment & Safety Improvement Plan Fremantle Leisure Centre 2018	2018
Strategic Community Plan 2015 – 2025	August 2019 (revised)
Writing reports for Council and Committee 2019 – Policy and Procedure	2019

City of Fremantle
Systems and Procedures Review – Legislative Compliance
October 2021



Disclaimer

This report has been prepared on the basis of information provided to Civic Legal by the employees of the Local Government. The information was provided in the form of documents and representations from officers of the Local Government in the course of a review conducted by Civic Legal. That review was in the nature of a due diligence exercise, calculated to produce the descriptions contained in this report. Where options are suggested for management action, they do not constitute legal advice, as the provision of legal advice is outside the scope of the review. It is also outside the scope of this review for Civic Legal to review the content of any individual policies, plans or other documents.



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ATTACHMENT 2 - Table of findings with officer comments

Key

Action proposed (12)
Action complete or no further action to be undertaken (14)
No suggested action – no action required (12)

System or procedure	Description	Suggested actions	Officer Comment
a. Elected member professional development	Professional development requirements are captured in the <i>Elected Member Professional Development Policy</i> (September 2020). This policy is available on the City's website, as required by legislation. Policies relating to elected members are reviewed after each election (every two years). All councillors must complete the mandatory elected member training. Individual councillors can select additional training opportunities to participate in (up to their budgetary allocation). Some training options are identified in the monthly newsletter that is sent to councillors.	Include a review deadline in the <i>Elected Member Professional Development Policy</i> (September 2020). Amend the policy to highlight a preference that elected members prioritise training in areas where they have official capacities (e.g. Audit and Risk Management Committee responsibilities).	Manager Governance response: Review deadline has been included in the Elected Member Professional Development Policy. This policy will be included in a review of all elected member council policies, where this amendment will be considered. Estimated completion – 28 February 2022
b. Record Keeping Plan review	The City is currently reviewing (re-writing) their <i>Record Keeping Plan</i> (due to be submitted in November 2021). The plan will undergo internal checks by the relevant manager, director and the CEO prior to being sent to the State Records Office. The State Records Office will assess the plan to ensure the <i>State Records Act 2000</i> (WA) has been appropriately interpreted and considered within the <i>Record Keeping Plan</i> . The review process was triggered by a letter sent from the Officer of the Information Commissioner.	Ensure internal reminder(s) are established to trigger the next Record Keeping Plan review. This reminder(s) should not be limited to an individual officer's calendar. For example, reminders could be added to the Governance Team's Compliance Calendar.	Information Management Team Leader response: Information Management Team Leader will liaise with Governance to include Record Keeping Plan trigger dates for review, amend and rewrite as applicable.
c. Completing the compliance audit return (CAR)	The City's procedure for completing the CAR is captured in the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021). Where the budget allows, the CAR is completed by an external consultant. The procedural document provides guidelines for appointing a consultant, in line with the City's <i>Purchasing Policy</i> . Once the City has received quotes, a recommendation is submitted to the Manager Governance. The City does not set out minimum sampling requirements for the	Amend the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021) to identify minimum sampling requirements expected of the consultant. This could be included in the initial request and/or could be a major consideration when selecting the	Manager Governance response: Review deadline included in the CAR Procedure – completed October 2021 This amendment will be considered during the upcoming review of the

Key

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	<p>completion of the CAR. The consultant determines appropriate use of sampling to satisfy themselves that compliance has been met.</p> <p>The same consultant has been selected for multiple years due to their familiarity with the records system (less time required).</p> <p>Most points of non-compliance identified in the 2020 CAR were due to the late receipt of audit reports from the OAG. These points of non-compliance are likely to be reported in the 2021 CAR.</p> <p>Where non-compliance has been reported, the City had previously notified the Department and the Corruption and Crime Commission (CCC).</p> <p>The completed CAR is presented to the ARMC and then the council. Once approved by the council, it is sent to the department.</p>	<p>successful applicant.</p> <p>Include a review deadline in the <i>Compliance Audit Return (CAR) Procedure</i> (February 2021).</p> <p>Consider using alternative consultants to complete the CAR every few years.</p>	<p>procedure.</p> <p>Consultants will be appointed in accordance with the purchasing policy as previously.</p> <p>Estimated completion – 31 January 2022</p>
d. Complaints management	<p>The complaints procedure is available online. It can be completed in person, by post, over the phone, via email or through the City's website. All complaints are received by the Customer Service Team. The Customer Request Management System (CRM) allows information regarding each complaint to be recorded and allocates complaints to the relevant business unit. The complaint will be managed through to resolution by the manager of that business unit. The applicant must receive a response within 10 days and be kept informed throughout the process.</p> <p>Complaints (especially employee complaints) are often dealt with by the People and Culture Team. Some officers in the People and Culture Team are trained in government investigations.</p> <p>The City has a <i>Complaint Management System Policy</i> (February 2013) available on the website. The City's website provides the public with guidance for how to make a complaint about employees of the City and the City's councillors, committee members and/or candidates.</p> <p>We understand the Public Interest Disclosure (PID) officers have procedural documents to follow.</p>	<p>Review the <i>Complaint Management System Policy</i> (February 2013) (was due to be reviewed in 2017).</p> <p>Develop a comprehensive internal complaints procedure that can be followed by all departments and outlines minimum requirements and/or expectations.</p>	<p>Manager Customer Experience and Learning response:</p> <p>Governance and Customer Service teams to meet, review and agree on an internal complaints procedure.</p>

Key

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e. Compliance with purchasing and tendering requirements	<p>The City's <i>Purchasing Policy</i> was last updated in November 2020. An <i>Employee Action Form</i> must be completed for all incoming staff. Training needs are identified within this form, including procurement training. Tender evaluation training can also be completed when required/requested.</p> <p>An <i>Authority to Tender E-Form (E-Form)</i> must be completed for every purchase over \$150,000. The E-Forms are completed by the relevant Project Manager. It will then be reviewed by the Team Manager and Director before being sent to the Procurement Team to carry out. The Procurement Team will raise any concerns or questions if required. Any errors or gaps in the forms are corrected due to the various checks in the approvals process.</p> <p>The E-Form requires estimated cost details to be input. The form will be rejected if the officer is entering an estimated cost that is outside of their expenditure authority. A tender number must be input for any request over \$250,000.</p> <p>Purchase orders include a nominated value bracket. Depending on the value bracket, either the manager or director (with a higher expenditure authority level) will need to sign off.</p> <p>Monthly reports are collated on supplier purchases. These supplier expenditure reports highlight any examples where an officer may have acted outside of the <i>Purchasing Policy</i>. For instance, a purchase order raised after an invoice or statement is received. These reports are circulated to Management.</p>	<p>Review the <i>Employee Action Form</i> to assess whether further training options (not limited to purchasing and tendering) would be beneficial. For example, we understand that governance training will be available in September 2021 and delegation training in early 2022.</p>	<p>Manager Asset Management response:</p> <p>Yes, we can review the form and training requirements.</p>
f. Corporate Business Plan (CBP) requirements	<p>The CBP is reviewed annually. It identifies the City's priority projects and contains details of the City's resources and capacity.</p> <p>The City has an officer dedicated to corporate planning. The Manager Economic Development and Marketing is responsible for ensuring legislation in relation to corporate planning is followed. A calendar of key review events are set at the beginning of each financial year. We understand from the relevant officers that the CBP review is managed as a part of the Business Planning Process. This process begins in February, including councillor training sessions.</p> <p>A project prioritisation process is undertaken to establish key</p>	<p>We understand from discussion with the officers that the City does not have a Workforce Plan. Although this is not required by legislation, the City may consider drafting a Workforce Plan.</p>	<p>Manager Economic Development and Marketing response:</p> <p>The City is currently working on the development of a workforce plan.</p> <p>Estimated completion – 31/12/2022</p>

Key

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	<p>projects for the CBP. This process is conducted by a working group of relevant managers. The methodology requires consideration to be given to various elements of each potential project including resourcing requirements, workplace health and safety requirements and legislative requirements. Potential projects are ranked and presented to the Executive Team to review. The list is then presented to council to endorse.</p> <p>The more significant capital projects are highlighted to council as part of budget process.</p> <p>Once council endorses the budget, the CBP is updated accordingly.</p>		
g. Strategic Community Plan (SCP) requirements	<p>The SCP is reviewed at least every four years. The last review was completed in 2019. The SCP is currently undergoing a major review. Focus is given to relevant regulations, for instance, by ensuring the document is up to date and community engagement methodology is sufficient.</p> <p>Significant effort is given to community consultation. The City strives to consider a diverse community profile and various engagement methods. Consideration is also given to previous community surveys and other engagement results.</p> <p>The review methodology and final SCP is endorsed by council. Council undergo several workshops in relation to the SCP review. Findings from these workshops are recorded and reported to officers conducting the review.</p> <p>The SCP Major review is supported by the <i>Project Plan for Strategic Community Plan Major Review 21/22 – 22/23</i>. We understand from discussions with relevant staff that the SCP reviews are conducted under a fairly 'organic' approach and is guided by no overarching formal SCP review procedure or corporate checklist.</p>	<p>Draft and endorse a guideline document for minor and major SCP reviews. This should include identifying the City's standards for community engagement, regulatory requirements of the SCP review, key stakeholders (internal and external) and the general review process.</p>	<p>Manager Strategic Planning response:</p> <p>Council endorsed pursuit of an integrated strategic planning and reporting framework involving biennial review after each election in September 2018. More detailed procedure could be prepared, referring to the Department of Local Government's Guidelines where appropriate.</p> <p>Estimated completion – 30 June 2022</p>
h. Reporting legal considerations to council	<p>Council report templates include reference to 'legal implications' and 'strategic implications'. Although, we noticed in recent months the 'strategic implications' heading is not included in all reports to council. These factors are taken into consideration when drafting</p>	<p>Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'.</p>	<p>Manager Governance response:</p> <p>A report will be taken to ELT for consideration to include</p>

Key

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	<p>the officer recommendation to the council/committee.</p> <p>The 'legal implications' section is monitored by the Governance Team. The relevant Directors approve the reports to council. The Manager Governance and relevant Directors attend the Agenda Settlement Meetings. Planning reports are dealt with in a separate meeting, attended by an expert Director.</p> <p>All motions are recorded in the <i>Motions Register</i>, which is managed by the Governance Team. Motions are removed from the register once completed.</p>	<p>Consider amending the policy and procedure for <i>Writing reports for Council and Committee</i> (2019) (and any relevant report templates) to include a risk assessment in all reports to council and committees. This may be in the form of a risk matrix. Although this is not required by legislation, it has the potential to improve the effectiveness of the City's risk management strategies.</p>	<p>an additional heading in the report template and policy amendment.</p> <p>Estimated completion – 31 January 2022.</p>
i. Compliance with meeting procedures	<p>Council meetings are managed in accordance with the <i>Elected Member Meeting Procedures Policy</i> (August 2018). The Presiding Member is responsible for highlighting inconsistencies with the policy. The policy is reviewed following councillor elections. The City does not currently have a Standing Orders Local Law.</p> <p>Meeting agendas go through an agenda settlement and approval process. The officers involved in this process know the relevant requirements.</p> <p>Various template/guideline/procedural documents are available to support officers developing agendas, minutes and reports. For example, the policy and procedure for <i>Writing reports for Council and Committee</i> (2019) and the procedure for <i>Minute taking and packing down the North Fremantle Hall</i> (July 2019). These supporting documents address the relevant statutory or policy requirements.</p>	<p>Review the <i>Elected Member Meeting Procedures Policy</i> (August 2018) (due to be reviewed in 2020) to retain contemporary relevance.</p> <p>Review the procedure for <i>Minute taking and packing down the North Fremantle Hall</i> (July 2019) (was due to be reviewed in July 2021).</p> <p>Include adoption/approval/review details in the policy and procedure for <i>Writing reports for Council and Committee</i> (2019).</p>	<p>Manager Governance response:</p> <p>The Meeting Procedures Policy is currently under review</p> <p>Procedure for Minute taking and packing down the North Fremantle Hall will be deleted as the Hall will no longer be used for meetings.</p> <p>It should be noted that new procedure documents will be created for the Chamber at the Walyalup Civic Centre.</p> <p>Adoption/approval details are included in the policy and procedure for Writing Reports for Council and Committee.</p> <p>Estimated completion – 28</p>

Key

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			February 2022
j. Parking infringement appeals	<p>The <i>Parking Infringement Appeals Policy</i> (November 2016) is available on the City's website. This document provides guidance to the relevant officers in relation to which infringements can be withdrawn and what evidence is required.</p> <p>Administrative staff can act through the Team Leader to apply the <i>Parking Infringement Appeals Policy</i> (November 2016). In these circumstances, administrative staff can write off the infringement without further approval if the conditions/limitations of the policy are met. However, where circumstances are not captured in the policy, the administrative staff will need to consult with officers who have been delegated powers under s9.19 and 9.20 of the <i>Local Government Act 1996</i> (WA) from the CEO.</p> <p>Any second appeal will be handled by a different administrative member of staff. Any third appeal will be handled by the Team Leader.</p> <p>It is understood that officers should not deal with infringements that involve family members or friends. This has not been written into a policy. Instead, the CoC is relied upon.</p> <p>The Director must approve all dismissals of employee infringement notices.</p> <p>If a parking infringement was issued in error, the Parking Officer can email the Team Leader Parking to request the infringement be deemed null and void. If the infringement is deemed null and void, it will remain on the records system.</p>	<p>Review the <i>Parking Infringement Appeals Policy</i> (November 2016).</p> <p>Include a review deadline in the <i>Parking infringement appeals Policy</i> (November 2016).</p> <p>Include in the policy or an internal procedure, the requirement for officers to declare interests in infringement matters (e.g. family members and close friends)</p> <p>Draft a procedure for writing off parking infringements (internal document) to support administrative staff handling appeals requests.</p>	<p>Manager Field Services response:</p> <p>Procedure – Issuing a parking infringement covers issuing an infringement and writing off parking infringements.</p> <p>The Parking Infringement Appeals Policy is scheduled for review in November 2021, with a report to Council in early 2022 with recommended changes.</p> <p>Included in the policy will be a procedure, for officers to declare interests in infringement matters (e.g. family members and close friends)</p> <p>A procedure will be drafted in November 2021 for all staff involved in writing off parking infringements and to support administrative staff handling appeals requests.</p>
k. Leisure Centre chemical management	<p>Leisure Centre Employees complete hazardous substances training during inductions. Employees who deal with chemicals are issued with their own Personal Protective Equipment (PPE). Employees are made aware of where <i>Material Safety Data Sheets</i> are kept. Ongoing training is not generally conducted. It is instead the role of the managers to observe and ensure that proper process is being followed.</p> <p>The Department of Mines, Industry Regulation and Safety</p>	<p>Consider implementing refresher training in relation to workplace health and safety requirements (e.g. PPE and chemical management) at the Leisure Centre.</p>	<p>Manager Community Development response:</p> <p>A refresher training session on workplace health and safety will be included into the annual aquatic training</p>

Key

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Action complete or no further action to be undertaken (14)
No suggested action – no action required (12)

	<p>regulate the use liquefied chlorine gas. Other chemicals are not required to be registered with the Department of Mines, Industry Regulation and Safety as they are not stored in large enough quantities. The officers responsible for ordering chemicals understand the relevant requirements and maximum quantities.</p> <p>We understand from the relevant officers that the Leisure Centre Manifest is available onsite. It includes a register of all chemicals onsite as well as licencing limitations on those chemicals.</p> <p>Hazardous substance storage is included in daily checks. We understand these routine checks are guided by checklists (completed and recorded).</p>		program.
I. Responding to Public Health Emergency Directives	<p>Information received from authorities (Western Australian Department of Health, Department of Local Government, Sport and Cultural Industries, Western Australian Police Force) are sent from the Health Team to senior employees in its original form. For example, Managers and Directors receive bulletins from the Public Health Emergency Operations Centre (PHEOC). We understand from discussions with officers that the information received from these authoritative sources have, in the past, been conflicting. We were advised that such conflicting messaging has not been observed for some time now.</p> <p>The Executive Leadership Team meets to provide guidance and structure in relation to COVID-19 management and Public Health Emergency Directives. When required, CEO directives will be sent via teams, email or text, for example directives to work from home.</p> <p>It is the responsibility of individual directors and managers to interpret the information received and apply it to their team/site. It is also the responsibility of managers to ensure staff are properly informed and trained to carry out any additional tasks. For example, Leisure Centre employees were required to complete online hygiene training. If unsure, the managers and directors can seek further advice from the Health Team. PHEOC is consulted for clarification where required.</p> <p>Various sites (especially those which operate outside of standard</p>	<p>Ensure all relevant staff are aware of the Fremantle Health Team's role of providing advice/clarification (or seeking if from PHEOC).</p>	<p>Manager Field Services response:</p> <p>The Environmental Health Section will, in consultation with City's Communications Services, and prior to 24 December 2021, release a communique to City staff, advertising the role of the Environmental Health Section in advising on/and promoting Covid-19 safety and compliance.</p>

Key

Action proposed (12)
Action complete or no further action to be undertaken (14)
No suggested action – no action required (12)

	office hours or host large events) are required to respond immediately to Public Health Emergency Directives rather than wait for internal directives/communications. All officers we have spoken with confirmed that they are confident that minimum requirements are being met.		
m. Ensuring the Audit and Risk Management Committee (ARMC) members understand their role	All members of the ARMC are given a copy of the committee's <i>Terms of Reference</i> . The ARMC <i>Terms of Reference</i> can be found in the <i>Council, Committees and Groups Register 2019 - 2021</i> . The <i>Terms of Reference</i> identifies the functions of the ARMC. In particular, the language used in the <i>Terms of Reference</i> is similar to that of regulation 16 (functions of audit committee) of the <i>Local Government Act (Audit) Regulation 1996</i> (WA). This document is reviewed after each election (every two years). The ARMC consists of councillors and a professional independent member. The independent member is invited to attend relevant induction training. No further auditing or risk management training is required for those councillors who make up the ARMC. The Governance Team provide further governance support when requested or where the Manager Governance believes it will be useful/helpful. The Manager Governance will meet with members of the committee if they require more information or clarification. The committee are encouraged to ask questions. All formal questions are captured in a written document.	Consider amending the <i>Terms of Reference</i> to include specific training requirements for ARMC members. Although such amendment is not required by legislation, it has the potential to improve the quality of input from ARMC members. For instance, an amendment could be made that requires the councillors who comprise the ARMC to undergo suitable auditing and risk management training within three months of their appointment. Ensure all members of the ARMC sign to confirm they have read and understood the ARMC <i>Terms of Reference</i> .	Manager Governance response: Specific training is already offered and available to any elected member who would wish to undertake it. Elected members are already mandated to undertake training under the Local Government Act and are aware of and adopt the terms of reference for the Audit and Risk Management Committee so have read and understood it. No further action considered necessary.

Key

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n. ARMC compliance with regulation 16(d) of the <i>Local Government (Audit) Regulations 1996</i> (WA)	<p>The Regulation 17 Report is presented to the ARMC. We understand that in the past two years, members of the ARMC have asked questions regarding the report where clarification or further explanation is sought.</p> <p>Actions from the review are added to the Audit Actions Register. Officers will report on the progress of the audit actions to the ARMC in accordance with the procedure to address actions from Audits (presented to the ARMC on 10 November 2020 then Council on 25 November 2020).</p>	<p>The procedure to address actions from Audits (refer to ARMC2011-2) is currently captured in council meeting minutes (25 November 2020). If not already done so, this procedure should be captured in an internal policy/procedural document.</p>	<p>Manager Governance response:</p> <p>This process has been captured in an internal procedure document titled "Capturing actions related to issues identified in audits" – July 2020.</p> <p>Complete – October 2021</p>
o. Responding to FOI access applications	<p>The City has developed a <i>Freedom of Information Statement 2021/22 (June 2021)</i> which was published by the City in accordance with the <i>Freedom of Information Act 1992</i> (WA).</p> <p>The City has a <i>FOI Internal Process Flow Chart</i> to support staff who are responding to the access applications. The procedure is reviewed annually and is based on flowcharts published by the Office of the Information Commissioner.</p> <p>Once an officer assesses an FOI access application, the Decision Maker checks the response and relevant documents before the official response is issued. All responses are therefore seen by a minimum of two officers.</p> <p>All appeals are reviewed by the Review Officer (Director). If a second appeal is made, it is directed to the Office of the Information Commissioner for processing.</p>	<p>Include a date on the <i>FOI Internal Process Flow Chart</i> to identify when it was last reviewed/updated.</p>	<p>Information Management Team Leader response:</p> <p>Review date added to the footer of the document, that will be updated at every review.</p> <p>Complete - 29/10/2021</p>

Key

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p. Community engagement/consultation	<p>The City's <i>Community Engagement Policy</i> (March 2019) identifies that "<i>consideration is given to things like legislative requirements</i>" and lists some relevant legislation. "Statutory engagement" is briefly addressed under clause 3.4 of this policy. According to this policy, engagement plans should be developed in collaboration with the Community Engagement Team and approved by the Director.</p> <p>It is up to individual teams to identify when they are required to advertise or engage/consult with the public. It is also up to individual teams to arrange for relevant training if seen as required. The Governance Team is available to provide advice on these matters and discuss minimum requirements according to the relevant legislation.</p> <p>The Governance Team has its own <i>Giving Local Public Notice Procedure</i> (March 2021). This procedure includes references to legislative requirements. We understand that the Town Planning Team has a similar procedural document which addresses requirements of town planning matters.</p> <p>The <i>Authority to Tender E-Form</i> addressed s1.7 advertising requirements.</p>	<p>Include a requirement for all engagement plans to contain a 'relevant legislation' section, or something to that effect. I.e. this could be included in any relevant template, guideline document and/or the <i>Community Engagement Policy</i> (March 2019). 'Nil' or 'not applicable' can be written under this section for plans where there is no legislative requirement to seek community consultation.</p>	<p>Manager Strategic Planning response:</p> <p>Complete: Engagement Plan template amended to include 'Legislative Requirements' section.</p>
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Key

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q. Monitoring legislative changes	<p>The Governance Team (along with some other officers) are subscribed to State Law Publisher notifications as well as WALGA notifications.</p> <p>Where amendments are relevant to specific departments, the notifications will be sent to the head of the relevant department. Individual teams are then responsible for reacting to the change in legislation. For example, changes to legislation will generally trigger necessary amendments to relevant policies and/or procedures.</p> <p>Training options regarding legislative amendments are also sent to the relevant teams.</p>	<p>Ensure procedures for monitoring legislative changes are addressed in the organisational induction training module.</p>	<p>Manager Governance response:</p> <p>Officers will continue to be advised that they are responsible for keeping up to date on the legislation that applies to their role at the governance induction.</p> <p>The Governance Team will continue to monitor legislative changes through legislation.wa.gov.au and advise managers.</p> <p>No further action considered necessary.</p>
r. Monitoring legislative compliance	<p>Legislative compliance is assessed in annual auditing practices, managed by the Office of the Auditor General (OAG). All required actions are recorded in the Audits Actions Register and actioned appropriately.</p> <p>A monthly update from the Governance Team is presented at Management Team meetings. Topical issues or events are raised during the governance update including new policies, financial reporting reminders or reminders from the Governance Team's Compliance Calendar. The Governance Team will follow up with managers (or their directors) via email until required tasks are complete.</p> <p>Overall, individual managers are responsible for monitoring legislative compliance within their team and addressing any issues identified. Where required, further training will be administered. The Governance Team are available to assist and advise in relation to legislative compliance, when requested.</p> <p>We understand that it is the relevant Manager that is responsible for monitoring their team's activities for any non-compliances and to correct those situations (with assistance from the Governance</p>	<p>Ensure procedures for monitoring legislative compliance are addressed in the organisational induction training module.</p>	<p>Manager Governance response:</p> <p>Officers will continue to be advised that they are responsible for ensuring compliance with the legislation that applies to their role at the governance induction.</p> <p>No further action considered necessary.</p>

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	Team as requested).		
s. Providing support to officers on how to comply with relevant legislative requirements	<p>During the recruitment process, applicants' backgrounds and qualifications are assessed to ensure they will be capable of doing the required tasks. Some legal requirements of employees will be addressed in the new governance induction training (introduced in September 2021).</p> <p>Once a month, the Manager Governance is available in the lunch room for any officers to ask questions or discuss any concerns/queries they may have.</p> <p>The M-File approval system is often utilised to monitor progress/status of a particular action or document. This system includes automated reminders for upcoming deadlines. The CI Anywhere software also allows managers and directors to oversee their team's tasks.</p>	<p>Ensure the City has adopted, and regularly reviews, procedural documents/guidelines to support staff when completing common tasks that are regulated by legislation and/or regulations. For example, disposal of land transactions, managing rental agreements, recruitment, purchasing and legislatively mandated document reviews. Priority should be given to high risk and regular tasks.</p> <p>We note that the scope of this review did not allow for the multitude of those kinds of documents to be reviewed and commented upon.</p> <p>Ensure all employees (current and incoming) complete the governance induction training.</p>	<p>Manager Governance response:</p> <p>The City does not repeat legislative requirements by producing processes that are already included in legislation.</p> <p>The Governance Team are available to offer advice and support in interpreting the requirements of legislation and managers are qualified in the relevant areas of legislation specific to their role.</p> <p>No further action considered necessary.</p>
t. Dealing with elected member code of conduct breaches	<p>Councillor complaints are managed by the Manager Governance (also a PID officer).</p> <p>Division 3 breaches of the City's Code of Conduct are assessed by an external person, in accordance with the <i>Council Code of Conduct Division 3 Complaint Handling Policy</i> (June 2021). Their recommendation is presented to council.</p>	<p>Include a review deadline in the <i>Council Code of Conduct Division 3 Complaint Handling Policy</i> (June 2021).</p>	<p>Manager Governance response:</p> <p>Review deadline included in the Council Code of Conduct Division 3 Complaint Handling Policy.</p> <p>Complete – October 2021</p>
u. Auditing practices	<p>Like all other local governments, the City's audits are managed by the OAG. The audits are not influenced by council.</p> <p>The City does not conduct formal internal auditing.</p>	<p>Consider implementing internal processes for tests/checks for legislative compliance across the organisation. In particular, this</p>	<p>Manager Governance response:</p> <p>Given the additional expense and time constraints imposed</p>

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		would be to assist areas where legislative compliance might not be strongly understood and/or consequences are significant.	in taking part in OAG audits, additional internal auditing was considered unnecessary as an additional burden in recent review of the City's internal review policy. No further action considered necessary.
v. Monitoring breaches of the <i>Code of Conduct Employees 2020</i>	All employees are required to sign the Employee Code of Conduct (CoC) during their induction. An annual report of CoC breaches is compiled by the City's managers and reported to People and Culture. Employees will be encouraged to report breaches of the CoC in the new governance induction training.	Include adoption/approval details in the <i>Code of Conduct Employees 2020</i> (similarly to the City's policy template).	Manager People and Culture response: Sign off on Code of Conduct compliance part of every induction. Adoption/approval details included in the Code of Conduct.
w. Monitoring breaches of the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i>	The council amend and adopt the Councillor CoC. The current Councillor CoC was adopted in April 2021, in compliance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i> (WA). Councillor CoC breaches are reported to the Manager Governance (complaints officer).	Include adoption/approval details in the <i>Council Members, Committee Members and Candidates Code of Conduct 2021</i> (similar to the City's policy template).	Manager Governance response: Adoption/approval details included in the Council Members, Committee Members, and Candidates Code of Conduct 2021. Complete – October 2021
x. Leisure Centre monitoring legislative compliance	The Leisure Centre operates under the Western Australian Department of Health Code of Practice. The Code of Practice provides guidance for meeting regulatory requirements. Changes in legislative or regulatory requirements are identified in Improvement Notices from the Western Australian Department of Health and notifications from the industry peak body. For example, standards recently changed relating to chlorine gas management. After 18 months the Western Australian Department	Capture legislative requirements of the leisure centre in a compliance calendar. Ensure reminders are sent to multiple officers to ensure legislative compliance is met, without reliance on external bodies. Include legislative requirements	Manager Community Development response: The Centre has developed an annual planner to capture FLC/SRC legislative and compliance requirements.

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	<p>of Health began conducting onsite inspections to ensure swimming pools were compliant.</p> <p>The City often engages an independent consultant to interpret changes to Australian standards and advise the City. Where changes to the Leisure Centre's practices are required in order to be compliant with standards and legislation, the relevant officers consider various compliance and management strategies.</p> <p>Legislative requirements of the Leisure Centre are generally not captured in an internal guidelines/procedural documents. In some cases, the City relies on the annual review of licences and permits as compliance reminders/triggers.</p> <p>Officers at the Leisure Centre do not undergo training on legislative requirements specifically.</p>	<p>for the leisure centre in induction and refresher training for relevant leisure centre employees.</p>	
y. Preventing spread of infectious disease	<p>The <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> (March 2020) addresses hygiene standards and quarantine requirements for all employees, contractors and volunteers at the City of Fremantle. It also outlines responsibilities for employees and the employer.</p>	<p>Include a review deadline in the <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> (March 2020).</p> <p>The <i>Infectious Disease Prevention Policy for Coronavirus (COVID-19) Virus Administration Policy</i> was last reviewed in March 2020. If not already done, ensure this policy is being regularly reviewed (perhaps more regularly than the review deadline suggests). This is especially relevant following new information being released or a change in conditions.</p>	<p>Manager People and Culture response:</p> <p>Agreed. Policy reviewed January 2022 and review deadline included.</p>
z. Preparing COVID-19 Safety Plans	<p>Each of the City's sites has a <i>COVID-19 Safety Plan</i>. COVID-19 Safety Plans are the responsibility of the manager of each site (e.g. Art Centre, Library, Leisure Centre) based on a pro-forma provided by the state government. All <i>COVID-19 Safety Plans</i> were endorsed by the Manager Facilities to ensure minimum</p>	<p>Conduct internal audits to ensure all sites are acting in accordance with their <i>COVID-19 Safety Plan</i>. These audits should all be conducted by the same team to</p>	<p>Manager Community Development response:</p> <p>All new employees at FLC/SRC are required to complete a COVID 19</p>

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	<p>requirements were met. These plans address physical distancing, hygiene, training, compliance and response planning.</p> <p>Formal internal audits are not conducted to ensure <i>COVID-19 Safety Plans</i> are being complied with. It is the responsibility of the relevant manager to monitor compliance with the <i>COVID-19 Safety Plan</i>.</p> <p>The Facilities Team are able to provide guidance in relation to supplies and signage.</p>	ensure consistency.	<p>infection control (hygiene) online course and have read and understood how to use PPE. Requirements outlined in the Safety Plan are continued to be actioned. FLC Manager undertakes random audits of cleaning checklists.</p> <p>Manager Facilities and Environmental Management response:</p> <p>COVID-19 safety plans in each of the City's operational sites will be audited by the Facilities Management team.</p> <p>Complete – October 2021</p>
Aa. Freedom of information (FOI) training	<p>All staff responding to FOI access applications have completed the FOI Coordinator training at the Office of the Information Commissioner. Two of these officers have also completed Decision Maker qualifications. Officers will undertake refresher training if relevant legislation changes.</p> <p>The officers are also members of the WA FOI Group.</p> <p>Officers refer to the Fees and Charges where an applicant is required to pay a fee.</p>	No actions suggested.	<p>Information Management Team Leader response:</p> <p>Not required.</p>
Ab. Compliance with the State Records Act 2000 (WA)	<p>The City recently implemented a new document management system (M-Files). The tendering process for selecting the new system included the use of an expert panel. We understand from interviews with relevant officers that the panel ensured that the system was capable of meeting all legislative requirements prior to purchase.</p> <p>All employees receive digital training in record keeping roles and</p>	No actions suggested.	<p>Information Management Team Leader response:</p> <p>Not required.</p>

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	<p>responsibilities. This is completed during the induction process. Guidelines are also available in the document management system.</p> <p>Monitoring is conducted each month to identify Business Units with low registration figures (which suggests incorrect or inadequate use of the document management system). Complete reports are provided to the Management Team on a quarterly basis.</p> <p>The City has a team of officers described as Document Management System Champions. This team has been established to develop and encourage culture change regarding digitisation strategy. All business units have a representative in this working group.</p>		
Ac. Ensuring required information is published on the City's official website	<p>The Governance Team manage website requirements. This includes uploading committee meeting agendas and minutes in accordance with legislative requirements.</p> <p>The list of required documents published by the Department of Local Government, Sport and Cultural Industries (the Department) was used to ensure all required documents are available on the City's website, in accordance with the recent amendments to the Local Government Act 1995 (WA).</p>	No actions suggested.	<p>Manager Governance response:</p> <p>Noted, no action required.</p>
Ad. Review of delegations and authorisations	Delegations, authorisations and expenditures are reviewed annually	No actions suggested.	<p>Manager Governance response:</p> <p>Noted, no action required.</p>
Ae. Ensuring officers act in accordance with their delegations and authorisations.	<p>All officers that have a delegation receive a Notice of Delegation Letter, identifying the relevant delegation number. This letter states that it is the responsibility of the designated employee to understand their delegated powers including limitations, as seen in the Register of Delegated Authority. It also clarifies that it is the responsibility of the designated employee to correctly record their use of delegated authority.</p> <p>Employees with delegation are required to complete primary</p>	No actions suggested.	<p>Manager Governance response:</p> <p>Noted, no action required.</p>

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	<p>returns and annual returns.</p> <p>All officers that have an authorisation receive a Certificate of Authority for each financial year (which the officer must sign). The certificate identifies the relevant legislation or regulation and states that functions must be performed in accordance with applicable legislation. The officer will also be provided an identity card, as required by legislation.</p> <p>A member of the Governance Team meets with new officers to discuss their delegations and/or authorisations. The relevant manager and the Governance Team are available to provide clarification at any point if required.</p> <p>Governance induction training will be introduced in September 2021. Delegation induction training will also be included in the induction training program in early 2022.</p> <p>If an officer is temporarily acting in the role of a designated officer, it is the responsibility of the designated officer to identify if they would not like the acting officer to use certain delegated powers.</p>		
Af. Actioning audit findings	All audit actions are compiled in the Audit Actions Register (for more information please see "ARMC compliance with regulation 16(d) of the Local Government (Audit) Regulations 1996 (WA)").	No actions suggested.	Manager Governance response: Noted, no action required.
Ag. Reporting risks and issues to the ARMC and council	<p>Emerging Issues are reported to the ARMC.</p> <p>Additionally, the Corporate Risk Management Register (compiling all medium-high level risks) is reported to council regularly. This register is discussed at Executive Meetings and is mostly completed by the City's directors.</p>	No actions suggested.	Director City Business response: The City is currently further strengthening its approach to risk management through the implementation of a new risk management framework and associated processes / procedures.
Ah. Councillor disclosures of interests	<p>All councillors undertake training regarding disclosures of interest.</p> <p>Disclosures must be made in writing. Forms are available on the Bigtincan Hub and on the desks of all councillors at the beginning</p>	No actions suggested.	Manager Governance response: Noted, no action required.

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	<p>of council meetings.</p> <p>The Governance Team are available to assist if councillors have queries regarding disclosures of interest or gifts. The Governance Team will also raise concerns if they have reason to believe a disclosure may have been missed. All errors will be corrected in the meeting minutes.</p>		
Ai. Issuing parking infringements	<p>The City has a Parking Local Law (2006). This local law has recently undergone a review. The amended local law is currently with the Joint Standing Committee.</p> <p>All Parking Officers must complete training on the local law during the induction process. The Senior Parking Officer will then conduct on-the-job training with new Parking Officers.</p> <p>If Parking Officers encounter an unusual situation, they will call the Team Leader Parking for clarification. If required, the Team Leader Parking will consult with the City's solicitors.</p> <p>The process for issuing an infringement is essentially a checklist in itself. The software used is a third party system operating from Melbourne. Each step must be completed/accepted before proceeding to the next. The system includes all possible clauses in accordance with the local law. It is possible for an incorrect clause to be selected. According to the City's policy, three photos must be captured as evidence (the number plate, the infringement itself and the signage). Infringements download onto City server.</p> <p>Infringements from the last five years are stored on the City's database. Older infringements are stored on another database.</p>	No actions suggested.	<p>Manager Field Services response:</p> <p>Not required.</p>
Aj. Leisure Centre Safety Practices	<p>Practice is dictated by relevant Australian Standards. The Leisure Centre Safety Plans are available onsite.</p> <p>The City works closely with the Royal Life Saving Society, who provide guidelines for safe pool practices. Every three years the Royal Life Saving Society conducts an audit of the Leisure Centre and drafts a Risk Assessment and Safety Improvement Plan. This is funded by LGIS. The document includes references to the Code of Practice and relevant Regulations, for example the Health</p>	No actions suggested.	<p>Manager Community Development response:</p> <p>Not required.</p>

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	<p>(Public Buildings) Regulations 1992 (WA), the Health (Aquatic Facilities) Regulations 2007 (WA), the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA) and the Occupational Safety and Health Regulations 1996 (WA).</p> <p>The City's Emergency Control Committee promotes local emergency planning and preparedness. The Leisure Centre has an Emergency Response Plan. Emergency Evacuation Drills are conducted annually. A third party is engaged to assist in order to receive an independent assessment.</p> <p>Leisure Centre employees undergo regular workplace health and safety training and first aid. For example, regular refresher training for self-contained breathing apparatus is conducted by an external agency.</p> <p>Various safety checks are regularly conducted, in some cases on a daily basis. This includes checking regulator cartridges and testing the defibrillator. We understand these routine checks are guided by checklists (completed and recorded).</p> <p>Safety equipment, including the defibrillator, are contracted to be serviced every six months.</p>		
Ak. Ensuring leisure centre prices are aligned with the Schedule of Fees and Charges	<p>New fees and charges are usually advertised in July (including leisure centre notice boards) and implemented on 1 August.</p> <p>The response to updated fees and charges are digitised i.e. the sale software is updated with new prices.</p>	No actions suggested.	<p>Manager Community Development response:</p> <p>Not required.</p>
Al. Managing lockdowns	<p>We were informed by employees of the City that the City has a Business Continuity Plan for pandemics and was able to efficiently respond to lockdown scenarios by requesting all non-essential staff to work from home. Staff are now familiar with working from home practices and are instructed to take their devices home each day in preparation for potential future "lock-down" events.</p> <p>We understand from the relevant officers that procedures are in</p>	No actions suggested.	<p>Manager People and Culture response:</p> <p>Not required.</p>

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	<p>place to support essential staff, where reasonable.</p> <p>Essential services are managed to ensure continuity of services. For instance, waste removal services continued during lockdowns on a three-week shift pattern. Shift teams were isolated from each other to reduce the possibility of shift workers contracting the virus from one another.</p> <p>New programs were commenced during lockdown to support vulnerable people. For example, the Neighbour to Neighbour program provided a network for residents to assist those in need by completing basic tasks for them in accordance with lockdown requirements (e.g. grocery shopping, collecting medication, dog walking, etc.).</p> <p>Some programs are now being run completely online to avoid disruptions. For example, the Art Market is now operating online.</p> <p>Debriefs are conducted after each lockdown to identify issues and areas for improvement.</p>		
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ARMC2202-4 WALYALUP CIVIC CENTRE – PROJECT UPDATE

ATTACHMENT 1 - Risk Register Summary (February)

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)	Unlikelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,H,M,L)						Control Efficiency (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk (E,H,M,L)		
MAY / JUNE 2021 - LIQUIDATION EVENT (LE) - Summary Level Only																		
BUILDING / PHYSICAL																		
1	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.
2	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 possion of site as of 19 July 21.	Works progressing.
3	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.
4	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&Cs, 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.
5	Contractors - work continuity	Contractors move to other works - CoF unable to re-engage or face delays or cost increases / amended T&Cs.	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.	CoF	PD, PT	15-Jun-21	closed	1	80%	3.2	L	All deeds / T&Cs, warranties log of claims secured.	All contractors re-engaged and active where remaining works.
6	Building open to weather damage	Building open with key elevations not complete - facade 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	closed	1	90%	2	L	Building now wind and weather tight.	Roofing finished, all key windows and facades installed and pressure tested.
HEALTH & SAFETY																		
7	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	closed	1	80%	3.2	L	PCOccupancy Certificate achieved - Building occupied.	Building Managed through FM, service leads and Operational Management plans.
8	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. Worksite 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																		
9	Insurance	Works Insurance covered as part of the Pindan contracted work. Cover ceased 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	90%	2	L	Project Works Cover / Building and 3rd party cover, works compensation in place.	Policies in place - CDI policies (copies) provided.
10	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 C&A 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	closed	1	80%	2.4	L	PBA suspension lifted by EY. CoF now have access to main account and the retention account.	Accounts accessed and monitored.
11	Project Budgets / Contingencies	CoF Budget remains against the contracted works (@ circa \$3.6m) remaining contingency available (@ circa \$500k). Unsure of actual cost to complete.	24-May-21	4	4	16	E	Project team reviewing works and costs to complete. Full cost review exercise underway. All cost implications to be held against the insurance bonds.	CoF	PD, PT	1-Nov-21	ongoing	1	80%	3.2	L	Cost to complete actively monitored through project team QS and project Managers - Admin team dedicated to tracking costs and commitments (inc weekly review). Current estimated construction outturn cost is \$46,807,128 (ex GST). NB. Bonds cashed @ \$3.6m.	TechOne - WBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified. Remaining draw-down schedule produced - final accounts being collected and reviewed.
12	Bonds	Bond security, access and ability to draw - Bonds are in place for - performance @ 5% contract value, facade bonds @ \$1.6m for material supply. Other for significant materials works (Lifts)?	24-May-21	4	3	12	E	CoF immediately moved to cash in all relevant insurance bonds to protect against works performance and materials.	CoF	PD, PT	28-May-21	closed	1	80%	2.4	L	All bonds secured by the CoF 28-May-21	payment remittance received for all performance and Material (facade) bonds.
13	Increased Contractor costs	The hold in work activity and delays resulting from the LE may lead to contractors / suppliers applying additional charges (eg. storage or mobile-mob).	24-May-21	3	4	12	E	Active liaison with contractors ongoing. Novation deeds have secured - the majority of costs under existing Pindan T&Cs. (batch one contractors). Batch two are unsecure agreements - see below.	CoF	PD, PT	1-Nov-21	closed	1	80%	2.4	L	The project team have secured all contractors to complete the contracted works (on original Pindan costs), continuity and price security.	TechOne - New WBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
14	Increased Contractor costs	The LE with Pindan may break the existing contract / T&Cs with batch two subcontractors / suppliers - the CoF may face delays or revised costs from contractors with new terms.	24-May-21	3	3	9	H	Active liaison with contractors ongoing. Batch two areas are low risk - mainly supply and rates for agreed works.	CoF	PD, PT	1-Nov-21	closed	1	80%	1.8	L	As above - all Batch 2 contractors are secured and active.	TechOne - New WBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
15	NEW: COVID Supply chain delays, labour shortages.	Suppliers and contractors costs are increasing and works / delivery timeframes are increasing. This is putting pressure on work program and PC delivery.	13-Oct-21	2	3	6	M	Project team actively liaising with contractors and suppliers and rechecking programs / delivery lead times etc.	CoF	PD, PT	31-Mar-22	ongoing	2	60%	2.4	L	Regular proactive liaison underway across all areas. Some delays are occurring for contractor availability for defect rectification. (minor items).	CDI Group Maintenance (and defects) system capturing all issues / potential outstanding works - retention/payment held against completion of all works.
16	Prolongation Costs	The LE will prolong the works on site, this will lengthen consultant engagement and extend fees on a pro-rata basis.	24-May-21	3	4	12	E	The CoF have engaged with the relevant consultants re prolongation costs. These are agreed to be applied on a pro-rata basis but will reflect activity / work level fluctuations.	CoF	PD, PT	1-Nov-21	closed	1	80%	2.4	L	Costs locked against PC - achieved November 2021.	TechOne - New WBS in place with WO's for specific post liquidation events. All costs/commitments and contractor payments tracked and certified.
17	Tenancy delays	Disruption and delays may impact availability of tenancy space and or may jeopardise executing / attracting new tenants.	24-May-21	3	3	9	H	CoF are actively liaising with the prospective tenants. These areas of the building will be prioritised for clearing and access to minimise potential tenancy delay.	CoF	PD, PT	31-Mar-22	ongoing	2	60%	3.6	L	Area 3 - CoF Visitor Centre - opened January 2022. Newman Court tenancies agreed - fit out staged in consultation with tenants. Other areas under negotiation/seeking proposals. (Separate fit-out budget for tenancies).	No additional project costs or provisions (relating to LE) included.
RESOURCING																		
18	CoF Staff availability	CoF staff and internal workforce planning had not anticipated active delivery involvement in the project beyond August 21.	24-May-21	2	3	6	M	Infrastructure Managers have reviewed workload and updated their respective workforce planning (and FY works programming).	CoF	PD, PT	1-Nov-21	closed	1	80%	1.2	L	Construction works complete - defects managed through FM.	Defects logged and managed through FM and CDI procure' system.
19	Project Team / knowledge and experience	Loss of the site project team (Pindan) will create a significant void in project knowledge and contractor relationship management / continuity. Significant risks, costs and delays inevitable.	24-May-21	4	5	20	E	CoF to immediately move to engage the key Pindan site project team. Risks remains in terms of staff retention - construction market running very hot - numerous approaches for staff occurring.	CoF	PD, PT	1-Nov-21	closed	1	80%	1	L	Construction works complete - project team finished.	FM team now manage the building (in-house).
20	Consultant Support (Lead Architect and Specialists)	Consultants have not forecast active delivery involvement beyond July 21 - resourcing and availability could be a challenge.	24-May-21	2	3	6	M	CoF liaised with all consultants on availability / resourcing going forward.	CoF	PD, PT	8-Jun-21	closed	1	80%	1.2	L	resource availability confirmed.	Consultants active and engaged.
REPUTATIONAL / COMMUNICATIONS																		
21	Community concern and or negative publicity over LE - especially potential cost blow-outs and delays.	The halt in works could extend or become more damaging, the could increase costs and management risk.	24-May-21	3	4	12	E	CoF commits team to provide status updates. Timing and link to key events important.	CoF	PD, PT	1-Nov-21	closed	1	80%	2.4	L	Project updated via the Audit and Risk Committee. Building opening events have successfully taken place. Commis plan and updates to continue - ongoing activation program in place.	Updates and Reports.
22	CoF staffing - Morale	The delay (and any poor publicity) may have a negative impact on staff morale and change readiness.	24-May-21	2	3	6	M	Staff updates provided, Change champion tour arranged to highlight the advance stage of the internal works.	CoF	PD, PT	1-Nov-21	closed	1	80%	1.2	L	Building occupied - cultural change activities remain through P&C.	COFI updates / staff feedback is very positive.
TIMING / PROGRAM																		
23	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	22-Nov-21	closed	1	80%	3.2	L	PC / Occupancy achieved October 2021 Service offering / building opened 22 November.	Construction team meeting have stopped. Facilities Team Meeting continue from an operational perspective.
LEGACY / FUTURE ISSUES																		
24	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 remaining works and payments.	CoF	PD, PT	1-Nov-21	closed	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 developed, and held by Facilities Management. A target budget allocation is to be retained 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.

25	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-Dec-21	closed	1	80%	1.8	L	Plant initiation and commissioning has been completed.	Commissioning and status reports.
26	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.	31 Nov 2022	ongoing	1	80%	1.8	L	Budgets and retentions are retained to address the outstanding defects - CDI Group are supporting the FM through the closure process.	Contract Agreement. CDI - procure system.

ATTACHMENT 2 - Green Mark –Incident report 26 November 2021

RECORD OF EVENTS

OVERFLOW OF FIRE TANKS
FOR
KING SQUARE CIVIC CENTRE & LIBRARY

Event Date: 25-NOV-2021
Record Date: 26-NOV-2021

Recorded By: Dan Dainard
Revision: 0

CREATED FOR



CREATED BY





Overflow of Fire Tanks for
King Square Civic Centre & Library
Revision 0

GREEN MARK
ENGINEERING





ON-SITE REVIEW NOTES

Item No.	Note	Supporting Information
SUMMARY	<p>On the 25th of November the City of Fremantle requested attendance to site to review an incident that occurred that day. Many of the facilities lower levels had been flooded from overflow out of the Fire Tanks. The root cause appears to be debris caught in the fill valves diaphragm which restricted the valve from closing leading to overflow from the tank. Although the overflow was reasonably controlled by the tank, exiting the tank through the overflow line, the amount of water was too much for the rooms and facilities drainage systems to manage resulting in the fire pump room filling up with over 1 meter depth of water.</p> <p>This report is intended to record the information presented and collected during the on-site review.</p>	
001	The flow from the inlet valve used to fill the tank is designed to be approximately 31lps. It has not been confirmed if the inlet valve has been restricted to limit it to 31lps or if it provides more flow then required.	
002	The drain line from the fire pump and tank room appears to be the same size as the overflow line but is not expected to be capable of carrying the same quantity of water due to inlet, venting, and other restrictions.	
003	The sump pump installed is capable of pumping 13lps.	
004	The inlet valve was tested and dismantled by the wet fire contractors and a piece of debris was found which is believed to be the cause of the issue.	

**Overflow of Fire Tanks for
King Square Civic Centre & Library**
Revision 0

**GREEN MARK
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Item No.	Note	Supporting Information																																				
005	<p>A photograph of the diaphragm was taken after the debris was removed. Pic 1 is side of the diaphragm connected to the valve housing. Pic 2 is the side connected to the end plate; an imprint from the debris can be seen in the picture.</p>	 																																				
006	<p>The following alarms were found within the Building Management Systems event log.</p>	<table border="1"> <tbody> <tr> <td>25/11/2021 12:08:51 PM</td><td>Fire Alarm (MSB-L-3)</td><td>General fire alarm has cleared. Associated equip:</td></tr> <tr> <td>25/11/2021 12:08:53 PM</td><td>Fire Alarm (MSB-L-3)</td><td>General fire alarm has cleared. Associated equip:</td></tr> <tr> <td>25/11/2021 12:08:53 PM</td><td>Fire Alarm (MSB-L-4)</td><td>General fire alarm has cleared. Associated equip:</td></tr> <tr> <td>25/11/2021 12:54:53 AM</td><td>Stormwater Pump Station 2 (North Courtyard) LG Alarm</td><td>The stormwater pump controller is indicating a p</td></tr> <tr> <td>25/11/2021 11:29:40 AM</td><td>Stormwater Pump Station 3 (North Courtyard) LG Alarm</td><td>The stormwater pump controller is indicating a p</td></tr> <tr> <td>25/11/2021 11:29:42 AM</td><td>Stormwater Pump Station 1 (New Linquette) LG Alarm</td><td>All pump faults have cleared. More information o</td></tr> <tr> <td>25/11/2021 11:13:46 AM</td><td>VOMQ Elevator Trip/Fault</td><td>Pump previously failed to start.</td></tr> <tr> <td>25/11/2021 8:19:11 AM</td><td>L/G Transformer Leak Detected</td><td>Water has been detected on the floor near this Al</td></tr> <tr> <td>25/11/2021 8:09:51 AM</td><td>L/G Plasterboard Leak Detected near B10-L-G-W</td><td>Water has been detected on the floor near this Al</td></tr> <tr> <td>25/11/2021 8:07:45 AM</td><td>L/G Plasterboard Leak Detected near B10-L-G-F</td><td>Water has been detected on the floor near this Al</td></tr> <tr> <td>25/11/2021 8:07:39 AM</td><td>L/G Plasterboard Leak Detected near B10-L-G-E</td><td>Water has been detected on the floor near this Al</td></tr> <tr> <td>25/11/2021 8:07:07 AM</td><td>L/G Plasterboard Leak Detected near B10-L-G-C</td><td>Water has been detected on the floor near this Al</td></tr> </tbody> </table>	25/11/2021 12:08:51 PM	Fire Alarm (MSB-L-3)	General fire alarm has cleared. Associated equip:	25/11/2021 12:08:53 PM	Fire Alarm (MSB-L-3)	General fire alarm has cleared. Associated equip:	25/11/2021 12:08:53 PM	Fire Alarm (MSB-L-4)	General fire alarm has cleared. Associated equip:	25/11/2021 12:54:53 AM	Stormwater Pump Station 2 (North Courtyard) LG Alarm	The stormwater pump controller is indicating a p	25/11/2021 11:29:40 AM	Stormwater Pump Station 3 (North Courtyard) LG Alarm	The stormwater pump controller is indicating a p	25/11/2021 11:29:42 AM	Stormwater Pump Station 1 (New Linquette) LG Alarm	All pump faults have cleared. More information o	25/11/2021 11:13:46 AM	VOMQ Elevator Trip/Fault	Pump previously failed to start.	25/11/2021 8:19:11 AM	L/G Transformer Leak Detected	Water has been detected on the floor near this Al	25/11/2021 8:09:51 AM	L/G Plasterboard Leak Detected near B10-L-G-W	Water has been detected on the floor near this Al	25/11/2021 8:07:45 AM	L/G Plasterboard Leak Detected near B10-L-G-F	Water has been detected on the floor near this Al	25/11/2021 8:07:39 AM	L/G Plasterboard Leak Detected near B10-L-G-E	Water has been detected on the floor near this Al	25/11/2021 8:07:07 AM	L/G Plasterboard Leak Detected near B10-L-G-C	Water has been detected on the floor near this Al
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007	<p>An alarm was received by the monitoring team indicating a fire pump had run. The wet fire contractor advised that the pumps were not found running when they arrived.</p>																																					

Overflow of Fire Tanks for
King Square Civic Centre & Library
Revision 0

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Item No.	Note	Supporting Information
008	The photo to the right shows the fire pump room door from the outside while the room was flooded.	

-END OF RECORD-

If any of the items recorded are believed to have been misinterpreted, please advise me and the record can be reviewed, revised, and reissued if required.

Please feel free to reach out if you would like to discuss the outcomes further.

Sincerely,

Dan Dainard

Commissioning Manager | Director

MIEAust CPEng ME • LEED GA • M.AIRAH • M.CIBSE • M.ASHRAE

Green Mark Engineering

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Email: ddainard@greenmarkeng.com.au

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ARMC2202-6 PURCHASING POLICY EXEMPTIONS DECEMBER 2021

ATTACHMENT 1 - Purchasing Policy Exemption Details November 2021 to December 2021

Approved Exemptions - November to December 2021						
No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
Artist Exemptions						
1	Rachel Riggs	Community engagement and puppet making facilitation. The Artist possess substantial previous experience in puppet making at scale and aboriginal engagement.	One-Off	\$ 3,000.00	8-Nov-21	Director Community Development
2	Midrar (Walley Family)	Traditional Nyoongar dance performance. The Artist possess Extensive experience in public performance of Nyoongar traditional dance, song and storytelling	One-Off	\$ 2,000.00	11-Nov-21	Director Community Development
3	Wadambuah Dance Group	Traditional Nyoongar dance performance. Highly experienced traditional Nyoongar dancers, have performed multiple times at Wardarnj	One-Off	\$ 2,000.00	11-Nov-21	Director Community Development
4	Kwarbah Djookian	Traditional Nyoongar dance performance. Highly experienced dance troupe, have performed multiple times at Wardarnj	One-Off	\$ 2,000.00	11-Nov-21	Director Community Development
5	Grace Barbe's Creole All Stars	All star band featuring multiple performers designed to coincide with IOTA exhibition and program. The Artist possess significant performances experience and a well established reputation	One-Off	\$ 2,500.00	11-Nov-21	Director Community Development
6	Sandy McKendrick	Sandy has decades worth of experience working with kids and community groups to facilitate workshops, she has worked with us successfully before on festival projects, with CANWA exhibitions and other projects.	One-Off	\$ 5,220.00	3-Dec-21	Director Community Development
7	Esther McDowell Yabini Kickett	The Artist (curator) is being commissioned to curate an exhibition in Kathleen O'Connor Gallery and adjacent North Hall Gallery (if required) at FAC, to be presented by FAC alongside the Revealed Emerging Aboriginal Art showcase. Esther has been selected by Glenn Isager-Pilkington on basis of specialist knowledge in Nyoongar visual arts and culture. curator has a proven track record in the industry and expertise.	One-Off	\$ 4,125.00	3-Dec-21	Director Community Development
8	Michael Alvarez	The artist Michael Alvarez will be providing 3 specialist spinning flower workshops during the course of the hundreds and thousands exhibition for kids. in keeping with sustainability messaging in the exhibition Michael has been commissioned to create custom workshops for kids to create their very own spinning flower from recycled materials. Michael has over 4 decades experience working with community groups and kids and is a world renowned kite specialist.	One-Off	\$ 4,000.00	3-Dec-21	Director Community Development
9	Soul Alphabet	The artist/group will be producing an exhibition and public program series as part of the Perth Festival 2022. the offering includes a suite of new photographic works, an in conversation series and select musical offerings. Soul Alphabet has been proposed by the Perth Festival and has been engaged by our director Anna Reece on the basis that they represent a diverse and engaged community of CALD artists based in the Perth region made up of African Diaspora artists. they are an organisation/group with highly specialised knowledge working in the arts community in Perth	One-Off	\$ 7,000.00	6-Dec-21	Director Community Development
Original Equipment Manufacturer (OEM)						
10	Schindler Lifts Australia Pty Ltd	Within days of the practical completion of construction of Walyalup CC we had a significant flood from the fire booster system. Urgent works are required to make the building safe, the insurer (LGIS) have attended site and advised that the City's progress in making the building safe, drying out the lower ground floor and getting the opening the site again as soon as practicably possible was the correct action. Verbal instruction was given to Schindler to make the lifts safe and assess the damage. A purchase order is required to cover these emergency works and also intended to undertake remedial works should they be approved by CoF staff. There is no budget currently available however it is assumed that the costs will be covered by the City's insurer	One-Off	\$ 25,000.00	2-Dec-21	Director Infrastructure
11	Wesco Electrics (1966) Pty Ltd	Within days of the practical completion of construction of Walyalup CC we had a significant flood from the fire booster system. Urgent works are required to make the building safe, the insurer (LGIS) have attended site and advised that the City's progress in making the building safe, drying out the lower ground floor and getting the opening the site again as soon as practicably possible was the correct action. Verbal instruction was given to Wesco to make the electrical installation safe and assess the damage. A purchase order is required to cover these emergency works and also intended to undertake remedial works should they be approved by CoF staff. There is no budget currently available however it is assumed that the costs will be covered by the City's insurer. this does not include comms wiring work.	One-Off	\$ 20,000.00	2-Dec-21	Director Infrastructure

No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
12	Mechanical Project Services Pty Ltd	Within days of the practical completion of construction of Walyalup CC we had a significant flood from the fire booster system. Urgent works are required to make the building safe, the insurer (LGIS) have attended site and advised that the City's progress in making the building safe, drying out the lower ground floor and getting the opening the site again as soon as practicably possible was the correct action. Verbal instruction was given to MPS to assess the damage. A purchase order is required to cover these emergency works and also intended to undertake remedial works should they be approved by CoF staff. There is no budget currently available however it is assumed that the costs will be covered by the City's insurer.	One-Off	\$ 5,000.00	2-Dec-21	Director Infrastructure
13	Selected Plumbing Pty Ltd	Within days of the practical completion of construction of Walyalup CC we had a significant flood from the fire booster system. Urgent works are required to make the building safe, the insurer (LGIS) have attended site and advised that the City's progress in making the building safe, drying out the lower ground floor and getting the opening the site again as soon as practicably possible was the correct action. Action on site by the plumber reduced the impact on the building of the incident. A purchase order is required to cover these emergency works and also intended to undertake remedial works should they be approved by CoF staff. There is no budget currently available however it is assumed that the costs will be covered by the City's insurer.	One-Off	\$ 5,000.00	2-Dec-21	Director Infrastructure
14	Firesafe Systems Pty Ltd	Within days of the practical completion of construction of Walyalup CC we had a significant flood from the fire booster system. Urgent works are required to make the building safe, the insurer (LGIS) has attended site and advised that the City's progress in making the building safe, drying out the lower ground floor and getting the opening the site again as soon as practicably possible was the correct action. Attendance of the contractor on the day essential to understand and minimise the effect of the incident and provide support for staff and equipment for drying out the building. A purchase order is required to cover these emergency works and also intended to undertake remedial works should they be approved by CoF staff. There is no budget currently available however it is assumed that the costs will be covered by the City's insurer.	One-Off	\$ 50,000.00	2-Dec-21	Director Infrastructure
15	Steamatic	Cleaning / restoration contractor recommended by LGIS insurance assessor	One-Off	\$ 15,000.00	2-Dec-21	Director Infrastructure
16	OEE trust T/A TA Oasis Electrical	Both the consultant and contractor involved with the design and installation of the natural ventilation louvres are no longer trading. There are no other known contractors in WA that specialise in this equipment which is integral to the HVAC system of WCC.	One-Off	\$ 30,000.00	14-Dec-21	Director Infrastructure
Specialist Consultancy						
17	Friends of Clontarf Hill and Adjacent Bushland Inc.	Council approved a contribution of \$10,000 for Friends of Clontarf Hill and Adjacent Bushland who are a community friends of bushland group active in the restoration of Clontarf Hill remnant bushland that has both environmental and Aboriginal cultural significance. Friends of Clontarf Hill sought the City's support for a woody weed control project for which they were seeking State NRM Office funding for, the City's contribution proposal was submitted for 2021/22 FY budget that Council supported to the value of \$10,000 (budget request was for \$18,500)	6 months	\$ 10,000.00	9-Dec-21	Director Infrastructure
18	Perth Region NRM Inc.	Perth NRM are the nationally recognised regional NRM group for the Perth metropolitan region. The City has a long standing relationship with the Perth NRM Coastal and Marine Program. The program provides a coastal facilitator that supports the City's community engagement and on-ground dune restoration activities at its four beaches. The coastal facilitator works with community groups including schools, community coastcare groups and other NGO's including SERCUL and Conservation Volunteers Australia to deliver revegetation, beach clean-up and caring for our coast awareness activities.	1 Year	\$ 15,000.00	14-Dec-21	Director Infrastructure
Sole Source of Supply						
19	BING Technologies Pty Ltd	Cost analysis current costs with AusPost against projected BING cost. Management team presentation and approval granted.	On-going	fee for service	25-Nov-21	CEO

Total	\$ 206,845.00
Artists	\$ 31,845.00
OEM	\$ 150,000.00
Specialist Consultancy	\$ 25,000.00
Sole Source	\$ -

ARMC2202-8 INFORMATION REPORT – FEBRUARY 2022

STATUS REPORT OF COUNCIL MOTIONS – 1 JULY 2021 TO 30 NOVEMBER 2021

ATTACHMENT 1 - Status Report of Council motions – 1 July 2021 to 30 November 2021

Motions incomplete and ongoing in the reporting period

1 July 2021 to 30 November 2021

The motions included in this section are those decisions that have not yet been fully completed. 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 Economic Development and Marketing	OCM	FPOL1911-5	NEW LEASE AND SUB LEASE AT 123 BEACH STREET, FREMANTLE	Sub lease has been lodged with Landgate and will be executed shortly.	Ongoing	30/08/2021 30/06/2022
Manager Facilities and Environmental Management	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	The first 12 months of FOGO ended late November 2020 following which officers were requested to undertake a review of the verge collection and establish options. Officers have consulted with other Local Authorities and have undertaken public consultation. A presentation of findings is planned for a January Informal Elected Members Meeting.	Ongoing	30/09/2021 31/01/2022
Manager Field Services	OCM	C2005 - 4	ADOPTION OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020 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.	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. 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. 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. A report will be bought to Council after the initial cat trapping in April 2021 when the results of the trapping are known. 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. Cat trapping stats obtained from Parks Team on the 2 September, report to be prepared for February Finance, Policy, Operations and Legislation Committee.	Ongoing	8/12/2021 9/02/2022
Director City Business	OCM	C2006-9	FREMANTLE MARKETS ESSENTIAL WORKS AND LEASE EXTENSION PROPOSAL	Scope and design works have been completed and agreed by all parties. Currently out for tender.	Ongoing	30/09/2021 30/06/2022
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 31/01/2022
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 31/01/2022

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	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREO PTY LTD – 18 PHILLIMORE STREET, FREMANTLE	Lease under development and subject to Bakpak Freo obtaining planning and building approvals.	Ongoing	31/08/2021 31/01/2022
Manager Strategic Planning	OCM	SPT2103-3	CAT BUS REVIEW 2020/21 AND FINDINGS	Letter to Public Transport Authority (PTA) sent 1/4/21. Further consultation with adjoining local authorities undertaken (including meetings 5/21 and 11/21). Update provided to South Fremantle Precinct Group 13/4/21. Patron survey (visual) conducted 4/21. Intercept survey completed 30/06/2021. Discussions with PTA regarding passenger count utilisation data ongoing. Draft report complete: to be referred back to Council estimated March 2022.	Ongoing	30/11/2021 23/03/2022
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. Discussions with Lefroy Road Quarry agencies and Development WA regarding coordinated redevelopment options undertaken 8/21 and 10/21 and ongoing. Estimated update to Council March 2022	Ongoing	31/12/2021 23/03/2022
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 1/02/2022
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 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 Parks and Landscapes	OCM	FPOL2104-3	INCREASING CANOPY COVER AND BIODIVERSITY IN THE CITY OF FREMANTLE	Community engagement was undertaken in September 2021 to inform the revision of the Street and Reserve Tree Policy and Verge Garden Policy. A \$10,000 budget was adopted to support the Friends of Clontarf Hill bushland restoration works. Budget was not adopted for the 2021/22 financial year budget to reinstate the verge garden preparation assistance scheme, to provide materials, resources and financial assistance to support Friends of Groups or to support the implementation of green linkage projects.	Ongoing	21/12/2022
Manager Strategic Planning	SPT	SPT2107-1	LOCAL PLANNING POLICY – WASTE MANAGEMENT PLANS FOR NEW DEVELOPMENT - DRAFT	Consultation undertaken 24/9/21 to 22/10/21. 3 submissions received: to be reported back to Council est. 02/22.	Ongoing	23/02/2022
Manager Strategic Planning	SPT	SPT2107-2	REVIEW OF HERITAGE AREAS, DRAFT LOCAL PLANNING POLICY 3.6 'DEVELOPMENT IN HERITAGE AREAS' & REVISIONS LOCAL PLANNING POLICY 1.6 'HERITAGE ASSESMENT'- ADOPT FOR PUBLIC CONSULTATION	Consultation in train 22/10/21 to 26/11/21: to be referred back to Council est 2/22	Ongoing	23/02/2022

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 People and Culture	OCM	C2107-5	CEO PERFORMANCE REVIEW COMMITTEE REPORT	Review process in place and being actioned. A new committee is elected after the October 21 local government elections.	Ongoing	30/06/2022
Director City Business	FPOL	FPOL2108-6	PROVISION OF MARKETS AT SOUTH BEACH	An Expression of Interest (EOI) tender has been delivered to identify an operator for a summer market at South Beach, or alternate suitable locations within Fremantle. A second EOI was delivered and currently being assessed.	Ongoing	28/02/2022
Manager Information Technology	FPOL	FPOL2108-7	TENDER FOR PC FLEET REPLACEMENT	Tender for PC Fleet Replacement has been awarded to the preferred tenderer, Data#3. The equipment associated with this tender has been ordered and the City's Information Technology team is currently working with the vendor to deliver this project.	Ongoing	31/01/2022
Director City Business	OCM	FPOL2108-12	ANNUAL EVENT SPONSORSHIP	Annual events sponsorship contributions adopted at August Ordinary Meeting of Council. Relevant funding agreements have been developed and are being implemented.	Ongoing	1/07/2024
Director Community Development	FPOL	Petition	<p>Submitted 8 September 2021 (FPOL): Cr Doug Thompson presented a petition with 96 of signatures requesting the following: North Fremantle Club Revival <i>Members of the community have been providing feedback for some time about the lack of access to and difficulty of getting membership of the Bowling Club premises.</i> <i>Following a meeting with the Deputy Mayor and the two Ward Councillors, we understand the Council will be considering the long-term future of the Bowling Club and associated infrastructure in the context of the recreation Community Plan.</i> <i>The community calls on the Council to resolve the current issues with the Bowling Club. We ask the Council to take the premises back into Council care and control for a short period and to put the facility out expressions of interest to community members or organisations with a view to maximising community access and use of the premises.</i></p>	A council report has been prepared for November Council, recommending the CEO establish a Reference Group to progress this matter. The Reference Group will report back to Council in March 2022.	Ongoing	31/03/2022
Director City Business	FPOL	FPOL2109-1	WALYALUP KOORT VISITOR CENTRE AND COMMUNITY HUB CONCEPT	Visitor centre currently being fitted out. Estimated opening in late January early February 2022.	Ongoing	28/02/2022
Manager Strategic Planning	SPT	SPT2109-1	LOCAL PLANNING POLICY 2.2 – SPLIT DENSITY CODES AND ENERGY EFFICIENCY AND SUSTAINABILITY SCHEDULE – REVIEW	Consultation in train 29/10/21 - 22/11/21: to be referred back to Council estimated 1/22	Ongoing	19/01/2022
Manager Asset Management	OCM	FPOL2109-14	FORMER NAVAL STORE BUILDING IMPROVEMENTS	Parking plan to be incorporated in construction management documentation.	Ongoing	1/04/2022
Manager Strategic Planning	OCM	SPT2109-2	LOCAL HERITAGE SURVEY AND HERITAGE LIST - ANNUAL UPDATE 2021	Consultation in train 3/11/21 – 26/11/21: to be referred back to Council est 2/22	Ongoing	23/02/2022
Manager Community Development	OCM	C2110-3	GRANT APPLICATION- LOCAL GOVERNMENT PARTNERSHIP FUND FOR HOMELESSNESS	Application submitted. Notification is expected in early 2022.	Ongoing	30/04/2022
Manager Economic Development and Marketing	OCM	Petition	<p>Submitted 27 October 2021 (OCM) Cr Andrew Sullivan presented a petition from Cheynee Cullen, requesting Harbour Road, South Fremantle become residents only parking. The petition contains 15 signatures.</p>	Officers are assessing the request for resident only parking, taking into account current resident parking arrangements, on and off street parking provision and nearby land uses. A report will be prepared for Council.	Ongoing	31/03/2022

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 Field Services	OCM	Petition	Submitted 27 October 2021 (OCM) Cr Adin Lang presented a petition from Murray and Sue Slavin requesting consideration for the coordination of a rat eradication plan that targets the area bound by Quarry, Barnett and Shuffrey Street. The petition contains 29 signatures.	On 18 November, the Senior Environmental Health Officer attended and assessed the area bounded by Quarry Street, Shuffrey Street, and Parry Street. No rodent activity or likely rodent harbouring environments were identified during the assessment. Due to the public health and environmental risks associated with chemical rodenticide treatments, the Environmental Health Section does not recommend treatments on public land but invites residents to report properties of concern so that the Section can work with the owners and occupiers of properties to adequately control rodents. On this same date, the Manager Field Services and Senior Environmental Health Officer attended the Arts Centre Precinct Meeting where this matter was discussed and the above information relayed. It was also agreed to send further information on rodent/rat control to those properties in the area, to provide residents with information and advice on rats and their control. Correspondence, with the above information was mailed to residents of Quarry Street, Shuffrey Street and Barnett Street, on 1 December. A report will be provided to Council in the New Year advising of the above	Ongoing	1/12/2021 9/02/2022
Manager Community Development	FPOL	FPOL2111-4	PETITION NORTH FREMANTLE BOWLING CLUB	A council report has been prepared for November Council, recommending the CEO establish a Reference Group to progress this matter. The Reference Group will report back to Council with the EOI criteria in Jan 2022.	Ongoing	31/01/2022
Director City Business	FPOL	FPOL2111-2	WALYALUP KOORT INTERIM PLACE DEVELOPMENT PLAN	Plan adopted and now being implemented. Development of Place Management Plan to commence in 2022.	Ongoing	30/06/2022
Chief Executive Officer	OCM	FPOL2111-12	ELECTED MEMBER MOTION – CR ADIN LANG - AMENDMENT OF CITY OF FREMANTLE CAT MANAGEMENT LOCAL LAW 2020	A proposal to amend the Cat Management Local Law is anticipated to be presented to Council (through FPOL) in February 2022.	Ongoing	9/02/2022
Manager Governance	OCM	ARMC2111-1	APPOINTING AN INDEPENDENT MEMBER TO THE AUDIT AND RISK MANAGEMENT COMMITTEE	The terms of reference for the Audit and Risk Management Committee has been updated to allow for two independent members as per Council resolution, and the Council: Committees and Groups Register 2021-2023 has been updated on the City's website. Interviews with a shortlist of candidates agreed by the CEO, Presiding Member and Deputy Presiding Member of the Committee will take place in December.	Ongoing	28/02/2022
Chief Executive Officer	OCM	ARMC2111-2	CITY OF FREMANTLE RISK MANAGEMENT FRAMEWORK	The Framework has been adopted and will be rolled out through the organisation in the coming months.	Ongoing	30/06/2022
Manager Finance	OCM	ARMC2111-5	OVERDUE DEBTORS REPORT AS AT 31 OCTOBER 2021	Report to be presented to ARMC January 2022 meeting	Ongoing	31/01/2022
Director City Business	OCM	C2111-1	CITY OF FREMANTLE PARKING LOCAL LAW 2021 – ADOPTION OF UNDERTAKINGS FROM THE JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION	Minor amendments being made in consultation with joint standing committee.	Ongoing	31/03/2022

Development application motions completed in the reporting period

1 July 2021 to 30 November 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	PC2107-1	QUEEN VICTORIA STREET NO.8 (LOT 310), FREMANTLE – SEVEN STOREY, 50 MULTIPLE DWELLING AND SHOP DEVELOPMENT - (JL DAP001/21)	Responsible Authority Report submitted to the Joint Development Assessment Panel.	Complete	9/07/2021
Manager Development Approvals	PC	PC2107-3	ATTFIELD STREET, NO. 126 (LOT 1), SOUTH FREMANTLE – TWO STOREY ADDITIONS AND ANCILLARY DWELLING TO EXISTING SINGLE HOUSE (TG DA0143/21)	Determination Letter issued.	Complete	12/07/2021
Manager Development Approvals	PC	PC2107-4	BRACKS STREET NO. 22 (LOT 302, 303, 331, 176, 357 AND 358), NORTH FREMANTLE- DEMOLITION OF EXISTING BUILDING AND INCIDENTAL STRUCTURES - (JL DA0178/21)	Determination Letter issued.	Complete	12/07/2021
Manager Development Approvals	PC	PC2107-2	STRANG STREET, NO. 22 (LOT 60), BEACONSFIELD – 25 GROUPED DWELLING DEVELOPMENT – (NB DAP002/21)	Responsible Authority Report submitted to the Joint Development Assessment Panel.	Complete	9/07/2021
Manager Development Approvals	PC	PC2108-1	HERBERT STREET, NO. 11 (LOT 13) NORTH FREMANTLE – ALTERATIONS AND ADDITIONS TO EXISTING SINGLE HOUSE (TG DA0231/21)	Determination Letter Issued	Complete	9/08/2021
Manager Development Approvals	PC	PC2108-2	TUCKFIELD STREET, NO. 7 (LOT 100) FREMANTLE – TWO STOREY ANCILLARY DWELLING ADDITION TO EXISTING SINGLE HOUSE (TG DA0196/20)	Determination Letter Issued	Complete	9/08/2021
Manager Development Approvals	PC	PC2108-3	JOSLIN STREET, NO. 34 (LOT 1668), HILTON – DEMOLITION OF A SINGLE HOUSE – (NB DA0182/21)	Determination Letter Issued	Complete	9/08/2021
Manager Development Approvals	PC	PC2109-1	SOLOMON STREET, NO. 134 (LOT 800), BEACONSFIELD – ANCILLARY DWELLING ADDITION AND ALTERATIONS TO EXISTING SINGLE HOUSE – (NB DA0148/21)	Determination letter issued	Complete	1/09/2021
Manager Development Approvals	PC	PC2109-2	KNUTSFORD STREET, NO.40 (LOT 134), FREMANTLE – SIX GROUPED DWELLINGS – DA0204/21	Determination letter issued	Complete	1/09/2021
Manager Development Approvals	PC	PC2109-3	KNUTSFORD STREET, NO.42 (LOT 131), FREMANTLE – FIVE GROUPED DWELLINGS – DA0205/21	Determination letter issued	Complete	1/09/2021
Manager Development Approvals	PC	PC2110-1	JAMES STREET, NO. 8 (LOT 857), FREMANTLE - SECTION 31 RECONSIDERATION FOR DIGITAL PYLON SIGN (DA0026/21)	Determination letter issued. State Administrative Tribunal appeal withdrawn.	Complete	11/10/2021
Manager Development Approvals	PC	PC2110-2	LOUISA STREET, NO. 1 (LOT 2), SOUTH FREMANTLE – SECOND STOREY ADDITIONS AND ALTERATIONS TO EXISTING DWELLING (TG DA0299/21)	Determination letter issued.	Complete	11/10/2021
Manager Development Approvals	PC	PC2110-3	WESTMEATH STREET, NO. 7 (LOT 23) NORTH FREMANTLE - THREE STOREY SINGLE HOUSE WITH BASEMENT (TG DA0316/21)	Determination letter issued.	Complete	11/10/2021
Manager Development Approvals	PC	PC2110-4	BRACKS STREET NO.22, SHELL STATE BUSINESS CENTRE AND YARD EAST (LOT 290), NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES – (CS DA0347/21)	Determination letter issued.	Complete	11/10/2021
Manager Development Approvals	PC	PC2110-3	MILKY WAY, NO. 1 (LOT 2) BEACONSFIELD - TWO STOREY SINGLE HOUSE (JCL DA0268/21)	Determination letter issued	Complete	9/11/2021

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	PC	PC2110-2	PAGET STREET, NO. 91 (LOT 1179), HILTON – SINGLE STOREY GROUPED DWELLING, SINGLE BEDROOM GROUPED DWELLING, AND MODIFICATIONS TO EXISTING DWELLING (TG DA0394/21)	Determination letter issued	Complete	9/11/2021
Manager Development Approvals	PC	PC2110-4	SOUTH TERRACE, NO. 240 (LOTS 1 AND 2) SOUTH FREMANTLE - CHANGE OF USE TO RESTAURANT – TWO APPLICATIONS (DA0322/21 AND DA0437/21)	Determination letter issued	Complete	15/11/2021
Manager Development Approvals	PC	PC2110-5	EDMUND STREET, NO. 151 (LOT 2) BEACONSFIELD - ADDITIONS (TWO STOREY) TO EXISTING SINGLE HOUSE (TG DA0310/21)	Applicant advised of referral back to administration	Complete	9/11/2021
Manager Development Approvals	PC	PC2110-1	DEFERRED ITEM - MCLAREN STREET, NO. 15 (LOT 25), SOUTH FREMANTLE – ADDITIONS (SINGLE STOREY) TO EXISTING SINGLE HOUSE AND ANCILLARY DWELLING (TG DA0508/20)	Determination letter issued	Complete	15/11/2021
Manager Development Approvals	PC	PC2110-6	LONG STREET, NO. 12B (LOT 889) BEACONSFIELD - TWO STOREY SINGLE HOUSE – (JCL DA0171/21)	Determination letter issued	Complete	9/11/2021

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

1 July 2021 to 30 November 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 Infrastructure Engineering	OCM	Petition	Submitted 13 November 2019 (FPOL) The Acting Chief Executive Officer, Paul Garbett presented a petition that was submitted to Administration from Doug Fishwick of Tuart Place. The petition is signed by ** requesting the following: *For Fremantle Council to create designated disable parking spaces for paraplegics and anyone else who may need them outside 24 High Street Tuart Place. *	A draft design and cost estimate for an ACROD bay outside 24 High Street (Tuart Place) was completed and has been added to the budget requests for consideration in 2022/23 financial year. The petitioners at Tuart Place have been contacted and updated that the provision of the ACROD bay is subject to project approval and budget adoption (16/12/2021).	Complete	16/12/2021
Manager Customer Experience and Learning	OCM	C2006-10	FREMANTLE VISITOR CENTRE OPERATING MODEL 2020	FPOL2109-1 item seeks approval to use the triangular ground floor tenancy at the Walyalup Civic Centre for the delivery of the current visitor information centre and to notify Sirona Capital the City no longer wishes to enter into an agreement for the delivery of an externally operated visitor centre.	Complete	22/09/2021
Manager Strategic Planning	OCM	Petition	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	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. Report submitted to Finance, Policy, Operations & Legislation Committee 11/8/21. Proponent advised of decision.	Complete	8/09/2021
Manager Communications and Events	OCM	FPOL2011-11	ADOPTION OF COMMUNITY STREET ACTIVATION POLICY	Street Activation Policy adopted at November OCM • 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	Complete	25/11/2021
Manager Asset Management	OCM	C2012-1	FREMANTLE GOLF COURSE CLUBHOUSE AND COMMUNITY CENTRE	Design completed and procurement process underway.	Complete	5/09/2021
Manager Economic Development and Marketing	OCM	C2012-13	SALE OF 7-15 QUARRY STREET, FREMANTLE	At Ordinary Meeting of Council in August 2021, Council decided to defer the sale until after the Local Government election. Proponent withdrew sale as a result of the deferral.	Complete	31/10/2021
Manager Economic Development and Marketing	FPOL	FPOL2101-1	70 PARRY STREET – EXPRESSION OF INTEREST PROCESS	Licence has been executed.	Complete	31/10/2021
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. Approval given by joint standing committee. Parking Local Law 2021 to be implemented from the 20 September 2021.	Complete	22/09/2021

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 City Design and Projects	OCM	C2101-1	STAN REILLY SITE – WAPOL REDEVELOPMENT	Letter received from Minister for Lands on 13/9/2021 setting out final Government response to negotiations with the City regarding details / conditions of relinquishment of Management Orders. Reported to Council on 22 September 2021 (see item C2109-1 below).	Complete	22/09/2021
Manager Infrastructure Engineering	OCM	SPT2103-6	NOTICE OF MOTION – REVIEW OF TAXI RANK/LOADING ZONE - FREMANTLE MARKETS – SOUTH TERRACE, FREMANTLE – CR ADIN LANG	See FPOL2108-5	Complete	25/08/2021
Manager Economic Development and Marketing	OCM	FPOL2103-5	KINGS SQUARE PLACE DEVELOPMENT WORKING GROUP	Third meeting complete, final meeting in September.	Complete	31/10/2021
Director Infrastructure	OCM	SC2106-1	WALYALUP CIVIC CENTRE – CONTRACTOR ENGAGEMENT AND PROJECT DELIVERY	Building opened on 22 November.	Complete	22/11/2021
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. Procurement finalised.	Complete	31/08/2021
Manager Economic Development and Marketing	FPOL	FPOL2104-14	7-9 QUARRY STREET SALES PROCESS UPDATE	At Ordinary Meeting of Council in August 2021, Council decided to defer the sale until after the Local Government election. Proponent withdrew sale as a result of the deferral.	Complete	31/10/2021
Manager Community Development	FPOL	FPOL2105-2	BLACK SWAN HEALTH FREO STREET DOCTOR FUNDING	July 2021, City officers explored WA State Government election commitment for additional funding towards the Freo 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. Correspondence from Minister Cook 25/8/21 acknowledging the Freo Street Doctor funding will be administered and managed by the Department of Health.	Complete	31/08/2021
Manager Economic Development and Marketing	FPOL	FPOL2106-10	OFFER TO LEASE– CARRIAGE COFFEE SHOP	Current owner's attempt to sell the business fell through. There will be no lease with the proposed lessee.	Complete	1/09/2021

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
Director City Business	AGME	2	That an independent and external investigation of the purchase of 2 Jones street, O'Connor be implemented. This investigation, to be open for public submission, should report on: 1. Any and all actions taken by the City of Fremantle, and elected members in relation to the purchase of 2 Jones Street and whether these actions were in accordance with relevant standards; 2. Any conflicts of interest, should they exist, relating to City of Fremantle staff, and elected members in relation to 2 Jones Street purchase; 3. The due diligence taken by the City prior to the purchase and in particular verification of the tenancy in place at the time of purchase; 4. The total cost of 2 Jones street being all purchase, and call carrying costs from date of purchase to the present; 5. The total income generated by 2 Jones street year on year benchmarked against the City of Fremantle's internal benchmarks (if any) as well as accepted industry benchmarks for such a property; 6. All valuations pre and post purchase; 7. Future options for the site.	The City acted within the parameters of the adopted Business Plan for the purchase of 2 Jones Street O'Connor, in accordance with section 3.59 of the Local Government Act 1995. The City received an independent valuation, advertised the business plan and undertook all necessary due diligence prior to the purchase of the property. The City is confident that the purchase of 2 Jones Street was undertaken within the parameters of the business plan and relevant legislation and do not consider an investigation to be necessary.	Complete	28/07/2021
Director City Business	AGME	4	That the meeting does not accept the accounts as presented, for they cannot be said to give a true and fair view of the City's financial situation, given the controversy surrounding the valuations of the land, buildings and other assets.	Council noted that the meeting did not accept the accounts as presented. No further action required.	Complete	28/07/2021
Manager Governance	AGME	1	The customary order of items in the Ordinary Meeting of Council monthly agenda be changed so that Finance Reports (Monthly Financial Report) become the reports presented first (not last as currently is the practice) in the agenda to facilitate more discussions as a priority and show a better focus and scrutiny by councillors on financial matters than shown to date.	This motion was considered at the Ordinary Meeting of Council held on 28 July 2021 (C2107-1). Council do not support a change to the current order of the agenda layout, therefore no further action is required.	Complete	29/07/2021
Manager Governance	AGME	3	A vote of no confidence in Council.	This motion was considered at the Ordinary Meeting of Council held on 28 July 2021 (C2107-1). There are no statutory powers under which this motion can be enacted by Council, therefore no further action is required.	Complete	29/07/2021
Manager Governance	AGME	5	Fremantle ratepayers, business owners and residents, respectfully instruct the Acting City of Fremantle CEO to undertake a previously proposed independent investigation as outlined by Cr Vujcic's motion (24/2/2021) on behalf of all ratepayers, business owners and residents; and 1. That a full report be presented to Council as soon as possible in review of the Council's own policies and practices of 'good governance' and high standards of compliance that are expected to be followed and enacted at all times, in the best interests of ratepayers, business owners and residents. 2. That the City allocate appropriate resources to ensure that the recommendations of that report are immediately implemented in support of the principles of continuous improvement and 'good governance' of our City of Fremantle.	This motion was considered at the Ordinary Meeting of Council held on 28 July 2021 (C2107-1). Council notes that a previous council decision has determined the outcome of this motion and does not support a revocation of that decision or reconsideration of the motion, therefore no further action is required.	Complete	29/07/2021

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	AGME	6	1. To abolish 'One Planet' and replace it with Climate Active/NCOS Certification. 2. Authorises the Acting CEO to immediately implement this resolution.	Motion considered at Ordinary Meeting of Council on 28 July 2021 (item C2107-1). Council resolved to "note that the matters raised in this motion will be addressed in an upcoming item to council and that the mover of that motion will be advised when that report is presented." Matter subsequently considered in report submitted to Finance, Policy, Operations & Legislation Committee on FPOL2108-3.	Complete	28/07/2021
Manager Strategic Planning	AGME	7	That funding for heritage should be increased in 2021 budget.	Motion considered at Ordinary Meeting of Council on 28 July 2021 (item C2107-1). Council resolved to "note that the 2021/22 budget adopted by Council on 23 June 2021 included a total allocation of \$3,060,000 for heritage operating and capital projects."	Complete	28/07/2021
Manager City Design and Projects	OCM	FPOL2106-1	SWAN RIVER CROSSING ALIGNMENT	Letter has been sent to Minister for Planning regarding feedback on the four alignment options.	Complete	6/08/2021
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 presented to September Finance, Policy, Operations and Legislation Committee. Petitioner to be advised that limitation of dog exercise to smaller dogs would be very difficult to administer, and Council is not currently prepared to designate Sorrell Park an off-lead exercise area because of the potential conflicts with other recreational users and its proximity to an exercise area, but it will review this decision during its review of the City-wide Community Sport and Recreation Plan.	Complete	30/09/2021
Director Infrastructure	FPOL	FPOL2107-1	TENDER FOR WALYALUP CIVIC CENTRE – MANAGING CONTRACTOR	CDI Group appointed.	Complete	23/07/2021
Manager Facilities and Environmental Management	FPOL	FPOL2107-2	FCC566/21 - CLEANING SERVICES PUBLIC TOILETS	Tender awarded.	Complete	16/07/2021
Manager Asset Management	FPOL	FPOL2107-3	FREMANTLE ARTS CENTRE CONSERVATION MANAGEMENT PLAN	Officers will continue to include in the long term financial plan.	Complete	14/07/2021
Director City Business	OCM	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. Approval given by joint standing committee. Parking Law effective from 20 September 2021.	Complete	20/09/2021
Manager Communications and Events	OCM	FPOL2107-5	SPARE PARTS PUPPET THEATRE FUNDING REQUEST	Recommendation of \$5,000 grant adopted at July Council meeting. Purchase order raised. Outcome communicated to Spare Parts Theatre Company and Events Management team will process sponsorship agreement.	Complete	30/11/2021
Manager Governance	OCM	FPOL2107-6	UNDERTAKING TO JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION – LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2021	Disposal of inconsequential, surplus or lost property items policy published on the City's website as adopted. JSCDL have been provided with a copy of Council's undertaking and a copy of the policy and a note has been added to the City of Fremantle Property local law advising of the undertaking to review.	Complete	4/08/2021
Manager Strategic Planning	OCM	FPOL2107-3	PLANNING REFORM PHASE 2	Submission lodged 4/8/21.	Complete	4/08/2021
Manager Governance	OCM	C2107-1	ACCEPTANCE OF MINUTES AND CONSIDERATION OF MOTIONS FROM THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON MONDAY 21 JUNE 2021	Minutes and motions were accepted	Complete	29/07/2021

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	SPT2107-4	SCHEME AMENDMENT NO. 83 – DELETION OF MANDATORY UPPER FLOOR SETBACK REQUIREMENT FOR BUILDINGS IN THE CITY CENTRE – OUTCOMES OF CONSULTATION	Documents prepared and referred to CEO for execution 5/8/21. Submitters notified & My Say website updated 5/8/21. Documents referred to WAPC 12/8/2021	Complete	12/08/2021
Manager Field Services	OCM	FPOL2107-4	PUBLIC BUILDINGS ASSESSMENT POLICY	Policy uploaded onto the City's website, as adopted.	Complete	20/09/2021
Manager City Design and Projects	FPOL	FPOL2108-2	PUBLIC ROAD NAME – 94 SOUTH TERRACE, FREMANTLE FORMER STAN REILLY SITE.	Following community notice/consultation, the name BULLDOG LANE has been submitted to Landgate, and has been approved.	Complete	23/09/2021
Manager Strategic Planning	FPOL	FPOL2108-3	REVIEW OF SUSTAINABILITY SUBSCRIPTIONS	Direction noted. Subscriptions maintained.	Complete	12/08/2021
Manager Strategic Planning	FPOL	FPOL2108-4	RULE STREET PARK AND CYPRESS HILL, NORTH FREMANTLE	Proponent attended meeting but subsequently formally advised of decision 08/09/2021. Department of Planning, Lands & Heritage updated on progress of vesting request 08/09/2021. Project planning referred to Parks team for inclusion in 22/23 business planning.	Complete	8/09/2021
Manager Infrastructure Engineering	FPOL	FPOL2108-5	REVIEW OF TAXI RANK, LOADING ZONE AND BUS STOPS AT FREMANTLE MARKETS - SOUTH TERRACE, FREMANTLE	As per resolution at August FPOL; 1. Engagement with localised businesses on South Terrace regarding the proposal to relocate the Fremantle Markets bus stop (stop number 16980) to a more central location on South Terrace (Cappuccino Strip) has commenced. 2. Taxi rank on South Terrace removed and relocated to the loading zone and parking on Market Street at the Fremantle Post Office (operational as a taxi zone between the hours of 6pm to 8am with the area being a loading zone and parking (as per existing use) at all other times). 3. Existing loading bay on South Terrace at Fremantle Markets has been removed.	Complete	30/11/2021
Director of Strategic Planning and Projects	OCM	Petition	Submitted 25 August 2021 (OCM) The City has received the following petition from the Save Old Fremantle Bridge Alliance, requesting the following: This petition calls on the WA Government and Main Roads, WA to: 1. Build a new bridge to the WEST (downstream and away from the residents of Northbank). 2. Transform the old Bridge into community infrastructure a la New York's High Line with a very West Australian flavour. 3. Ensure the community is engaged through the entire design and development process through inclusive, transparent and intensive co-design and community engagement. The online petition contains 4,908 signatures, with approximately 324 signatures from the Fremantle area.	Report on petition considered by Council at Ordinary Council Meeting on 22 September 2021 (see item C2109-2 below)	Complete	22/09/2021
Director City Business	OCM	FPOL2108-19	SALE OF 7-9 QUARRY STREET, FREMANTLE	At Ordinary Meeting of Council in August 2021, Council decided to defer the sale until after the Local Government Election. Sale was deferred and the proponent pulled out as a result.	Complete	31/10/2021
Manager Communications and Events	OCM	FPOL2108-18	ELECTED MEMBER MOTION – OLYMPICS FESTIVAL	The 13 Fremantle connected athletes and an additional 5 athletes that studied at Notre Dame were acknowledged across the City's Visit Fremantle channels including a feature acknowledgement in the City's 'This is Fremantle' e-newsletter which has a 16,500 subscriber base and the 'Visit Fremantle' Facebook page which had a reach of 4,000.	Complete	1/09/2021

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 Infrastructure Engineering	OCM	FPOL2108-9	HILTON UNDERGROUND POWER PROJECT – CONTRACT VARIATION	Contract variation signed by the CEO. Provision for increased contribution in 2022/23 financial year highlighted through the corporate business planning process.	Complete	1/09/2021
Manager Infrastructure Engineering	OCM	FPOL2108-17	ELECTED MEMBER MOTION – SPEED BUMPS ON SOUTH TERRACE – CR MARUA VUJCIC	Removal of four of the temporary speed cushions at Node 2 (Intersection of Jenkin St) scheduled for October / November 2021. Provision for Node 3 (intersection of Scott St) has been made in 2022/23 financial year through the corporate business planning process (this will be subject to budget approval). Officers to continue to seek opportunities to accelerate the implementation of the program and updates will be published through the City's project webpage.	Complete	25/08/2021
Manager Governance	OCM	FPOL2108-10	ORGANISATIONAL COUNCIL POLICY REVIEW – STRATEGIC PLANNING, GOVERNANCE AND PEOPLE AND CULTURE	Deleted policies removed from the City's website. Remaining policies updated and published on the City's website, as adopted.	Complete	17/09/2021
Manager Finance	OCM	FPOL2108-8	RATES CONCESSION – FREMANTLE PARK SPORT AND COMMUNITY CENTRE	Concession processed against the property in Technology 1.	Complete	8/09/2021
Manager Finance	OCM	FPOL2108-15	BUDGET AMENDMENTS - JULY 2021	Processed in Technology 1	Complete	3/09/2021
Manager Customer Experience and Learning	OCM	FPOL2108-13	MEMORANDUM OF UNDERSTANDING FOR FREMANTLE LIBRARY CONNECT	Council decision Item FPOL2108-13 carried en bloc to Endorse the MOU between City of Fremantle and St Patricks Community Support Centre and approve a budget variation of \$41 000 from the Library budget to fund the annual contribution for Library Connect	Complete	25/08/2021
Manager Field Services	OCM	FPOL2108-11	FINES ENFORCEMENT REGISTRY (FER) WRITE OFFS	Report to Council on the 25 August 2021, fines written off.	Complete	3/09/2021
Manager Finance	OCM	FPOL2108-14	AMENDMENT TO FEES AND CHARGES 2021/2022	Amendment advertised	Complete	18/09/2021
Director Infrastructure	FPOL	FPOL2109-5	SOUTHERN METROPOLITAN REGIONAL COUNCIL (SMRC) – REBRAND	Rebrand enacted.	Complete	30/09/2021
Director City Business	FPOL	FPOL2109-4	OFFER TO LICENSE 70 PARRY STREET, FREMANTLE	Licence has been executed.	Complete	24/12/2021
Manager Facilities and Environmental Management	FPOL	FPOL2109-10	TENDER FCC571/21 – GENERAL BUILDING MAINTENANCE	Contract awarded.	Complete	15/09/2021
Manager Facilities and Environmental Management	FPOL	FPOL2109-11	TENDER FCC580/21 – ELECTRICAL SERVICES GENERAL BUILDINGS	Contract awarded.	Complete	9/09/2021
Manager Facilities and Environmental Management	FPOL	FPOL2109-12	TENDER FCC568/21 CLEANING SERVICES - VARIOUS CITY FACILITIES	Contract awarded.	Complete	15/09/2021
Manager Infrastructure Engineering	FPOL	FPOL2109-13	TENDER WFCC84/21 – SUPPLY OF ASPHALT AND PROFILING	1. Accept the tender for Supply of Asphalt and Profiling (WFCC84/21) at the rates tendered, for Downer EDI Works Pty Ltd for a period of three years. 2. Approve the option to extend the contract for one year, plus two concurrent six-month options, providing Downer EDI Works Pty Ltd have performed satisfactorily in accordance with the terms of the Contract.	Complete	8/09/2021
Manager Infrastructure Engineering	FPOL	FPOL2109-8	TENDER FCC579/21 – ELECTRICAL SERVICES STREET LIGHTING AND PARKS	1. Accept the tender for Electrical Services General Buildings (FCC580/21) at the rates tendered, for Northlake Electrical Services for a period of two years. 2. Approve the option to extend the contract for up to 2 years (one year plus one year) providing Northlake Electrical Services have performed satisfactorily in accordance with the terms of the Contract.	Complete	8/09/2021
Manager Parks and Landscapes	FPOL	FPOL2109-6	PETITION – SMALL DOGS OFF LEAD – SORRELL PARK, NORTH FREMANTLE	Response provided to lead petitioner	Complete	30/09/2021
Manager Parks and Landscapes	FPOL	FPOL2109-9	TENDER FCC574/21 MOWING SERVICES	Contract awarded.	Complete	30/09/2021

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
Director of Strategic Planning and Projects	OCM	SPT2109-5	ELECTED MEMBER MOTION – STATE UNDERGROUND POWER PROGRAM – CR SAM WAINWRIGHT	Motion considered and supported at Ordinary Council Meeting on 22 September 2021	Complete	22/09/2021
Director City Business	OCM	FPOL2109-18	MEMORANDUM OF UNDERSTANDING BETWEEN FREMANTLE CHAMBER OF COMMERCE AND THE CITY OF FREMANTLE	Memorandum of Understanding executed.	Complete	24/12/2021
Manager City Design and Projects	OCM	C2109-1	STAN REILLY SITE – RELINQUISHMENT OF MANAGEMENT ORDERS	Report detailing letter received from Minister for Lands on 13/9/2021 setting out final Government response to negotiations with the City regarding details / conditions of relinquishment of Management Orders considered by Council on 22 September 2021. Council resolved to note outcomes of final negotiated settlement with the State Government.	Complete	22/09/2021
Manager City Design and Projects	OCM	C2109-2	PETITION – OLD FREMANTLE BRIDGE	Report on petition considered by Council at Ordinary Council Meeting on 22 September 2021	Complete	22/09/2021
Manager Governance	OCM	FPOL2109-16	ORGANISATIONAL COUNCIL POLICY REVIEW – COMMUNICATIONS AND EVENTS, CUSTOMER EXPERIENCE AND LEARNING, INFORMATION TECHNOLOGY AND ARTS AND CULTURE	Policies updated and published on the City's website, as adopted.	Complete	13/10/2021
Manager Finance	OCM	FPOL2109-17	BUDGET AMENDMENTS - AUGUST 2021	Processed in Technology 1	Complete	6/10/2021
Manager Strategic Planning	OCM	SPT2109-3	AMENDMENT TO DAVIS PARK PRECINCT STRUCTURE PLAN – CORRECTION OF LOCAL & NEIGHBOURHOOD CENTRE NOMENCLATURE	Referred to Western Australian Planning Commission 5/10/21	Complete	5/10/2021
Manager Strategic Planning	OCM	SPT2109-4	REVIEW OF BEACONSFIELD LOCAL PLANNING POLICIES	Revocation notice to be published 8/10/21. Policies removed from website.	Complete	8/10/2021
Director Infrastructure	OCM	C2110-4	SOUTHERN METROPOLITAN REGIONAL COUNCIL – WITHDRAWAL ARRANGEMENTS FOR PROJECT PARTICIPANT CITY OF KWINANA	Participant approvals forwarded to SMRC.	Complete	23/12/2021
Manager Facilities and Environmental Management	OCM	C2110-5	TENDER FCC572/21 – PLUMBING SERVICES	Contract awarded.	Complete	18/10/2021
Manager Parks and Landscapes	OCM	C2110-6	TENDER FCC585/21 - VERGE MOWING	Contract awarded.	Complete	1/11/2021
Manager Infrastructure Engineering	OCM	C2110-7	TENDER WFC80/21 – ROAD PAVEMENT MICROSURFACING SERVICES	Letter of award issued to Collas	Complete	18/10/2021
Manager Infrastructure Engineering	OCM	C2110-8	TENDER WFC81/21 – SUPPLY DRAINAGE MAINTENANCE COMBINATION SUCKER AND JETTER TRUCK SERVICES	Letter of award issued to Drain Flow Services	Complete	18/10/2021
Manager Governance	OCM	C2110-1	ELECTION OF DEPUTY MAYOR	Cr Frank Moffin elected as Deputy Mayor.	Complete	19/10/2021
Manager Governance	OCM	C2110-9	APPOINTMENT OF MEMBERS TO COMMITTEES AND GROUPS	Council: Committees and Groups Register for 2021-23 uploaded onto the City's official website and intranet.	Complete	4/11/2021
Manager Facilities and Environmental Management	OCM	C2110-10	TENDER FCC567/21 - CLEANING SERVICES WALYALUP CIVIC CENTRE	Contract awarded.	Complete	2/11/2021
Manager Finance	OCM	C2110-11	MONTHLY FINANCIAL REPORT - SEPTEMBER 2021	Budget amendments updated in the system	Complete	28/10/2021
Director City Business	OCM	C2110-14	PERTH GLORY FOOTBALL CLUB LICENSE - 70 PARRY STREET, FREMANTLE	Licence has been executed.	Complete	24/12/2021
Manager Facilities and Environmental Management	FPOL	FPOL2111-1	WALGA ENERGY SUSTAINABILITY AND RENEWABLES PROJECT	Contract for contestable energy through the Walga purchase agreement is now agreed, commencing 1/7/22	Complete	30/11/2021
Manager Parks and Landscapes	FPOL	FPOL2111-5	TENDER FCC586/21 CHEMICAL FREE WEED CONTROL	Contract awarded.	Complete	18/11/2021
Manager Finance	OCM	FPOL2111-6	BUDGET AMENDMENTS - OCTOBER 2021	Updated in the system (Tech1)	Complete	30/11/2021
Manager Community Development	OCM	FPOL2111-7	VENUE SUPPORT – ON MY FEET SUBSIDY REQUEST	Venue support subsidy endorsed by Council 24 November 2021	Complete	25/11/2021
Manager Community Development	OCM	FPOL2111-8	ADOPTION HOMELESSNESS ACTION PLAN 2021-2023	Homelessness Action Plan 2021-2023 endorsed by Council 24 November 2021.	Complete	25/11/2021
Manager Community Development	OCM	FPOL2111-9	VOLUNTARY GOODWILL SERVICE PROVIDER POLICY	Policy published on the City's website as adopted.	Complete	6/01/2022
Manager Governance	OCM	FPOL2111-10	ORGANISATIONAL COUNCIL POLICY REVIEW – COMMUNITY DEVELOPMENT AND ECONOMIC DEVELOPMENT AND MARKETING	Deleted policies removed from the City's website. Remaining policies updated and published on the City's website, as adopted.	Complete	3/12/2021
Manager Community Development	OCM	FPOL2111-11	ADOPTION OF ACCESS AND INCLUSION PLAN 2021-2025	Access and Inclusion Plan 2021-2025 endorsed by Council 24 November 2021.	Complete	25/11/2021

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	C2111-2	APPOINTMENT OF MEMBERS TO THE METRO INNER-SOUTH JOINT DEVELOPMENT ASSESSMENT PANEL	Completed nomination form provided to Joint Development Assessment Panel	Complete	25/11/2021

Motions where no action was required in the reporting period
1 July 2021 to 30 November 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 Provide a brief update on the actions that are to be taken/or actions that have been undertaken.	Status	Completion date
Manager Development Approvals	PC	PC2107-5	INFORMATION REPORT – JULY 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	8/07/2021
Manager Finance	OCM	C2107-2	MONTHLY FINANCIAL REPORT - JUNE 2021	For information only – no action required	Complete	29/07/2021
Manager Finance	OCM	C2107-3	STATEMENT OF INVESTMENTS – JUNE 2021	For information only – no action required	Complete	29/07/2021
Manager Finance	OCM	C2107-4	SCHEDULE OF PAYMENTS JUNE 2021	For information only – no action required	Complete	29/07/2021
Manager Development Approvals	PC	PC2108-4	INFORMATION REPORT – AUGUST 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	5/08/2021
Manager Economic Development and Marketing	FPOL	FPOL2108-1	CORPORATE BUSINESS PLAN – PROGRESS REPORT 2020/21	For information only – no action required	Complete	12/08/2021
Manager Finance	OCM	ARMC2108-2	PURCHASING POLICY EXEMPTIONS JUNE 2021	For information only – no action required	Complete	26/08/2021
Manager Finance	OCM	ARMC2108-4	TENDERS AWARDED UNDER DELEGATION JUNE 2021	For information only – no action required	Complete	26/08/2021
Manager Governance	OCM	ARMC2108-5	INFORMATION REPORT – AUGUST 2021 REPORT ON ELECTED MEMBER TRAINING FROM 1 JULY 2020 UNTIL 30 JUNE 2021 STATUS REPORT OF COUNCIL MOTIONS – 1 MARCH 2021 TO 30 JUNE 2021 STATUS REPORT OF AUDIT ACTIONS TO 30 JUNE 2021	For information only – no action required	Complete	26/08/2021
Director Infrastructure	OCM	AMRC2108-1	WALYALUP CIVIC CENTRE – PROJECT UPDATE REPORT	For information only – no action required	Complete	26/08/2021
Manager Finance	OCM	ARMC2108-3	OVERDUE DEBTORS REPORT AS AT 30 JUNE 2021	For information only – no action required	Complete	26/08/2021
Manager Finance	OCM	C2108-2	SCHEDULE OF PAYMENTS JULY 2021	For information only – no action required	Complete	26/08/2021
Manager Finance	OCM	C2108-3	STATEMENT OF INVESTMENTS – JULY 2021	For information only – no action required	Complete	26/08/2021
Manager Finance	OCM	C2108-1	MONTHLY FINANCIAL REPORT - JULY 2021	For information only – no action required	Complete	26/08/2021
Manager Field Services	OCM	ARMC2108-6	18 STRANG STREET, BEACONSFIELD – PLANNING AND BUILDING COMPLIANCE MATTERS	For information only – no action required	Complete	26/08/2021

Responsible Officer	Final decision maker	Item No	Title of Item	Officer update Provide a brief update on the actions that are to be taken/or actions that have been undertaken.	Status	Completion date
Director City Business	OCM	ARMC2108-7	EMERGING ISSUES REPORT - AUGUST 2021	For information only – no action required	Complete	26/08/2021
Manager Development Approvals	PC	PC2109-4	INFORMATION REPORT – SEPTEMBER 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	2/09/2021
Director of Strategic Planning and Projects	FPOL	FPOL2109-3	INFORMATION REPORT – SEPTEMBER 2021 - DRAFT STATE INFRASTRUCTURE STRATEGY - SUBMISSION	For information only - no action required	Complete	9/09/2021
Manager Community Development	FPOL	FPOL2109-7	WALYALUP RECONCILIATION ACTION PLAN 2019-2022 – ANNUAL PROGRESS REPORT 2020-2021	For information only - no action required	Complete	9/09/2021
Manager Economic Development and Marketing	FPOL	FPOL2109-2	CORPORATE BUSINESS PLAN REPORT 2021/22	For information only – no action required	Complete	23/09/2021
Manager Finance	OCM	C2109-3	MONTHLY FINANCIAL REPORT - AUGUST 2021	For information only – no action required	Complete	23/09/2021
Manager Finance	OCM	C2109-4	STATEMENT OF INVESTMENTS – AUGUST 2021	For information only – no action required	Complete	23/09/2021
Manager Finance	OCM	C2109-5	SCHEDULE OF PAYMENTS AUGUST 2021	For information only – no action required	Complete	23/09/2021
Manager Development Approvals	PC	PC2110-5	INFORMATION REPORT - 6 OCTOBER 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	7/10/2021
Manager Community Development	OCM	C2110-1	AGE FRIENDLY CITY PLAN 2019-24 – ANNUAL PROGRESS REPORT 2020-21	For information only - no action required	Complete	14/10/2021
Manager Customer Experience and Learning	OCM	C2110-2	FREMANTLE LIBRARY BI-ANNUAL REPORT APRIL TO SEPT 2021	For information only - no action required	Complete	14/10/2021
Manager Finance	OCM	C2110-12	STATEMENT OF INVESTMENTS – SEPTEMBER 2021	For information only - no action required	Complete	28/10/2021
Manager Finance	OCM	C2110-13	SCHEDULE OF PAYMENTS SEPTEMBER 2021	For information only - no action required	Complete	28/10/2021
Manager Development Approvals	PC	PC2110-7	INFORMATION REPORT - 3 NOVEMBER 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	4/11/2021
Manager Economic Development and Marketing	FPOL	FPOL2111-3	CORPORATE BUSINESS PLAN – QUARTERLY REPORT – JULY TO SEPTEMBER 2021	For information only - no action required	Complete	25/11/2021
Director Infrastructure	OCM	ARMC2111-3	WALYALUP CIVIC CENTRE – PROJECT UPDATE	For information only - no action required	Complete	25/11/2021
Manager Asset Management	OCM	ARMC2111-4	PURCHASING POLICY EXEMPTIONS OCTOBER 2021	For information only - no action required	Complete	25/11/2021

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 Asset Management	OCM	ARMC2111-6	TENDERS AWARDED UNDER DELEGATION OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Finance	OCM	C2111-3	MONTHLY FINANCIAL REPORT - OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Finance	OCM	C2111-4	STATEMENT OF INVESTMENTS – OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Finance	OCM	C2111-5	SCHEDULE OF PAYMENTS OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Director City Business	OCM	ARMC2111-7	EMERGING ISSUES REPORT - NOVEMBER 2021	For information only - no action required	Complete	25/11/2021

ATTACHMENT 1 - Audit actions progress report to 30 November 2021

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

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
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. Training has been included in the Governance Induction of new staff and was rolled out in October.	Training has been included in the Governance Induction of new staff and was rolled out in October.	31/1/2021	01/11/2021	Complete	31/10/2021
Risk assessments	Manager Asset Management	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 No further update at 31 July 21	No further update	30/6/2021		Ongoing	
Risk management training	Manager Asset Management	Review the risk assessment training programme to ensure all employees are aware of risk management processes. Include risk management training as part of the induction process where appropriate.	Will review and advise Management Team on best way to implement this.	Remains ongoing .This item is still being considered by the Risk Management Group No further update at 30 March 2021 Remains ongoing at present.	No further update	30/6/2021		Ongoing	
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. Council has reviewed: August: strategic planning, governance, and people and culture policies. September: communications and events, customer experience and learning, information technology and arts and culture November: community development and economic development and marketing	Council has reviewed: August: strategic planning, governance, and people and culture policies. September: communications and events, customer experience and learning, information technology and arts and culture November: community development and economic development and marketing	1/10/2021	31/03/2022	Ongoing	
Checking employee qualifications	Manager 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. HRIS implementation delayed 6-8 months (live Aug 2021)	HRIS implementation delayed 6-8 months (live Aug 2021)	31/3/2021	30/06/2021 31/07/2021 30/06/2022	Ongoing	

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

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Identifying and minimising misconduct, fraud and theft	Manager Asset Management	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.	No further update	31/12/2020	30/06/2021 31/12/2021	Ongoing	
Contract management	Manager Asset Management	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.	No further update	31/12/2020	30/06/2021 31/12/2021	Ongoing	
Risk reporting	Manager Asset Management	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 No further update at 30 March 2021 Remains ongoing at present.	No further update	30/6/2021		Ongoing	
Councillor risk management training	Manager Asset Management	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.	No further update	31/3/2021		Ongoing	
Communicating risk to stakeholders	Manager Communications and Events	Complete and implement a Risk Management Policy that encompasses communicating risk to stakeholders for all events and functions.	Events Teams working on this.	Remains ongoing No further update at 30 March 2021 Remains ongoing at present.	No update provided	30/6/2021		Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
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	<p>This action has been delayed.</p> <p>All position descriptions being reviewed as vacancies arise.</p> <p>Standard wording for manager/supervisor role descriptions has been agreed.</p> <p>Estimated completion - March 2021.</p> <p>Recent turnover of P&C admin staff expected to delay completion to April 2021</p> <p>All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Anticiapted this will take a further 2-3 months (by September 2021)</p> <p>All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. PD's issued or updated since March 2021 include specific OSH reference. Clearing backlog of old and outdated PD's scheduled for this financial year.</p>	All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. PD's issued or updated since March 2021 include specific OSH reference. Clearing backlog of old and outdated PD's scheduled for this financial year.	31/12/2020	30/04/2021 30/09/2021 30/06/2022	Ongoing	
Business Continuity Plan	Director City Business	<p>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.</p> <p>Identify in the Business Continuity Plan who is responsible for the document.</p> <p>Ensure the City completes formal handovers of key documents during team restructures.</p> <p>Include the adoption/approval and review dates in the Disaster Recovery Plan (Appendix to the Record Keeping Plan).</p>	<p>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.</p> <p>The current plan is to implement a new Risk approach within the organisation structure in January 2021.</p> <p>Estimated completion – 31/1/2021</p>	<p>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.</p> <p>Executive is now considering the most appropriate resourcing in order to adequately implement and manage the framework.</p>	Executive is now considering the most appropriate resourcing in order to adequately implement and manage the framework.	31/1/2021	31/12/2021 30/06/2022	Ongoing	
Information technology (IT) security protocols	Manager Information Technology	<p>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.</p> <p>Ensure the Information Security Risk Management Plan is reviewed annually.</p>	<p>The City's IT team will review the introduction of a compliance calendar.</p> <p>The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for November 2020.</p> <p>Estimated completion – 30/11/2020</p>	<p>Professional services have been engaged to assist the City with the creation of these documents.</p> <p>The engagement started in October 2021 and is expected to be completed by January 2022.</p> <p>The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for January 2022.</p>	Professional services have been engaged to assist the City with the creation of these documents.	30/11/2020	31/03/2021 31/05/2021 30/09/2021 31/03/2022	Ongoing	
IT security policy and standards	Manager Information Technology	Develop an IT Security Policy (and accompanying procedural documents) to capture relevant IT security practices.	<p>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.</p> <p>Estimated completion – 30/6/2021</p>	<p>Professional services have been engaged to assist the City with the creation of these documents.</p> <p>The engagement started in October 2021 and is expected to be completed by January 2022.</p>	Professional services have been engaged to assist the City with the creation of these documents.	30/6/2021	30/09/2021 31/03/2022	Ongoing	

Audit area	Responsible Officer	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
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	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by January 2022.	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by January 2022.	30/6/2021	30/09/2021 31/03/2022	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 Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by February 2022.	Professional services have been engaged to assist the City with the creation of these documents. The engagement started in October 2021 and is expected to be completed by February 2022.	30/9/2021	31/3/2022	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 Australia February 2021. Western Australia vaccination rates as at 4 January 2022 – 84.7% of population aged 12+ double dose vaccinated. Third dose (booster) vaccines available in 4 months from date of second vaccination from 4 January 2022. Pfizer vaccine to be made available to 5-11 year-olds from 10 January 2022. City employees required to provide proof of vaccination status and to be vaccinated in compliance with State Government mandatory vaccination directions and timelines for employees in the occupations identified in the government directions.	Vaccination program commenced in Australia February 2021. Western Australia vaccination rates as at 4 January 2022 – 84.7% of population aged 12+ double dose vaccinated. Third dose (booster) vaccines available in 4 months from date of second vaccination from 4 January 2022. Pfizer vaccine to be made available to 5-11 year-olds from 10 January 2022. City employees required to provide proof of vaccination status and to be vaccinated in compliance with State Government mandatory vaccination directions and timelines for employees in the occupations identified in the government directions.	Unknown		Ongoing	

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

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Consumer Food Safety	Manager Field Services	NA	Local government entities should: - work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.	Local government entities in our sample generally accepted the recommendations and confirmed that, where relevant, they will improve inspection and enforcement practices, recordkeeping and compliance reporting for regulating food businesses.	8/07/21 – clarifications to the requirements of the system have delayed the estimated completion date to June 2022..	No further update	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	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Procurement (contract management)	Manager Asset Management	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>No further update at 30 March 2021</p> <p>Remains ongoing at present</p>	No further update	30/06/2021	31/12/2021	Ongoing	
Accounts Payable/Procurement (Purchase Orders)	Manager Finance	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. <p>Refresher training and update on the policy and procedures for purchase orders will be distributed to the organisation.</p>	<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>	No update provided.	31/12/2021		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.	<p>On-going review</p> <p>Complete - Asset capitalisation threshold of greater than \$5,000 was undertaken in 2019-20 financial year in accordance with revised Financial Management Regulations.</p> <p>Ongoing – Asset capitalisation threshold guidelines to be updated to reflect this change in legislation and internal process.</p> <p>DRAFT policy pending review</p>	DRAFT policy pending review	31/03/2021	30/06/2021 30/11/2021 31/03/2022	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 	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>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>Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be progressed once key personnel recruited.</p>	Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be progressed once key personnel recruited.	30/06/2021	31/10/2021 28/02/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	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.	<p>The City performs monthly reconciliations of all bond and trust fund accounts.</p> <p>During 2019-20 a considerable amount of bonds that were held for over 10 years were identified as eligible for transfer to the City's Municipal account. This was actioned on 3 March 2020 with all bonds up greater than 10 years as at 31 January 2020 being transferred to Municipal account.</p> <p>It is intended that all bonds from 1 February to 30 June 2020 will be actioned this financial year with a further transfer to be processed to the Municipal account in the amount of \$35,824.</p> <p>Further during next financial year finance will investigate and liaise with business units to work on a process to ensure bonds are returned in a timely manner and ensure that bonds held are current.</p>	<p>Actions are ongoing.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>UAT being undertaken, issues identified are being reviewed for a resolution.</p> <p>Reconciliations of bonds held undertaken on a monthly basis. Bonds held for more than 10 years to be transferred to Muni in January 2022.</p>		30/06/2021	31/03/2022	Ongoing	

Interim Audit - Finance
(Year ending 30 June 2020)

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Supplier master files	Manager Finance	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. No further update at 30 March 2021 No further update at 31 July 2021 No further update at 21 September 2021	No update provided.	31/3/2021	31/12/2021	Ongoing	
Purchase card acquittals	Manager Finance	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.	No update provided.	31/03/2021	31/12/2021	Ongoing	
Cancellation of purchase cards	Manager Finance	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.	No update provided.	31/03/2021	31/12/2021	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. Delayed due to resignations & resourcing issues Report received, in discussion with the OAG in relation to the update of assets and the value at which they may be recorded. Independent accounting advice sought to assist with this. Asset Audit schedule to be prepared for all types of asset.	Report received, in discussion with the OAG in relation to the update of assets and the value at which they may be recorded. Independent accounting advice sought to assist with this. Asset Audit schedule to be prepared for all types of asset.	30/06/2021	30/09/2021 31/12/2021 31/03/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
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.	<p>Ongoing</p> <p>Complete - Monthly reconciliations between asset register and the general ledger are performed.</p> <p>Ongoing – Process for audit trail as evidence of independent review.</p> <p>Ongoing – to be reviewed pending the outcome of the asset conversation with the OAG</p> <p>Ongoing – unable to reconcile system assets on a monthly basis until final sign off received from independent auditor (OAG) – yet to receive</p>	<p>Ongoing – to be reviewed pending the outcome of the asset conversation with the OAG</p> <p>Ongoing – unable to reconcile system assets on a monthly basis until final sign off received from independent auditor (OAG) – yet to receive</p>	30/09/2020	30/06/2021 28/02/2022	Ongoing	
Daily banking summary	Manager Finance	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.	<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>Updated estimated completion - 30/06/2021</p> <p>Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be progressed once key personnel recruited.</p>	Due to internal resourcing and external audit with OAG, unable to progress with this project. Anticipate that this will be progressed once key personnel recruited.	31/12/2020	30/06/2021 31/10/2021 28/02/2021	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	February ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Purchase card transactions	Manager Finance	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.	No update provided.	30/04/2021		Ongoing	
Review of creditor reconciliation	Manager Finance	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.	No update provided.	31/03/2021		Ongoing	
Procedures for identifying leases	Manager Finance	Moderate	The City should develop and implement appropriate procedures to identify leases under AASB 16.	The City has developed and implemented a procedure to manage the accounting treatment for AASB 16 Leases. This document was provided to the auditors during the final audit. Subsequently management became aware that AASB 16 also applied to some leased properties of the City which had not been accounted for as per the new Accounting Standard. The City rectified the treatment of the leased properties; these were disclosed correctly in the Annual Financial Statements year ended 30 June 2020. The City will continue to refine the Lease Procedure to ensure full compliance with AASB 16 Leases.	Further improvements have been implemented. Annual financial statements have been populated correctly. Will consider complete once EOY audit finalised by OAG EOY OAG audit not yet complete – estimate finalisation by EO February 2022	Further improvements have been implemented. Annual financial statements have been populated correctly. Will consider complete once EOY audit finalised by OAG EOY OAG audit not yet complete – estimate finalisation by EO February 2022	30/06/2021	30/09/2021 31/12/2021 28/02/2022	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 Ongoing – review carried out. In consultation with OAG as the appropriateness of this. Further review of calculations to be undertaken by Finance & Asset Managers	Ongoing – review carried out. In consultation with OAG as the appropriateness of this. Further review of calculations to be undertaken by Finance & Asset Managers	30/06/2021	31/10/2021 31/12/2021 31/03/2022	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. Additional disclosure to be included in the annual financial statements. In consultation with OAG through EOY audit process. EOY OAG audit not yet complete – estimate finalisation by EO February 2022 Draft policy prepared to be reviewed by Director City Business and Finance Manager prior to adoption	Additional disclosure to be included in the annual financial statements. In consultation with OAG through EOY audit process. EOY OAG audit not yet complete – estimate finalisation by EO February 2022 Draft policy prepared to be reviewed by Director City Business and Finance Manager prior to adoption	30/06/2021	30/09/2021 31/12/2021 28/02/2022	Ongoing	

**C2202-1 FREMANTLE TECHNICAL COLLEGE, NO. 11-15 (LOT 2680)
GROSVENOR STREET, BEACONSFIELD - DEMOLITION OF ALL
EXISTING BUILDINGS AND INCIDENTAL STRUCTURES (ED
DA0549/21)**

ATTACHMENT 1 - Plans - DA0549/21 - 11-15 Grosvenor St - Development WA



Our Ref: A2386723
Enquiries: Katrina Baker – (08) 9482 7498
Date: 21 December 2021



Mr Paul Garbett
Director Planning
City of Fremantle
70 Parry St
Fremantle WA 6160

Dear Paul,

Development Application – Demolition of 11-15 Grosvenor Ave Beaconsfield

Please find enclosed a Development Approval application for the demolition and remediation of the above property. The signed MRS Form 1 is provided as **Attachment 1**.

Property Details

11-15 Grosvenor Street, Beaconsfield (Lot 2680) comprises a rectangular lot of 38,192m² situated 2km southeast from Fremantle Central Business District. It is bounded by Grosvenor and Caesar Streets Lefroy Road and Badham Close in Beaconsfield (refer **Attachment 2 – Site Plan**). Having previously operated as the former South Metropolitan Challenger TAFE, the site is extensively covered with dilapidated industrial and educational buildings of up to three levels.

The site is legally described as Lot 2680 Grosvenor Street, Beaconsfield on Diagram 33642 (Crown Title LR3054/106) and is currently owned by State of Western Australia. The site was previously under Management Order to the Department of Communities for social housing purposes (expired 30 June 2021). A copy of the Certificate of Title is provided as **Attachment 3**.

Context

The former South Metropolitan Challenger TAFE site ceased operational use by TAFE WA in 2017. It was considered surplus to future requirements and identified for divestment by the Department Planning, Lands and Heritage (DPLH).

On 27 October 2021, the Minister for Planning, Lands and Heritage approved the transfer of the site from DPLH to DevelopmentWA with a direction to demolish the onsite buildings and progress redevelopment consistent with the 'Heart of Beaconsfield' Master Plan.

Demolition Scope and Methodology

This Application proposes demolition of all buildings and associated infrastructure within the site boundary. The methodology will be determined by the appointed demolition contractor following a public tender process (March 2022), however it is expected to address the below:

CITY OF FREMANTLE
These Plans Form Part of

DA0549/21

- Rodent baiting and approval of the demolition permit and other management plans;
- Site establishment, securing of site and erection of tree protection zones;
- Service disconnections;
- Removal of hazardous materials;
- Removal of ancillary structures, fittings, salvageable materials, deleterious materials, etc;
- Deconstruction or demolition of structures;
- Further breakdown of demolished or deconstructed structures;
- Transport of demolished or deconstructed materials from site;
- Remediation of any contaminated soils; and
- Earthworks to achieve final landform.

Working hours for the demolition are to be determined by the appointed contractor, however it is expected works will be undertaken between the hours of 7:00 a.m. to 7:00 p.m. Monday to Saturday (excluding public holidays) to comply with City of Fremantle requirements.

Further to the above, it is noted that the Contractor will produce the following documentation:

- Construction and Environmental Management Plan;
- Demolition Management Plan;
- Air Quality and Dust Management Plan;
- Noise Management Plan;
- Vibration Management Plan;
- Dilapidation Survey and Report;
- Traffic Management Plan; and
- Safety Management Plan.

(Note: The above management plans may be titled differently or combined):

DevelopmentWA will be obtaining background dust, noise and vibration data to establish controls and limits in conjunction with legislative requirements. This is considered especially important with sensitive receptors surrounding the site (e.g. Fremantle College, private residents).

Further to the above, the following reports have been completed to inform the preparation of the requisite management plans:

- Contamination Risk Review Report (**Attachment 4**); and
- Hazardous Materials Survey Reports (**Attachment 5**);

Trees

DevelopmentWA engaged the Arbor Centre to provide an Aboricultural risk survey (**Attachment 6**) for all trees located on the subject site. Trees identified with a medium to high Aboricultural retention rating will be retained where possible during the demolition works, and trees that are dead and/or identified with a low rating will be removed prior to works commencing. The long-term retention and/or transplant opportunities for the retained trees will be considered as part of the future detailed planning for the site.

Heritage

Griffiths Architects was engaged by the Department of Communities to prepare a Heritage Assessment Report and Statement of Significance in accordance with LPP 1.6 Heritage Assessment – where demolition of a primary structure or other types of ancillary structure is

CITY OF FREMANTLE
These Plans Form Part of

DA0549/21

being considered (Refer to Attachment 7).

Griffiths Architects identified that:

- The entire site is listed on the City of Fremantle's Heritage List as a Level 3 Place; and
- There are no structures on the site listed on the State Heritage Office of Western Australia's Register of Heritage Places.

In the City of Fremantle's general policy for places, Level 3 Places have been identified as being of some heritage significance however a value has not been attributed to the physical environment. The heritage architect notes that the buildings are specialised, represent under-utilisation of land, are contaminated with the extensive use of asbestos and are in an advanced state of decay, where economic reuse would be problematic. Griffiths Architects have therefore assessed that the Place has social value but that the physical form has little merit. There is however opportunity for interpretation of the place in future detailed planning for the site.

Site Fencing

There is currently a mix of garrison and chainmesh fencing around the perimeter of the site. Where there is no fencing then temporary 1.8m chainmesh fencing will be installed. Shade cloth will be applied to the fencing, with a design to be contemplated by DevelopmentWA. The shade cloth will act as a dustscreen during the demolition and earthworks activities. Where the fencing is required to be removed to allow removal of infrastructure close to the site boundary, the Contractor will install a 1.8-metre-high chainmesh fence with embedded posts into the footpath or road, subject to the particulars of an approved obstruction permit through City of Fremantle.

Justification of Demolition

Justification for the demolition is as follows:

- The site was considered surplus to requirements for its current use as a technical college.
- Demolition will provide redevelopment and urban infill opportunities consistent with Perth and Peel@ 3.5 million. The demolition is to facilitate the future development of the site and surrounding lands in accordance with Heart of Beaconsfield Master Plan. The site in its current form will not enable this to occur.
- The site is of significant concern to local residents and stakeholders with illegal trespass, vandalism and anti-social behaviour occurring regularly despite security measures in place.

Conclusion

This Application seeks approval for the demolition and remediation of the former South Metropolitan Challenger TAFE site. For the reasons set out above, demolition of the vacant and dilapidated buildings is considered appropriate.

Should you have any queries or require clarification on any matters raised herein, please do not hesitate in contacting DevelopmentWA.

Yours sincerely,



Katrina Baker

Development Manager

CITY OF FREMANTLE
These Plans Form Part of

DA0549/21

Inc. **23 Dec 2021**

Attachment 1 – Form 1

Attachment 2 – Certificate of Title

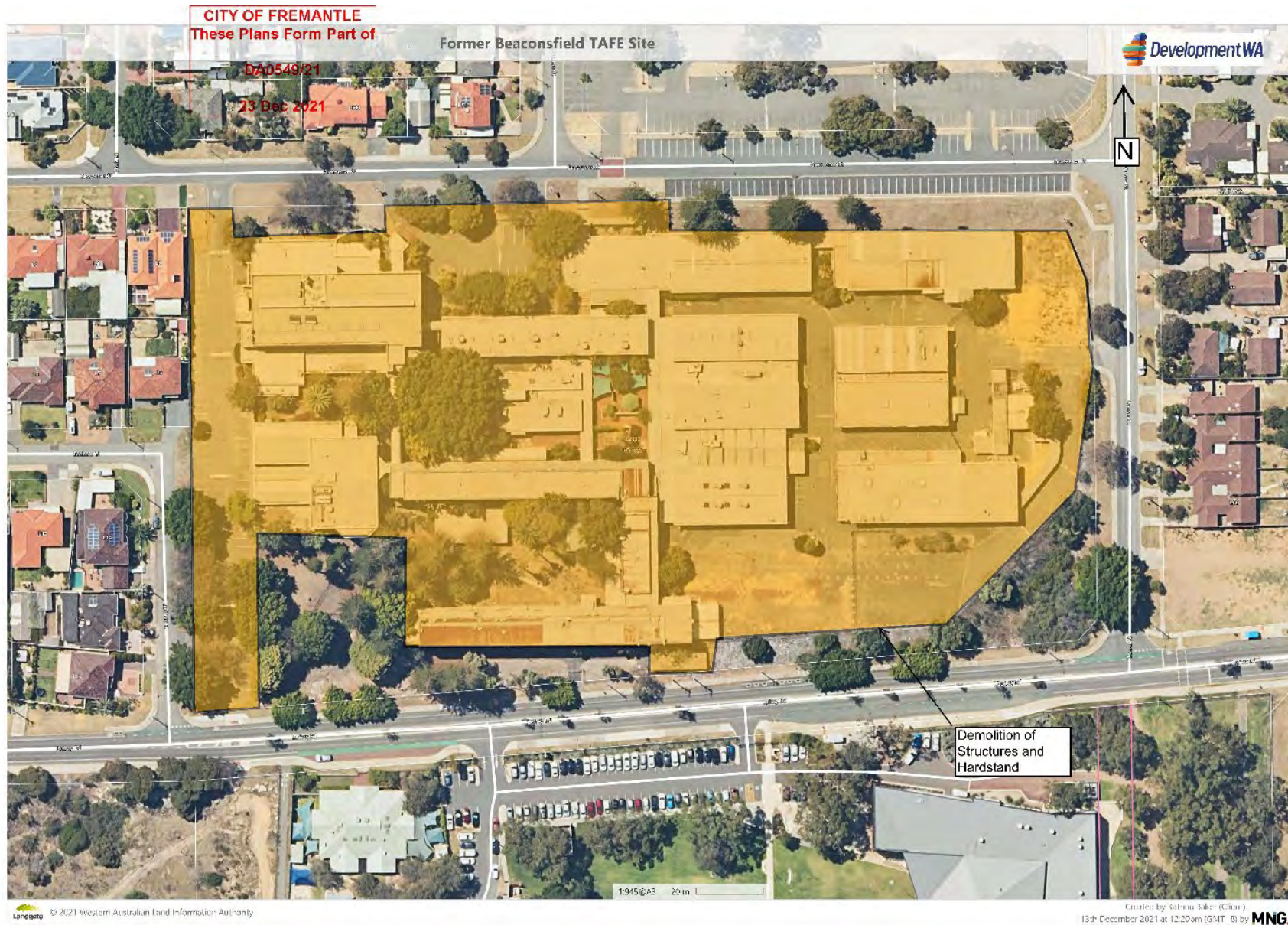
Attachment 3 – Site Plan

Attachment 4 – Contamination Risk Review Report

Attachment 5 – Hazardous Materials Survey Report

Attachment 6 – Tree Survey

Attachment 7 - Fremantle TAFE Heritage Assessment



C2202-2 MONTHLY FINANCIAL REPORT - JANUARY 2022

ATTACHMENT 1 - Monthly Financial Report – 31 January 2022



CITY OF FREMANTLE



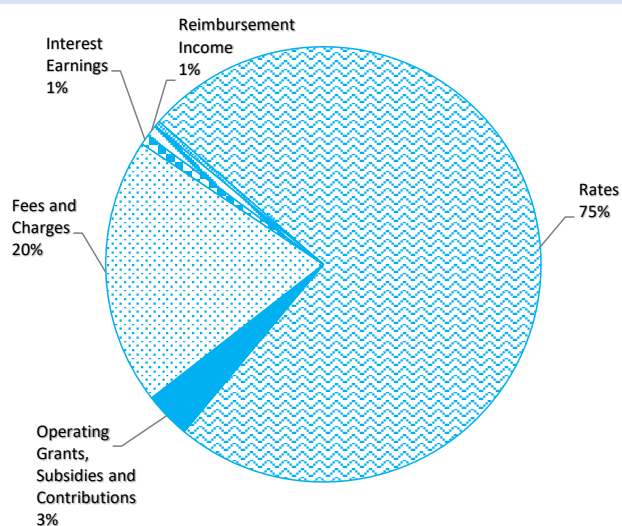
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2022

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

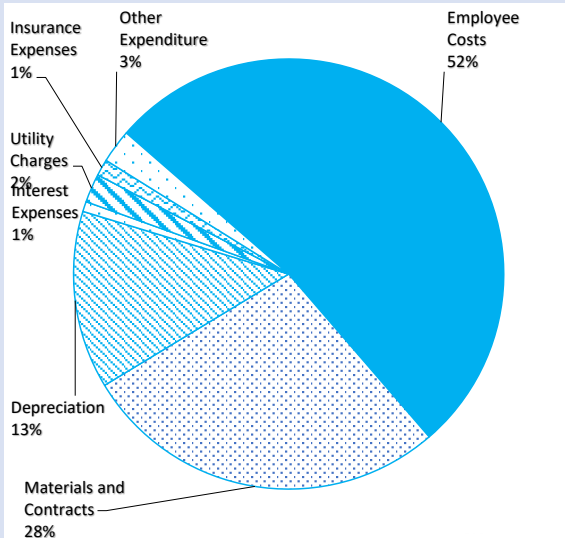
TABLE OF CONTENTS

Monthly Summary Graphs	1
Statement of Comprehensive Income by Nature & Type	2
Statement of Comprehensive Income by Programme	3
Statement of Financial Position	4
Rate Setting Statement by Nature & Type	5
Rate Setting Statement by Directorate	6
Note 1 Cash and Investments	7
Note 2 Adjusted Net Current Assets	8
Note 3 (a) Capital Acquisitions Summary	9
Note 3 (b) Capital Acquisitions - Projects	10
Note 3 (c) Capital Acquisitions - Work in Progress	13
Note 4 Borrowings	16
Note 5 (a) Reserves Fund Balances and Movements Summary	17
Note 5 (b) Reserves Fund Balances and Movements Detail	18
Note 6 Trust Fund	23
Note 7 Budget Amendments	24
Note 8 Receivables	27
Note 9 Rate Revenue	28
Note 10 Disposals of Assets	29
Information Accounting Policy	30

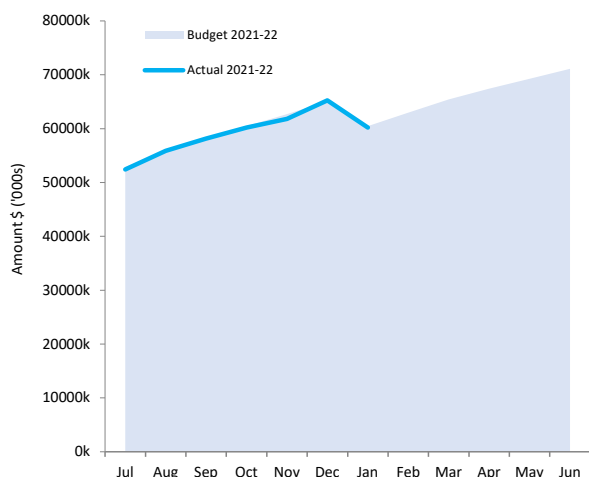
OPERATING REVENUE



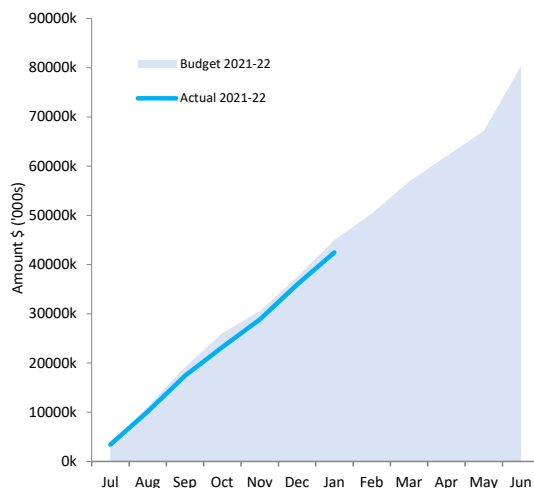
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

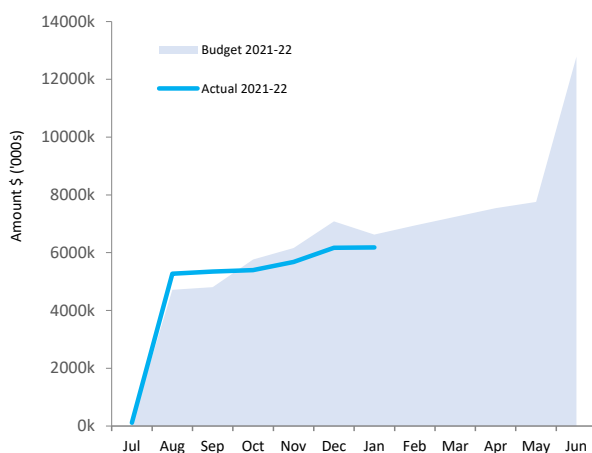


Budget Operating Expenses -v- YTD Actual



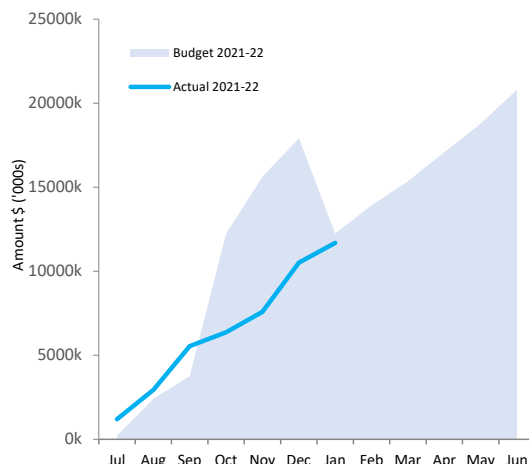
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

Budget Capital Expenses -v- Actual



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE

	2021/22 Amended Budget	2021/22 YTD Amended Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Revenue						
Rates (including Annual Levy)	50,502,513	50,401,924	50,166,772	(235,152)	(0.47%)	
Service Charges	7,192	7,192	8,804	1,612	22.41%	
Operating Grants, Subsidies & Contributions	4,649,427	2,095,014	2,299,073	204,059	9.74%	
Fees and Charges	22,301,073	13,535,639	13,340,313	(195,326)	(1.44%)	
Interest Earnings	633,000	552,870	502,886	(49,984)	(9.04%)	
Reimbursement Income	908,390	554,722	603,112	48,390	8.72%	
Other Revenue	413,310	248,715	275,091	26,376	10.60%	
	79,414,905	67,396,076	67,196,051	(200,025)	(0.30%)	
Expenses						
Employee Costs	(39,819,459)	(22,509,475)	(21,292,827)	1,216,648	5.41%	
Employee costs - Agency Labour	(345,525)	(197,353)	(909,914)	(712,561)	(361.06%)	▼
Materials and Contracts	(28,124,804)	(13,395,215)	(11,752,424)	1,642,791	12.26%	▲
Depreciation on Non Current Assets	(9,710,367)	(5,723,565)	(5,674,832)	48,733	0.85%	
Interest Expenses	(558,388)	(291,274)	(319,748)	(28,474)	(9.78%)	
Utility Charges (gas, electricity, water)	(1,920,700)	(1,033,957)	(921,199)	112,758	10.91%	▲
Insurance Expenses	(990,261)	(715,725)	(525,804)	189,921	26.54%	▲
Other Expenditure	(2,407,416)	(1,166,199)	(1,070,541)	95,658	8.20%	
	(83,876,921)	(45,032,763)	(42,467,290)	2,565,473	5.70%	
Operating Surplus / (Deficit)	(4,462,016)	22,363,313	24,728,762	2,365,449	10.58%	▲
Non-Operating Grants, Subsidies & Contributions	12,938,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Profit on Asset Disposals	727,000	-	-	-	-	
	13,665,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Net Result	9,203,604	28,986,095	30,910,820	1,924,725	6.64%	
Other Comprehensive Income	-	-	-	-	-	
	-	-	-	-	-	
Total Comprehensive Income	9,203,604	28,986,095	30,910,820	1,924,725	6.64%	

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAMME

	2021/22 Amended Budget	2021/22 YTD Amended Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Revenue						
Governance	145,800	142,970	88,784	(54,186)	(37.90%)	
General Purpose Funding	51,711,055	51,218,042	50,925,587	(292,455)	(0.57%)	
Law Order Public Safety	2,404,694	1,474,206	1,634,131	159,925	10.85%	▲
Health	552,140	486,722	511,558	24,836	5.10%	
Education and Welfare	1,274,782	930,506	1,062,303	131,797	14.16%	▲
Community Amenities	2,727,914	1,609,632	1,705,315	95,683	5.94%	
Recreation and Culture	9,510,635	4,887,338	4,257,851	(629,487)	(12.88%)	▼
Transport	9,398,660	5,548,865	5,794,529	245,664	4.43%	
Economic Services	560,475	377,952	481,568	103,616	27.42%	▲
Other Property and Services	1,128,750	719,843	734,425	14,582	2.03%	
	79,414,905	67,396,076	67,196,051	(200,025)	(0.30%)	
Expenses						
Governance	(6,803,427)	(2,790,460)	(3,446,844)	(656,384)	(23.52%)	▼
General Purpose Funding	(852,066)	(493,653)	(392,805)	100,848	20.43%	▲
Law Order Public Safety	(4,788,075)	(2,802,307)	(2,762,713)	39,594	1.41%	
Health	(860,160)	(434,844)	(373,317)	61,527	14.15%	
Education and Welfare	(3,281,690)	(1,768,971)	(1,586,364)	182,607	10.32%	▲
Housing	(521,759)	(292,062)	(167,860)	124,202	42.53%	▲
Community Amenities	(13,921,078)	(7,334,845)	(6,318,707)	1,016,138	13.85%	▲
Recreation and Culture	(27,302,687)	(14,980,214)	(14,120,139)	860,075	5.74%	
Transport	(16,090,636)	(8,854,857)	(8,320,823)	534,034	6.03%	
Economic Services	(3,014,332)	(1,564,073)	(1,198,032)	366,041	23.40%	▲
Other Property and Services	(5,882,622)	(3,425,203)	(3,459,937)	(34,734)	(1.01%)	
	(83,318,533)	(44,741,489)	(42,147,542)	2,593,947	5.80%	
Financial Costs						
Governance	(393,982)	(200,903)	(198,205)	2,698	1.34%	
Recreation and Culture	(51,947)	(27,645)	(36,644)	(8,999)	(32.55%)	
Transport	(111,289)	(61,909)	(83,452)	(21,543)	(34.80%)	
Economic Services	(1,170)	(817)	(1,446)	(629)	(76.96%)	
	(558,388)	(291,274)	(319,748)	(28,474)	(9.78%)	
Non-Operating Grants / Contributions for the development of assets						
Education and Welfare	-	-	(664)	(664)	-	
Community Amenities	202,610	202,610	219,410	16,800	8.29%	
Recreation and Culture	9,228,972	5,528,473	5,181,279	(347,194)	(6.28%)	
Transport	1,807,038	891,699	782,033	(109,666)	(12.30%)	▼
Economic Services	1,700,000	-	-	-	-	
	12,938,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Profit/(Loss) on disposal of assets						
Other Property and Services	727,000	-	-	-	-	
	727,000	-	-	-	-	
Fair Value Adjustments to Non-Financial Assets at Fair Value through Profit/Loss						
	-	-	-	-	-	
	-	-	-	-	-	
Net Result	9,203,604	28,986,095	30,910,820	1,924,725	6.64%	
Other Comprehensive Income						
	-	-	-	-	-	
	-	-	-	-	-	
Total Comprehensive Income	9,203,604	28,986,095	30,910,820	1,924,725	6.64%	

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

STATEMENT OF FINANCIAL POSITION

	31-Jan-2022 (a)	30-Jun-2021 (b)	Movement (c) = (a) - (b)
	\$	\$	\$
Current Assets			
Cash and Cash Equivalents	8,225,564	12,622,903	(4,397,339)
Other Financial Assets	42,500,033	27,414,360	15,085,673
Trade and Other Receivables	9,737,480	2,553,058	7,184,422
Inventories	130,349	133,134	(2,785)
Other Current Assets	66,649	28,464	38,185
Land held for sale	4,243,000	4,243,000	-
	64,903,075	46,994,919	17,908,157
Non-Current Assets			
Other Receivables	751,421	816,627	(65,206)
Investments	5,761,799	5,761,799	-
Capital Work in Progress	35,369,116	23,659,516	11,709,600
Property, Plant and Equipment	229,704,009	232,164,526	(2,460,517)
Right of Use Asset	1,543,522	1,790,690	(247,168)
Investment Property	22,658,363	22,658,363	-
Infrastructure	155,417,909	158,385,055	(2,967,147)
	451,206,139	445,236,577	5,969,562
Total Assets	516,109,214	492,231,496	23,877,719
Current Liabilities			
Trade and Other Payables	(7,071,699)	(12,565,233)	5,493,533
Long Term Borrowings	(1,457,839)	(2,807,434)	1,349,595
Lease Liability	(199,977)	(389,950)	189,973
Provisions	(6,112,265)	(6,112,265)	-
	(14,841,780)	(21,874,882)	7,033,102
Non-Current Liabilities			
Long Term Borrowings	(22,325,236)	(22,325,236)	-
Lease Liability	(1,425,450)	(1,425,450)	-
Trade and Other Payables - Non - current	(55,422)	(55,422)	-
Provisions	(924,100)	(924,100)	-
	(24,730,208)	(24,730,208)	-
Total Liabilities	(39,571,988)	(46,605,090)	7,033,102
Net Assets	476,537,226	445,626,405	30,910,821
Equity			
Retained Surplus	(175,000,431)	(156,089,339)	(18,911,092)
Reserves - Cash/Investment Backed	(4,263,722)	(12,631,618)	8,367,896
Reserves - Asset Revaluation	(266,362,253)	(266,362,253)	-
Net Result (YTD Current Year)	(30,910,820)	(10,543,195)	(20,367,625)
Total Equity	(476,537,226)	(445,626,405)	(30,910,821)

Note: The un-audited financial position reported as at 30 June 2021 is an estimated position and subject to change with end of year adjustments.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022**

**RATE SETTING STATEMENT
BY NATURE AND TYPE**

	2021/22 Amended Budget	2021/22 YTD Amended Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Net current assets at start of financial year - surplus/(deficit)	3,724,120	3,724,120	15,061,399	11,337,279	304.43%	▲
Revenue from operating activities (excluding rates)						
Rates - Specified Area	177,133	177,133	177,120	(13)	(0.01%)	
Service Charges (Underground Power)	7,192	7,192	8,804	1,612	22.41%	
Operating Grants, Subsidies and Contributions	4,649,427	2,095,014	2,299,073	204,059	9.74%	
Fees and Charges	22,301,073	13,535,639	13,340,313	(195,326)	(1.44%)	
Interest Earnings	633,000	552,870	502,886	(49,984)	(9.04%)	
Profit on Sale of Assets	727,000	-	-	-	-	
Reimbursement Income	908,390	554,722	603,112	48,390	8.72%	
Other Revenue	413,310	248,715	275,091	26,376	10.60%	
	29,816,525	17,171,285	17,206,399	35,114	0.20%	
Expenditure from operating activities						
Employee Costs	(39,819,459)	(22,509,475)	(21,292,827)	1,216,648	5.41%	
Employee costs - Agency Labour	(345,525)	(197,353)	(909,914)	(712,561)	(361.06%)	▼
Materials and Contracts	(28,124,804)	(13,395,215)	(11,752,424)	1,642,791	12.26%	▲
Depreciation on Non Current Assets	(9,710,367)	(5,723,565)	(5,674,832)	48,733	0.85%	
Interest Expenses	(558,388)	(291,274)	(319,748)	(28,474)	(9.78%)	
Utility Charges (gas, electricity, water)	(1,920,700)	(1,033,957)	(921,199)	112,758	10.91%	▲
Insurance Expenses	(990,261)	(715,725)	(525,804)	189,921	26.54%	▲
Other Expenditure	(2,407,416)	(1,166,199)	(1,070,541)	95,658	8.20%	
	(83,876,921)	(45,032,763)	(42,467,290)	2,565,473	5.70%	
Operating activities excluded from budget						
(Profit)/Loss on Asset Disposals	(727,000)	-	-	-	-	
Depreciation on Assets	9,710,367	5,723,565	5,674,832	(48,733)	(0.85%)	
Non Current Rates Debtors Movement	-	-	65,206	65,206	-	
Amount attributable to operating activities	(41,352,908)	(18,413,793)	(4,459,453)	13,954,340	75.78%	▲
Investing Activities						
Capital Revenue						
Capital Grants and Subsidies/ Contributions for the development of Assets	12,938,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Proceeds from Disposal of Assets	4,970,000	-	-	-	-	
	17,908,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Capital Expense						
Purchase Investment Land and Buildings	(7,552)	(7,552)	-	7,552	100.00%	
Purchase Community Land and Buildings	(18,785,291)	(9,257,859)	(9,221,246)	36,613	0.40%	
Purchase Infrastructure - Roads	(2,741,247)	(971,960)	(559,299)	412,661	42.46%	▲
Purchase Infrastructure - Drainage	(102,449)	(67,449)	(33,722)	33,727	50.00%	
Purchase Infrastructure - Paths	(140,000)	(7,000)	(14,856)	(7,856)	(112.23%)	
Purchase Infrastructure - Parks	(3,888,938)	(1,501,698)	(1,184,688)	317,011	21.11%	▲
Purchase Infrastructure - Other	(4,422,628)	(387,677)	(356,607)	31,070	8.01%	
Purchase Plant and Equipment	(793,000)	(460,000)	(315,255)	144,745	31.47%	▲
Purchase Furniture and Fittings	(368,770)	(49,800)	-	49,800	100.00%	
	(31,249,875)	(12,710,995)	(11,685,672)	1,025,323	8.07%	
Amount attributable to investing activities	(13,341,255)	(6,088,213)	(5,503,613)	584,600	9.60%	
Financing Activities						
Repayment of Debentures	(2,114,380)	(1,349,595)	(1,349,595)	-	-	
Repayment of Operating Lease	(378,040)	(394,998)	(189,973)	205,025	51.91%	▲
	(2,492,420)	(1,744,593)	(1,539,568)	205,025	11.75%	▲
Reserve Transfers						
Transfer to Reserves (Restricted) - Capital	(4,970,000)	-	-	-	-	
Transfer to Reserves (Restricted) - Operating	(66,531)	(33,254)	(68,143)	(34,889)	(104.92%)	
Transfer from Reserves (Restricted) - Capital	11,576,944	10,169,593	8,304,864	(1,864,729)	(18.34%)	▼
Transfer from Reserves (Restricted) - Operating	336,516	264,186	131,176	(133,010)	(50.35%)	▼
Transfer to/from reserves	6,876,929	10,400,525	8,367,896	(2,032,629)	(19.54%)	▼
Amount attributable to financing activities	4,384,509	8,655,933	6,828,328	(1,827,604)	(21.11%)	▼
Surplus/(Deficiency) before general rates	(50,309,654)	(15,846,073)	(3,134,738)	12,711,335	80.22%	▲
General rates estimated to be raised / raised	50,325,380	50,224,791	49,989,652	(235,139)	(0.47%)	
Closing Funding Surplus/(Deficit)	15,726	34,378,718	46,854,913	12,476,196	36.29%	▲

KEY INFORMATION

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

There is a \$23,928 difference in surplus position at the end of 31 January 2022 between the Statement of Net Current Asset and the Rate Setting Statement due to the accounting error. This will be rectified in the following month.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022**

**RATE SETTING STATEMENT
BY DIRECTORATE**

	2021/22 Amended Budget	2021/22 YTD Amended Budget (a)	2021/22 YTD Actual (b)	Variance Amount (b) - (a)	Variance % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	%	
Net current assets at start of financial year - surplus/(deficit)	3,724,120	3,724,120	15,061,399	11,337,279	304.43%	▲
Revenue from operating activities (excluding rates)						
City Business Directorate	17,218,726	10,282,375	10,671,430	389,055	3.78%	
Community Development Directorate	8,396,900	4,912,398	4,397,196	(515,202)	(10.49%)	▼
Strategic Planning and Projects Directorate	831,700	514,158	477,719	(36,439)	(7.09%)	
Infrastructure and Projects Directorate	3,369,199	1,462,354	1,660,054	197,700	13.52%	▲
	29,816,525	17,171,285	17,206,399	35,114	0.20%	
Expenditure from operating activities						
Office of the Mayor and Councillors	(775,110)	(419,271)	(358,647)	60,624	14.46%	
Office of the Chief Executive	(2,153,025)	(1,208,742)	(1,236,621)	(27,879)	(2.31%)	
City Business Directorate	(28,863,680)	(15,596,194)	(15,011,372)	584,822	3.75%	
Community Development Directorate	(16,869,768)	(8,975,427)	(8,810,600)	164,827	1.84%	
Strategic Planning and Projects Directorate	(3,570,233)	(1,960,034)	(1,625,137)	334,897	17.09%	▲
Infrastructure and Projects Directorate	(30,240,673)	(16,137,301)	(14,524,881)	1,612,420	9.99%	
People and Culture Directorate	(1,404,431)	(735,794)	(900,031)	(164,237)	(22.32%)	▼
	(83,876,921)	(45,032,763)	(42,467,290)	2,565,473	5.70%	
Operating activities excluded from budget						
Profit/(Loss) on Asset Disposals	(727,000)	-	-	-	-	
Depreciation on Assets	9,710,367	5,723,565	5,674,832	(48,733)	(0.85%)	
Non Current Rates Debtors Movement	-	-	65,206	65,206	-	
Amount attributable to operating activities	(41,352,908)	(18,413,793)	(4,459,453)	13,954,340	75.78%	▲
Investing Activities						
Capital Revenue						
Capital Grants and Subsidies/						
Contributions for the development of Assets	12,938,620	6,622,782	6,182,058	(440,724)	(6.65%)	
Proceeds from Disposal of Assets	4,970,000	-	-	-	-	
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Purchase Infrastructure - Drainage	(102,449)	(67,449)	(33,722)	33,727	50.00%	
Purchase Infrastructure - Paths	(140,000)	(7,000)	(14,856)	(7,856)	(112.23%)	
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Purchase Furniture and Fittings	(368,770)	(49,800)	-	49,800	100.00%	
	(31,249,875)	(12,710,995)	(11,685,672)	1,025,323	8.07%	
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Repayment of Operating Lease	(378,040)	(394,998)	(189,973)	205,025	51.91%	▲
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Amount attributable to financing activities	4,384,509	8,655,933	6,828,328	(1,827,604)	(21.11%)	▼
Budgeted deficiency before general rates	(50,309,654)	(15,846,073)	(3,134,738)	12,711,335	80.22%	▲
General rates estimated to be raised	50,325,380	50,224,791	49,989,652	(235,139)	(0.47%)	
Closing Funding Surplus/(Deficit)	15,726	34,378,718	46,854,913	12,476,196	36.29%	▲

KEY INFORMATION

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

CASH AND INVESTMENTS
NOTE 1

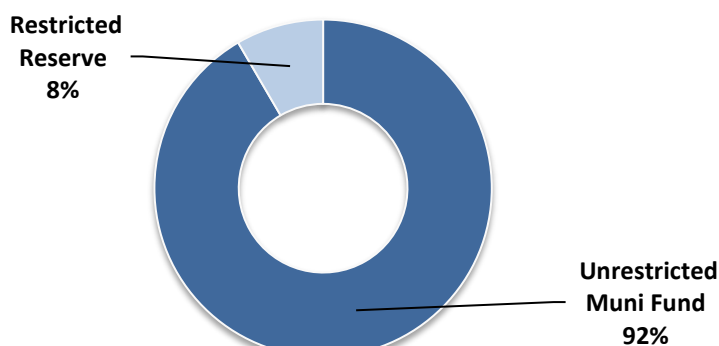
Cash and Investments	Unrestricted Muni Fund	Restricted Reserve	YTD Actual without Trust	Trust Fund	YTD Actual
	\$	\$	\$	\$	\$
Cash on Hand					
Petty Cash and Floats	23,016	-	23,016	-	23,016
	23,016	-	23,016	-	23,016
At Call Deposits					
Municipal Fund	(1,080,284)	-	(1,080,284)	-	(1,080,284)
Receipts in Progress	(51,324)	-	(51,324)	-	(51,324)
	(1,131,608)	-	(1,131,608)	-	(1,131,608)
Investments					
<u>Cash Investments</u> (≤ 3 months)					
Professional Funds Account	1,290,095	-	1,290,095	-	1,290,095
Trust Fund	-	-	-	708,105	708,105
MACQ Oncall Account	8,044,061	-	8,044,061	-	8,044,061
	9,334,156	-	9,334,156	708,105	10,042,262
<u>Term Deposits</u> (> 3 months)					
Municipal Investment	38,236,310	-	38,236,310	-	38,236,310
Reserve Fund Investment	-	4,263,722	4,263,722	-	4,263,722
	38,236,310	4,263,722	42,500,033	-	42,500,033
Investments Total	47,570,467	4,263,722	51,834,189	708,105	52,542,295
Total	46,461,875	4,263,722	50,725,597	708,105	51,433,702

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash

\$50.73 M

Unrestricted

\$46.46 M

* The Municipal Fund balance as of 31 January 2022 is unfavourable (negative) due to late recognition of funds received from Pindan Construction held as retention for the construction of Walyalup Civic Centre and Library.

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

ADJUSTED NET CURRENT ASSETS
NOTE 2

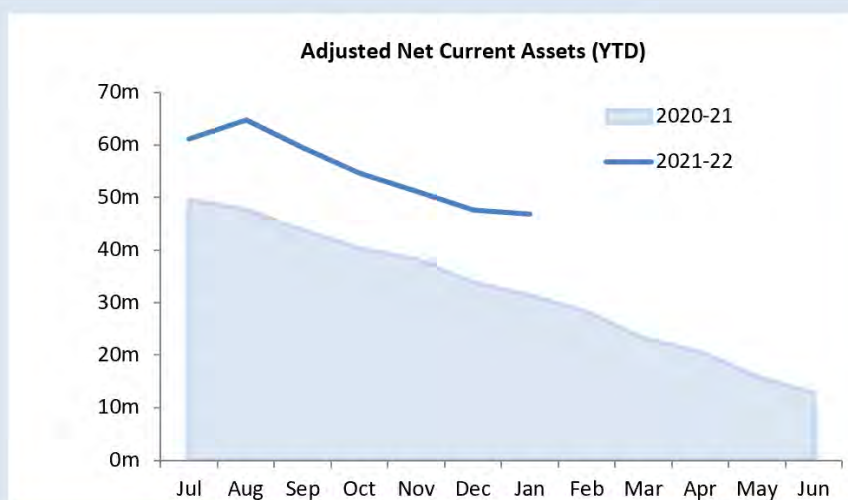
	31-Jan-2022 (a)	30-Jun-2021 (b)	Movement (c) = (a) - (b)
	\$	\$	\$
Current Assets			
Cash Unrestricted	46,461,875	27,405,645	19,056,229
Cash Restricted	4,263,722	12,631,618	(8,367,896)
Rates Outstanding	7,996,333	1,470,308	6,526,025
Sundry debtors	1,447,039	750,458	696,581
GST Receivable	294,108	332,292	(38,183)
Land held for sale	4,243,000	4,243,000	-
Accrued income	66,649	28,464	38,185
Inventories	130,349	133,134	(2,785)
	64,903,075	46,994,919	17,908,156
Less: Current Liabilities			
Trade and other payables	(7,071,699)	(12,565,233)	5,493,533
Long term borrowings	(1,457,839)	(2,807,434)	1,349,595
Lease liability - Current	(199,977)	(389,950)	189,973
Provisions	(6,112,265)	(6,112,265)	-
	(14,841,780)	(21,874,882)	7,033,102
Unadjusted Net Current Assets	50,061,295	25,120,037	24,941,258
Adjustments and exclusions permitted by FM Reg 32			
Add: Loan Repayments (Current)	1,457,839	2,807,434	(1,349,595)
Add: Lease Repayments (Current)	199,977	389,950	(189,973)
Less: Cash - Reserves - Restricted	(4,263,722)	(12,631,618)	8,367,896
Less: Fund held in Trust transferred to Reserves	(624,404)	(624,404)	-
Adjusted Net Current Assets	46,830,985	15,061,399	31,959,558

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$46.83 M

Last Year YTD

Surplus(Deficit)

\$31.39 M

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

CAPITAL ACQUISITIONS SUMMARY
NOTE 3(a)

Capital Acquisitions	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Budget Variance
	\$	\$	\$	\$
Investment Land	7,552	7,552	-	7,552
Buildings	18,785,291	9,257,859	9,221,246	36,613
Infrastructure - Roads	2,741,247	971,960	559,299	412,661
Infrastructure - Drainage	102,449	67,449	33,722	33,727
Infrastructure - Paths	140,000	7,000	14,856	(7,856)
Infrastructure - Parks	3,888,938	1,501,698	1,184,688	317,011
Infrastructure - Other	4,422,628	387,677	356,607	31,070
Furniture and Fittings	368,770	49,800	-	49,800
Plant and Equipment	793,000	460,000	315,255	144,745
Capital Expenditure Totals	31,249,875	12,710,995	11,685,672	1,025,323

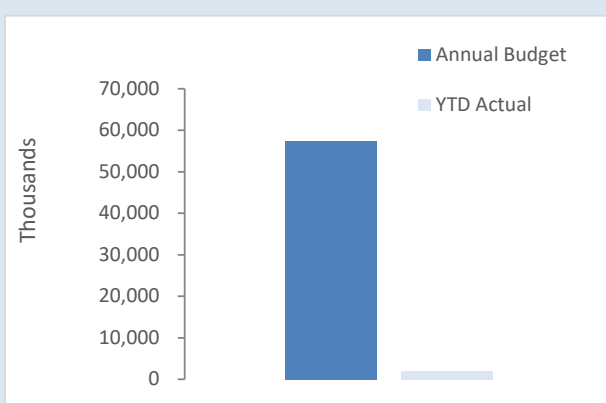
Capital Acquisitions Funded By:

Capital grants and contributions	12,938,620	6,622,782	6,182,058	(440,724)
Contribution - operations	6,734,311	(4,081,380)	(2,801,250)	1,280,130
	19,672,931	2,541,402	3,380,808	(839,406)
Cash Backed Reserves				
Fremantle Markets Conservation Reserve	78,033	78,033	7,900	(70,133)
Investment Fund Reserve	9,828,141	9,303,160	7,807,152	(1,496,008)
Leisure Centre Upgrade Reserve	36,560	-	245,103	245,103
Parking Dividend Equalisation Reserve	1,574,700	788,400	244,708	(543,692)
Renewable Energy Investment Reserve	59,510	-	-	-
	11,576,944	10,169,593	8,304,864	1,864,729
Capital Funding Total	31,249,875	12,710,995	11,685,672	(1,025,323)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

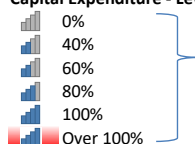


Acquisitions	Annual Budget	YTD Actual	% Spent
	\$31.25 M	\$11.69 M	37%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$12.94 M	\$6.18 M	48%

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



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

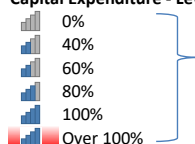
* Please see table at the end of this note for further detail

% of Completion	Activity Number	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance Under/(Over)	Over Budget
		\$	\$	\$	\$	\$
City Business Directorate						
IT Operations Team						
0%	P-10498 Install-Network infrastructure	300007	20,000	-	-	-
0%	P-11077 Install-Kings Square Network infrastructure Queensga	300073	34,638	-	-	-
0%	P-10897 Purchase-Wi-Fi network infrastructure	300107	32,032	-	-	-
0%	P-11636 Relocation-Vocus communications	300108	21,400	42,800	-	42,800
Economic Development Team						
0%	P-11829 Design and construct-Kings Square Commercial tenancy	300112	399,194	-	-	-
Commercial Parking Team						
44%	P-12041 Program - Ticket machines	300259	466,000	216,000	205,000	11,000
Environmental Health Team						
0%	P-11720 Software - Mobile Compliance	300103	23,700	-	-	-
83%	P-12039 Purchase - Noise level meter	300258	15,000	15,000	12,415	2,586
Parking Compliance Team						
0%	P-12036 Purchase - Parking licence plate recognition cameras	300256	180,000	-	-	-
59%	P-12038 Purchase - Hand held licence plate recognition equip	300257	40,000	25,000	23,676	1,324
Information and Technology Management						
0%	P-11909 Software - Firewall security	300207	50,000	-	-	-
Community Development Directorate						
Arts and Culture Management						
33%	P-11687 Install Public Art Kings Square	300088	60,200	35,000	20,000	15,000
Fremantle Arts Centre Team						
0%	P-10545 Program-Artworks Victor Felstead	300050	7,000	7,000	-	7,000
Leisure Centre Team						
0%	P-12034 Purchase - Leisure Centre - iPads	300255	20,000	20,000	-	20,000
Community Development Team						
63%	P11983 - Design and Construct - Leighton Beach Access	300271	50,000	35,000	31,587	3,413
Strategic Planning and Projects Directorate						
City Design and Projects Management						
0%	P-10294 - Design and construct-Public Realm	300049	5,598	5,598	-	5,598
18%	P-11878 - Design and construct -Walyalup Koort – Public Artw	300162	137,949	30,000	25,125	4,875
Infrastructure and Projects Directorate						
Asset Management Team						
10%	P-10964 Restoration-Town Hall internal	300032	21,650	21,650	2,082	19,568
0%	P-11838 Design and construct-Kings Square change facility	300113	150,000	150,000	211	149,789
0%	P-11843 Design and construct- Markets Building Services	300121	2,278,033	9,818	7,900	1,918
26%	P-11670 Design and construct-Leisure Centre Pool Roof	300123	936,560	150,000	245,103	(95,103)
0%	P-11944 Design and construct - Notre Dame - Façade	300167	7,552	7,552	-	7,552
41%	P-10260 Program - Arthur Head - Wall stabilisation	300168	525,744	200,000	216,796	(16,796)
37%	Program- Infrastructure Recovery	300170	115,126	115,126	42,553	72,573
0%	P-11958 Install - Fremantle Park - Book a Court	300182	2,206	2,206	-	2,206
13%	P-11981 Design and Construct – Men’s Shed - Wall	300190	100,000	100,000	13,076	86,924
97%	P-11982 Design and construct - Arts Centre - Sewer	300203	54,000	54,000	52,365	1,635
28%	P-12045 Design and construct - Leisure Centre - Shade sail	300260	215,000	150,000	59,829	90,171
0%	P-12015 Removal - Stevens Reserve - Structure	300275	10,000	-	-	-
0%	P-12066 Design and construct - Naval Store	300277	920,000	-	-	-
Facilities Management (Buildings)						
0%	P-12033 Software - Utility data management system	300254	12,000	12,000	-	12,000
Buildings Project Management Team						
0%	P-10297 Construct-Walyalup Civic Centre and Library (KS)	300000	7,105,074	7,105,074	25,374	7,079,700
>100%	P-11814 Building development - Consultants Council Administr	300086	-	-	118,502	(118,502)
>100%	P-11598 Building development - Project Management fees - (Ki	300087	-	-	98,603	(98,603)
11%	P-11682 Fitout - Council Admin Offices (KS)	300100	656,826	-	69,643	(69,643)
58%	P- 10898 Relocation – AV Equipment & Installation (KS)	300101	353,524	213,524	204,839	8,685
99%	P-11965 Purchase - Leisure Centre - Disinfectant System	300189	31,000	31,000	30,655	345
97%	P-11968 Purchase - Leisure Centre - Pool blankets	300193	64,000	64,000	61,961	2,039
>100%	P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	300206	-	-	6,911,912	(6,911,912)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



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

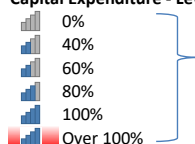
* Please see table at the end of this note for further detail

% of Completion		Activity Number	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance Under/(Over)	Over Budget
Building Capital Works Team							
0%		P-11842 Design and construct-Westgate Mall courtyard	36,780	-	-	-	-
168%		P- 11943 - Construct - Town Hall- Fire upgrade	300166	70,587	118,268	(47,681)	(47,681)
0%		P-11985 Design and construct - APACE - Fence	300212	20,000	-	20,000	-
0%		P-11986 Design and construct - Port Beach - Toilets	300213	50,000	-	50,000	-
27%		P-11987 Design and construct - Fremantle Education Centre	300214	200,000	53,790	(23,790)	-
0%		P-11988 Design and construct - Gil Fraser Grandstand - Stair	300215	50,000	-	-	-
0%		P-11989 Design and construct - Ken Allen - Clubhouse	300216	120,000	8,000	8,000	-
0%		P-11990 Design and construct - Ken Allen - Pavers	300217	60,000	-	-	-
8%		P-11992 Design & construct-South Beach-Changerooms	300218	150,000	11,475	8,525	-
0%		P-11993 Design and construct - Union Stores - Window	300219	30,000	-	-	-
67%		P-11995 Restore - Heritage walls	300221	30,000	20,000	10,000	-
67%		P-12050 Purchase - South Beach - Temporary toilets	300269	120,000	80,841	39,159	-
Infrastructure Engineering Management							
155%		P-11910 - Design and construct - Bike Projects	300173	20,000	31,017	(11,017)	(11,017)
24%		P-11949 - Resurface R2R - Bannister Street	300176	4,952	1,205	3,747	-
0%		P-11966 Design and Construct - Montreal St - Traffic Calming	300191	10,000	-	-	-
Construction and Maintenance Teams							
0%		P-10865 Construct-Fremantle Park carpark	300115	450,000	1,513	(1,513)	-
57%		P-11328 Purchase-Plant and Equipment	300141	25,000	14,335	7,665	-
50%		P-11952 - Design and construct - Hampton Road - Drainage	300174	67,449	33,722	33,727	-
>100%		P-12056 - Resurface R2R - Pamment Street	300205	-	118	(118)	(118)
50%		P-11914 Road safety - Hampton Rd - Bike lane - Stage 2	300209	30,000	14,856	(14,856)	-
55%		P-11915 Road safety - South Tce - Node 2	300210	268,000	147,883	(29,883)	-
10%		P-11984 Road safety - John Curtin - Pedestrian Crossing	300211	45,200	4,306	13,774	-
1%		P-11997 Design and Construct - Footpath - Maxwell Street	300222	40,000	250	(250)	-
0%		P-11998 Design and Construct - Drainage - Nicholas St	300223	35,000	-	-	-
0%		P-11999 Install - Lefroy Tip - Fence	300224	19,000	19,000	19,000	-
0%		P-12001 Resurface - MRRG - Hampton Rd (NB)	300226	188,378	36,378	36,378	-
1%		P-12002 Resurface - MRRG - Hampton Rd (SB)	300227	208,134	40,134	38,418	-
44%		P-12003 Resurface - MRRG - McCombe Ave (NB&SM)	300228	353,869	154,081	(7,212)	-
1%		P-12004 Resurface - MRRG - Ord St (NB)	300229	198,329	58,329	55,465	-
24%		P-12005 Resurface - MRRG - South Tce 1 (NB&SB)	300230	303,287	72,544	78,243	-
1%		P-12006 Resurface - MRRG - South Tce 2 (NB&SB)	300231	208,431	1,050	102,381	-
2%		P-12007 Resurface - R2R - Booth Ct	300232	10,000	210	4,790	-
10%		P-12008 Resurface - R2R - Cumbor Way	300233	40,000	4,178	11,822	-
28%		P-12009 Resurface - R2R - Marshall Way	300234	55,000	15,661	6,340	-
0%		P-12010 Resurface - R2R - O'Hara St	300235	25,000	10,000	10,000	-
1%		P-12011 Resurface - R2R - Proctor St	300236	15,000	210	5,790	-
0%		P-12012 Resurface - R2R - Prowse St	300237	25,000	10,000	10,000	-
0%		P-12013 Resurface - R2R - Sowden Dr	300238	35,000	14,000	14,000	-
0%		P-12014 Resurface - R2R - Watkins St	300239	155,000	62,000	62,000	-
86%		P-12029 Road safety - McCombe Ave - Bike lane	300240	65,000	55,947	9,053	-
0%		P-12016 Road safety - Ord St - Bike lane	300241	60,000	-	-	-
0%		P-12017 Relocate - Electric vehicle chargers	300242	15,000	-	-	-
6%		P-12018 Install - South Beach - Solar lighting	300243	25,000	1,401	(1,401)	-
0%		P-12019 Design and construct - Hilton - Underground power	300244	395,000	-	-	-
84%		P-12020 Design and construct - Samson - Bollards	300245	12,445	10,412	2,033	-
87%		P-12022 Purchase - Speed display signs	300246	15,000	13,124	1,876	-
0%		P-12047 Road safety - Wiluna and Hope - Intersection	300261	262,667	550	(550)	-
39%		P-12048 Design and construct - Paddy Troy Mall - Lighting	300262	25,000	9,865	(2,365)	-
0%		P-12049 Footpath - Duffield Ave	300263	80,000	-	-	-
0%		P-12057 Contribution - Westgate Mall courtyard	300264	160,000	-	-	-
0%		P-12059 Road safety - Marine Tce - Intersection	300266	30,000	-	-	-
102%		P-12054 Design and construct - Port Beach - Carpark	300268	50,000	50,984	(984)	(984)
0%		P-12053 Road safety - Leighton Beach - Traffic calming	300270	10,000	-	-	-
Parks and Landscapes Management							
0%		P-10412 Design and construct - Booyembara Park Masterplan	300197	404,075	-	-	-
14%		P-11819 Design and construct - Dick Lawrence - Playspace	300198	180,000	24,459	541	-
82%		P-11978 Purchase - Proclamation Tree Plaque	300202	8,000	6,550	1,450	-

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

CAPITAL ACQUISITIONS - PROJECTS
NOTE 3(b)

Capital Expenditure - Level of Completion Indicators



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

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

% of Completion	Activity Number	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance Under/(Over)	Over Budget
Parks and Landscapes Team						
84%	P-11680 Design and construct-Kings Square Playspace	300051	195,078	195,078	164,227	30,851
47%	P-10295 Design and construct-Kings Square Public Realm Newma	300085	1,010,149	461,129	474,146	(13,017)
9%	P-11823 Design and construct-Port Beach coastal adaptation	300110	2,993,415	185,757	267,970	(82,213)
25%	P-10077 Program-Parks-Infrastructure	300147	230,000	50,000	58,411	(8,411)
22%	P-11882 Design and construct - Fremantle Golf Course	300157	3,955,261	808,000	863,260	(55,260)
0%	P-11885 Design and construct - Harvey Beach Jetty	300159	8,645	-	-	-
0%	P-11911 Design and construct - Leighton Beach - Shelters	300172	53,147	53,147	-	53,147
79%	P-11904 Design and construct- Gilbert Fraser - Lighting	300186	278,120	278,120	221,089	57,031
6%	P-11912 Design and construct - Coral Park Irrigation Upgrade	300208	80,000	5,000	4,960	40
0%	P-12000 Program - Doepel St - Trees	300225	30,000	7,000	-	7,000
69%	P-12023 Design and construct - Alfred Park - Irrigation	300247	40,000	40,000	27,560	12,440
0%	P-12024 Design and construct - Bathers South Beach - Structu	300248	36,381	26,875	-	26,875
0%	P-12026 Design and construct - Florence Park - Playspace	300250	10,000	-	-	-
0%	P-12027 Design and construct - Griffiths Park - Upgrade	300251	347,000	5,000	673	4,327
0%	P-12058 Design and construct - Booyeembara Park - Bike trail	300265	760,000	114,000	3,673	110,327
122%	P-12064 Design and construct - Fremantle Driving Range	300267	120,000	120,000	146,523	(26,523)
0%	P-12028 Program - Coastal Monitoring (South)	300278	77,238	38,600	-	38,600
Waste Collection Team						
0%	P-12032 Purchase - FOGO bins - Multi unit dwellings	300253	40,000	24,000	-	24,000
Facilities and Environmental Management						
0%	P-11873 Program - Solar panels	300152	31,510	-	-	-
73%	P-11887 - Design and construct - 14 Parry St - Waste	300158	20,000	-	14,519	(14,519)
>100%	P-11941 Design and construct - Depot - Hazardous Waste	300165	-	-	71	(71)
0%	P-12068 Design and construct-70 Parry St Fit out (Stage 1)	300279	243,342	-	-	-
Grand Total		31,249,875	12,710,995	11,685,672	1,025,323	(7,215,412)

PROJECTS OF OVERSPENDING	VARIANCE OVER 21/22 BUDGET	COMMENT
<i>(Tolerance level is 5% or \$10,000, whichever is lower)</i>		
P-11814 Building development - Consultants Council Administr	(118,502)	Ongoing project over budget due budget for these projects contained within
P-11598 Building development - Project Management fees - (Ki	(98,603)	Activity 300000 - Project 10297 Construct-Walyalup Civic Centre and Library
P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	(6,911,912)	
P- 11943 - Construct - Town Hall- Fire upgrade	(47,681)	Need to do a budget amendment at MYR
P-11910 - Design and construct - Bike Projects	(11,017)	Ongoing project, budget will be amended at MYR
P-12056 - Resurface R2R - Pamment Street	(118)	Error in account number; journal required to correct
P-12054 Design and construct - Port Beach - Carpark	(984)	Project completed in 20/21; expenditure to be posted back
P-12064 Design and construct - Fremantle Driving Range	(26,523)	Ongoing project, Budget will be amended at MYR
P-11941 Design and construct - Depot - Hazardous Waste	(71)	Ongoing project over budget within the tolerance level

(If over 5% or \$10,000, whichever is lower)

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021

Works in Progress FY21 & FY22

WORK IN PROGRESS
NOTE 3(c)

Account No.	Project	Asset Class	Financial Year	
			FY20/21	FY21/22 (YTD)
	Land			
300047	P-10458 Disposal-7 Quarry St	Land	7,610	-
				-
	Investment Land			
300167	P-11944 Design and construct - Notre Dame - Façade	Investment Land	4,363	-
				-
	Buildings			
300000	P-10297 Construct-Council Admin Offices (Kings Square redeve	Buildings	15,271,933	25,374
300206	P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	Buildings	527,858	6,911,305
300032	P-10964 Restoration-Town Hall internal	Buildings	15,375	2,082
300075	P-10350 Design and construct-Fremantle Park Sport and Commun	Buildings	1,845	-
300086	P-11814 Building development - Consultants Council Administr	Buildings	415,854	118,502
300087	P-11598 Building development - Project Management fees - (Ki	Buildings	331,412	98,603
300100	P-11682 Building development - Fit out - Civic Building (KS)	Buildings	120,638	69,643
300121	P-11843 Design and construct- Markets Building Services	Buildings	187,183	7,900
300123	P-11670 Design and construct-Leisure Centre Pool Roof	Buildings	21,040	245,103
300193	P-11968 Purchase - Leisure Centre - Pool blankets	Buildings	-	61,961
300160	P-11884 -Design and Construct -Recycle Shop	Buildings	14,155	-
300161	P-11883 -Design and construct-Container Deposit Setup	Buildings	68,632	-
300157	P-11882 -Design and construct - Fremantle Golf Course	Buildings	2,721,360	863,260
300101	P- 10898 Relocation – AV Equipment & Installation (KS)	Buildings	146,476	204,839
300116	P-11836 Design and construct-Signal Station	Buildings	57,439	-
300165	P-11941 Design and construct - Depot - Hazardous Waste	Buildings	50,096	71
300166	P- 11943 - Construct - Town Hall- Fire upgrade	Buildings	459,413	118,268
300168	P-10260 Program - Arthur Head - Wall stabilisation	Buildings	474,256	216,796
300181	P-11957 Restoration - Hazel Orm	Buildings	34,744	-
300182	P-11958 Install - Fremantle Park - Book a Court	Buildings	7,537	-
300187	P-11933 Purchase - Arts Centre - Kiln	Buildings	18,182	-
300188	P11964 - Purchase - Leisure Centre - Leak Monitoring	Buildings	17,000	-
300113	P-11838 - Design & Construct - Kings Square - Change Facility	Buildings		211
300189	P-11965 - Purchase - Leisure Centre - Disinfectant System	Buildings		30,655
300203	P-11982 Design and construct - Arts Centre - Sewer	Buildings		52,365
300214	P-11987 - Design & Construct - Fremantle Education Centre	Buildings		53,790
300269	P-12050 Purchase - South Beach - Temporary Toilets	Buildings		80,841
300221	P-11995 Restore - Heritage walls	Buildings		20,000
300158	P-11887 - Design and construct - 14 Parry St - Waste	Buildings		14,519
300190	P-11981 Design and Construct – Men’s Shed - Wall	Buildings		13,076
300218	P-11992 Design & Construct- South Beach-Changerooms	Buildings		11,475
				-
	Furniture and Fittings			
300073	P-11077 Install-Kings Square Network infrastructure Queensga	Furniture and Fittings	4,740	-
300102	P-11705 Relocation- Kings Square network and communications	Furniture and Fittings	271,455	-
300107	P-10897 Purchase-Wi-Fi network infrastructure	Furniture and Fittings	17,968	-
				-
	Plant and Equipment			
300164	P-11940 - Design and Construct - Depot - Slab	Plant and Equipment	18,768	-
300105	P-11826 Install-Buster Storage	Plant and Equipment	9,926	-
300141	P-11328 Purchase-Plant and Equipment	Plant and Equipment	18,815	14,335
300259	P-12041 Program - Ticket machines	Plant and Equipment	-	205,000
300258	P-12039 Purchase - Noise level meter	Plant and Equipment		12,415
300257	P-12038 Purchase - Hand held licence plate recognition equip	Plant and Equipment		23,676
300260	P-12045 Design and construct - Leisure Centre - Shade sail	Plant and Equipment		59,829
				-

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021

Works in Progress FY21 & FY22

WORK IN PROGRESS
NOTE 3(c)

Account No.	Project	Asset Class	Financial Year	
			FY20/21	FY21/22 (YTD)
	Infrastructure - Roads			-
300003	P-11718 Design and construct-B-spot-Stirling Highway crossin	Infrastructure - Roads	30,631	-
300132	P-11851 Resurface MRRG-Ord St	Infrastructure - Roads	62,550	-
300133	P-11852 Resurface MRRG-Parry St	Infrastructure - Roads	54,188	-
300135	P-11854 Resurface MRRG-South Tce	Infrastructure - Roads	97,837	-
300204	P-12055 - Resurface R2R - Coode Street	Infrastructure - Roads	7,593	-
300205	P-12056 - Resurface R2R - Pamment Street	Infrastructure - Roads	31,695	118
300171	P-11932 Design and construct - Queen Street - Pedestrian Cro	Infrastructure - Roads	23,993	-
300173	P-11910 - Design and construct - Bike Projects	Infrastructure - Roads	38,450	31,017
300184	P-11961 Design and construct - Bracks Street - Parking	Infrastructure - Roads	22,797	-
300199	P-11974 Contribution - Knutsford St Precinct Infrastructure	Infrastructure - Roads	114,776	-
300201	P-11977 - Design and construct - CBS Crossing	Infrastructure - Roads	32,932	-
300240	P-12029 Road safety - McCombe Ave - Bike lane	Infrastructure - Roads	-	55,947
300210	P-11915 - Road Safety - South Trc - Node2	Infrastructure - Roads		147,883
300222	P-11997 - Design & Construct - Footpath - Maxwell St	Infrastructure - Roads		250
300228	P-12003 - Resurface - MRRG- McCombe Ave	Infrastructure - Roads		154,081
300268	P-12054 Design and construct - Port Beach - Carpark	Infrastructure - Roads		50,984
300176	P-11949 - Resurface R2R - Banister St	Infrastructure - Roads		1,205
300227	P-12002 Resurface - MRRG - Hampton Rd (SB)	Infrastructure - Roads		1,716
300229	P-12004 resurface - MRRG - Ord St (NB)	Infrastructure - Roads		3,470
300230	P-12005 Resurface - MRRG - South Tce 1 (NB&SB)	Infrastructure - Roads		72,544
300234	P-12009 Resurface - R2R - Marshall Way	Infrastructure - Roads		15,661
300243	P-12018 Install - South Beach - Solar Lighting	Infrastructure - Roads		1,401
300246	P-12022 Purchase - Speed Display Signs	Infrastructure - Roads		13,124
300211	P-11984 Road safety - John Curtin - Pedestrian Crossing	Infrastructure - Roads		4,306
300231	P-12006 Resurface - MRRG - South Tce 2 (NB&SB)	Infrastructure - Roads		1,050
300233	P-12008 Resurface - R2R - Cumbor Way	Infrastructure - Roads		4,178
300261	P-12047 Road safety - Wiluna and Hope - Intersection	Infrastructure - Roads		550
300236	P-12011 Resurface - R2R - Proctor St	Infrastructure - Roads		210
300232	P-12007 Resurface - R2R - Booth Ct	Infrastructure - Roads		210
	Infrastructure - Drainage			-
300174	P-11952 - Design and construct – Hampton Road – Drainage	Infrastructure - Drainage	2,551	33,722
	Infrastructure - Parks			-
300049	P-10294 - Design and construct-Public Realm	Infrastructure - Parks	4,948	-
300051	P-11680 Design and construct-Kings Square Playspace	Infrastructure - Parks	476,307	164,227
300085	P-10295 Design and construct-Kings Square Public Realm Newma	Infrastructure - Parks	498,210	474,146
300111	P-11865 Install-Kings Square trees	Infrastructure - Parks	236,097	-
300144	P-11859 Program-Parks-Irrigation	Infrastructure - Parks	30,060	-
300154	P-11876 - Renovation Fremantle Netball Club	Infrastructure - Parks	13,085	-
300114	P-11840 Design and construct-Port Beach carpark	Infrastructure - Parks	11,188	-
300147	P-10077 Program-Parks-Infrastructure	Infrastructure - Parks	-	58,411
300159	P-11885 Design and construct - Harvey Beach Jetty	Infrastructure - Parks	55,355	-
300172	P-11911 Design and construct - Leighton Beach - Shelters	Infrastructure - Parks	54,426	-
300198	P-11819 Design and construct - Dick Lawrence - Playspace	Infrastructure - Parks	-	24,459
300186	P-11904 Design and construct- Gilbert Fraser - Lighting	Infrastructure - Parks	4,820	221,089
300202	P-11978 Purchase - Proclamation Tree Plaque	Infrastructure - Parks	-	6,550
300208	P-11912 Design and construct - Coral Park Irrigation Upgrade	Infrastructure - Parks	-	4,960
300265	P-12058 Design and construct - Booyeembara Park - Bike trail	Infrastructure - Parks	-	3,673
300170	Program - Infrastructure Recovery	Infrastructure - Parks		42,553
300262	P-12048 Design and construct - Paddy Troy Mall - Lighting	Infrastructure - Parks		9,865
300267	P-12064 Design and Construct - Fremantle Driving Range	Infrastructure - Parks		146,523
300247	P-12023 Design and construct - Alfred Park - Irrigation	Infrastructure - Parks		27,560
300251	P-12027 Design and Construct - Griffiths Park - Upgrade	Infrastructure - Parks		673

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021

Works in Progress FY21 & FY22

WORK IN PROGRESS
NOTE 3(c)

Account No.	Project	Asset Class	Financial Year	
			FY20/21	FY21/22 (YTD)
	Infrastructure - Paths			
300209	P-11914 Road safety - Hampton Rd - Bike lane - Stage 2	Infrastructure - Paths		14,856
				-
	Infrastructure - Other			
300162	P-11878 -Design and construct- Kings Square - Windows to the	Infrastructure - Other	6,675	25,125
300110	P-11823 Design and construct-Port Beach coastal adaptation	Infrastructure - Other	311,633	267,970
300088	P-11687 Install Public Art Kings Square	Infrastructure - Other	39,800	20,000
300163	P-11879 -Design and construct -Rockwall Port Beach	Infrastructure - Other	75,221	-
300200	P-11976 - Install - Kellow Place - Solar Lighting	Infrastructure - Other	5,626	-
300245	P-12020 Design and construct - Samson - Bollards	Infrastructure - Other	-	10,412
300271	P11983 - Design and Construct - Leighton Beach Access	Infrastructure - Other	-	31,587
300115	P-10865 Construct-Fremantle Park carpark	Infrastructure - Other	-	1,513
	Total Annual Work in Progress		23,659,516	11,685,671
		Cumulative Total WIP		35,345,187

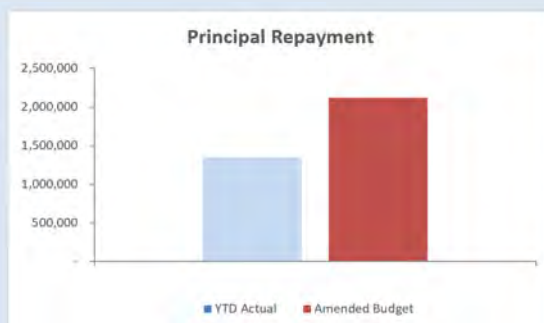
Note : The total amount doesn't agree with the financial position due to \$23,929 accounting error related to project P-11886-Desin and Construct - Depot Site - Preparation (IP200786).

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022**

**BORROWINGS
NOTE 4**

Particulars	Interest Rate	Expiry date of Loan	Principal 1-Jul-2021	Principal Repayment		Principal Balance		Interest Repayment	
				YTD Actual	Amended Budget	31-Jan-2022	30-Jun-21	YTD Actual	YTD Budget
	%		\$	\$	\$	\$	\$	\$	\$
Recreation and culture									
298 Leighton Beach Kiosk & Changerooms	3.44	1/07/2025	665,227	110,468	147,927	554,758	517,300	15,845	12,651
301 Leighton Beach Kiosk	3.15	1/07/2026	205,662	27,347	36,607	178,315	169,055	4,560	3,703
303 Fremantle Boys School	2.86	28/06/2027	443,673	34,144	68,779	409,528	374,894	6,119	7,757
308 Arthur Head - Wall stabilisation	1.62	1/04/2031	500,000	23,127	46,442	476,873	453,558	5,378	5,781
Transport									
232 Streets Ahead Programme (2)	6.56	1/07/2021	22,339	22,339	22,339	-	-	300	-
236 Streets Ahead Programme (3)	6.56	1/07/2022	86,474	51,026	68,604	35,448	17,870	3,095	2,225
277 Road Asset Program	5.56	1/07/2021	32,325	32,325	32,325	-	-	369	-
278 Footpath Asset Program	5.56	1/07/2021	15,857	15,857	15,857	-	-	181	-
280 Road Rehabilitation & Improvement program	3.93	1/07/2022	88,477	52,567	70,435	35,911	18,042	1,892	1,580
281 Footpath Replacement Program	3.93	1/07/2022	51,547	30,625	41,035	20,922	10,512	1,102	920
284 Road Asset Program	4.01	1/07/2023	169,745	54,897	73,564	114,848	96,181	4,342	3,467
289 Road Asset Program	3.99	1/07/2024	652,098	143,104	191,761	508,994	460,337	17,535	13,841
290 Footpath Asset Program	3.99	1/07/2024	131,531	28,865	38,678	102,666	92,853	3,537	2,792
291 Drainage Asset Program	3.99	1/07/2024	111,153	24,393	32,687	86,760	78,466	2,989	2,358
295 Road Asset Program	3.44	1/07/2025	421,030	69,917	93,624	351,113	327,406	10,029	8,007
296 Footpath Asset Program	3.44	1/07/2025	120,709	20,045	26,843	100,664	93,866	2,875	2,296
297 Drainage Asset Program	3.44	1/07/2025	140,343	23,306	31,208	117,038	109,135	3,343	2,669
300 Road Asset Program	3.15	1/07/2026	477,430	63,485	84,981	413,945	392,449	10,586	8,595
294B Acquisition 73 Hampton Road	4.03	1/07/2024	124,288	27,261	36,532	97,027	87,756	3,376	2,623
305 Heavy Vehicles	2.86	28/06/2027	316,909	24,389	49,128	292,520	267,781	2,428	5,540
Economic services									
279 Fremantle Markets Upgrade	5.56	1/07/2021	16,163	16,163	16,163	-	-	185	-
283 Fremantle Markets Upgrade	3.93	1/07/2022	58,985	35,044	46,956	23,941	12,029	1,261	1,053
307 Civic & Library Building	1.96	28/06/2040	19,174,355	418,900	841,905	18,755,454	18,332,450	184,809	255,528
Community Amenities									
SMRC	-	-	1,106,350	-	-	1,106,350	1,106,350	-	-
Total			25,132,670	1,349,595	2,114,380	23,783,074	23,018,290	286,136	343,386

The above YTD Actual interest is a result of accrual accounting, which requires that accounting transactions be recognized and recorded when they occur, regardless of whether payment has been made at that time has been recognised in accrued method.

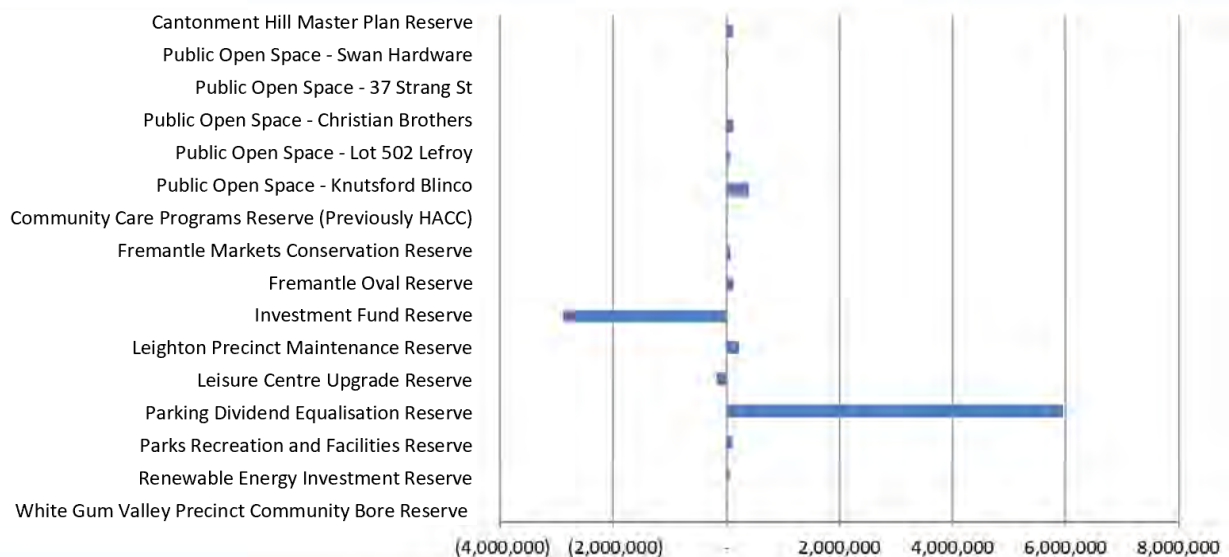


Principal Repayments	\$1,349,595
Interest Earned	\$502,886
Interest Expense	\$319,748
Reserves Bal	\$4.26 M
Loans Due	\$23.78 M

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022**

**RESERVE FUND BALANCES AND MOVEMENTS
NOTE 5(a)**

Reserve Fund	Opening Balance	Transfer To Muni Fund		Transfers From Muni Fund		Closing Balance
	01-Jul-2021	For Operating	For Capital	From Operating	From Capital	31-Jan-2022
	\$	\$	\$	\$	\$	\$
Cantonment Hill Master Plan Reserve	117,868	-	-	-	-	117,868
Public Open Space - Swan Hardware	26,899	-	-	-	-	26,899
Public Open Space - 37 Strang St	-	-	-	-	-	-
Public Open Space - Christian Brothers	131,830	-	-	-	-	131,830
Public Open Space - Lot 502 Lefroy	61,600	-	-	-	-	61,600
Public Open Space - Knutsford Blinco	404,075	-	-	-	-	404,075
Community Care Programs Reserve (Previously HACC)	6,386	-	-	-	-	6,386
Former Stan Reilly Property Site Redevelopment Reserve	-	-	-	-	-	-
Fremantle Markets Conservation Reserve	78,032	-	(7,900)	-	-	70,132
Fremantle Oval Reserve	238,375	(103,912)	-	-	-	134,463
Fremantle Town Hall Refurbishment Reserve	-	-	-	-	-	-
Heritage Places Reserve	-	-	-	-	-	-
Investment Fund Reserve	4,921,372	-	(7,807,152)	-	-	(2,885,781)
Kings Square Improvements Reserve	-	-	-	-	-	-
Leighton Precinct Maintenance Reserve	193,502	(27,264)	-	59,339	-	225,577
Leisure Centre Upgrade Reserve	70,159	-	(245,103)	-	-	(174,945)
Parking Dividend Equalisation Reserve	6,208,565	-	(244,708)	-	-	5,963,857
Parks Recreation and Facilities Reserve	97,771	-	-	-	-	97,771
Renewable Energy Investment Reserve	59,510	-	-	-	-	59,510
White Gum Valley Precinct Community Bore Reserve	15,675	-	-	8,804	-	24,479
Total	12,631,618	(131,176)	(8,304,864)	68,143	-	4,263,722



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31ST JANUARY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Cantonment Hill Master Plan Reserve			
<u>Reserve Purpose:</u>			
<i>To fund capital works at Cantonment Hill in accordance with the Cantonment Hill Master Plan.</i>			
<u>Source of Income:</u>			
<i>Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review</i>			
Opening Balance	117,746	117,868	117,868
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	117,746	117,868	117,868
Public Open Spaces Reserves			
<u>Reserve Purpose:</u>			
<i>To fund specific city works</i>			
<u>Source of Income:</u>			
<i>Transferred from Trust Fund (no longer required to be held in Trust)</i>			
Opening Balance - Swan Hardware	-	26,899	26,899
Opening Balance - Christian Brothers	-	131,830	131,830
Opening Balance - Lot 502 Lefroy	-	61,600	61,600
Opening Balance - Knutsford Blinco	-	404,075	404,075
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	-	624,404	624,404
Community Care Programs Reserve (Previous HACC Asset Replacement Reserve)			
<u>Reserve Purpose:</u>			
<i>To fund Community Care Programs.</i>			
<u>Source of Income:</u>			
<i>Transfer from final balance held in old HACC Asset Replacement Reserve at end of 17/18 financial year.</i>			
Opening Balance	6,386	6,386	6,386
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	6,386	6,386	6,386

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31ST JANUARY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Fremantle Markets Conservation Reserve			
<u>Reserve Purpose:</u>			
<i>To fund conservation works to the Fremantle Markets</i>			
<u>Source of Income:</u>			
<i>Contribution by lessee on signing of new lease in June 2008. Increase of rent derived from the premises for the first ten years of the lease commencing in June 2008 as a minimum to assist in obtaining external funding for implementing the Conservation Plan.</i>			
Opening Balance	51,215	78,032	78,032
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Capital)	(51,215)	(78,033)	(7,900)
300121 - P-11843 Design and construct - Markets Building Services	(51,215)	(78,033)	(7,900)
Closing Balance	-	(1)	70,132
Fremantle Oval Reserve			
<u>Reserve Purpose:</u>			
<i>To fund capital and business planning costs associated with the redevelopment of the Fremantle Oval precinct</i>			
<u>Source of Income:</u>			
<i>Transfer from Former Stan Reilly Property Site Redevelopment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget, budget review and budget amendments</i>			
Opening Balance	238,375	238,375	238,375
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(158,375)	(238,375)	(103,912)
200132 - P-10300 Plan-Fremantle Oval Precinct	(158,375)	(261,625)	(103,912)
Transfer from Reserves (Capital)	-	-	-
Closing Balance	80,000	-	134,463
Investment Fund Reserve			
<u>Reserve Purpose:</u>			
<i>To realise and make investments in income producing assets. A specified list of investment properties forms part of the investments. Funds will not be withdrawn from the reserve to subsidise operating or recurrent expenditure, nor shall funds be withdrawn for the purpose of providing community facilities that do not provide a commercial rate of return, unless specifically decided otherwise by the Council.</i>			
<u>Source of Income:</u>			
<i>Net proceeds of sale of nominated freehold properties, unless otherwise resolved by Council. Net proceeds from sale of miscellaneous parcels of land, unless otherwise resolved by Council. Transfer from municipal fund of principal repayment equivalent for Loan 189 (Queensgate) that was paid out in January 2006 using funds from the Investment Reserve. Net proceeds from the winding up of the City of Fremantle Trust Fund as per the City of Fremantle and Town of East Fremantle Trust Funds (Amendment and Expiry) Bill 2013.</i>			

RESERVE FUND BALANCES AND MOVEMENTS DETAIL

MONTHLY FINANCIAL REPORT

NOTE 5(b)

FOR THE PERIOD ENDED 31ST JANUARY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Opening Balance	3,371,745	4,921,372	4,921,372
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	4,970,000	4,970,000	-
300047 - P-10458 Disposal - 7 Quarry St	2,720,000	2,720,000	-
300053 - P-11052 Disposal - 9 Quarry St	2,250,000	2,250,000	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(4,821,378)	(9,828,141)	(7,807,152)
300206 - P-10297 Construct-Walyalup Civic Centre & Library (KS)- Extr	(3,000,000)	(7,105,074)	(6,911,912)
300073 - P-11077 Install - Network Infrastructure (Kings Square)	(34,638)	(34,638)	-
300085 - P-10295 Design and construct - Public Realm Newman Court (KS)	(500,000)	(1,010,149)	(457,366)
300088 - P-11687 Install - Public Art (Kings Square)	(55,200)	(60,200)	(20,000)
300100 - P-11682 Building development - Fit out - Civic Building (KS)	(387,722)	(656,826)	(69,643)
300101 - P- 10898 Relocation - AV Equipment & Installation (KS)	(250,000)	(353,524)	(204,839)
300112 - P-11829 Design and construct - Commercial tenancy (KS)	(399,194)	(399,194)	-
300166 - P- 11943 - Construct - Town Hall - Fire upgrade	(50,000)	(70,587)	(118,268)
300162 - P-11878 Design and construct - Kings Square - Windows to	(144,624)	(137,949)	(25,125)
Closing Balance	3,520,367	63,231	(2,885,781)

Leighton Precinct Maintenance Reserve

Reserve Purpose:

To hold any specified area rate income raised during the financial year that were unspent at 30 June in relation to Leighton Precinct maintenance. To fund the above normal costs associated with maintaining the higher standard of the landscaping of the Leighton residential area.

Source of Income:

Revenue raised from a specified area rate that was unspent at the end of the financial year.

Opening Balance	191,292	193,502	193,502
Transfer to Reserves (Operating)	59,339	59,339	59,339
100913 - Maintain Landscape - Leighton Precinct SAR	59,339	59,339	59,339
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(67,699)	(67,699)	(27,264)
100913 - Maintain Landscape - Leighton Precinct SAR	(67,699)	(67,699)	(27,264)
Transfer from Reserves (Capital)	-	-	-
Closing Balance	182,932	185,142	225,577

Leisure Centre Upgrade Reserve

Reserve Purpose:

To provide funds for major upgrading and refurbishment works at the Fremantle Leisure Centre.

Source of Income:

Transfer from the Investment Reserve as approved by Council. Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review.

Opening Balance	70,159	70,159	70,159
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(36,560)	(36,560)	(245,103)
300123 - P-11670 Design and construct - Leisure Centre Pool Roof	(36,560)	(36,560)	(245,103)
Closing Balance	33,599	33,599	(174,945)

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31ST JANUARY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Parking Dividend Equalisation Reserve			
<u>Reserve Purpose:</u>			
<i>To provide a smoothing out of revenue contributions to municipal operations from commercial parking activities. That is to be achieved as follows (a) by transferring net profits in excess of budget to the reserve and (b) if required, when there is a material (i.e. plus 1%) net loss, transferring funds from the reserve to municipal fund to compensate the loss. Fund commercial parking capital equipment and facilities or parking infringement capital equipment and facilities to the extent the funds available in the reserve exceed 2.5% of budgeted gross parking revenue.</i>			
<u>Source of Income:</u>			
<i>Transfer from the Municipal Fund (a) net profit on commercial parking operations exceeding a set figure in the budget. Note: Net profit is calculated including depreciation and allocated support service costs but excludes capital. and/or (b) Transfer from the Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking operations. Transfer from Municipal Fund amounts determined by Council through the annual budget or budget review in relation to parking infringement operations. Net proceeds from sale of parking facilities as determined by Council through the annual budget or budget review.</i>			
Opening Balance	6,208,565	6,208,565	6,208,565
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(1,574,700)	(1,574,700)	(244,708)
300103 - P-11720 Software - Licencing Pinforce	(23,700)	(23,700)	-
300115 - P-10865 Construct - Fremantle Park carpark	(450,000)	(450,000)	(1,513)
300158 - P-11887 -Design and construct- 14 Parry Street - Waste	(20,000)	(20,000)	(14,519)
300244 - P-12019 Design and Construct - Hilton - Underground Power	(395,000)	(395,000)	-
300256 - P-12036 Purchase - Parking licence plate recognition cameras	(180,000)	(180,000)	-
300257 - P-12038 Purchase - Hand held licence plate recognition equipment	(40,000)	(40,000)	(23,676)
300259 - P-12041 Program - Ticket machines	(466,000)	(466,000)	(205,000)
Closing Balance	4,633,865	4,633,865	5,963,857
Parks Recreation and Facilities Reserve			
<u>Reserve Purpose:</u>			
<i>To fund improvements within the South Fremantle Tip Site Reserve. To Finance improvements within the Kings Square Reserve. To Finance tourism projects within the City. To finance facilities for sporting clubs on a self supporting loan basis in accordance with Council guidelines for such advances to clubs. To Finance improvements within the Port and Leighton Beach Reserve. To finance capital works and improvements at Fremantle Oval. To Finance improvements or major refurbishments to other parks and recreation facilities within the municipality.</i>			
<u>Source of Income:</u>			
<i>Municipal Fund contribution as approved by Council in the annual budget.</i>			
Opening Balance	97,771	97,771	97,771
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	97,771	97,771	97,771

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31ST JANUARY 2021

Cash Backed Reserves	Adopted Budget \$	Amended Budget \$	YTD Actual \$
Renewable Energy Investment Reserve			
<u>Reserve Purpose:</u>			
<i>To purchase sufficient carbon offsets to maintain the City's carbon neutral status. Remaining funds will then be used to invest in projects that promote positive renewable energy outcomes . If no renewable energy projects can be identified, the fund will accumulate that year's contribution.</i>			
<u>Source of Income:</u>			
<i>Transfer from Municipal Fund amounts determined by Council through the annual budget and budget review.</i>			
Opening Balance	59,510	59,510	59,510
Transfer to Reserves (Operating)	-	-	-
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	-	-	-
Transfer from Reserves (Capital)	(59,510)	(59,510)	-
300152 - P-11873 Program-Solar Panels City	(59,510)	(31,510)	-
300157 - P-11882 Design and construct - Fremantle Golf Course	-	(28,000)	-
Closing Balance	-	-	59,510
White Gum Valley Precinct Community Bore Reserve			
<u>Reserve Purpose:</u>			
<i>To fund the associated costs required to maintain the community bore within the WGV development.</i>			
<u>Source of Income:</u>			
<i>Revenue raised from a service charge that was unspent at the end of the financial year.</i>			
Opening Balance	15,675	15,675	15,675
Transfer to Reserves (Operating)	7,192	7,192	8,804
100738 - Service charge - Use of community bore	7,192	7,192	8,804
Transfer to Reserves (Capital)	-	-	-
Transfer from Reserves (Operating)	(7,192)	(7,192)	-
100738 - Service charge - Use of community bore	(7,192)	(7,192)	-
Transfer from Reserves (Capital)	-	-	-
Closing Balance	15,675	15,675	24,479
Summary			
Opening Balance	10,428,439	12,631,618	12,631,618
Transfer to Reserves (Operating)	66,531	66,531	68,143
Transfer to Reserves (Capital)	4,970,000	4,970,000	-
Transfer from Reserves (Operating)	(233,266)	(313,266)	(131,176)
Transfer from Reserves (Capital)	(6,543,363)	(11,576,944)	(8,304,864)
Closing Balance	8,688,341	5,777,939	4,263,722

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 6
TRUST FUND**

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

Description	Opening Balance 1-Jul-2021	Amount Received	Amount Paid	Closing Balance 31-Jan-2022
	\$	\$	\$	\$
Cash In Lieu of Parking	469,360	-	-	469,360
Cash In Lieu of Public Open Space				
37 Strang Street subdivision	85,673	-	-	85,673
Bequests				
Gwenh Ewens	26,552	2,226	-	28,778
John Francis Boyd	2,700	-	-	2,700
Victor Felstead	11,305	-	-	11,305
Unclaimed Funds - Debtors	3,741	-	-	3,741
Unclaimed Funds - Stale Cheques	41,830	1,263	-	43,093
Miscellaneous	7,310	-	-	7,310
Trust Interest	56,146	-	-	56,146
	704,617	3,489	-	708,105

BUDGET AMENDMENTS TO ADOPTED BUDGET 2021/22

BUDGET AMENDMENTS

AS AT 31-JAN-2022

NOTE 7

Service Unit	IP Activity Project	IP Activity Project Description	20/21 Adopted Budget		YTD Budget Amendments		20/21 Amended Budget	
			Revenue	Expenditure	Revenue Increase/ (Decrease)	Expenditure (Increase)/ Decrease	Revenue	Expenditure
Operating - Base								
1100 Mayor and Councillor Leadership								
	100003	Support the mayor and councillors	-	(670,610)	-	11,500	-	(659,110)
		Mayor and Councillor Leadership	-	(670,610)	-	11,500	-	(659,110)
3300 Financial Services								
	100926	Interest Payment Lease - 06 Pool Cleaner	-	(10,080)	-	2	-	(10,078)
	100930	Interest Payment Lease - 08 Restaurant	-	(33,710)	-	2	-	(33,708)
	100932	Interest Payment Lease - 13 IT Server	-	(222,233)	-	(5)	-	(222,238)
	100933	Interest Payment Lease - 14 RFID	-	(16,475)	-	2	-	(16,473)
		Financial Services	-	(282,498)	-	1	-	(282,497)
3400 Economic Development and Marketing								
	100092	Conduct place activation activities	225,000	(382,000)	-	325,000	225,000	(57,000)
	100412	Coordinate external event enquiries and bookings	-	(104,200)	-	100,800	-	(3,400)
	100773	Allocate street party funding	-	-	-	(25,000)	-	(25,000)
	100774	Allocate community events funding	-	-	-	(25,000)	-	(25,000)
	100775	Allocate annual community events funding	-	-	-	(50,800)	-	(50,800)
	100776	Support South Fremantle Football Club	-	-	-	(275,000)	-	(275,000)
	100777	Support Fremantle Football Club	-	-	-	(50,000)	-	(50,000)
	100785	Lease 70 Parry st	-	-	141,342	-	141,342	-
		Economic Development and Marketing	225,000	(486,200)	141,342	-	366,342	(486,200)
4100 Community Development Leadership								
	100471	Lead community development directorate	-	(101,600)	-	9,000	-	(92,600)
		Community Development Leadership	-	(101,600)	-	9,000	-	(92,600)
4200 Arts and Culture								
	100401	Conduct Street arts festival	45,000	(339,720)	81,235	(81,235)	126,235	(420,955)
		Arts and Culture	45,000	(339,720)	81,235	(81,235)	126,235	(420,955)
4300 Community Development								
	100447	Provide legal aid - State Baseline	210,740	(158,182)	(83,570)	(37,689)	127,170	(195,871)
	100459	Conduct seniors programs and activities	-	(100,126)	-	(4,000)	-	(104,126)
	100464	Support youth engagement and participation	-	(148,963)	-	12,000	-	(136,963)
	100467	Allocate community development funding	-	(178,645)	-	19,000	-	(159,645)
	100549	Provide legal aid - welfare rights	67,120	(94,083)	10,056	(10,056)	77,176	(104,139)
	100550	Provide legal aid - vulnerable women	-	-	111,670	(111,670)	111,670	(111,670)
	100553	Provide Legal Aid - Commonwealth Baseline	140,430	(204,586)	(49,233)	-	91,197	(204,586)
	100768	Allocate Imagine Futures grant funding	-	-	-	(10,000)	-	(10,000)
	100770	Support Fremantle Surf Lifesaving Club	-	-	-	(8,500)	-	(8,500)
	100771	Support Leeuwin Ocean Adventures	-	-	-	(5,000)	-	(5,000)
	100772	Allocate quick response grants	-	-	-	(15,000)	-	(15,000)
	100780	Provide Legal Aid - Duty Lawyer - State	-	-	121,259	-	121,259	-
	100781	Provide Legal Aid - Shuttle Conferencing	-	-	66,417	(17,184)	66,417	(17,184)
	100783	Provide Legal Aid - FDV-Legal Health Check	-	-	72,657	(72,657)	72,657	(72,657)
		Community Development	418,290	(884,585)	249,256	(260,756)	667,546	(1,145,341)
4400 Customer Experience and Learning								
	100482	Operate Fremantle library	167,750	(1,604,348)	13,750	47,250	181,500	(1,557,098)
	100767	Support TAG Hungerford Award	-	-	-	(20,000)	-	(20,000)
		Customer Experience and Learning	167,750	(1,604,348)	13,750	27,250	181,500	(1,577,098)
6400 Facilities and Environment								
	100241	Maintain Civic Administration Buildings	-	(248,427)	-	27,072	-	(221,355)
	100258	Maintain Fremantle Town Hall 8 William Street-community hall	-	(122,229)	-	4,537	-	(117,692)
	100281	Maintain & operate public toilets	-	(649,863)	-	5,989	-	(643,874)
	100380	Collect and disposal - general waste (2 Bin)	46,500	(190,598)	-	(270,000)	46,500	(460,598)
	100382	Maintain waste collection bins	-	(31,696)	-	(30,000)	-	(61,696)
	100749	Manage Waste Team	-	-	-	4	-	4
	100757	Maintain Walyalup Civic Centre	-	(236,000)	-	(77,598)	-	(313,598)
	100759	Collection & Disposal - Domestic - FOGO	-	(1,658,000)	-	(4)	-	(1,658,004)
	100761	Collection & Disposal - Domestic - General waste (2nd bin)	-	(270,000)	-	270,000	-	-
	100762	Domestic - Purchase new bins	20,350	(75,700)	-	30,000	20,350	(45,700)
		Facilities and Environment	66,850	(3,482,513)	-	(40,000)	66,850	(3,522,513)
Total: Operating - Base			922,890	(7,852,074)	485,583	(334,240)	1,408,473	(8,186,315)
1130 Operating-Project								
3400 Economic Development and Marketing								
	200494	P-11973 Deliver - Entrepreneurs Program - Expert in Residenc	21,250	(21,250)	34,370	(34,370)	55,620	(55,620)
	200794	P-12044 Deliver - Promote Fremantle Video	-	-	10,000	(10,000)	10,000	(10,000)
		Economic Development and Marketing	21,250	(21,250)	44,370	(44,370)	65,620	(65,620)
4100 Community Development Leadership								
	200159	P-10186 Plan - Community Facilities Plan	-	-	7,919	(7,919)	7,919	(7,919)
		Community Development Leadership	-	-	7,919	(7,919)	7,919	(7,919)
4200 Arts and Culture								
	200344	P-10848 Program-In Cahoots art exhibition	111,384	(111,384)	(662)	662	110,722	(110,722)
	200485	P-11830 Program - Biennale festival	-	(75,000)	3,182	(3,182)	3,182	(78,182)
	200488	P-11729 Program-Reveal Aboriginal Artist 2020	20,000	(20,000)	(1,102)	1,102	18,898	(18,898)
	200496	P-11960 Contribution-Sculpture at Bathers Beach	-	-	-	(40,000)	-	(40,000)

Arts and Culture		131,384	(206,384)	1,418	(41,418)	132,802	(247,802)
4300 Community Development							
200328	P-10780 Contribution-Fremantle Foundation	-	-	3,636	(3,636)	3,636	(3,636)
200484	P-11698 Plan-AIP Consultation and Review	-	-	2,194	(2,194)	2,194	(2,194)
200490	P-11955 Software - Legal Centre	15,572	(15,572)	(249)	249	15,323	(15,323)
200493	MP - Age Friendly Communities -Together Again Cafe Project	9,135	(9,135)	2,218	(2,218)	11,353	(11,353)
200497	MP - Event - WA Bike Month	-	-	4,000	(4,000)	4,000	(4,000)
Community Development		24,707	(24,707)	11,799	(11,799)	36,506	(36,506)
4400 Customer Experience and Learning							
200491	P-11954 Event - Building Digital Skills	13,135	(13,135)	(1,770)	1,770	11,365	(11,365)
Customer Experience and Learning		13,135	(13,135)	(1,770)	1,770	11,365	(11,365)
4500 Communications							
200436	P-11641 Purchase-Time-lapse photography	3,863	(3,863)	(1,393)	1,393	2,470	(2,470)
200447	P-11736 Plan-Kings Square Communications	8,861	(8,861)	(5,000)	5,000	3,861	(3,861)
Communications		12,724	(12,724)	(6,393)	6,393	6,331	(6,331)
5300 Strategic Planning							
200495	P-12046 Plan – South Fremantle Heritage Area	-	-	20,000	(20,000)	20,000	(20,000)
Strategic Planning		-	-	20,000	(20,000)	20,000	(20,000)
5400 City Design and Projects							
200132	P-10300 Plan-Fremantle Oval Precinct	-	(158,375)	103,250	(80,000)	103,250	(238,375)
City Design and Projects		-	(158,375)	103,250	(80,000)	103,250	(238,375)
6300 Infrastructure Engineering							
200150	P-11980 Design and construct - Western Power Streetlight LED	-	-	112,940	(112,940)	112,940	(112,940)
Infrastructure Engineering		-	-	112,940	(112,940)	112,940	(112,940)
6400 Facilities and Environment							
200457	P-10273 Purchase-FOGO bins	-	-	44,210	(44,210)	44,210	(44,210)
200786	P-11886-Design and Construct -Depot -Site Preparation	-	-	33,359	(33,359)	33,359	(33,359)
200791	P-11963 Better Bins Plus - Go FOGO	98,825	(98,825)	7,430	(7,430)	106,255	(106,255)
Facilities and Environment		98,825	(98,825)	84,999	(84,999)	183,824	(183,824)
6500 Parks and Landscapes							
200466	P-11708 Plan-Coastal monitoring	10,530	(34,530)	5,940	(5,940)	16,470	(40,470)
200793	P-11970 Program - Northbank Foreshore Stabilisation (Stage 2	14,202	(14,202)	28,404	(28,404)	42,606	(42,606)
Parks and Landscapes		24,732	(48,732)	34,344	(34,344)	59,076	(83,076)
Total:Operating-Project		326,757	(584,132)	412,876	(429,626)	739,633	(1,013,758)
2110 Capital - New							
4200 Arts and Culture							
300088	P-11687 Install Public Art Kings Square	55,200	(55,200)	5,000	(5,000)	60,200	(60,200)
Arts and Culture		55,200	(55,200)	5,000	(5,000)	60,200	(60,200)
4300 Community Development							
300271	P11983 - Design and Construct - Leighton Beach Access	-	-	50,000	(50,000)	50,000	(50,000)
Community Development		-	-	50,000	(50,000)	50,000	(50,000)
5400 City Design and Projects							
300049	P-10294 - Design and construct-Public Realm	-	-	5,598	(5,598)	5,598	(5,598)
300162	P-11878 - Design and construct -Walyalup Koort – Public Artw	144,624	(144,624)	(6,675)	6,675	137,949	(137,949)
City Design and Projects		144,624	(144,624)	(1,077)	1,077	143,547	(143,547)
6200 Asset Management							
300113	P-11838 Design and construct-Kings Square change facility	-	-	150,000	(150,000)	150,000	(150,000)
300182	P-11958 Install - Fremantle Park - Book a Court	-	-	2,206	(2,206)	2,206	(2,206)
Asset Management		-	-	152,206	(152,206)	152,206	(152,206)
6300 Infrastructure Engineering							
300261	P-12047 Road safety - Wiluna and Hope - Intersection	174,000	(262,000)	667	(667)	174,667	(262,667)
Infrastructure Engineering		174,000	(262,000)	667	(667)	174,667	(262,667)
6400 Facilities and Environment							
300152	P-11873 Program - Solar panels	59,510	(59,510)	(28,000)	28,000	31,510	(31,510)
Facilities and Environment		59,510	(59,510)	(28,000)	28,000	31,510	(31,510)
6500 Parks and Landscapes							
300051	P-11680 Design and construct-Kings Square Playspace	342,000	(342,000)	(146,922)	146,922	195,078	(195,078)
300085	P-10295 Design and construct-Kings Square Public Realm Newma	500,000	(500,000)	510,149	(510,149)	1,010,149	(1,010,149)
300157	P-11882 Design and construct - Fremantle Golf Course	3,168,042	(3,618,042)	337,219	(337,219)	3,505,261	(3,955,261)
Parks and Landscapes		4,010,042	(4,460,042)	700,446	(700,446)	4,710,488	(5,160,488)

Total:Capital - New		4,443,376	(4,981,376)	879,242	(879,242)	5,322,618	(5,860,618)
2130 Capital - Renewal							
6200 Asset Management							
300000	P-10297 Construct-Walyalup Civic Centre and Library (KS)	3,000,000	(3,000,000)	4,105,074	(4,105,074)	7,105,074	(7,105,074)
300032	P-10964 Restoration-Town Hall Internal	-	-	21,650	(21,650)	21,650	(21,650)
300100	P-11682 Fitout - Council Admin Offices (KS)	387,722	(387,722)	269,104	(269,104)	656,826	(656,826)
300101	P- 10898 Relocation – AV Equipment & Installation (KS)	250,000	(250,000)	103,524	(103,524)	353,524	(353,524)
300121	P-11843 Design and construct- Markets Building Services	51,215	(51,215)	1,726,818	(2,226,818)	1,778,033	(2,278,033)
300166	P- 11943 - Construct - Town Hall- Fire upgrade	50,000	(50,000)	20,587	(20,587)	70,587	(70,587)
300167	P-11944 Design and construct - Notre Dame - Façade	-	-	7,552	(7,552)	7,552	(7,552)
300168	P-10260 Program - Arthur Head - Wall stabilisation	-	(500,000)	25,744	(25,744)	25,744	(525,744)
300170	Program- Infrastructure Recovery	-	(267,126)	-	152,000	-	(115,126)
300189	P-11965 Purchase - Leisure Centre - Disinfectant System	50,000	(50,000)	-	19,000	50,000	(31,000)
300193	P-11968 Purchase - Leisure Centre - Pool blankets	80,000	(80,000)	14,000	16,000	94,000	(64,000)
300203	P-11982 Design and construct - Arts Centre - Sewer	70,000	(70,000)	-	16,000	70,000	(54,000)
300220	P-11998 Drainage - Nicholas St	1,700,000	(2,200,000)	(1,700,000)	2,200,000	-	-
300260	P-12045 Design and construct - Leisure Centre - Shade sail	123,000	(150,000)	-	(65,000)	123,000	(215,000)
300277	P-12066 Design and construct - Naval Store	-	-	920,000	(920,000)	920,000	(920,000)
	Asset Management	5,761,937	(7,056,063)	5,514,053	(5,362,053)	11,275,990	(12,418,116)
6300 Infrastructure Engineering							
300174	P-11952 - Design and construct – Hampton Road – Drainage	68,000	(68,000)	(551)	551	67,449	(67,449)
300176	P-11949 - Resurface R2R - Bannister Street	-	-	4,952	(4,952)	4,952	(4,952)
300226	P-12001 Resurface - MRRG - Hampton Rd (NB)	107,208	(190,000)	(1,622)	1,622	105,586	(188,378)
300227	P-12002 Resurface - MRRG - Hampton Rd (SB)	119,387	(210,000)	(1,866)	1,866	117,521	(208,134)
300228	P-12003 Resurface - MRRG - McCombe Ave (NB&SM)	185,754	(360,000)	(6,131)	6,131	179,623	(353,869)
300229	P-12004 Resurface - MRRG - Ord St (NB)	112,431	(200,000)	(1,671)	1,671	110,760	(198,329)
300230	P-12005 Resurface - MRRG - South Tce 1 (NB&SB)	126,685	(305,000)	(1,713)	1,713	124,972	(303,287)
300231	P-12006 Resurface - MRRG - South Tce 2 (NB&SB)	68,195	(210,000)	(1,569)	1,569	66,626	(208,431)
	Infrastructure Engineering	787,660	(1,543,000)	(10,171)	10,171	777,489	(1,532,829)
6400 Facilities and Environment							
300279	P-12068 Design and construct-70 Parry St Fit out (Stage 1)	-	-	-	(243,342)	-	(243,342)
	Facilities and Environment	-	-	-	(243,342)	-	(243,342)
6500 Parks and Landscapes							
300159	P-11885 Design and construct - Harvey Beach Jetty	-	-	8,645	(8,645)	8,645	(8,645)
300172	P-11911 Design and construct - Leighton Beach - Shelters	-	-	53,147	(53,147)	53,147	(53,147)
300186	P-11904 Design and construct- Gilbert Fraser - Lighting	-	-	278,120	(278,120)	278,120	(278,120)
300202	P-11978 Purchase - Proclamation Tree Plaque	-	-	8,000	(8,000)	8,000	(8,000)
300208	P-11912 Design and construct - Coral Park Irrigation Upgrade	-	(40,000)	-	(40,000)	-	(80,000)
300248	P-12024 Design and construct - Bathurst South Beach - Structu	75,000	(150,000)	(75,000)	113,619	-	(36,381)
300249	P-12025 Design and Construct - Coral Park - Cabinet	-	(15,000)	-	15,000	-	-
300251	P-12027 Design and construct - Griffiths Park - Upgrade	100,000	(100,000)	147,000	(247,000)	247,000	(347,000)
300252	P-12030 Design and construct - Coral Park - Irrigation	-	(25,000)	-	25,000	-	-
300272	P-12027 Design and Construct - Griffith Park - Cabinet	15,000	(15,000)	(15,000)	15,000	-	-
300273	P-12027 Design and Construct - Griffith Park- Swale	132,000	(132,000)	(132,000)	132,000	-	-
300274	P-12027 Design and Construct - Griffith Park- Irrigation	-	(100,000)	-	100,000	-	-
300278	P-12028 Program - Coastal Monitoring (South)	-	-	38,619	(77,238)	38,619	(77,238)
	Parks and Landscapes	322,000	(577,000)	311,531	(311,531)	633,531	(888,531)
Total:Capital - Renewal		6,871,597	(9,176,063)	5,815,413	(5,906,755)	12,687,010	(15,082,818)
2140 Capital – Disposal							
6200 Asset Management							
300275	P-12015 Removal - Stevens Reserve - Structure	-	-	-	(10,000)	-	(10,000)
	Asset Management	-	-	-	(10,000)	-	(10,000)
Total:Capital – Disposal		-	-	-	(10,000)	-	(10,000)
Change of Surplus from 2020/21 FY				(33,251)			
Total:		12,564,620	(22,593,645)	7,559,863	(7,559,863)	20,157,734	(30,153,509)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

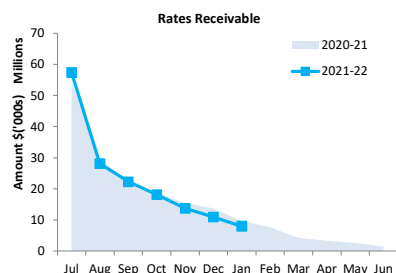
OPERATING ACTIVITIES
NOTE 8
RECEIVABLES

Rates Receivable	30 June 2021	31 Jan 22
	\$	\$
Opening Arrears Previous Years	972,403	1,470,308
Levied this year		
Rates	48,407,177	50,166,772
ESL	8,487,796	8,879,133
Other	87,358	89,534
Less Collections to date	(56,484,426)	(52,609,414)
Equals Current Outstanding	1,470,308	7,996,333
Net Rates Collectable	1,470,308	7,996,333
% Collected	97.46%	86.81%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Percentage	35%	20%	3%	42%	
Receivables - General	4,755	1,084	772	33,911	40,522
CEO Marketing & Economic Development	19,816	0	0	0	19,816
Community Development	69,812	35,580	76	(273)	105,195
Commercial Properties	102,683	30,342	20,884	208,481	362,390
Commercial Waste	59,324	16,852	1,502	3,344	81,022
Corporate Services	71,206	0	0	14,547	85,753
Fremantle Arts Centre	37,387	105,750	245	2,565	145,947
Fremantle Leisure Centre	2,567	0	2,027	3,117	7,711
Hall/Reserve Hire	1,933	5,004	0	145	7,082
Miscellaneous Debtor	(264)	(36)	(36)	(88)	(424)
Moore's Building Gallery	0	7,645	0	0	7,645
Planning and Development	0	0	10,000	0	10,000
Samson Recreation Centre	788	0	363	51	1,202
Technical Services	9,806	6,378	0	187,685	203,869
	379,813	208,599	35,833	453,485	1,077,730
Add: Prepayments	540,278				540,278
Less: Provision for Doubtful Debt	(170,969)				(170,969)
					1,447,039
Balance per Trial Balance					
Sundry debtors	1,447,039				1,447,039
GST receivable	294,108				294,108
Total Receivables General Outstanding					1,741,147
Amounts shown above include GST (where applicable)					

KEY INFORMATION

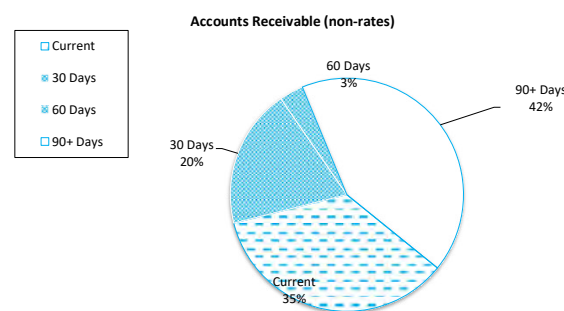
Trade and other receivables include amounts due from ratepayers for unpaid



Collected	Rates Due
86.81%	\$7,996,333

SIGNIFICANT ACCOUNTING POLICIES

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



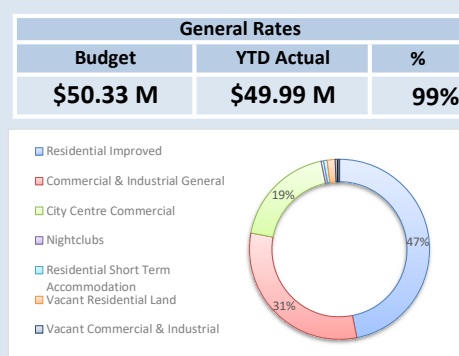
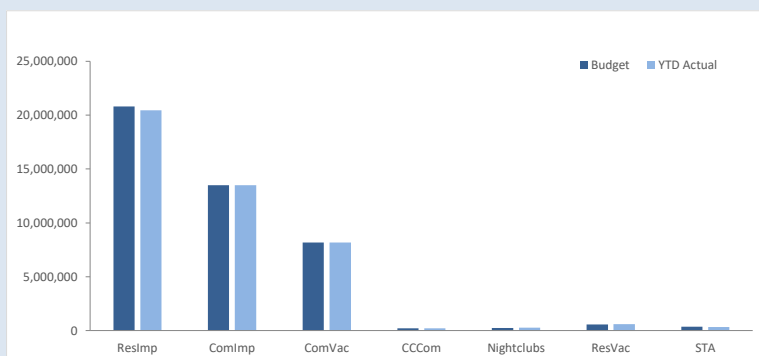
Debtors Due
\$1,741,147
Over 30 Days
65.76%
Over 90 Days
42.08%

General Rate Revenue	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
Residential Improved	0.085176	9,664	242,016,524	20,613,951	200,000		20,813,951	20,613,951	(172,277)		20,441,674
Commercial & Industrial General	0.090500	1,434	149,043,537	13,488,435			13,488,435	13,488,435	19,623		13,508,058
City Centre Commercial	0.098586	366	83,102,055	8,192,698			8,192,698	8,192,698	(15,037)		8,177,661
Nightclubs	0.116731	3	1,848,815	215,814			215,814	215,814	0		215,814
Residential Short Term Accommodation	0.095117	116	2,687,010	255,580			255,580	255,580	2,635		258,215
Vacant Residential Land	0.130726	147	4,341,400	567,533			567,533	567,533	54,581		622,114
Vacant Commercial & Industrial	0.163792	46	2,244,300	367,598			367,598	367,598	(21,293)		346,305
Minimum \$											
Residential Improved	1397	4,173	59,620,133	5,829,681			5,829,681	5,829,681			5,829,681
Commercial & Industrial General	1397	331	3,581,948	462,407			462,407	462,407			462,407
City Centre Commercial	1397	58	546,914	81,026			81,026	81,026			81,026
Nightclubs	1397	0	0	0			0	0			0
Residential Short Term Accommodation	1397	46	582,764	64,262			64,262	64,262			64,262
Vacant Residential Land	1353	144	1,171,495	194,832			194,832	194,832			194,832
Vacant Commercial & Industrial	1397	10	53,940	13,970			13,970	13,970			13,970
Sub-Totals		16,538	550,840,835	50,347,787	200,000	0	50,547,787	50,347,787	(131,768)	0	50,216,019
Discount							0				
Concession							(222,407)	(226,367)			(226,367)
Amount from General Rates							50,325,380				49,989,652
Ex-Gratia Rates							0				-
Total General Rates							50,325,380				49,989,652
Specified Area Rates											
CBD Security Levy							117,794	117,781			117,781
Leighton Maintenance							59,339	59,339			59,339
Total Specified Area Rates			0	0			177,133	177,120	0	0	177,120
Totals							50,502,513				50,166,772

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

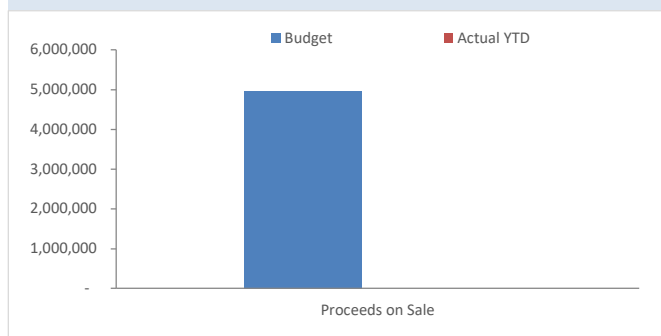


MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022

DISPOSAL OF ASSETS
NOTE 10

Asset Description	Amended Budget				YTD Actual			
	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
	Value				Value			
	\$	\$	\$	\$	\$	\$	\$	\$
Property, Plant and Equipment								
Land - Freehold Land								
Project 10458 - Disposal of 7 Quarry St, Fremantle	2,650,000	2,720,000	70,000	-	-	-	-	-
Project 11052 - 9 to 15 Quarry St, Fremantle	1,593,000	2,250,000	657,000	-	-	-	-	-
	4,243,000	4,970,000	727,000	-	-	-	-	-

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$4,970,000	\$0	0%

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14th October 2021.

Prepared by: Finance Team Leader

Reviewed by: Finance Manager

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

ROUNDING OFF FIGURES

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2022

STATUTORY REPORTING PROGRAMS

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2022

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

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

INVENTORIES

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

C2202-3 STATEMENT OF INVESTMENTS – JANUARY 2022

ATTACHMENT 1 – Investment Report – 31 January 2022



Concise Investment Report

Cash and Simple Interest

City of Fremantle - Municipal

Period Ended 31 January 2022

Contents

1. Portfolio As At 31 January 2022
2. Portfolio Credit Framework As At 31 January 2022
3. Portfolio Credit Framework Limits As At 31 January 2022
4. Counterparty Credit Framework As At 31 January 2022
5. Issuer Trading Limits As At 31 January 2022
6. Portfolio by Term to Maturity As At 31 January 2022
7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 January 2022
8. Performance Statistics For Period Ending 31 January 2022
9. Interest and Distribution Income For 1 January 2022 to 31 January 2022
10. Transactions For Period 1 January 2022 to 31 January 2022

1. Portfolio As At 31 January 2022

Latest Deal Code	Latest Deal Settlement Date	Issuer	WAL / Interim Maturity Date	Term (Days)	Coupon Rate/Latest Yield	Coupon Frequency	Issuer Rating Short Term	Issuer Rating Long Term	% Total Face Value	Original Face Value Notional	Accrued Interest Notional	Market Value Notional
City of Fremantle - Municipal												
At Call Deposit												
LC94818	30 Jun 2020	AMP Bank Ltd	1 Feb 2022	1,677	0.55	Nil	S&P ST A2	S&P BBB	0.00%	32.68	0.00	32.68
LC134002	31 Jan 2022	National Australia Bank Ltd	1 Feb 2022	1,434	0.01	Nil	S&P ST A1+	S&P AA-	2.49%	1,290,095.04	0.00	1,290,095.04
LC134001	31 Jan 2022	Macquarie Bank	1 Feb 2022	530	0.35	Nil	Moodys ST P-1*	Moodys A2	15.52%	8,044,061.41	0.00	8,044,061.41
At Call Deposit Subtotal									18.01%	9,334,189.13	0.00	9,334,189.13
Term Deposit												
LC111738	27 Aug 2021	AMP Bank Ltd	28 Feb 2022	185	0.35	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	1,505.48	1,001,505.48
LC111741	27 Aug 2021	Bank of Queensland Ltd	7 Mar 2022	192	0.35	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,505.48	1,001,505.48
LC111742	27 Aug 2021	Bank of Queensland Ltd	14 Mar 2022	199	0.35	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,505.48	1,001,505.48
LC104830	19 Mar 2021	Beyond Bank Australia Ltd	19 Mar 2022	365	0.60	Maturity	S&P ST A2	S&P BBB	5.79%	3,000,000.00	15,682.20	3,015,682.20
LC112799	21 Sep 2021	Judo Bank	21 Mar 2022	181	0.53	Maturity	S&P ST A3	S&P BBB-	1.93%	1,000,000.00	1,916.71	1,001,916.71
LC112355	7 Sep 2021	Auswide Bank Limited	28 Mar 2022	202	0.30	Maturity	Moodys ST P-2	Moodys Baa2	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC112357	7 Sep 2021	Auswide Bank Limited	4 Apr 2022	209	0.30	Maturity	Moodys ST P-2	Moodys Baa2	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC112359	7 Sep 2021	Auswide Bank Limited	11 Apr 2022	216	0.30	Maturity	Moodys ST P-2	Moodys Baa2	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC112360	7 Sep 2021	Auswide Bank Limited	18 Apr 2022	223	0.30	Maturity	Moodys ST P-2	Moodys Baa2	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC112361	7 Sep 2021	Auswide Bank Limited	25 Apr 2022	230	0.30	Maturity	Moodys ST P-2	Moodys Baa2	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC117414	28 Jan 2022	AMP Bank Ltd	28 Apr 2022	90	0.85	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	69.86	1,000,069.86
LC112800	21 Sep 2021	Judo Bank	2 May 2022	223	0.53	Maturity	S&P ST A3	S&P BBB-	1.93%	1,000,000.00	1,916.71	1,001,916.71
LC112801	21 Sep 2021	Judo Bank	9 May 2022	230	0.53	Maturity	S&P ST A3	S&P BBB-	1.93%	1,000,000.00	1,916.71	1,001,916.71
LC111750	27 Aug 2021	National Australia Bank Ltd	16 May 2022	262	0.30	Maturity	S&P ST A1+	S&P AA-	1.93%	1,000,000.00	1,290.41	1,001,290.41
LC111743	27 Aug 2021	Bank of Queensland Ltd	23 May 2022	269	0.37	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,591.51	1,001,591.51
LC111739	27 Aug 2021	AMP Bank Ltd	30 May 2022	276	0.40	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	1,720.55	1,001,720.55
LC111744	27 Aug 2021	Bank of Queensland Ltd	6 Jun 2022	283	0.37	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,591.51	1,001,591.51
LC111749	27 Aug 2021	Bank of Queensland Ltd	14 Jun 2022	291	0.37	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,591.51	1,001,591.51
LC111746	27 Aug 2021	Bank of Queensland Ltd	20 Jun 2022	297	0.37	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,591.51	1,001,591.51
LC111751	27 Aug 2021	National Australia Bank Ltd	20 Jun 2022	297	0.31	Maturity	S&P ST A1+	S&P AA-	1.93%	1,000,000.00	1,333.42	1,001,333.42
LC111752	27 Aug 2021	National Australia Bank Ltd	27 Jun 2022	304	0.31	Maturity	S&P ST A1+	S&P AA-	3.86%	2,000,000.00	2,666.84	2,002,666.84
LC111747	27 Aug 2021	Bank of Queensland Ltd	8 Aug 2022	346	0.38	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,634.52	1,001,634.52
LC112356	7 Sep 2021	Suncorp Bank	8 Aug 2022	335	0.30	Maturity	Fitch ST F1*	Fitch A+	1.93%	1,000,000.00	1,200.00	1,001,200.00
LC111748	27 Aug 2021	Bank of Queensland Ltd	15 Aug 2022	353	0.38	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	1,634.52	1,001,634.52
LC111740	27 Aug 2021	AMP Bank Ltd	22 Aug 2022	360	0.45	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	1,935.62	1,001,935.62
LC112358	7 Sep 2021	Suncorp Bank	5 Sep 2022	363	0.30	Maturity	Fitch ST F1*	Fitch A+	1.93%	1,000,000.00	1,200.00	1,001,200.00

Latest Deal Code	Latest Deal Settlement Date	Issuer	WAL / Interim Maturity Date	Term (Days)	Coupon Rate/Latest Yield	Coupon Frequency	Issuer Rating Short Term	Issuer Rating Long Term	% Total Face Value	Original Face Value Notional	Accrued Interest Notional	Market Value Notional
LC113702	12 Oct 2021	Defence Bank Ltd	26 Sep 2022	349	0.45	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	1,368.49	1,001,368.49
LC113703	12 Oct 2021	Defence Bank Ltd	3 Oct 2022	356	0.45	Maturity	S&P ST A2	S&P BBB	1.93%	1,000,000.00	1,368.49	1,001,368.49
LC116087	3 Dec 2021	Bendigo & Adelaide Bank Ltd	10 Oct 2022	311	0.50	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	808.22	1,000,808.22
LC116088	3 Dec 2021	Bendigo & Adelaide Bank Ltd	17 Oct 2022	318	0.50	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	808.22	1,000,808.22
LC116089	3 Dec 2021	Bendigo & Adelaide Bank Ltd	24 Oct 2022	325	0.50	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	808.22	1,000,808.22
LC116091	3 Dec 2021	Bendigo & Adelaide Bank Ltd	31 Oct 2022	332	0.50	Maturity	Moodys ST P-2	Moodys A3	1.93%	1,000,000.00	808.22	1,000,808.22
LC115582	19 Nov 2021	Suncorp Bank	7 Nov 2022	353	0.52	Maturity	Fitch ST F1*	Fitch A+	3.86%	2,000,000.00	2,080.00	2,002,080.00
LC115583	19 Nov 2021	Suncorp Bank	14 Nov 2022	360	0.52	Maturity	Fitch ST F1*	Fitch A+	3.86%	2,000,000.00	2,080.00	2,002,080.00
LC115752	29 Nov 2021	Bank of Queensland Ltd	28 Nov 2022	364	0.60	Maturity	Moodys ST P-2	Moodys A3	5.79%	3,000,000.00	3,106.86	3,003,106.86
LC116527	17 Dec 2021	AMP Bank Ltd	12 Dec 2022	360	1.10	Maturity	S&P ST A2	S&P BBB	0.96%	500,000.00	678.08	500,678.08
Term Deposit Subtotal									81.99%	42,500,000.00	66,915.35	42,566,915.35
City of Fremantle - Municipal Subtotal					0.42				100.00%	51,834,189.13	66,915.35	51,901,104.48
Report Total									100.00%	51,834,189.13	66,915.35	51,901,104.48

Notes:

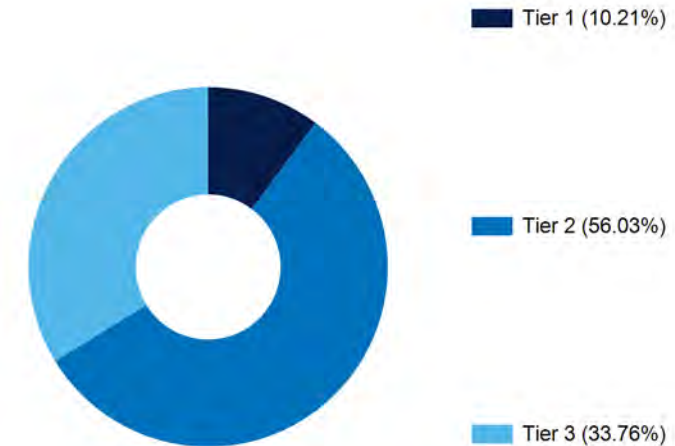
1. Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.
2. The values shown as subtotals and total of the coupon rate column are weighted average running yields
3. An asterisk in the Issuer Rating Short Term column indicates that the security's rating differs from the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

2. Portfolio Credit Framework As At 31 January 2022

Credit Quality	Issuer/Security Rating Group	Face Value	% Total Value
Tier 1			
	AA+ to AA-	4,000,000.00	7.72%
	A1+	1,290,095.04	2.49%
	Tier 1	5,290,095.04	10.21%
Tier 2			
	A+ to A-	21,000,000.00	40.51%
	A1	8,044,061.41	15.52%
	A2	32.68	0.00%
	Tier 2	29,044,094.09	56.03%
Tier 3			
	BBB+ to BBB-	17,500,000.00	33.76%
	Tier 3	17,500,000.00	33.76%
	Portfolio Total	51,834,189.13	100.00%

Limits			
	Credit Rating Group	Maximum Allocation Face Value	Maximum Allocation %
Tier 1	AAA to AA- to A1+	51,834,189.13	100%
Tier 2	A1 to A-	31,100,513.48	60%
Tier 3	BBB+ to BBB-	18,141,966.20	35%
Tier 4	Unrated (Authorised)	7,775,128.37	15%

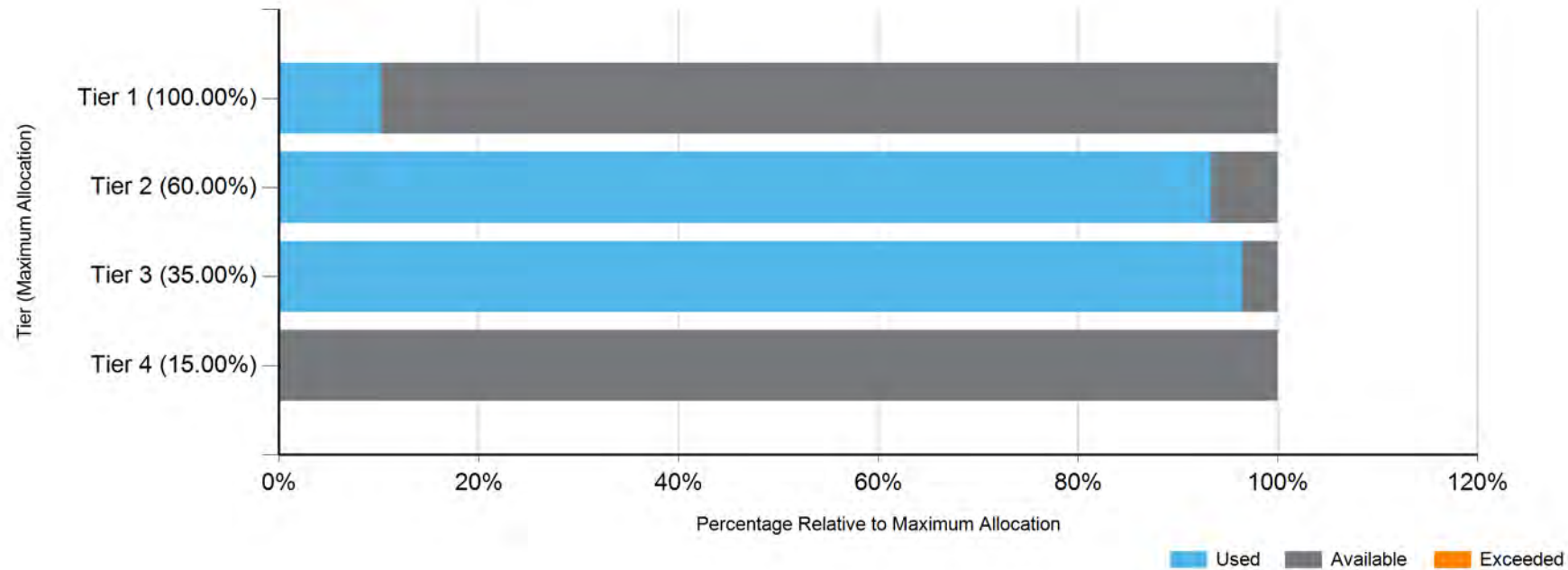
Face Value by Portfolio Credit Framework



3. Portfolio Credit Framework Limits As At 31 January 2022

Tier	Allocation	Allocation %	Maximum Allocation %	% Used of Maximum Allocation	% Available of Maximum Allocation	% Exceeded of Maximum Allocation
Tier 1	5,290,095.04	10.21%	100.00%	10.21%	89.79%	0.00%
Tier 2	29,044,094.09	56.03%	60.00%	93.38%	6.62%	0.00%
Tier 3	17,500,000.00	33.76%	35.00%	96.46%	3.54%	0.00%
Tier 4	0.00	0.00%	15.00%	0.00%	100.00%	0.00%
51,834,189.13						
Values used in the above calculations exclude interest for term deposits and other simple interest securities.						

Portfolio Credit Framework Amounts Relative to Maximum Allocations



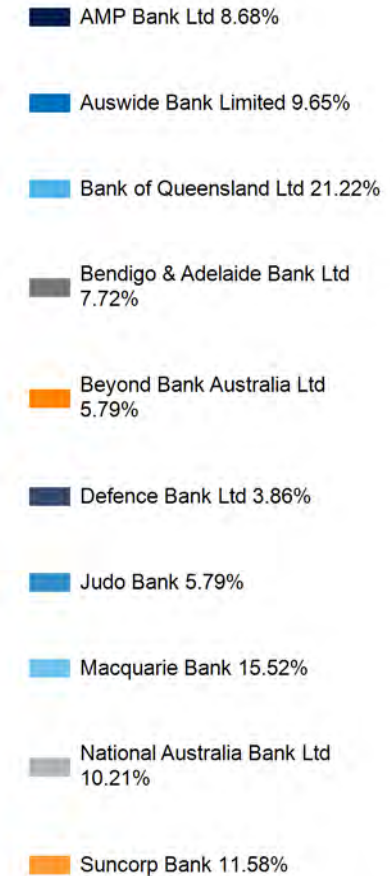
4. Counterparty Credit Framework As At 31 January 2022

Issuer	Rating Group	Face Value	% Total Value
AMP Bank Ltd	A2, BBB+ to BBB-	4,500,032.68	8.68%
Auswide Bank Limited	BBB+ to BBB-	5,000,000.00	9.65%
Bank of Queensland Ltd	A+ to A-	11,000,000.00	21.22%
Bendigo & Adelaide Bank Ltd	A+ to A-	4,000,000.00	7.72%
Beyond Bank Australia Ltd	BBB+ to BBB-	3,000,000.00	5.79%
Defence Bank Ltd	BBB+ to BBB-	2,000,000.00	3.86%
Judo Bank	BBB+ to BBB-	3,000,000.00	5.79%
Macquarie Bank	A1	8,044,061.41	15.52%
National Australia Bank Ltd	A1+, AA+ to AA-	5,290,095.04	10.21%
Suncorp Bank	A+ to A-	6,000,000.00	11.58%
Portfolio Total		51,834,189.13	100.00%

Notes

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

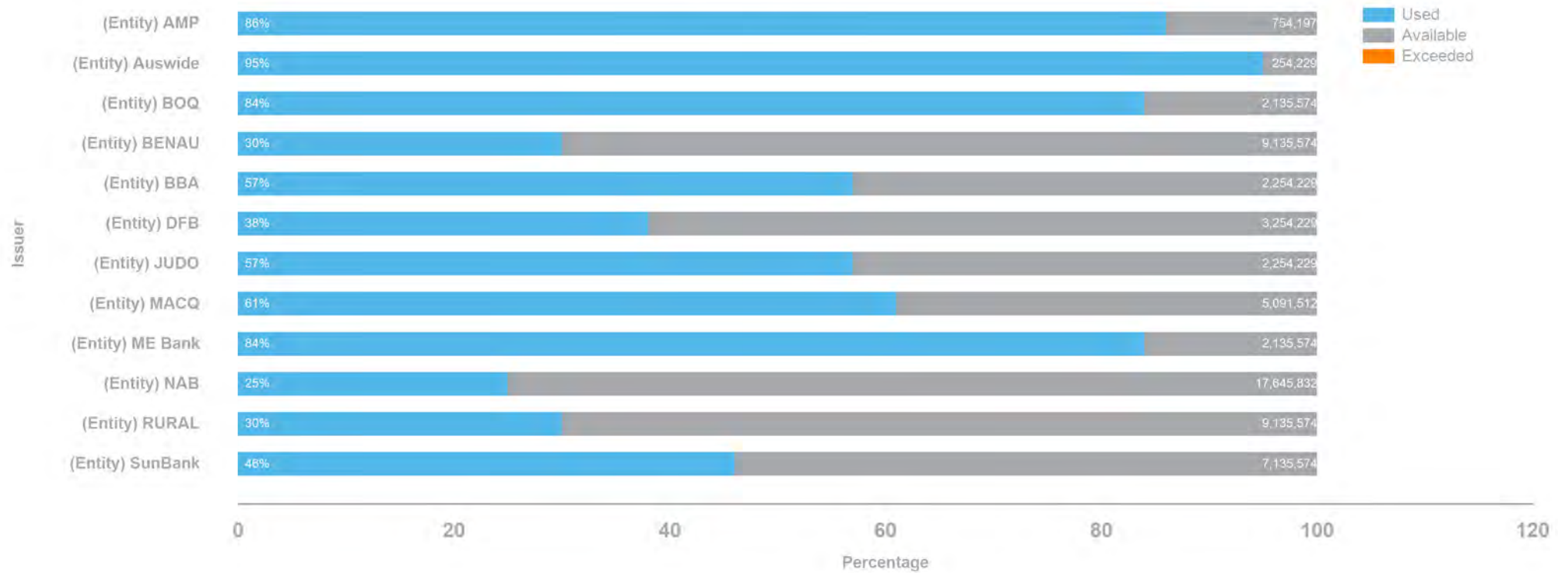
Face Value by Issuer



5. Issuer Trading Limits As At 31 January 2022

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Trading Entity	Tier (Long Term Rating)	Trading Limit	Trading Limit Type	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd		4,500,032.68	Entity	Tier 3	10.00	% of 52,542,294.59	86	14	754,197	0	0
Auswide Bank Limited		5,000,000.00	Entity	Tier 3	10.00	% of 52,542,294.59	95	5	254,229	0	0
Bank of Queensland Ltd		11,000,000.00	Entity	Tier 2	25.00	% of 52,542,294.59	84	16	2,135,574	0	0
Bendigo & Adelaide Bank Ltd		4,000,000.00	Entity	Tier 2	25.00	% of 52,542,294.59	30	70	9,135,574	0	0
Beyond Bank Australia Ltd		3,000,000.00	Entity	Tier 3	10.00	% of 52,542,294.59	57	43	2,254,229	0	0
Defence Bank Ltd		2,000,000.00	Entity	Tier 3	10.00	% of 52,542,294.59	38	62	3,254,229	0	0
Judo Bank		3,000,000.00	Entity	Tier 3	10.00	% of 52,542,294.59	57	43	2,254,229	0	0
Macquarie Bank		8,044,061.41	Entity	Tier 2	25.00	% of 52,542,294.59	61	39	5,091,512	0	0
Members Equity Bank Ltd	Bank of Queensland Ltd	11,000,000.00	Entity	Tier 2	25.00	% of 52,542,294.59	84	16	2,135,574	0	0
National Australia Bank Ltd		5,998,200.50	Entity	Tier 1	45.00	% of 52,542,294.59	25	75	17,645,832	0	0
Rural Bank Ltd	Bendigo & Adelaide Bank Ltd	4,000,000.00	Entity	Tier 2	25.00	% of 52,542,294.59	30	70	9,135,574	0	0
Suncorp Bank		6,000,000.00	Entity	Tier 2	25.00	% of 52,542,294.59	46	54	7,135,574	0	0
		67,542,294.59							61,186,327		0
	(Excluding Parent Group Duplicates)	52,542,294.59									

Issuer Trading Limits

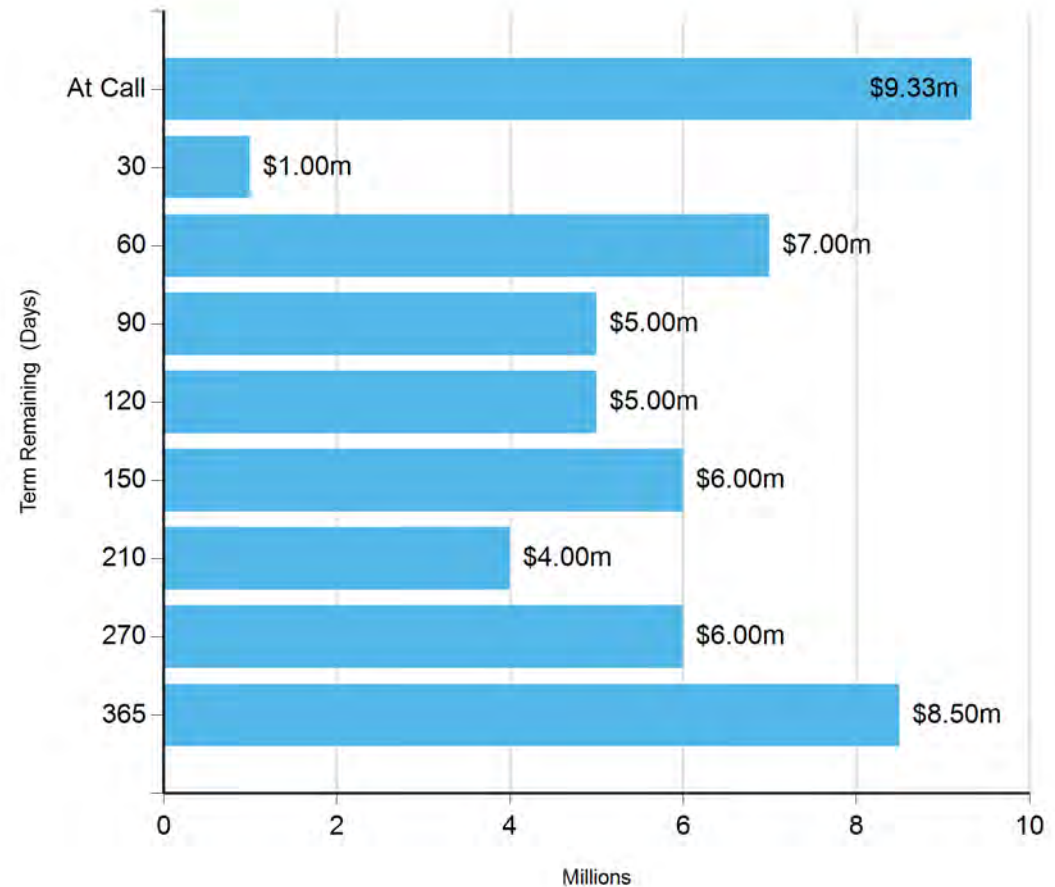


6. Portfolio by Term to Maturity As At 31 January 2022

Term Remaining (Days)	Face Value	% Total Value
At Call	9,334,189.13	18.01%
30	1,000,000.00	1.93%
60	7,000,000.00	13.50%
90	5,000,000.00	9.65%
120	5,000,000.00	9.65%
150	6,000,000.00	11.58%
210	4,000,000.00	7.72%
270	6,000,000.00	11.58%
365	8,500,000.00	16.40%
Portfolio Total	51,834,189.13	100.00%

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

Face Value by Term Remaining



7. Portfolio Summary by Fossil Fuel Lending ADIs As At 31 January 2022

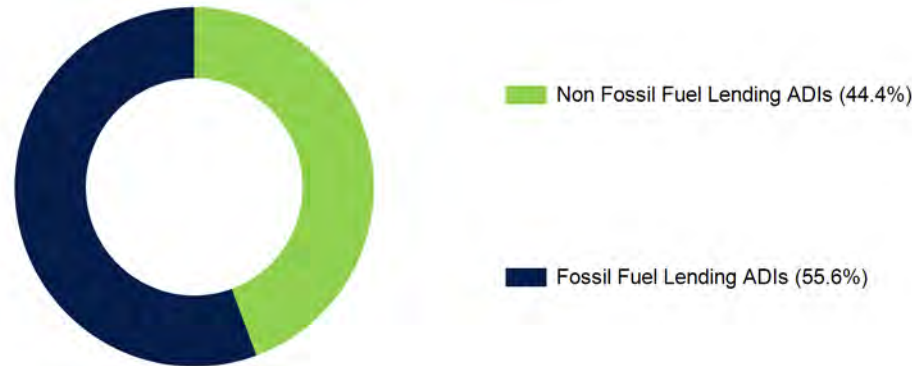
Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period
Non Fossil Fuel Lending ADIs		
Auswide Bank Limited	9.6%	5,000,000.00
Bendigo & Adelaide Bank Ltd	7.7%	4,000,000.00
Beyond Bank Australia Ltd	5.8%	3,000,000.00
Defence Bank Ltd	3.9%	2,000,000.00
Judo Bank	5.8%	3,000,000.00
Suncorp Bank	11.6%	6,000,000.00
	44.3%	23,000,000.00
Fossil Fuel Lending ADIs		
AMP Bank Ltd	8.7%	4,500,032.68
Bank of Queensland Ltd	21.2%	11,000,000.00
Macquarie Bank	15.5%	8,044,061.41
National Australia Bank Ltd	10.2%	5,290,095.04
	55.6%	28,834,189.13
Total Portfolio		51,834,189.13

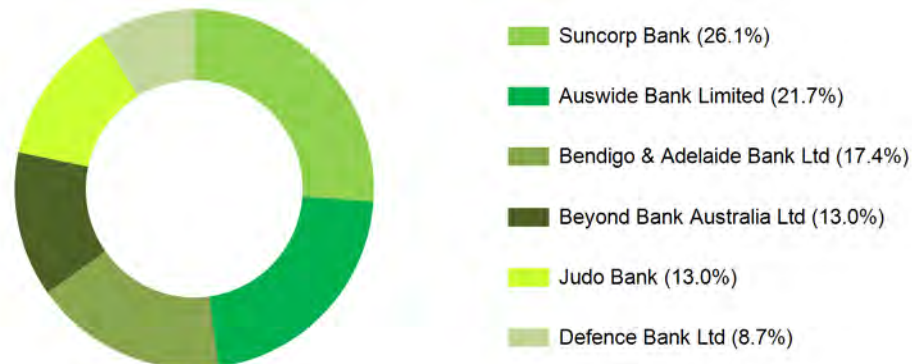
All amounts shown in the table and charts are Current Face Values. The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that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

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

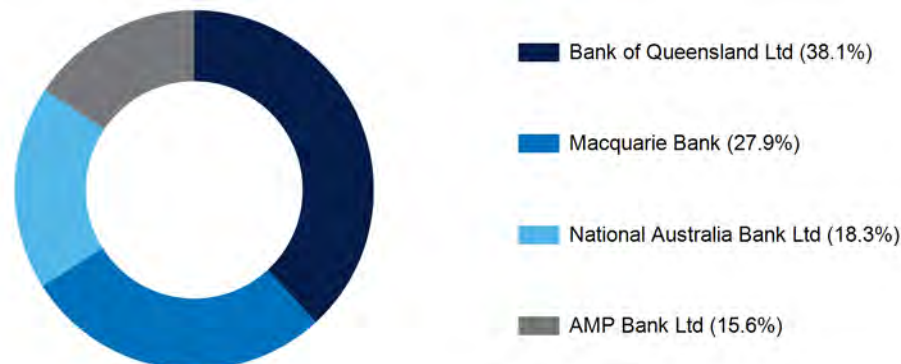
Fossil Fuel vs Non Fossil Fuel Lending ADI



Non Fossil Fuel Lending ADIs



Fossil Fuel Lending ADIs



8. Performance Statistics For Period Ending 31 January 2022

Trading Book	1 Month	3 Month	12 Month	Since Inception
City of Fremantle - Municipal				
Portfolio Return (1)	0.03%	0.08%	0.34%	1.40%
Performance Index (2)	0.01%	0.01%	0.03%	0.91%
Excess Performance (3)	0.02%	0.07%	0.31%	0.49%

Notes

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

Trading Book	Weighted Average Running Yield
City of Fremantle - Municipal	0.42
Fossil Fuel Support - Simple Interest Only	0.44
Non Fossil Fuel Support - Simple Interest Only	0.46
Fossil Fuel Support - All Securities	0.39
Non Fossil Fuel Support - All Securities	0.46

9. Interest and Distribution Income For 1 January 2022 to 31 January 2022

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	AMP 0.75 28 Jan 2022 364DAY TD	IEI196851	28 Jan 2022	1,000,000.00	7,479.45	Security Coupon Interest	City of Fremantle - Municipal
					7,479.45		

10. Transactions For Period 1 January 2022 to 31 January 2022

Security	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
AMP 0.85 28 Apr 2022 90DAY TD		LC117414	Acquisition	28 Jan 2022	28 Jan 2022	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
												1,000,000.00

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

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Report Code: TEPACK050EXT-00.19
Report Description: Concise Investment Report Pack 50
Parameters:
Trading Entity: City of Fremantle
Trading Book: City of Fremantle - Municipal
Settlement Date Base
History Start Date: 1 Jan 2000
Prior Period End Date: 31 Dec 2021
Exclude Term Deposit Interest
Do Not Eliminate Issuer Parent-Child Effect In Trading Limit Calculations
Show Issuer Parent Column In Trading Limit Table
Use Face Value Notional In Trading Limit Calculations

C2202-4 SCHEDULE OF PAYMENTS JANUARY 2022

ATTACHMENT 1 - Schedule of payments and listing

ATTACHMENT 2 - Purchase Card Transactions

Attachments viewed electronically