



Meeting attachments

Audit and Risk

Management Committee

Wednesday 15 June 2022 5.30pm



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**Meeting attachments – Audit and Risk Management Committee
15 June 2022**

ARMC2206-1 WALYALUP CIVIC CENTRE – PROJECT UPDATE

ATTACHMENT 1 - Risk Register Summary (April)

ITEM	RISK / OPPORTUNITY EVENT	RISK / ISSUE	DATE RAISED	INITIAL RISK				MITIGATION STRATEGY	OWNER	RESPONSIBLE	TARGET DATE	STATUS	RESIDUAL RISK				FURTHER NOTES / OUTCOMES <i>(red text = updated from previous register)</i>	EVIDENCE
				Consequence (1,2,3,4,5)	Likelihood (1,2,3,4,5)	Assessment	Initial Risk Rating (E,H,M,L)						Control Effectiveness (1,2,3,4,5)	Percentage Reduction	Assessment	Residual Risk Rating (E,H,M,L)		
MAY / JUNE 2021 - LIQUIDATION EVENT (LE) - Summary Level Only																		
BUILDING / PHYSICAL																		
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 possession 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&C's, warranties and progress claims.	CoF	PD, PT	28-May-21	closed	1	80%	3.2	L	Key personnel secured / retained by CoF.	Project team on site - leading works.
5	Contractors - work continuity	Contractors move to other works - CoF unable to re-engage or face delays or cost increases / amended T&C's.	24-May-21	4	4	16	E	CoF immediately employed the main Pindan project team, the team actively engaged with contractors and maintained dialogue. Follow up correspondence from the City and a meeting provided to provide assurance and CoF commitment to complete works. Contractor Novation deeds passed to CoF and novation formally effected (15 June 21).	CoF	PD, PT	15-Jun-21	closed	1	80%	3.2	L	All deeds / T&C's., warranties log of claims secured.	All contractors re-engaged and active where remaining works.
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	PC/Occupancy 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. Worksafe inspection (routine) taken place - no issues or concerns raised. Documents reviewed by CoF OSH Team Leader.	CoF	PD, OSH TL, PT	16-Jun-21	closed	1	80%	3.2	L	see above.	Project OSH Management Plan.
FINANCIAL																		
9	Insurance	Works Insurance covered as part of the Pindan contracted work. Cover cease at liquidation. Building uninsured.	24-May-21	5	4	20	E	Agreement reached with EY (via L&SIS) that the existing insurance provisions shall remain in place until 30 June 21. CoF liaising with L&SIS 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 CBA re lifting the suspension of the PBA. All contractors paid to date - March. Retention monies held in the PBA. April claim certified but not processed through the PBA for payment - only \$200 allocated to Pindan in the April claim.. CoF to consider direct payment to contractors for April.	CoF	PD, PT.	31-Aug-21	closed	1	80%	2.4	L	PBA suspension lifted by EY. CoF now have access to main account and the 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-Dec-22	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 \$46,812,343 (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 (façade) bonds.
13	Increased Contractor costs	The hold in work activity and delays resulting from the LE may lead to contractors or suppliers applying additional charges (eg. storage or mobil/de-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&C's, (batch one contractors). Batch two are unsecured 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&C's 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 works 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.	1-Dec-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.	1-Dec-22	ongoing	2	60%	3.6	L	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 ongoing.	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 comms 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. Comms 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 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 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.	1-Dec-22	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.	



ARMC2206-2 PURCHASING POLICY EXEMPTIONS March to April 2022

ATTACHMENT 1 - Purchasing Policy Exemption Details March 2022 to April 2022

Approved Exemptions - March to April 2022

ARTIST EXEMPTIONS

No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
1	Michael Dunstan	2 x 50min music set with band	One-Off	\$2,200.00	1-Mar-22	Director Community Development
2	Rachel Riggs - Yard Works	Presentation of creative workshops as part of the Wild Freo program.	One-Off	\$ 2,900.00	14-Mar-22	Director Community Development
3	Courtney Marie & Erin Rae	International artist solo performances.	One-Off	\$4,000.00	14-Mar-22	Director Community Development

SPECIALIST CONSULTANT ADVICE

No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
4	Hocking Heritage + Architecture	Require Hocking Heritage to revise & update the documentation for the Leisure Centre Pool Roof, scope of which has changed. Hocking undertook the original works and has possession of the CAD files. We would have raised this as an adjustment on the original purchase order but the order has been closed, hence the need for a new order.	6 Weeks	\$9,850.00	7-Apr-22	Director of Infrastructure

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ORIGINAL EQUIPMENT MANUFACTURER						
No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
5	New Ground Water Services	<p>Following a recent power disruption incident originating from a private contractor's Montreal Street construction site on 16th March, damage has been incurred to various electrical components within the automatic irrigation control system at the Fremantle Public Golf Course.</p> <p>As a result of the damaged electrical components, the course irrigation system is unable to be operated on an automatic basis. The inability to irrigate the course automatically has resulted in a drastic deterioration of the condition of the course. Course staff have been required to manually turn irrigation stations on to prevent the course declining to the point where it is unable to remain open to the public.</p> <p>If the required repairs are not undertaken as a matter of urgency, Golf Course course staff will be required to continue with manual watering outside of their standard hours. This manual watering restricts the ability for the course to be opened to the public at these times, which in turn results in the course reducing opening hours. Both of these measures will continue to impact financially on the management of the Fremantle Public Golf Course.</p>	One-Off	\$19,645.00	28-Apr-22	Director of Infrastructure

**Meeting attachments – Audit and Risk Management Committee
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Sole Source of Supply						
No.	Supplier	Reason for Exemption	Length of Contract	Value	Date Approved	Approving Authority
6	EG Projects	Business of Art professional development workshops for Nyoongar independent artists as part of the 2022 Revealed Festival. Workshops will be presented in Fremantle and Bunbury as part of the 2022 exhibition and associated programming. EG Projects (run by Emilia Galatis) is the only supplier who develops collaborative programming with Aboriginal Independent Artists and Arts Organisations in WA.	4 Months	\$13,200.00	14-Mar-22	CEO
7	Paramount Security Services (also trading as Silverback Enterprises Pty Ltd)	Security services at Fremantle Arts Centre. The Procurement team is working with Arts & Culture to redefine the scope (possibly extending to include Facilities) of Security Services required by the City and to go out for a 5 year tender. This is a short extension of the incumbent to tie us over until the new Contract is in place. The new Contract it is expected to be awarded by middle of July 2022.	3 Months	\$35,379.00	17-Mar-22	CEO
8	RAC Facades	Various Facade Works to the Walyalup Civic Building. RAC Facades are familiar with the project and are best to provide specialist installation works to complete the facade. If RAC were not appointed and we had to use an alternative contractor, any warranties that we have in place would be void.	1 Month	\$40,668.05	1-Apr-22	CEO

Total **\$ 127,842.05**

Artist \$ 9,100.00
Specialist
Consultant \$ 9,850.00
Advice
OEM \$ 19,645.00
Sole Source \$ 89,247.05



**Meeting attachments – Audit and Risk Management Committee
15 June 2022**

ARMC2206-5 INFORMATION REPORT – JUNE 2022

STATUS REPORT OF COUNCIL MOTIONS – 1 DECEMBER 2021 TO 31 MAY 2022

ATTACHMENT 1 - Status Report of Council motions – 1 December 2021 to 31 May 2022

Motions incomplete and ongoing in the reporting period

1 December 2021 to 31 May 2022

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 Facilities and Environmental Management	OCM	C1912-4	GREEN WASTE AND BULK WASTE VERGE COLLECTION TENDER REPORT	<p>The first 12 months of FOGO ended late November 2020 following which officers were requested to undertake a review of the verge collection and establish options.</p> <p>Officers have consulted with other Local Authorities and have undertaken public consultation.</p> <p>A presentation of findings was delivered to an IEM in March.</p> <p>A report with officers recommendations will be presented at June's FPOL meeting.</p>	Ongoing	30/09/2021 31/01/2022 31/05/2022 30/06/2022
Manager Strategic Planning and City Design	SPT	SPT2011-1	KINGS SQUARE INTERPRETATIVE ARTWORK	Artists completed a detailed Project Plan/Funding Document 5/5/22. Project being reviewed by Executive Leadership Team.	Ongoing	1/01/2022 1/02/2022 01/03/2022 30/06/2023
Manager Economic Development and Marketing	FPOL	FPOL2101-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	<p>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.</p> <p>The City is currently addressing some bespoke Lessee requirements relating to installation of air conditioning. Lessee's will sign lease documents once solid timeframes and air con plans have been provided to them (so they can put together their lighting/fit out plans).</p> <p>Lease has now been executed and fit out is being planned.</p>	Ongoing	31/07/2021 31/01/2022 31/12/2022
Manager Economic Development and Marketing	FPOL	FPOL2103-4	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – RETAIL SPACE	<p>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.</p> <p>The City is currently addressing some bespoke Lessee requirements relating to installation of air conditioning. Lessee's will sign lease documents once solid timeframes and air con plans have been provided to them (so they can put together their lighting/fit out plans).</p> <p>Lease has now been executed and fit out is being planned.</p>	Ongoing	31/07/2021 31/01/2022 31/05/2022 31/12/2022
Manager Economic Development and Marketing	OCM	FPOL2102-2	NEW LEASE – BAKPAK FREO PTY LTD – 18 PHILLIMORE STREET, FREMANTLE	<p>Lease under development and subject to Bakpak Freo obtaining planning and building approvals.</p> <p>The City held discussions with the tenants and their design group, Canford Hospitality, late 2021. BakPak Freo have indicated that costings and capital works estimates have come back significantly higher than expected and as a result wish to return to trading purely as a backpackers again. Officers are waiting for formal correspondence to be provided by Canford/BakPak Freo.</p>	Ongoing	31/07/2021 31/01/2022 31/05/2022 31/12/2022

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
Director of Strategic Planning and Projects	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, 5/22 and ongoing. Estimated update to Council August 2022	Ongoing	31/12/2021 23/03/2022 30/06/2022 31/08/2022
Director Infrastructure	OCM	FPOL2109-14	FORMER NAVAL STORE BUILDING IMPROVEMENTS	Parking plan to be incorporated in construction management documentation. This will be requested and incorporated when the project design development has progressed.	Ongoing	1/04/2022 1/07/2022
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 30/06/2022
Manager Economic Development and Marketing	OCM	Petition	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.	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 31/12/2022
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
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. The updated Policy is currently being drafted and will be brought to Council in June 2022. 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. These are being resubmitted in the 22/23 financial year.	Ongoing	21/12/2022
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
Director City Business	FPOL	FPOL2112-1	PROPOSED LEASE FOR WALYALUP CIVIC CENTRE – OFFICE SPACE	Ongoing	Ongoing	30/06/2022
Director Infrastructure	FPOL	FPOL2112-2	FREMANTLE GOLF COURSE AND COMMUNITY CENTRE	Works Tenders returned over budget. Officers to reassess options and funding availability. Officers have met Main Roads WA to discuss costs and funding options, this has been followed up with an updated cost report. This information has now been formally submitted as part of an additional funding request to Main Roads WA.	Ongoing	28/02/2022 30/04/2022 31/05/2022
Chief Executive Officer	OCM	FPOL2112-10	CONSIDERATION OF AMENDMENT TO THE SPICER DEVELOPMENT DEED (8-10 HENDERSON STREET, FREMANTLE)			

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 Parks and Landscapes	OCM	FPOL2112-3	GILBERT FRASER RESERVE SCOREBOARD	The Gilbert Fraser scoreboard is being installed in conjunction with the renewal of the floodlighting. This project has been delayed due to the Contractor going into administration. Completion is expected in June 2022.	Ongoing	28/02/2022 28/04/2022 15/06/2022
Manager Infrastructure Engineering	FPOL	FPOL2202-5	PARKLET APPLICATION – 1/36 HENRY STREET (DARLING DARLING BAR)	The item was put forward at the February Finance, Policy, Operations and Legislation Committee meeting where the application for the parklet was refused due to extended operating times. Parklet policy to be reviewed.	Ongoing	30/06/2022
Manager Governance	FPOL	FPOL2202-3	PROPOSED LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2022 – SHARK FISHING ON BEACHES PROPOSED PROHIBITION	Local public notice posted on noticeboards, My Say Freo and advertised in the Fremantle Herald on 19 February 2022. Submissions open until 11 April 2022.	Ongoing	31/07/2022
Manager Governance	FPOL	FPOL2202-4	PROPOSED CITY OF FREMANTLE CAT MANAGEMENT AMENDMENT LOCAL LAW 2022	Local public notice posted on noticeboards, My Say Freo and advertised in the Fremantle Herald on 19 February 2022. Submissions open until 11 April 2022. A report recommending adoption is being presented for council consideration at the May round of meetings and will be determined at the OCM to be held on 25 May 2022.	Ongoing	31/07/2022
Manager Information Technology	OCM	FPOL2202-8	PROPOSED PUBLIC ROAD CLOSURE - BAYLY STREET NORTH FREMANTLE - AMALGAMATION WITH FREMANTLE PORTS PROPERTY	A formal application was submitted to the Department of Planning, Lands and Heritage (DPLH) on 11/04/2022 in accordance with Council's resolution.	Ongoing	31/05/2022
Manager Arts and Culture	FPOL	FPOL2203-4	SOLE SOURCE OF SUPPLY – DARWIN ABORIGINAL ARTS FAIR FOUNDATION LTD	Darwin Aboriginal Arts Fair Foundation Ltd contracted 18/03/2022	Ongoing	31/07/2022
Manager Information Technology	OCM	FPOL2203-10	DEDICATION OF SETBACK AREAS – 14 PARRY STREET, FREMANTLE (PART LOT 1508) AND THE WHOLE OF LOT 50 PARRY STREET, FREMANTLE	Council resolved on to support the proposal on 23 March 2022 – A formal application was submitted to the Department of Planning, Lands and Heritage (DPLH) on 19/04/2022 in accordance with Council's resolution.	Ongoing	31/05/2022
Manager Strategic Planning and City Design	OCM	FPOL2203-7	DRAFT PARKING PLAN PRINCIPLES	Principles adopted by Council 23/03/2022 but work to develop final Parking Plan ongoing	Ongoing	30/09/2022
Manager Strategic Planning and City Design	OCM	FPOL2203-8	CAT BUS REVIEW – ADDITIONAL FINDINGS	Further actions identified in Council resolution 23/03/2022 ongoing, with view to completion in time for a further report back to Council in October 2022	Ongoing	31/10/2022
Manager Parks and Landscapes	OCM	FPOL2203-11	TENDER - PORT BEACH SAND NOURISHMENT VIA DREDGE PROJECT	Tenders for the sand dredging and placement works closed on Friday 25 March 2022 and are currently in the evaluation phase.	Ongoing	31/05/2022
Manager Infrastructure Engineering	FPOL	FPOL2204-4	METROPOLITAN REGIONAL ROAD GROUP-ROAD REHABILITATION GRANT APPLICATION 2023/24	1. The City's submission to Main Roads WA for Metropolitan Regional Road Group funding for 2023-24 road rehabilitation grants was completed by the due date of 22 April 2022. 2. Upon advice from Main Roads WA that the City's submission has been successful, further detail design will be undertaken to prepare a separate budget request that will require Council's approval for the 2023/24 financial year.	Ongoing	30/06/2022
Manager Field Services	OCM	FPOL2204-8	ADVERTISING THE INTENTION TO SPECIFY VIRGINIA RYAN PARK AS A DOG EXERCISE AREA	Community consultation to be prepared on the use of Virginia Ryan Park as a Dog exercise Area. At the completion of consultation a report will be prepared for Council consideration.	Ongoing	31/07/2022
Manager Field Services	OCM	ARMC2204-1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEMBERSHIP UPDATE	Report endorsed by Council, for Cr Groome and Cr Mofflin to be appointed to the Local Emergency Management Committee (LEMC) as members. Next LEMC meeting is 27 July 2022 where changes will be implemented. A report of the LEMC will be provided to the Audit and Risk Management Committee.	Ongoing	27/12/2022
Director Infrastructure	OCM	ARMC2204-3	WALYALUP CIVIC CENTRE – PROJECT UPDATE	Building construction project complete. Financial management of retentions and 12 month defect management ongoing. Works activity relates to flood damage repairs / improvements and tenancy shell development – in consultation with property / leasing team.	Ongoing	31/12/2022

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 Financial Services	OCM	ARMC2204-2	FREMANTLE PARK - PROJECT INDEPENDENT FINANCIAL AUDIT REPORT	The independent Financial Audit report was completed and presented to ARMC on 20th April 2022. Officers will seek to meet with Fremantle Workers Social & Leisure Club to discuss findings of the report.	Ongoing	

Development application motions completed in the reporting period

1 December 2021 to 31 May 2022

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	PC2112-1	BURT STREET, NO.19-21 (LOT 1873) AND NO.23-25 (LOT 1907), FREMANTLE – PUBLIC WORKS - MIXED USE DEVELOPMENT COMPRISING COMMUNITY (COMMUNITY PURPOSE, RESTAURANT, SHOP, INDUSTRY COTTAGE AND OFFICE TENANCIES AND MULTIPLE DWELLINGS) (WAPC REFERRAL) –(JL DAP005/21)	Advice of resolution sent to Department of Planning, Lands and Heritage.	Complete	3/12/2021
Manager Development Approvals	PC	PC2112-2	SOUTH TERRACE, NO. 271 (STRATA LOT 1) SOUTH FREMANTLE - CHANGE OF USE TO SMALL BAR AND ALTERATIONS AND ADDITIONS TO EXISTING BUILDING (DA0352/21)	Determination letter dated 7/12/2021	Complete	10/12/2021
Manager Development Approvals	PC	PC2112-3	SOUTH TERRACE, NO. 2/284 (LOT 22) SOUTH FREMANTLE -CHANGE OF USE FROM OFFICE TO SHOP AND UNAUTHORISED SIGNAGE (DA0405/21)	Determination letter dated 7/12/2021	Complete	10/12/2021
Manager Development Approvals	PC	PC2112-4	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)	Applicant advised of referral	Complete	7/12/2021
Manager Development Approvals	PC	PC2112-6	EDMUND STREET, NO. 94 (LOT 101) TWO, TWO STOREY GROUPED DWELLINGS (TG 0357/21 & DA0358/21)	Applicant advised of referral	Complete	8/12/2021
Manager Development Approvals	PC	PC2112- 8	STAPLES STREET, NO. 18 (LOT 4) NORTH FREMANTLE - PARTIAL DEMOLITION OF EXISTING SINGLE HOUSE AND OUTBUILDING AND ALTERATIONS (DA0400/21)	Determination letter dated 7/12/2021	Complete	9/12/2021
Manager Development Approvals	PC	PC2112-9	SOUTH TERRACE, NO. 382 (LOT 2 PLAN 561), SOUTH FREMANTLE – CARPORT ADDITION TO EXISTING SINGLE HOUSE (ED DA0367/21)	Determination letter dated 7/12/2021	Complete	10/12/2021
Manager Development Approvals	OCM	PC2112-5	SCOTT STREET, NO. 36 (LOT 35), SOUTH FREMANTLE – ANCILLARY DWELLING ADDITION TO EXISTING SINGLE HOUSE (TG DA0362/21)	Determination letter dated 14/01/2022	Complete	14/01/2022
Manager Development Approvals	OCM	PC2112-7	CHESTER STREET, NO. 22 (LOT 93) SOUTH FREMANTLE - DEMOLITION OF EXISTING SINGLE HOUSE (TG DA0391/21)	Determination letter dated 14/01/2022	Complete	14/01/2022
Manager Development Approvals	PC	PC2201-1	DEFERRED ITEM - EDMUND STREET, NO. 151 (LOT 2) BEACONSFIELD - ADDITIONS (TWO STOREY) TO EXISTING SINGLE HOUSE (TG DA0310/21)	Determination letter dated 12/01/2022	Complete	18/01/2022
Manager Development Approvals	PC	PC2201-2	DEFERRED ITEM - EDMUND STREET, NO. 94A AND 94B (LOTS 1 AND 2) TWO, TWO STOREY SINGLE HOUSES (TG DA0357/21 & DA0358/21)	Determination letter dated 17/01/2022	Complete	18/01/2022
Manager Development Approvals	PC	PC2201-3	STIRLING HIGHWAY, NO. 72 (LOT 3), NORTH FREMANTLE –VARIATION TO PREVIOUS APPROVAL DA0459/16 (THREE-STOREY MIXED USE DEVELOPMENT (2X OFFICE AND 4 X MULTIPLE DWELLING)) - (ED VA0035/21)	Determination letter dated 17/01/2022	Complete	17/01/2022
Manager Development Approvals	PC	PC2201-4	STIRLING HIGHWAY, NO. 110 (LOT 2) AND LESLIE ROAD, NO. 5 (LOT 3) NORTH FREMANTLE - TWO STOREY MIXED USED DEVELOPMENT (THREE MULTIPLE DWELLINGS AND A SHOP) (JCL DA0265/21)	Applicant advised of referral	Complete	17/01/2022
Manager Development Approvals	PC	PC2201-5	BLAMEY PLACE, NO.10 (LOT 8), O'CONNOR – CHANGE OF USE FROM WAREHOUSE TO PLACE OF WORSHIP – (CS DA0416/21)	Determination letter dated 17/01/2022	Complete	18/01/2022
Manager Development Approvals	PC	PC2201-7	BRACKS STREET, NO.90 (LOTS 241 – 260), NORTH FREMANTLE –DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES – (CS DA0440/21)	Applicant advised of referral	Complete	18/01/2022
Manager Development Approvals	PC	PC2201-6	INSTONE STREET, NO. 2A (LOT 1521), HILTON – TWO STOREYGROUPED DWELLING (ED DA0377/21)	Determination letter dated 17/01/2022	Complete	17/01/2022

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	Petition	Submitted 12 January 2022 (PC) Mahmod Omran presented a petition containing 167 signatures in support of PC2201-5 – Change of use from warehouse to Place of Worship at 10 Blamey Place, O'Connor.	This item was approved at the same meeting, so no further action is required.	Complete	12/01/2022
Manager Development Approvals	PC	PC2202-4	MCCABE STREET, NOS. 19-21 (LOT 19) - VARIATION TO DAP004/20 (EIGHT STOREY MIXED USE DEVELOPMENT COMPRISING 13 GROUPED DWELLINGS, 97 MULTIPLE DWELLINGS, RESTAURANT, SHOP) (ED DAPV001/21)	RAR Submitted to DAP	Complete	3/02/2022
Manager Development Approvals	PC	PC2202-5	WATKINS STREET, NO'S 1-12/123 (LOTS 1-12), WHITE GUM VALLEY – PROPOSED SIX LOT GREEN TITLE SUBDIVISION – (CS WAPC161312)	Comments referred to WAPC.	Complete	4/02/2022
Manager Development Approvals	PC	PC2202-6	CLIFF STREET, NO. 6 (LOT 4) FREMANTLE - CHANGE OF USE TO TOURIST ACCOMMODATION AND ADDITIONS AND ALTERATIONS TO EXISTING BUILDING (TG DA0209/21)	Determination letter issued	Complete	10/02/2022
Manager Development Approvals	PC	PC2202-9	JAMES STREET, NO.12 (LOT 857), FREMANTLE - SECTION 31 STATE ADMINISTRATIVE TRIBUNAL RECONSIDERATION FOR A WALL SIGN (DA0027/21)	Determination letter issued	Complete	10/02/2022
Manager Development Approvals	PC	PC2202-3	DEFERRED ITEM -SOUTH TERRACE, NO.312 (LOT 344), SOUTH FREMANTLE - ALTERATIONS TO AN EXISTING RESTAURANT AND INCIDENTAL INDUSTRY LIGHT (COFFEE ROASTERS) - (JL DA0513/20)	Determination letter issued	Complete	10/02/2022
Manager Development Approvals	PC	PC2202-8	MARINE TERRACE, NO. 26A (LOT 8) FREMANTLE – ADDITIONS AND ALTERATIONS TO EXISTING MIXED USE DEVELOPMENT (TG DAP003/21)	RAR submitted to JDAP	Complete	3/02/2022
Manager Development Approvals	PC	PC2202-10	SUMPTON STREET, NO. 6 (LOT 152), HILTON – RETROSPECTIVE ANCILLARY DWELLING ADDITION TO EXISTING SINGLE HOUSE (ED DA0370/21)	Determination letter issued	Complete	10/02/2022
Manager Development Approvals	OCM	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)	Determination letter issued	Complete	10/02/2022
Manager Development Approvals	OCM	PC2202-2	DEFERRED ITEM - BRACKS STREET, NO.90 (LOTS 241 – 260), NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES – (CS DA0440/21)	Applicant advised of referral.	Complete	24/02/2022
Manager Development Approvals	OCM	C2202-1	FREMANTLE TECHNICAL COLLEGE, NO. 11-15 (LOT 2680) GROSVENOR STREET, BEACONSFIELD - DEMOLITION OF ALL EXISTING BUILDINGS AND INCIDENTAL STRUCTURES (ED DA0549/21)	Resolution referred to WAPC.	Complete	24/02/2022
Manager Development Approvals	PC	PC2203-3	HENDERSON STREET, NO. 10 (LOT 375), FREMANTLE - DEMOLITION OF EXISTING BUILDING AND HERITAGE WALL (WALL TO BE DISMANTLED AND MATERIALS STORED FOR FUTURE RE-USE ON SITE) AND CHANGE OF USE TO TEMPORARY PUBLIC CARPARK (ED DA0471/21)	Determination letter issued	Complete	16/03/2022
Manager Development Approvals	PC	PC2203-5	JOSLIN STREET, NO. 16 (LOT 1132) - ALTERATIONS AND CHANGE OF USE TO GROUPED DWELLING TO EXISTING BUILDING AND TWO STOREY GROUPED DWELLING (TG DA0425/21)	Applicant advised of referral	Complete	17/03/2022
Manager Development Approvals	PC	PC2203-6	HOLLAND STREET, NO.29 (STRATA LOT 1) FREMANTLE - ADDITIONS TO EXISTING SINGLE HOUSE (JL DA0401/21)	Determination letter issued	Complete	16/03/2022
Manager Development Approvals	PC	PC2203-8	WATKINS STREET, NO. 56 (LOT 38) WHITE GUM VALLEY - VARIATION TO PREVIOUS PLANNING APPROVAL DA0512/20 (TWO STOREY SINGLE HOUSE) (JCL VA0041/21)	Determination letter issued	Complete	16/03/2022
Manager Development Approvals	PC	PC2202-2	DEFERRED ITEM - BRACKS STREET, NO.90 (LOTS 241 – 260), NORTH FREMANTLE – DEMOLITION OF EXISTING BUILDINGS AND STRUCTURES – (CS DA0440/21)	Determination letter issued	Complete	22/03/2022
Manager Development Approvals	PC	PC2203-2	SYDNEY STREET, NO. 11 (LOT 14), SOUTH FREMANTLE - SECOND STOREY ADDITIONS AND ALTERATIONS AND ANCILLARY DWELLING ADDITION TO EXISTING SINGLE HOUSE (ED DA0488/21)	Determination letter issued	Complete	16/03/2022

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	Completion date
Manager Development Approvals	PC	PC2203-4	COLLICK STREET, NO. 40 HILTON – ADDITIONS AND ALTERATIONS TO EXISTING BUILDING AND CHANGE OF USE TO CHILD CARE PREMISES (TG DAP006/21)	RAR Submitted to DAP	Complete	8/03/2022
Manager Development Approvals	PC	PC2203-7	AMHERST STREET, NO. 7D (STRATA LOT 1) – DETACHED ADDITIONS TO SINGLE STOREY GROUPED DWELLING (TG DA0315/21)	Determination letter issued	Complete	22/03/2022
Manager Development Approvals	PC	PC2203-9	MONTGOMERY STREET, NO. 6 (LOT 1) BEACONSFIELD - ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (JCL DA0434/21)	Determination letter issued	Complete	17/03/2022
Manager Development Approvals	PC	PC2204-1	DEFERRED ITEM - BROMLEY ROAD, NO. 32 (STRATA LOT 1) HILTON – PATIO ADDITION TO EXISTING GROUPED DWELLING (TG DA0459/21)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-5	HIGH STREET, NO. 81 (LOT 1), FREMANTLE – PARTIAL CHANGE OF USE TO TAVERN AND INTERNAL FIT OUT OF EXISTING BUILDING (ED DA0501/21)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-6	STIRLING HIGHWAY, NO. 108 (LOT 1), NORTH FREMANTLE -CHANGE OF USE TO MULIPLE DWELLING AND A TWO STOREY ADDITION TO EXISTING MIXED USE DEVELOPMENT (JL DA0521/21)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-8	GIRTON LANE, NO. 3-5 (LOT 8) FREMANTLE - ADDITIONS (TWO STOREY) AND ALTERATIONS TO EXISTING SINGLE HOUSE (TG DA00547/21)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-9	SOLOMON STREET, NO. 45 (LOT 40) FREMANTLE –ADDITIONS (THREE STOREY) AND ALTERATIONS TO EXISTING SINGLE HOUSE (TG DA0553/21)	Applicant advised of referral	Complete	11/04/2022
Manager Development Approvals	PC	PC2204-2	REFERRED ITEM - JOSLIN STREET, NO. 16 (LOT 1132), HILTON - ALTERATIONS AND CHANGE OF USE TO GROUPED DWELLING TO EXISTING BUILDING AND TWO STOREY GROUPED DWELLING (TG DA0425/21)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-4	PARRY STREET, NO. 26 (LOT 440), FREMANTLE - FOUR STOREY MIXED USE DEVELOPMENT, (MULTIPLE DWELLINGS AND TOURIST ACCOMMODATION) – (TG DA0486/20)	Determination letter issued	Complete	14/04/2022
Manager Development Approvals	PC	PC2204-7	STAPLES STREET, NO. 18 (LOT 4), NORTH FREMANTLE - TWO STOREY REAR ADDITIONS AND ALTERATIONS TO EXISTING SINGLE HOUSE (ED DA0020/22)	Determination letter issued	Complete	19/04/2022
Manager Development Approvals	PC	PC2204-10	SEAVIEW STREET, NO. 7 (LOT 1) BEACONSFIELD - CARPORT ADDITION TO EXISTING GROUPED DWELLING (JCL DA0472/21)	Applicant advised of referral	Complete	14/04/2022

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

1 December 2021 to 31 May 2022

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 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.	Complete	31/03/2022
Director of Strategic Planning and Projects	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. Report considered by Council on 23/03/2022. Resolution of Council completes actions on this motion but creates new actions in response to motion FPOL 2203-8 below.	Complete	23/03/2022
Director of Strategic Planning and Projects	SPT	SPT2107-2	REVIEW OF HERITAGE AREAS, DRAFT LOCAL PLANNING POLICY 3.6 'DEVELOPMENT IN HERITAGE AREAS' & REVISIONS LOCAL PLANNING POLICY 1.6 'HERITAGE ASSESSMENT'- ADOPT FOR PUBLIC CONSULTATION	Consultation in train 22/10/21 to 26/11/21: to be referred back to Council est 2/22. Report to Council on 23/03/2022 on outcome of public consultation and final adoption of policies. Council resolved to adopt policies – completed. This also addresses motion PC2203-11 below.	Complete	23/03/2022
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.	Complete	31/03/2022
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 was ordered at the start of August 2021. Delivery of equipment was expected in October 2021.	Complete	8/04/2022
Director City Business	OCM	FPOL2108-12	ANNUAL EVENT SPONSORSHIP	Global computer chip shortages and supply chain impacts has resulted in the Annual events sponsorship contributions adopted at August Ordinary Meeting of Council. Relevant funding agreements have been developed and are being implemented.	Complete	25/08/2021
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.	Complete	2/02/2022
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>	The EOI criteria was adopted at February Council and the City Business Directorate has commenced the process for issuing the EOI.	Complete	23/02/2022
Director of Strategic Planning and Projects	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	Complete	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	Completion date
Manager Community Development	FPOL	FPOL2111-4	PETITION NORTH FREMANTLE BOWLING CLUB	The EOI criteria was adopted at February Council and the City Business Directorate has commenced the process for issuing the EOI.	Complete	23/02/2022
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.	Complete	10/11/2021
Director City Business	OCM	C2111-1	CITY OF FREMANTLE PARKING LOCAL LAW 2021 – ADOPTION OF UNDERTAKINGS FROM THE JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION	Undertakings have been made. New amendment local law to be proposed.	Complete	29/11/2021
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 presented to Council (through FPOL) in February 2022.	Complete	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. A recommended appointment was presented at the Ordinary Meeting of Council held on 23 February 2022.	Complete	23/02/2022
Manager Financial Services	OCM	ARMC2111-5	OVERDUE DEBTORS REPORT AS AT 31 OCTOBER 2021	A report was presented to ARMC April 2022 meeting.	Complete	27/04/2022
Manager Infrastructure Engineering	FPOL	FPOL2112-4	PARKLET APPLICATION – 1/36 HENRY STREET (DARLING DARLING BAR)	The motion was put forward to review the times of operation for the parklet application as extended opening hours were requested and present at the next available FPOL meeting	Complete	8/12/2021
Chief Executive Officer	OCM	Petition	Submitted 15 December 2021 (OCM) Simon Naber presented a petition to the City of Fremantle asking that the City advocate with the State Government to reconsider the COVID 19 vaccination mandate. The petition contains 137 signatures.	A report was brought to the Ordinary Council Meeting held on 19 January 2022. Petition not supported. No further action required.	Complete	19/01/2022
Director City Business	OCM	FPOL2112-5	FREMANTLE BOAT SHOW AND SEAFOOD FESTIVAL	Approved – sponsorship to be applied.	Complete	15/12/2021
Director of Strategic Planning and Projects	OCM	FPOL2112-6	MY HOME PROJECT – REQUEST FOR BUILDING PERMIT FEE REDUCTION	Applicant advised of decision (Committee recommendation on 9/12/21, Council 2/2/22)	Complete	2/02/2022
Director City Business	OCM	FPOL2112-8	REQUEST FOR SPONSORSHIP – WINTERWORLD 2022-2024	Approved – sponsorship to be applied.	Complete	15/12/2021
Manager Financial Services	OCM	FPOL2112-9	BUDGET AMENDMENTS - NOVEMBER 2021	Updated in the system (Technology One)	Complete	17/12/2021
Director of Strategic Planning and Projects	OCM	FPOL2112-7	STRATEGIC COMMUNITY PLAN REVIEW WORKING GROUP	Group established. First meeting scheduled 2/2/22	Complete	15/12/2021
Manager Governance	OCM	C2112-1	LOCAL GOVERNMENT REFORM PROPOSALS 2021 – SUBMISSION TO DLGSC	Submission sent to the Department of Local Government Sport and Cultural Industries 11/01/2022.	Complete	11/01/2022
Manager Governance	OCM	C2112-2	CITY OF FREMANTLE STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY	Policy published to the City's website as adopted and CEO Recruitment and Selection Panel Terms of Reference updated.	Complete	4/01/2022
Manager People and Culture	OCM	C2112-3	JOB DESCRIPTION FORM FOR THE POSITION OF CHIEF EXECUTIVE OFFICER	CEO job description form adopted by Council at 15 December 2021 meeting. Position was advertised 7 January 2022 with a 28 January 2022 closing date.	Complete	7/01/2022

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	Petition	Submitted 12 January 2022 (PC) Mahmod Omran presented a petition containing 167 signatures in support of PC2201-5 – Change of use from warehouse to Place of Worship at 10 Blamey Place, O'Connor.	This item was approved at the same meeting, so no further action is required.	Complete	12/01/2022
Chief Executive Officer	OCM	C2201-2	RESPONSE TO PETITION – ADVOCACY REQUEST – COVID 19 VACCINATION MANDATE	Petition not supported. No further action required.	Complete	19/01/2022
Director of Strategic Planning and Projects	OCM	PC2201-9	LOCAL PLANNING POLICY 2.24: WASTE MANAGEMENT PLANS FOR NEW DEVELOPMENT – OUTCOMES OF PUBLIC CONSULTATION	Submitters being notified of decision, and website updated. All actions completed.	Complete	30/03/2022
Director of Strategic Planning and Projects	OCM	PC2201-10	LOCAL PLANNING POLICY 2.2 – SPLIT DENSITY CODES AND ENERGY EFFICIENCY AND SUSTAINABILITY SCHEDULE REVIEW –OUTCOMES OF CONSULTATION	Submitters being notified of decision, and website updated. All actions completed.	Complete	30/03/2022
Director City Business	OCM	C2201-3	CITY OF FREMANTLE PARKING LOCAL LAW 2021 – ADOPTION OF ADDITIONAL UNDERTAKINGS	Undertakings have been made. New amendment local law to be proposed.	Complete	25/01/2022
Manager Governance	OCM	C2201-7	CODE OF CONDUCT - DIVISION 3 COMPLAINT INVESTIGATION 01 - 2021	Deferred to the next Finance, Policy, Operations and Legislation Committee on 9 February 2022. At the Ordinary Meeting of Council held on 23 February 2022 - Council accepted the findings that a breach had not occurred and determined that no further action be required	Complete	23/02/2022
Manager Governance	OCM	C2201-8	CODE OF CONDUCT - DIVISION 3 COMPLAINT INVESTIGATION 02 -2021	Deferred to the next Finance, Policy, Operations and Legislation Committee on 9 February 2022. At the Ordinary Meeting of Council held on 23 February 2022 - Council accepted the findings that a breach had occurred and determined that no further action be required at the Ordinary Meeting of Council held on 23 February 2022.	Complete	23/02/2022
Director of Strategic Planning and Projects	FPOL	FPOL2202-6	CONCEPT PROPOSAL - PEDESTRIAN REALM FOR SOUTH STREET DEVELOPMENT, NO 285 AND 297, HILTON	Finalisation of detailed design for public realm works and agreement of terms with developer for funding of works anticipated to be completed in April 2022.	Complete	8/04/2022
Manager Strategic Planning and City Design	OCM	PC2202-12	LOCAL HERITAGE SURVEY AND HERITAGE LIST – ANNUALUPDATE 2021 – OUTCOMES OF CONSULTATION	Council adopted recommended outcomes of annual update on 23/02/2022 with exception of one property deferred for further consideration at April 2022 Ordinary Council Meeting. Update relating to final property previously deferred was adopted by Council at Ordinary Meeting on 27/04/2022. Completed.	Complete	27/04/2022
Manager Strategic Planning and City Design	OCM	PC2202-13	PLANNING FOR TOURISM CONSULTATION SUBMISSION	Report to Council 202/2022 – Council resolved to endorse recommended submission to WAPC. Completed.	Complete	23/02/2022
Manager Community Development	OCM	FPOL2202-9	NORTH FREMANTLE BOWLING CLUB – EXPRESSION OF INTEREST CRITERIA	The EOI criteria was adopted at February Council and the City Business Directorate has commenced the process for issuing the EOI.	Complete	23/02/2022
Manager Governance	OCM	FPOL2202-7	ORGANISATIONAL COUNCIL POLICY REVIEW – FIELD SERVICES AND ASSET MANAGEMENT	Updated policies have been uploaded onto the City's website as adopted.	Complete	4/03/2022
Manager Governance	OCM	ARMC2202-1	AUDIT AND RISK MANAGEMENT COMMITTEE – INDEPENDENT MEMBERS	Candidate notified of appointment and meeting details forwarded. Register of Council: Committees and Groups updated with membership details.	Complete	4/03/2022
Manager Governance	OCM	ARMC2202-2	ADOPTION OF THE 2021 COMPLIANCE AUDIT RETURN	Certified copy submitted to the Department of Local Government Sport and Cultural Industries.	Complete	9/03/2022
Manager Governance	OCM	ARMC2202-3	REVIEW OF CERTAIN SYSTEMS AND PROCEDURES BY THE CHIEF EXECUTIVE OFFICER REQUIRED BY REGULATION 17 –LEGISLATIVE COMPLIANCE	Recommended actions added to the City's Audit Actions Register. Progress on these actions will be reported quarterly to the Audit and Risk Management Committee.	Complete	28/02/2022
Manager Governance	OCM	C2201-7	CODE OF CONDUCT - DIVISION 3 COMPLAINT INVESTIGATION 01-2021	Complaint details included in the City's Complaints Register and complainant notified.	Complete	3/03/2022
Manager Governance	OCM	C2201-8	CODE OF CONDUCT - DIVISION 3 COMPLAINT INVESTIGATION 02-2021	Complaint details included in the City's Complaints Register and complainant notified.	Complete	8/03/2022
Manager Customer Experience and Learning	FPOL	FPOL2203-2	LIBRARY BOARD OF WA FREMANTLE REPRESENTATIVE	A letter was sent from the A/CEO City of Fremantle to Hon David Templeman – Minister for Tourism; Culture & the Arts; Heritage confirming the 3 representatives for consideration to the Library Board of WA	Complete	10/03/2022
Manager Information Technology	FPOL	FPOL2203-5	SOLE SOURCE OF SUPPLY-ESRI AUSTRALIA PTY LTD	The City has signed a contract for its Geospatial Information System (GIS) with ESRI Australia.	Complete	10/03/2022

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	Completion date
Manager Information Technology	FPOL	FPOL2203-6	SOLE SOURCE OF SUPPLY-TECHNOLOGY ONE LIMITED	The City has signed a contract for its Enterprise Resource Planning (ERP) platform with Technology One Limited	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 1	We request that the City of Fremantle Council adopts an advocacy position statement called the 'COVID-19 Vaccination Pro-Choice Statement' with the content: Part 1. That no person shall or should be: a) prevented from performing work or receiving income on the basis of vaccination status b) discriminated against on the basis of vaccination status c) coerced or manipulated into the need for vaccination for any reason d) deprived of any Statutory and Regulatory benefits on the basis of vaccination status e) restricted access to premises on the basis of vaccination status f) restricted in any form of community participation on the basis of vaccination status g) required to provide evidence for any reason of vaccination status; and / or, h) subject to anything under written law that a person who differs in vaccination status is not	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 2	Part 2. That the Local Government shall: a) not restrict any function, property, or service of the Local Government based on vaccination status; and, b) as far as practicable redeploy or reinstate employees of the Local Government that risk termination or have been terminated on the basis of vaccination status c) honour all obligations under contract for all persons adversely impacted as a consequence of inferred mandatory requirement for vaccination; and, d) establish means to compensate Local Government employees that have lost income as a consequence of termination on the basis of vaccination status.	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 3	Part 3. That the Local Government actively advocate for: a) the removal the COVID-19 mandatory vaccination policy and any associated directions made under the Public Health Act 2016 (WA); and b) the repeal of any mandate or written law, or anything done under any mandate or written law that conflicts with this position statement.	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 4	Part 4. The Local Government in performing an advocacy role will seek the cooperation of: a) other Local Governments across the State b) western Australian Local Government Association (WALGA) c) Local Government Professionals WA; and d) other professional bodies, associations, and business entities.	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 5	Part 5. That Fremantle Council respectfully requests the Minister for Emergency Services, the Minister for Health, the Minister for the Police, the Police Commissioner, the Chief Health Officer and the Premier to provide the adequate scientific, medical and legal evidence for the justification for our State of Emergency, as this is the legal basis of the mandatory vaccination policy.	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Chief Executive Officer	SME	Motion Part 6	Part 6. The Council respectfully requests the Minister for Health to revoke the Public Health State of Emergency Declaration as outlined in the Public Health Act 2016 section 171, the legal basis of the mandatory vaccination policy.	This motion was considered at the Ordinary Meeting of Council held on 23 March 2022.	Complete	23/03/2022
Manager Strategic Planning and City Design	OCM	PC2203-11	REVIEW OF HERITAGE AREAS, DRAFT LOCAL PLANNING POLICY 3.6 'DEVELOPMENT IN HERITAGE AREAS' & REVISIONS LOCAL PLANNING POLICY 1.6 'HERITAGE ASSESMENT' – OUTCOMES OF CONSULTATION	Report to Council on 23/03/2022 on outcome of public consultation and final adoption of policies. Council resolved to adopt policies – completed. This also addresses motion SPT2107-2 above.	Complete	23/03/2022
Manager Strategic Planning and City Design	OCM	PC2203-12	REVIEW OF SOUTH FREMANTLE LOCAL PLANNING POLICIES	Report to Council on 23/03/2022 – Council resolved to adopt recommendations on review/revocation of policies – completed.	Complete	23/03/2022
Manager Financial Services	OCM	FPOL2203-3	DRAFT ANNUAL FINANCIAL STATEMENTS 2020-21	Presentation of the Draft Annual Financial Statements has been presented. Note, however, that the Final Annual Financial Statements are still undergoing audit with the OAG.	Complete	23/03/2022

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	Completion date
Manager Community Development	OCM	FPOL2203-9	VENUE SUPPORT – FREMANTLE SOROPTIMISTS REQUEST	Request from Soroptimists to hire the Town Hall on 30 July 2022, approved.	Complete	23/03/2022
Chief Executive Officer	OCM	C2203-1	ACCEPTANCE OF MINUTES AND CONSIDERATION OF MOTIONS FROM THE SPECIAL MEETING OF ELECTORS HELD MONDAY 14 MARCH 2022	Council received the minutes and accepted the motion carried at the Special Electors' Meeting held on 14 March 2022. A copy of this report and motion to be provided to the Premier for information.	Complete	29/03/2022
Manager Governance	OCM	C2203-2	ELECTRONIC, MEETINGS AND ATTENDANCE AT COUNCIL MEETINGS	29 March 2022 – letter sent to Premier Temporary Guide adopted and published on website and Councillor portal.	Complete	29/03/2022
Manager Financial Services	OCM	C2203-4	BUDGET REVIEW 2021-2022	Has been included for future review as requested. The 2021-22 Mid-Year Budget Review has been presented.	Complete	23/03/2022
Manager People and Culture	OCM	SC2204-1	RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER	The CEO contract as adopted by Council was issued to the approved candidate. This contract has been signed and executed with no further amendments on 14 April 2022. The external consultant has advised all unsuccessful candidates of the outcome of the recruitment process. No further action is required	Complete	14/04/2022
Manager Governance	FPOL	FPOL2204-2	WARD BOUNDARIES AND REPRESENTATION REVIEW - POSTPONEMENT	The Local Government Advisory Board have been advised of the postponement.	Complete	11/05/2022
Manager Information Technology	FPOL	FPOL2204-3	PRIVATE ROAD NAME – 119 HOPE STREET, WHITE GUM VALLEY	Council resolved to endorse the Whadjuk Nyoongar Name of Koolbardi Lane with Koori Lane as the back-up name and should the Geographic Names Team (GNT) not accept those names then to submit Sapphire Lane with the back-up of Citrine Lane. On 26/04/2022 an application was submitted to Landgate GNT with the Ministers approval for the name of Koolbardi Lane, White Gum Valley received on 05/05/2021.	Complete	5/05/2022
Manager Strategic Planning and City Design	OCM	PC2204-12	PROPOSED MRS AMENDMENT NORTH FREMANTLE DEVELOPMENT PRECINCT - PRELIMINARY COMMENTS	Council endorsed submission of preliminary comments to be made by City of Fremantle to WA Planning Commission (WAPC) at Ordinary Council Meeting on 27/04/2022. Submission lodged with WAPC on 29/04/2022. Completed	Complete	29/04/2022
Manager Strategic Planning and City Design	OCM	PC2204-3	LOCAL HERITAGE SURVEY AND HERITAGE LIST - ANNUAL UPDATE 2021 – 63 THOMPSON ROAD, NORTH FREMANTLE	Update relating to 63 Thompson Road was adopted by Council at Ordinary Meeting on 27/04/2022. Completed.	Complete	27/04/2022
Manager Governance	OCM	FPOL2204-6	ADOPTION OF THE COUNCIL AND COMMITTEE MEETING SCHEDULE FOR THE PERIOD OF JUNE 2022 TO JUNE 2023	The schedule has been adopted, meeting invitations have been distributed and a copy of the schedule has been published to the City's website.	Complete	11/05/2022
Manager Community Development	OCM	FPOL2204-7	VENUE SUPPORT – THE SIT REQUEST	Booking to commence 3 June 2022	Complete	30/06/2022
Director City Business	OCM	FPOL2204-5	MANAGEMENT ORDER - PIONEER PARK RESERVE NO. 35677	Management order accepted by Council.	Complete	27/04/2022
Manager Financial Services	OCM	FPOL2204-9	BUDGET AMENDMENTS - APRIL 2022	Budget amendments to April 2022 presented to FPOL on 13th April 2022 were carried, and subsequently presented to OCM on 27th April 2022.	Complete	27/04/2022
Manager Development Approvals	OCM	C2204-1	PLANNING REFORM- AMENDMENTS TO THE DEVELOPMENT ASSESSMENT PANEL REGULATIONS	Submission lodged	Complete	4/05/2022
Director of Strategic Planning and Projects	OCM	C2204-2	PROPOSED MRS AMENDMENT 1389/57 – THE MCCALL CENTRE, LOT 556 CURTIN AVENUE, COTTESLOE	Council endorsed submission to be made by City of Fremantle to WA Planning Commission (WAPC) at Ordinary Council Meeting on 27/04/2022. Submission lodged with WAPC on 29/04/2022. Completed	Complete	29/04/2022

Motions where no action was required in the reporting period

1 December 2021 to 31 May 2022

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

Responsible officer	Final decision maker	Item No	Title of Item	Officer update <i>Provide a brief update on the actions that are to be taken/or actions that have been undertaken.</i>	Status	Completion date
Manager Financial Services	OCM	ARMC2108-2	PURCHASING POLICY EXEMPTIONS JUNE 2021	For information only – no action required	Complete	26/08/2021
Manager Financial Services	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 Financial Services	OCM	ARMC2108-3	OVERDUE DEBTORS REPORT AS AT 30 JUNE 2021	For information only – no action required	Complete	26/08/2021
Manager Financial Services	OCM	C2108-2	SCHEDULE OF PAYMENTS JULY 2021	For information only – no action required	Complete	26/08/2021
Manager Financial Services	OCM	C2108-3	STATEMENT OF INVESTMENTS – JULY 2021	For information only – no action required	Complete	26/08/2021
Manager Financial Services	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
Director City Business	OCM	ARMC2108-7	EMERGING ISSUES REPORT - AUGUST 2021	For information only – no action required	Complete	26/08/2021
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 Financial Services	OCM	C2109-3	MONTHLY FINANCIAL REPORT - AUGUST 2021	For information only – no action required	Complete	23/09/2021
Manager Financial Services	OCM	C2109-4	STATEMENT OF INVESTMENTS – AUGUST 2021	For information only – no action required	Complete	23/09/2021
Manager Financial Services	OCM	C2109-5	SCHEDULE OF PAYMENTS AUGUST 2021	For information only – no action required	Complete	23/09/2021

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 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 Financial Services	OCM	C2110-12	STATEMENT OF INVESTMENTS – SEPTEMBER 2021	For information only - no action required	Complete	28/10/2021
Manager Financial Services	OCM	C2110-13	SCHEDULE OF PAYMENTS SEPTEMBER 2021	For information only - no action required	Complete	28/10/2021
Manager Economic Development and Marketing	FPOL	FPOL2111-3	CORPORATE BUSINESS PLAN – QUARTERLY REPORT – JULY TO SEPTEMBER 2021	For information only - no action required	Complete	11/11/2021
Director Infrastructure	OCM	ARMC2111-3	WALYALUP CIVIC CENTRE – PROJECT UPDATE	For information only - no action required	Complete	25/11/2021
Director City Business	OCM	ARMC2111-4	PURCHASING POLICY EXEMPTIONS OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Director City Business	OCM	ARMC2111-6	TENDERS AWARDED UNDER DELEGATION OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Financial Services	OCM	C2111-3	MONTHLY FINANCIAL REPORT - OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Financial Services	OCM	C2111-4	STATEMENT OF INVESTMENTS – OCTOBER 2021	For information only - no action required	Complete	25/11/2021
Manager Financial Services	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
Manager Development Approvals	PC	PC2112-10	INFORMATION REPORT - DECEMBER 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	2/12/2021
Manager Financial Services	OCM	C2112-4	MONTHLY FINANCIAL REPORT - NOVEMBER 2021	For information only - no action required	Complete	16/12/2021
Manager Financial Services	OCM	C2112-5	STATEMENT OF INVESTMENTS – NOVEMBER 2021	For information only - no action required	Complete	16/12/2021
Manager Financial Services	OCM	C2112-6	SCHEDULE OF PAYMENTS NOVEMBER 2021	For information only - no action required	Complete	16/12/2021
Manager Development Approvals	PC	PC2201-8	INFORMATION REPORT - JANUARY 2022 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	12/01/2022

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	Completion date
Manager People and Culture	OCM	C2201-1	CEO PERFORMANCE REVIEW COMMITTEE REPORT	For information only - no action required	Complete	20/01/2022
Manager Financial Services	OCM	C2201-5	STATEMENT OF INVESTMENTS – DECEMBER 2021	For information only - no action required	Complete	20/01/2022
Manager Financial Services	OCM	C2201-6	SCHEDULE OF PAYMENTS DECEMBER 2021	For information only - no action required	Complete	20/01/2022
Manager Financial Services	OCM	C2201-4	MONTHLY FINANCIAL REPORT - DECEMBER 2021	For information only - no action required	Complete	20/01/2022
Manager Development Approvals	PC	PC2202-11	INFORMATION REPORT - FEBRUARY 2022 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only - no action required	Complete	3/02/2022
Manager Arts and Culture	FPOL	FPOL2202-1	INFORMATION REPORTS - FEBRUARY 2022 1. CREATIVE STRATEGY INFORMATION REPORT	For information only - no action required	Complete	10/02/2022
Manager Field Services	FPOL	FPOL2202-1	INFORMATION REPORTS - FEBRUARY 2022 2. CAT MANAGEMENT LOCAL LAW UPDATE INFORMATION REPORT 3. PETITION ON RATS INFORMATION REPORT	For information only - no action required	Complete	10/02/2022
Director City Business	FPOL	FPOL2202-2	CORPORATE BUSINESS PLAN – QUARTERLY REPORT –OCTOBER TO DECEMBER 2021	For information only - no action required	Complete	10/02/2022
Director Infrastructure	OCM	ARMC2202-5	PURCHASING POLICY EXEMPTIONS DECEMBER 2021	For information only - no action required	Complete	24/02/2022
Director Infrastructure	OCM	ARMC2202-7	TENDERS AWARDED UNDER DELEGATION DECEMBER 2021	For information only - no action required	Complete	24/02/2022
Manager Financial Services	OCM	C2202-3	STATEMENT OF INVESTMENTS – JANUARY 2022	For information only - no action required	Complete	24/02/2022
Manager Financial Services	OCM	C2202-4	SCHEDULE OF PAYMENTS JANUARY 2022	For information only - no action required	Complete	24/02/2022
Director Infrastructure	OCM	ARMC2202-4	WALYALUP CIVIC CENTRE – PROJECT UPDATE	For information only - no action required	Complete	24/02/2022
Manager Financial Services	OCM	ARMC2202-6	OVERDUE DEBTORS REPORT AS AT 31 DECEMBER 2021	For information only - no action required	Complete	23/02/2022
Manager Governance	OCM	ARMC2202-8	INFORMATION REPORT – FEBRUARY 2022 STATUS REPORT OF COUNCIL MOTIONS – 1 JULY 2021 TO 30 NOVEMBER 2021 STATUS REPORT OF AUDIT ACTIONS TO 30 NOVEMBER 2021	For information only - no action required	Complete	23/02/2022
Manager Financial Services	OCM	C2202-2	MONTHLY FINANCIAL REPORT - JANUARY 2022	For information only - no action required	Complete	24/02/2022
Director City Business	OCM	ARMC2202-9	EMERGING ISSUES REPORT - FEBRUARY 2022	For information only - no action required	Complete	24/02/2022

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	Completion date
Manager Development Approvals	PC	PC2203-10	INFORMATION REPORT - MARCH 2022	For information only - no action required	Complete	2/03/2022
Manager Community Development	FPOL	FPOL2203-1	INFORMATION REPORT - MARCH 2022 - INQUIRY INTO FINANCIAL ADMINISTRATION OF HOMELESSNESS SERVICES OF WA	For information only - no action required	Complete	9/03/2022
Manager People and Culture	OCM	C2203-3	CEO PERFORMANCE REVIEW COMMITTEE REPORT – MARCH 2022	For information only - no action required	Complete	23/03/2022
Manager Financial Services	OCM	C2203-6	STATEMENT OF INVESTMENTS – FEBRUARY 2022	For information only - no action required	Complete	23/03/2022
Manager Financial Services	OCM	C2203-7	SCHEDULE OF PAYMENTS FEBRUARY 2022	For information only - no action required	Complete	23/03/2022
Manager Financial Services	OCM	C2203-5	MONTHLY FINANCIAL REPORT - FEBRUARY 2022	For information only - no action required	Complete	23/03/2022
Manager Development Approvals	PC	PC2204-11	INFORMATION REPORT - APRIL 2022 1. SCHEDULE OF APPLICATIONS DETERMINED UNDER DELEGATED AUTHORITY 2. UPDATE ON METRO INNER-SOUTH JDAP DETERMINATIONS AND RELEVANT STATE ADMINISTRATIVE TRIBUNAL APPLICATIONS FOR REVIEW	For information only - no action required	Complete	6/04/2022
Manager Customer Experience and Learning	FPOL	FPOL2204-1	INFORMATION REPORT - FREMANTLE LIBRARY BI-ANNUAL REPORT OCTOBER TO MARCH 2022	For information only - no action required	Complete	13/04/2022
Manager Financial Services	OCM	ARMC2204-4	PURCHASING POLICY EXEMPTIONS JANUARY TO FEBRUARY 2022	For information only - no action required	Complete	27/04/2022
Manager Financial Services	OCM	ARMC2204-5	OVERDUE DEBTORS REPORT AS AT 28 FEBRUARY 2022	For information only - no action required	Complete	27/04/2022
Manager Financial Services	OCM	ARMC2204-6	TENDERS AWARDED UNDER DELEGATION JANUARY TO FEBRUARY 2022	For information only - no action required	Complete	27/04/2022
Manager Financial Services	OCM	C2204-3	MONTHLY FINANCIAL REPORT - MARCH 2022	For information only - no action required	Complete	27/04/2022
Manager Financial Services	OCM	C2204-4	STATEMENT OF INVESTMENTS – MARCH 2022	For information only - no action required	Complete	27/04/2022
Manager Financial Services	OCM	C2204-5	SCHEDULE OF PAYMENTS – MARCH 2022	For information only - no action required	Complete	27/04/2022
Director City Business	OCM	ARMC2204-7	EMERGING ISSUES REPORT - APRIL 2022	For information only - no action required	Complete	27/04/2022



**Meeting attachments – Audit and Risk Management Committee
15 June 2022**

STATUS REPORT OF AUDIT ACTIONS TO 31 MAY 2022

ATTACHMENT 1 - Audit actions progress report to 31 May 2022

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

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Review of council and administration Policies	Manager Governance	NA	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. On hold due to staffing availability issues. Policy review has recommenced. First group of policies ready for council review in September. Council has reviewed: August 2021 strategic planning, governance, and people and culture policies. September 2021: communications and events, customer experience and learning, information technology and arts and culture November 2021: Community Development and Economic Development February 2022: Field Services, Asset Management There are three business units remaining for the initial review of policies – these have been delayed due to staffing changes.	There are three business units remaining for the initial review of policies – these have been delayed due to staffing changes.	1/10/2021	30/06/2022	Ongoing	
Checking employee qualifications	Manager People and Culture	NA	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) The new HRIS has been launched, however not all modules have been implemented. The accreditations module (which tracks licence expiry dates) has been launched to capture COVID-19 vaccination certificates but not yet other licences.	The new HRIS has been launched, however not all modules have been implemented. The accreditations module (which tracks licence expiry dates) has been launched to capture COVID-19 vaccination certificates but not yet other licences.	31/3/2021	30/06/2021 31/07/2021 30/06/2022 31/12/2022	Ongoing	
Risk assessments	Director Infrastructure	NA	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 There have been some project delays due to resourcing challenges	Update not provided.	30/6/2021	30/6/2022	Ongoing	
Risk management training	Director Infrastructure	NA	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. There have been some project delays due to resourcing challenges	Update not provided.	30/6/2021	30/6/2022	Ongoing	

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

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Role descriptions	Manager People and Culture	NA	Specify risk management requirements in manager/ supervisor role descriptions, and others where warranted.	Agreed where applicable. Estimated completion – 31/12/2020	This action has been delayed. All position descriptions being reviewed as vacancies arise. Standard wording for manager/supervisor role descriptions has been agreed. Estimated completion - March 2021. Recent turnover of P&C admin staff expected to delay completion to April 2021 All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Ongoing resourcing issues have stalled this project. P&C resourcing issues will be resolved in early FY 22 and this project will be reinvigorated then.	All new PD's include specific risk management and OHS requirements. Specific project now underway to update 300+ existing PD's. Ongoing resourcing issues have stalled this project. P&C resourcing issues will be resolved in early FY 22 and this project will be reinvigorated then.	31/12/2020	30/04/2021 30/09/2021 30/06/2022 30/06/2023	Ongoing	
Identifying and minimising misconduct, fraud and theft	Director Infrastructure	NA	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. There have been some project delays due to resourcing challenges	Update not provided.	31/12/2020	30/06/2021 31/12/2021 30/06/2022	Ongoing	
Contract management	Director Infrastructure	NA	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. There have been some project delays due to resourcing challenges	Update not provided.	31/12/2020	30/06/2021 31/12/2021 30/06/2022	Ongoing	
Business Continuity Plan	Director City Business	NA	Set a calendar reminder to trigger an annual review of the Business Continuity Plan, the Business Incident Management Plan and the Business Impact Analysis. Ensure all personnel mentioned in the documents are up to date during the annual review. Identify in the Business Continuity Plan who is responsible for the document. Ensure the City completes formal handovers of key documents during team restructures. Include the adoption/approval and review dates in the Disaster Recovery Plan (Appendix to the Record Keeping Plan).	The BCP will be included in the Risk function of the organisation. The City is currently reviewing how risk will be managed and structured in the organisation. The current plan is to implement a new Risk approach within the organisation structure in January 2021. Estimated completion – 31/1/2021	Development of risk framework is currently underway, with most recent progress being the delivery of consultation of proposed approach with elected members. This was carried out Monday 20 July. Executive is continuing to develop framework based on feedback from elected members. Executive is now considering the most appropriate resourcing in order to adequately implement and manage the framework.	Update not provided.	31/1/2021	31/12/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Risk reporting	Director Infrastructure	NA	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. The City anticipates basic training across all levels in qtr. 3 2022	Update not provided.	30/6/2021	30/9/2022	Ongoing	
Information technology (IT) security protocols	Manager Information Technology	NA	Introduce a checklist or compliance calendar to assist the IT Team (and future team members) in ensuring all IT security protocols are undertaken at the correct times. Ensure the Information Security Risk Management Plan is reviewed annually.	The City's IT team will review the introduction of a compliance calendar. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for November 2020. Estimated completion – 30/11/2020	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. The Information Security Risk Management Plan is currently being reviewed and updated. Completion scheduled for June 2022.	Completion scheduled for June 2022.	30/11/2020	31/03/2021 31/05/2021 30/09/2021 31/03/2022 30/06/2022	Ongoing	
IT security policy and standards	Manager Information Technology	NA	Develop an IT Security Policy (and accompanying procedural documents) to capture relevant IT security practices.	The City's IT team are currently working to develop an IT Security policy as part of a project to review all Cybersecurity and Disaster Recovery documentation. To be completed within the 20/21 FY. Estimated completion – 30/6/2021	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 June 2022.	The engagement started in October 2021 and is expected to be completed by June 2022.	30/6/2021	30/09/2021 31/03/2022 30/06/2022	Ongoing	
IT Disaster Recovery Plan	Manager Information Technology	NA	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 June 2022.	The engagement started in October 2021 and is expected to be completed by June 2022.	30/6/2021	30/09/2021 31/03/2022 30/06/2022	Ongoing	
Councillor risk management training	Director Infrastructure	NA	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. The City anticipates basic training across all levels in qtr. 3 2022	Update not provided.	31/3/2021	30/9/2022	Ongoing	
Communicating risk to stakeholders	Manager Economic Development and Marketing	NA	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.	Update not provided.	30/6/2021		Ongoing	
Communicating IT changes to employees	Manager Information Technology	NA	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 June 2022.	The engagement started in October 2021 and is expected to be completed by June 2022.	30/9/2021	31/03/2022 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
COVID-19 management	Director Strategic Planning and Projects	NA	Continue regular monitoring of introduced COVID-19 protocols until community safety can be confirmed (e.g. global inoculation of vaccine).	<p>City requirements for City-organised meetings communicated by responsible officer.</p> <p>Public Health Emergency Operation Centre (PHEOC) Bulletins monitored & circulated to:</p> <ul style="list-style-type: none"> • All Health Officers, • Executive Leadership, • Management Team • Events Coordinator, • Leisure Centre Manager, • Facilities Manager, • Senior People & Culture Project Officer (Workforce Services) 	<p>Safe WA registration protocol and infrastructure rolled out 2/12/20.</p> <p>Venue restrictions & management maintained as per Guidelines.</p> <p>Covid Event Plans requested where required.</p> <p>Internal etiquette reminders promoted via City intranet site on a daily basis.</p> <p>Vaccination program commenced in Australia February 2021. Western Australia vaccination rates as at 3 May 2022 -95.0% 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. Current COVID-19 protocols consistent with revised WA Government public health measures introduced on 29 April being maintained within City premises and events and in relation to City employees.</p>	<p>Internal etiquette reminders promoted via City intranet site on a daily basis.</p> <p>Vaccination program commenced in Australia February 2021. Western Australia vaccination rates as at 3 May 2022 -95.0% 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. Current COVID-19 protocols consistent with revised WA Government public health measures introduced on 29 April being maintained within City premises and events and in relation to City employees.</p>	Unknown		Ongoing	

Systems and Procedures Review - Legislative Compliance (Commenced October 2021)

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Elected member professional development	Manager Governance	NA	Include a review deadline in the Elected Member Professional Development Policy (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).	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	The Elected Member Professional Development Policy is expected to be presented to the April round of meetings. This policy was reviewed by Council on 25 May 2022.	This policy was reviewed by Council on 25 May 2022.	28/2/2022	30/04/2022 25/05/2022	Complete	25/5/2022
Record Keeping Plan review	Manager Information Technology	NA	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 will liaise with Governance to include Record Keeping Plan trigger dates for review, amend and rewrite as applicable.	Record Keeping Plan trigger dates for review have been implemented. Record Keeping Plan review completed in March 2022.	Record Keeping Plan trigger dates for review have been implemented. Record Keeping Plan review completed in March 2022.	31/3/2022		Complete	31/3/2022
Complaints management	Manager Customer Experience and Learning	NA	Review the Complaint Management System Policy (February 2013) (was due to be reviewed in 2017). Develop a comprehensive internal complaints procedure that can be followed by all departments and outlines minimum requirements and/or expectations	Governance and Customer Service teams to meet, review and agree on an internal complaints procedure.	Complaint handling procedure completed and now available on COFI on the customer service business unit. This is also part of the customer service training received by all new staff	Complaint handling procedure completed and now available on COFI on the customer service business unit. This is also part of the customer service training received by all new staff	31/5/2022		Complete	1/4/2022
Compliance with purchasing and tendering requirements	Manager People and Culture	NA	Review the Employee Action Form 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.	Yes, we can review the form and training requirements.	Still implementing this improvement. Additional training has been included on the form. Other training needs (like Governance training) is now automatically booked for all new starters	Still implementing this improvement. Additional training has been included on the form. Other training needs (like Governance training) is now automatically booked for all new starters			Complete	10/5/2022
Corporate Business Plan (CBP) requirements	Director City Business	NA	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.	The City is currently working on the development of a workforce plan. Estimated completion – 31/12/2022	Update not provided.	Update not provided.	31/12/2022		Ongoing	
Strategic Community Plan (SCP) requirements	Director City Business	NA	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.	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. Estimated completion – 30 June 2022	Update not provided.	Update not provided.	30/6/2022		Ongoing	
Reporting legal considerations to council	Manager Governance	NA	Ensure 'strategic implications' are included in all reports to council, along with 'legal implications' and 'financial implications'. Consider amending the policy and procedure for Writing reports for Council and Committee (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.	A report will be taken to ELT for consideration to include an additional heading in the report template and policy amendment. Estimated completion 31/03/2022	A request has been sent to ELT to seek approval for addition to the Officer Report template for council agenda reports. ELT has requested that Officers look at other local governments agenda layouts to see how these provisions are incorporated and report back to ELT.	ELT has requested that Officers look at other local governments agenda layouts to see how these provisions are incorporated and report back to ELT.	31/3/2022	30/5/2022	Ongoing	

Audit area	Responsible Officer	Risk Rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated Completion Date	Amended Estimated Completion Dates	Status	Actual Completion Date
Compliance with meeting procedures	Manager Governance	NA	Review the Elected Member Meeting Procedures Policy (August 2018) (due to be reviewed in 2020) to retain contemporary relevance. Review the procedure for Minute taking and packing down the North Fremantle Hall (July 2019) (was due to be reviewed in July 2021). Include adoption/approval/review details in the policy and procedure for Writing reports for Council and Committee (2019).	The Meeting Procedures Policy is currently under review. Procedure for Minute taking and packing down the North Fremantle Hall will be deleted as the Hall will no longer be used for meetings. It should be noted that new procedure documents will be created for the Chamber at the Walyalup Civic Centre. Adoption/approval details are included in the policy and procedure for Writing Reports for Council and Committee. Estimated completion – 28 February 2022	The Meeting Procedures policy is expected to be presented to the April round of meetings. New procedure documents for the Chamber at the Walyalup Civic Centre have been created and are under constant amendment while staff get to know the new accommodations. - complete ELT pulled the report from May agenda to allow more time to consider potential amendments.	ELT pulled the report from May agenda to allow more time to consider potential amendments.	28/2/2022	30/04/2022 30/06/2022	Ongoing	
Parking infringement appeals	Manager Field Services	NA	Review the Parking Infringement Appeals Policy (November 2016). Include a review deadline in the Parking infringement appeals Policy (November 2016). 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) Draft a procedure for writing off parking infringements (internal document) to support administrative staff handling appeals requests.	Procedure – Issuing a parking infringement covers issuing an infringement and writing off parking infringements. The Parking Infringement Appeals Policy is scheduled for review in November 2021, with a report to Council in early 2022 with recommended changes. Included in the policy will be a procedure, for officers to declare interests in infringement matters (e.g. family members and close friends) 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. The Parking Infringement Appeals Policy is being presented to Council through the organisational policy review for field services and asset management at the February round of meetings and the procedure will be developed to follow.	Work Procedure created in December 2021. Changes to the Parking Appeals Policy approved by Council.	Work Procedure created in December 2021. Changes to the Parking Appeals Policy approved by Council.			Complete	23/2/2022
Leisure Centre chemical management	Manager Community Development	NA	Consider implementing refresher training in relation to workplace health and safety requirements (e.g. PPE and chemical management) at the Leisure Centre.	A refresher training session on workplace health and safety will be included into the annual aquatic training program.	Working with City's Team Leader of OHS to finalise training requirements and refresh course for Audit requirements.	Working with City's Team Leader of OHS to finalise training requirements and refresh course for Audit requirements.	31/7/2022		Ongoing	

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

Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June 2022 Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
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 updates.	31/12/2021	30/06/2022	Ongoing	

**Financial Management Review
(Year ending 30 June 2020)**

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Revenue (Cash Receipting and Handling)	Manager Financial Services	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>	Update not provided.	30/06/2021	31/10/2021 28/02/2022 30/06/2022	Ongoing	
Bonds and Trusts Accounts (Bond Account Reconciliation)	Manager Financial Services	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. 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. 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>	Update not provided.	30/06/2021	31/03/2022 30/06/2022	Ongoing	
Asset management (Asset Capital Thresholds)	Manager Financial Services	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>	Update not provided.	31/03/2021	30/06/2021 30/11/2021 31/06/2022	Ongoing	
Procurement (contract management)	Manager Financial Services	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. 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> <p>Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations.</p> <p>An update will be provided through the next ARMC .</p>	Update not provided.	30/06/2021	31/12/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Accounts Payable/Procurement (Purchase Orders)	Manager Financial Services	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> <p>Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations.</p> <p>An update will be provided through the next ARMC .</p>	Update not provided.	31/12/2021	30/06/2022	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	June ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Asset stocktake procedures	Manager Financial Services	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.	Update not provided.	30/06/2021	30/09/2021 31/12/2021 31/03/2022 30/06/2022	Ongoing	
Fixed asset reconciliation	Manager Financial Services	Moderate	Management should perform a monthly reconciliation between the fixed assets register and the general ledger and ensure it is prepared and independently reviewed in a timely manner.	Currently a formal monthly reconciliation between the fixed asset register and the general ledger is in existence at the City. Processing of monthly capitalisation of assets for the new financial year hadn't commenced at the time of the interim audit therefore no reconciliations were required. The processing for the new year was held off until finalisation of year ending 30 June 2019 to ensure the transactions posted in the new year are based on the final audited asset register balances. This practice will be reviewed to determine possible end of year and start of new year improvements.	Ongoing Complete - Monthly reconciliations between asset register and the general ledger are performed. Ongoing - Process for audit trail as evidence of independent review. Ongoing - to be reviewed pending the outcome of the asset conversation with the OAG	Update not provided.	30/09/2020	30/06/2021 28/02/2022 30/06/2022	Ongoing	
Supplier master files	Manager Financial Services	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 Due to the recruitment of a new Procurement team leader, the Manager Finance is currently working with the new officer to develop an approach to rolling out recommendations. An update will be provided through the next ARMC .	Update not provided.	31/3/2021	31/12/2021 30/06/2022	Ongoing	

Audit area	Responsible Officer	Risk rating (if applicable)	Auditors recommended actions	Officer response to recommended action	Progress comments	June ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Purchase card aquittals	Manager Financial Services	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. Training with users of cards will be scheduled in prior to the end of this financial year	Update not provided.	31/03/2021	31/12/2021 30/06/2022	Ongoing	
Cancellation of purchase cards	Manager Financial Services	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. Training with users of cards will be scheduled in prior to the end of this financial year	Update not provided.	31/03/2021	31/12/2021 30/06/2022	Ongoing	
Daily banking summary	Manager Financial Services	Minor	The City should ensure that the daily banking summary sheets are reviewed and evidence of this should be retained.	Management have taken steps to implement a standard cash handling process across all business units. This would be an improvement to current practice and would ensure consistency across the organisation. Once endorsed by Executive training of the revised process will be conducted with relevant officers.	Cash handling procedures in draft format. Initial meetings have occurred to recognise resourcing requirements necessary in order to meet recommended standard of practice. Workshops scheduled to occur in April 2021 and be fully operational in July 2021 Updated estimated completion - 30/06/2021 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.	Update not provided.	31/12/2020	30/06/2021 31/10/2021 28/02/2022 30/06/2022	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	June ARMC Update	Original Estimated completion date	Amended Estimated Completion Date	Status	Actual completion date
Procedures for identifying leases	Manager Financial Services	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	Update not provided.	30/06/2021	30/09/2021 31/12/2021 28/02/2022 30/06/2022	Ongoing	
Asset impairment and review of useful life	Manager Financial Services	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	Update not provided.	30/06/2021	31/10/2021 31/12/2021 31/03/2022 30/06/2022	Ongoing	
Capital works in progress	Manager Financial Services	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. Draft policy prepared to be reviewed by Director City Business and Finance Manager prior to adoption	Update not provided.	30/06/2021	30/09/2021 31/12/2021 28/02/2022 30/06/2022	Ongoing	
Purchase card transactions	Manager Financial Services	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.	Purchase card holders continue to be provided with terms and conditions on issue of card and transactions are monitored and addressed when not complying with policy provisions – numbers of transactions not compliant are rare and are addressed immediately.	Update not provided.	30/04/2021	30/06/2022		
Review of creditor reconciliation	Manager Financial Services	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.	Process has been put in place to ensure review is tasked through record keeping system to enable an audit trail to be maintained	Update not provided.	31/03/2021	30/06/2022		