



# Minutes

## Audit and Risk Management Committee

---

Wednesday, 17 February 2021, 5.30 pm

# Table of Contents

<b>Contents</b>	<b>Page</b>
<b>1. Official opening, welcome and acknowledgement</b>	<b>1</b>
<b>2. Attendance, apologies and leaves of absence</b>	<b>1</b>
<b>2.1. Attendance</b>	<b>1</b>
<b>2.2. Apologies</b>	<b>1</b>
<b>2.3. Leave of absence</b>	<b>1</b>
<b>3. Disclosures of interests by members</b>	<b>1</b>
<b>4. Deputations</b>	<b>1</b>
<b>4.1 Special deputations</b>	<b>1</b>
<b>4.2 Presentations</b>	<b>2</b>
<b>5. Confirmation of minutes</b>	<b>2</b>
<b>6. Elected member communication</b>	<b>2</b>
<b>7. Reports and recommendations</b>	<b>3</b>
ARMC2102-1 ADOPTION OF THE 2020 COMPLIANCE AUDIT RETURN	3
ARMC2102-2 PURCHASING POLICY EXEMPTIONS NOVEMBER 2020 TO JANUARY 2021	6
ARMC2102-3 OVERDUE DEBTORS REPORT AS AT 31 DECEMBER 2020	9
ARMC2102-4 TENDERS AWARDED UNDER DELEGATION SEPTEMBER 2020 TO JANUARY 2021	18
ARMC2102-5 INFORMATION REPORT – FEBRUARY 2021	21
<b>8. Motions of which previous notice has been given</b>	<b>24</b>
<b>9. Urgent business</b>	<b>24</b>
<b>10. Late items</b>	<b>24</b>
<b>11. Confidential business</b>	<b>25</b>
ARMC2102-6 RISK REPORT – FEBRUARY 2021	25
<b>12. Closure</b>	<b>25</b>

## **Audit and Risk Management Committee**

Minutes of the Audit and Risk Management Committee meeting  
held in the North Fremantle Community Hall  
on **Wednesday, 17 February 2021** at 5.30 pm.

---

### **1. Official opening, welcome and acknowledgement**

The Presiding Member declared the meeting open at 5.30 pm.

### **2. Attendance, apologies and leaves of absence**

#### **2.1. Attendance**

Cr Andrew Sullivan	Deputy Mayor/South Ward
Cr Adin Lang	Presiding Member/City Ward
Cr Frank Mofflin	Deputy Presiding Member/Hilton Ward
Cr Hannah Fitzhardinge	Beaconsfield Ward
Cr Doug Thompson	North Ward
Cr Marija Vujcic	South Ward
Cr Su Groome	East Ward
Mr Phillip Draber	External Advisor
Mr Glen Dougall	Acting Chief Executive Officer/Director City Business
Mr Paul Garbett	Director Strategic Planning and Projects
Mr Graham Tattersall	Director Infrastructure
Ms Emma Aiberti	Acting Manager Finance/Revenue Team Leader
Ms Charlie Clarke	Manager Governance
Mr Kevin Porter	Procurement Team Leader
Ms Anne-Marie Bartlett	Meeting Support Officer

#### **2.2. Apologies**

Cr Jenny Archibald

#### **2.3. Leave of absence**

Mayor Brad Pettitt

### **3. Disclosures of interests by members**

Nil

### **4. Deputations**

#### **4.1 Special deputations**

Nil

#### 4.2 Presentations

Nil

#### 5. Confirmation of minutes

##### **COMMITTEE DECISION**

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

The Audit and Risk Management Committee confirm the minutes of the Audit and Risk Management Committee meeting dated 10 November 2020.

Carried: 7/1

For

Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Su Groome, Mr Phillip Draber

Against

Cr Marija Vujcic

#### 6. Elected member communication

Nil

## 7. Reports and recommendations

### ARMC2102-1 ADOPTION OF THE 2020 COMPLIANCE AUDIT RETURN

<b>Meeting date:</b>	17 February 2021
<b>Responsible officer:</b>	Manager Governance
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. 2020 Compliance Audit Return
<b>Additional information:</b>	1. Consultant Summary Report 2. Consultant Confidential Report – ( <i>Confidential attachment under separate cover</i> )

#### SUMMARY

The 2020 Compliance Audit Return (CAR) has now been completed by an independent auditor and is presented to Council for adoption in accordance with the requirements set by the Department of Local Government, Sport and Cultural Industries.

It is recommended that Council adopt the 2020 Compliance Audit Return as shown in attachment 1 and note it will then be submitted to the Minister for Local Government.

#### BACKGROUND

In accordance with the *Local Government Act 1995* (the Act), each local government authority is required to carry out a compliance audit for the period 1 January to 31 December of each year as instructed by the Department of Local Government, Sport and Cultural Industries.

The City appointed David Baker as an independent consultant to undertake the 2020 CAR. Mr Baker has provided a confidential in-depth review report and a summary of findings report. Both of these reports have been made available as additional information to this report for consideration.

The 2020 CAR contains 92 compulsory questions relating to the local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk". Questions are generally asked in a positive phrase where a 'yes' response indicates compliance and a 'no' response indicates non-compliance. In some cases an 'NA' response may be recorded which indicates that the question did not apply to the City during the return period.

Under section 14 (3A) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Management Committee is required to review the compliance audit return and make recommendations to Council on any action required in response to the audit findings. The Council are required to adopt the CAR prior to it being submitted to the Minister for Local Government before the deadline of 31 March 2021.

## **FINANCIAL IMPLICATIONS**

Nil

## **LEGAL IMPLICATIONS**

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

Following preparation of the return a local government is to:

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

The return is to be signed by the Mayor and Chief Executive Officer before it is submitted to the Department of Local Government, Sport and Cultural Industries by the 31 March following the period to which the return relates.

## **CONSULTATION**

In order to provide an appropriate response to each question, the auditor consulted with all appropriate officers within the City, seeking information and evidence in relation to the questions asked in the return.

## **OFFICER COMMENT**

The City has achieved a 100% compliance rating for the period covered by the 2020 CAR. This compares with 99% compliance in 2019 and 99% in 2018.

In response to the 92 compulsory questions contained in the CAR, the auditor has examined the City's documents and records relevant to these questions and has recorded responses based on these findings.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

**COMMITTEE RECOMMENDATION ITEM ARMC2102-1**

**(Officer's recommendation)**

**Moved: Cr Adin Lang**

**Seconded: Mr Phillip Draber**

**Council adopt the 2020 Compliance Audit Return as shown in attachment 1 and note it will be submitted to the Minister for Local Government following adoption.**

**Carried: 7/1**

**For**

**Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Su Groome, Mr Phillip Draber**

**Against**

**Cr Marija Vujcic**

## ARMC2102-2 PURCHASING POLICY EXEMPTIONS NOVEMBER 2020 TO JANUARY 2021

<b>Meeting date:</b>	17 February 2021
<b>Responsible officer:</b>	Manager Finance
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Purchasing Policy Exemption Details November 2020 to January 2021 – ( <i>Confidential attachment under separate cover</i> )
<b>Additional information:</b>	1. Nil

### SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempt to the requirements of the Purchasing policy, during the period November 2020 to January 2021.

This report recommends that Council receive the Purchasing Policy Exemptions report for November 2020, December 2020 and January 2021.

### BACKGROUND

At the Ordinary Council Meeting of 25 November 2020, Council adopted a new purchasing policy. The policy contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and policy exemptions. Under this policy all exemptions used by the City are to be reported to the Audit and Risk Management committee.

### FINANCIAL IMPLICATIONS

Nil

### LEGAL IMPLICATIONS

Nil

### CONSULTATION

Nil

### OFFICER COMMENT

#### November 2020

The total value of spending exempt from the City of Fremantle Purchasing Policy was \$11,925.00 for the month of November 2020.



The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
Specialist Consultancy / Legal Advice and OEM Exemptions	\$3,225.00
Artist Exemptions	\$8,700.00
<b>Total</b>	<b>\$11,925.00</b>

Details regarding individual exemptions can be found in the confidential attachment.

### **December 2020**

The total value of spending exempt from the City of Fremantle Purchasing Policy was \$55,095.00 for the month of December 2020.

The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
Specialist Consultancy / Legal Advice and OEM Exemptions	\$25,145.00
Artist Exemptions	\$29,950.00
<b>Total</b>	<b>\$55,095.00</b>

Details regarding individual exemptions can be found in the confidential attachment.

The process for requesting Artist exemptions was amended to require exemptions before contracts or Purchase orders are awarded. This has resulted in artistic fees required for the Fremantle Festival 2021:10 Nights in Port currently scheduled for July 2021, being agreed and paid for in advance. All costs were budgeted and approved at the 8 July 2020 special Council meeting.

### **January 2021**

The total value of spending exempt from the City of Fremantle Purchasing Policy was \$70,000.00 for the month of January 2021.

The value of exemptions by category is:

<b>Exemption Category</b>	<b>Value</b>
Specialist Consultancy / Legal Advice and OEM Exemptions	\$70,000.00
<b>Total</b>	<b>\$70,000</b>

Details regarding individual exemptions can be found in the confidential attachment.

## **VOTING AND OTHER SPECIAL REQUIREMENTS**

Information only no decision required

**COMMITTEE RECOMMENDATION ITEM ARMC2102-2**  
**(Officer's recommendation)**

**Moved: Cr Adin Lang**

**Seconded: Cr Hannah Fitzhardinge**

**That Council receive the information report for purchasing policy exemptions for the period November 2020 to January 2021 inclusive.**

**Carried: 7/1**

**For**

**Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Su Groome, Mr Phillip Draber**

**Against**

**Cr Marija Vujcic**

## ARMC2102-3 OVERDUE DEBTORS REPORT AS AT 31 DECEMBER 2020

<b>Meeting date:</b>	17 February 2021
<b>Responsible officer:</b>	Manager Finance
<b>Decision making authority:</b>	Council
<b>Attachments:</b>	1. Summary of Overdue Debts above Threshold ( <i>Confidential attachment under separate cover</i> )
<b>Additional information:</b>	Nil

### SUMMARY

**This debtors report with a confidential attachment is provided to the Audit and Risk Management Committee together with details of overdue debts that exceed a threshold value of \$10,000.**

**This report recommends that Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 December 2020.**

### BACKGROUND

The report provides details to the Audit and Risk Management Committee on overdue debtors. The following information is provided on a quarterly basis:

- The amount of total debt outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- The value of debt that is in excess of ninety (90) days overdue and the combined value of those debt(s) which exceed \$10,000.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.
- A confidential report containing the individual debtor information in relation to the outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments, background and a comparison to the previous quarters report.
- Debtor day ratio - the average number of days required for the City to receive payment from its customers for invoices issued to them.

### FINANCIAL IMPLICATIONS

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

As at year ending 30 June 2020 an amount of \$584,675 was held as an allowance for impairment of receivables. As at the 31 December 2020 the current allowance held as impairment is \$165,708 with \$418,967 being written off to date.

During this financial year the following reportable write-offs and waivers have been processed against this account:

Total Write-offs	\$92 GST Exempt
Total Waivers	\$418,875 + GST

Since the last report, 13 occurrences of delegated authority to waive or write off debts valued at \$1,000 or above per debtor by officers has occurred. Currently \$230,505 has been identified for potential write-off/waiver.

### Summary of Sundry Debtor's Debts Written-off

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
	<b>TOTAL</b>	<b>NIL</b>		

### Summary of Rates Debtors Debts Written-off

PID No.	Name	Amount	Business Unit	Delegated Officer or Council
	<b>TOTAL</b>	<b>NIL</b>		

### Summary of Sundry Debtor's Debts Waived

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
2092471	Bird Books Pty Ltd	10,550	Commercial Property 2019/20 & 2020/21	Director - City Business
2093091	Jina Lee	3,039	Commercial Property 2019/20 & 2020/21	
2090107	Fremantle Arts Centre Café	8,514	Commercial Property 2019/20 & 2020/21	
2090138	Moore & Moore Food & Drink	11,745	Commercial Property 2019/20 & 2020/21	
2090834	David Giles Art Gallery	5,893	Commercial Property 2019/20 & 2020/21	
2090700	Mr Glen Martin Cowans	5,018	Commercial Property 2019/20 & 2020/21	
2019979	The Italian Club Fremantle	4,549	Commercial Property 2019/20	
2090779	Van Thang Doan	8,370	Commercial Property 2019/20	

2092434	Coolchest Pty Ltd	11,470	Commercial Property 2019/20	
2090054	Royal Fremantle Golf Course Pty Ltd	10,546	Commercial Property 2019/20	
<b>Debtor No.</b>	<b>Name</b>	<b>Amount</b>	<b>Business Unit</b>	<b>Delegated Officer or Council</b>
2090062	Fremantle Markets Pty Ltd	76,435	Commercial Property 2019/20	Chief Executive Officer
2092551	Beach Partnerships T/A COAST Port Beach	62,145	Commercial Property 2019/20	Chief Executive Officer
2090010	Clancy's Fish Pub	20,608	Commercial Property 2019/20	
2090484	Gino's Café Pty Ltd	51,750	Commercial Property 2019/20	
2093041	Sierra Orenda Pty Ltd	24,893	Commercial Property 2019/20	
2090061	Dome Fremantle	65,969	Commercial Property 2019/20	
2091161	Australian Touristic Attractions Pty Ltd	20,735	Commercial Property 2019/20	
2092866	George Ricca Enterprises Pty Ltd	3,781	Commercial Property 2019/20	Manager Economic Development and Marketing
2093116	Rose Megirian	2,493	Commercial Property 2019/20	
2092140	Rebecca Michelle Baumann	1,535	Commercial Property 2019/20	
2092471	Bird Books Pty Ltd	2,083	Commercial Property 2019/20	
2090107	Fremantle Arts Centre Café	1,681	Commercial Property 2019/20	
2090138	Moore & Moore Food & Drink	2,319	Commercial Property 2019/20	
2090834	David Giles Art Gallery	1,164	Commercial Property 2019/20	
	<b>TOTAL</b>	<b>417,285</b>		

## LEGAL IMPLICATIONS

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

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

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$100,000 per account where in the opinion of the Chief Executive Officer all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where in the opinion of the Director or Manager all other reasonable avenues of recovery have been exhausted.

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

Any amount in excess of \$100,000 is to be written off by Council resolution. A council resolution authorising the write-off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

**CONSULTATION**

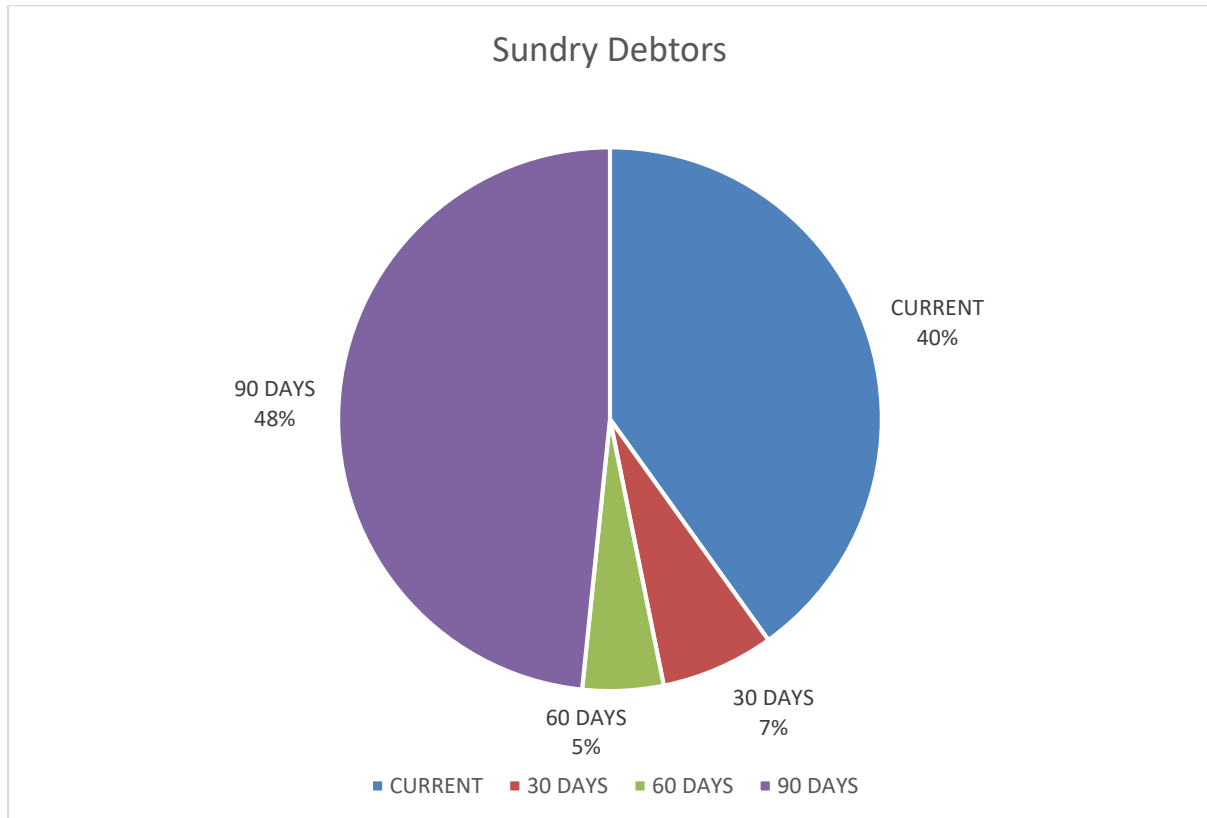
Nil

**OFFICER COMMENT**

The total of debtors outstanding as at 31 December 2020 is \$1,489,080. A breakdown of aged debt for the current period compared to prior year for the same period is tabled below.

Period Ending September	Current	30 Days	60 Days	90+ Days	Total
July 20 – December 20	40%	7%	5%	48%	100%
	597,048	100,239	71,624	720,169	1,489,080
July 19 – December 19	452,171	70,056	37,144	139,159	698,530

Of the total debt balance, the amount outstanding for 90+ days is \$720,169 or 48%. Below is a graph of the aged debt balances as at 31 December 2020.



Compared to the report of overdue debtors as at 30 September 2020, presented to Audit and Risk Management Committee at the 10 November 2020 meeting, the total value of outstanding debtors has increased by \$23k.

Outstanding debt over 90 days has decreased from \$805k at the end of the previous quarter to \$720k. The number of overdue debtors above reporting threshold is 21 with a total value of \$668,532.

In accordance with delegated authority, any debts over \$100,000 will be submitted to Audit and Risk Management Committee for approval and all recorded use of delegated authority by Chief Executive Officer, Directors and Managers will be reported to Audit and Risk Management Committee.

The confidential attachment contains debtor information in relation to the \$668,532 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background.

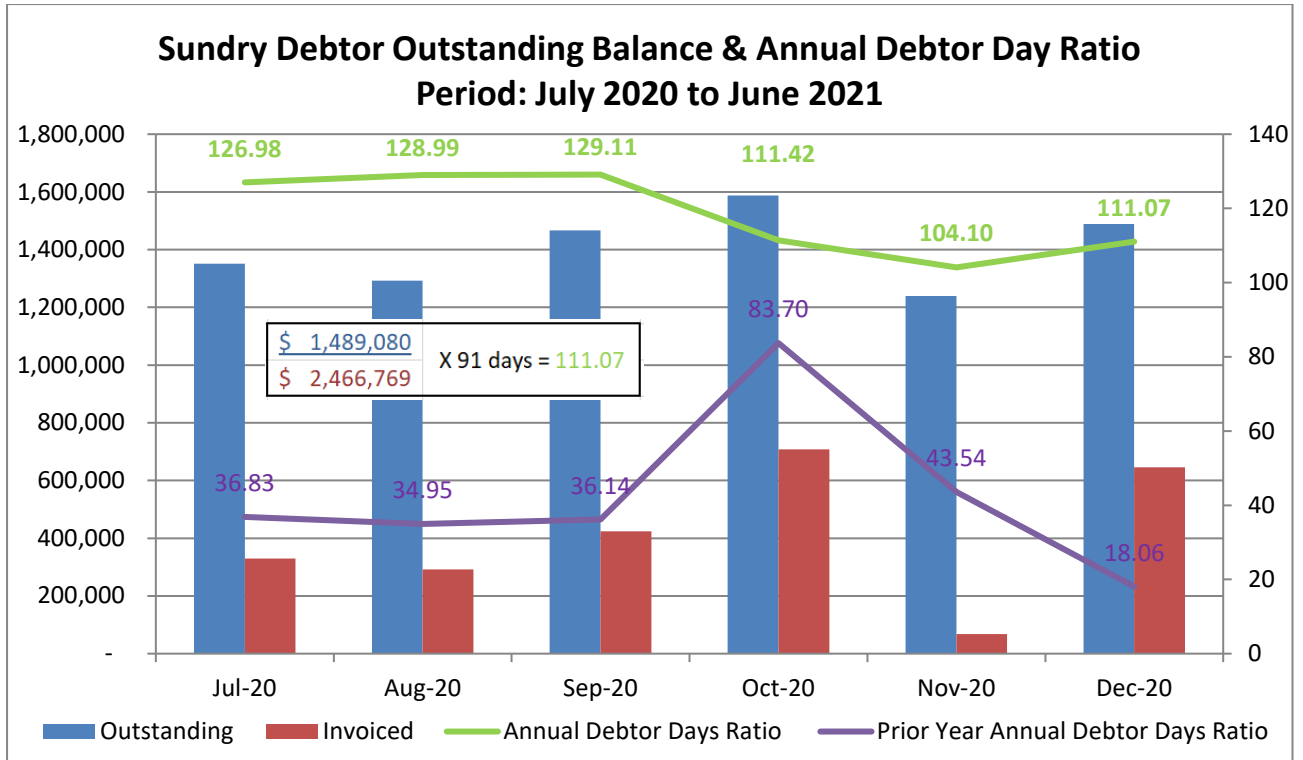
### **Debtors Outstanding**

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

The calculation of the ratio considers the total amount outstanding at the end of the period over the total amount invoiced to that period for the financial year by the total number of days from 1 July to the end of the period. See calculation in graph below.

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

At July 2020, \$1,067,654 of invoices raised in 2019/20 were outstanding resulting in outstanding debt exceeding the amount invoiced during July 2020. Identified write-offs/waivers amounted to \$419k and have resulted primarily from the City's commercially leased properties.



At reporting date, the debtor day ratio was 111.07 a decrease from the prior reporting period. Of outstanding debt, 40% related to current invoices that were not yet due.

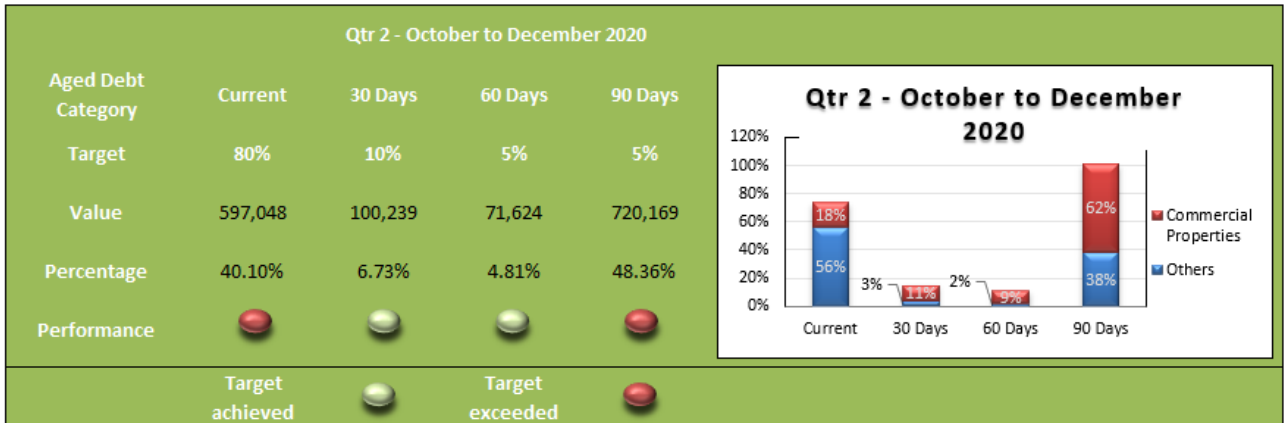
### Key Performance Indicators

The Audit Risk Management Committee recommended a performance measure be included to provide a reporting date ‘snapshot’ of performance against agreed indicators.

Internal debt management procedures have been reviewed resulting in Officers engaging with debtors earlier where an amount is considered to have an increased risk of default. Upon review of debt levels over prior financial years, Officers consider reasonable and recommend the following targets against which to report.

Key Performance Targets				
Current	30 Days	60 Days	90 Days	Total
80%+	<= 10%	<=5%	<=5%	100%

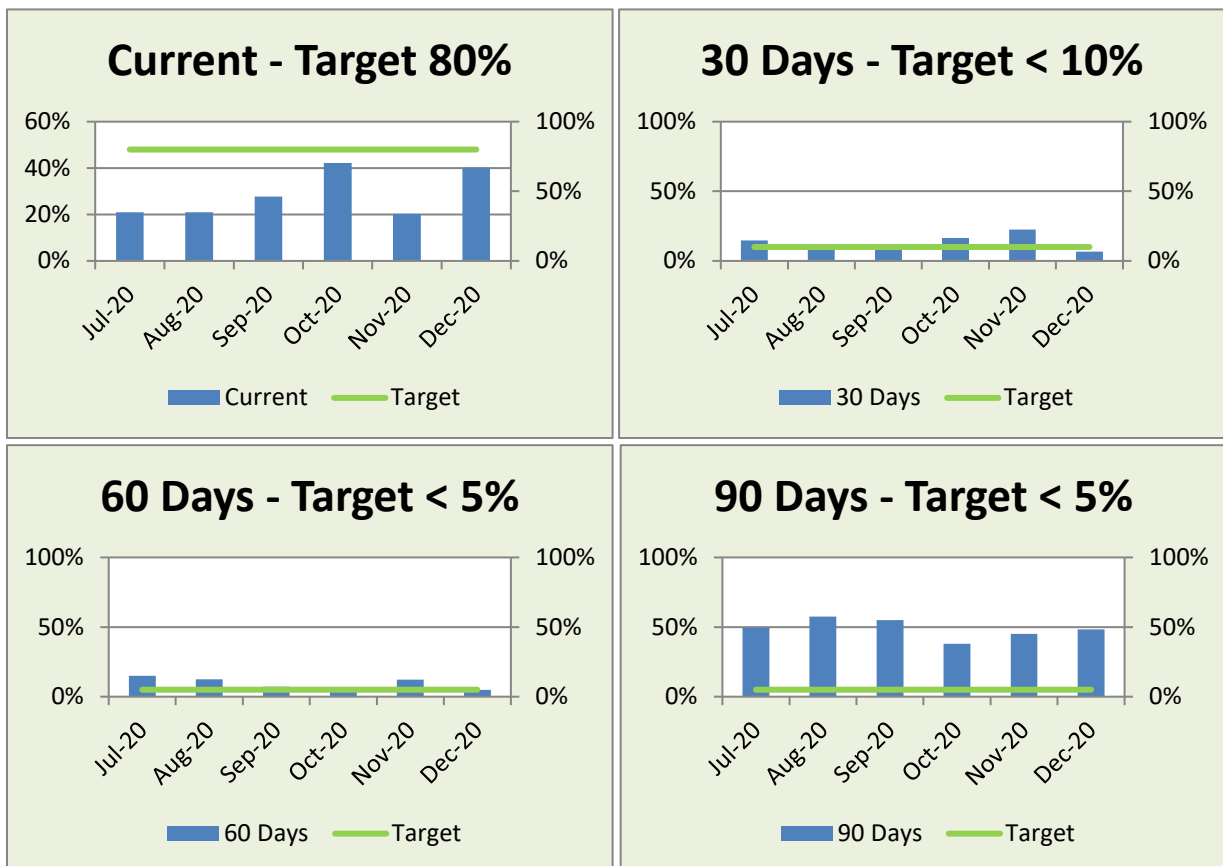




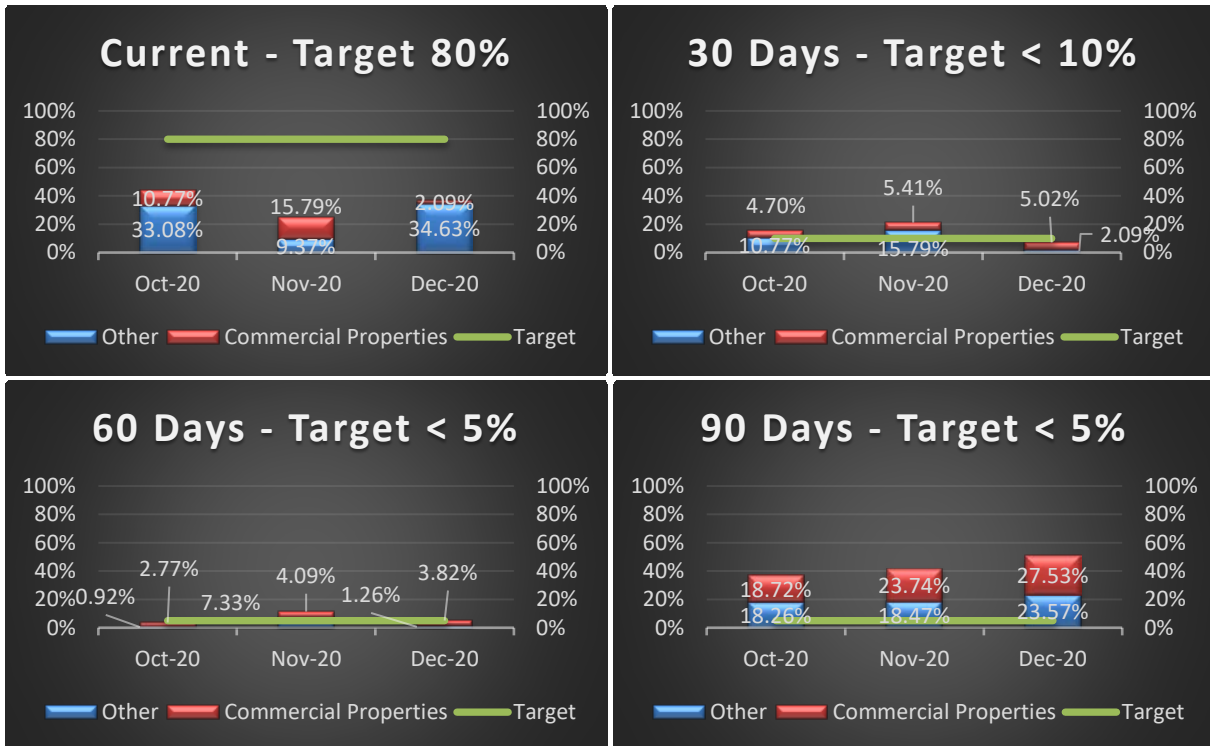
Of total overdue debt, Commercial Properties account for 54% (\$388k). Eight Commercial Property debtors account for \$304k of invoices overdue for more than 90 days. Payment arrangements had been agreed however due to COVID-19 and the adoption of the Commercial Tenancies (COVID-19) Response Act 2020, City officers are liaising with all tenants to provide assistance as appropriate.

The following charts demonstrate performance against the recommended target for each aged debt category by period to reporting date for this financial year. As discussed above, much of the longer-term debt relates to the commercial tenants during the COVID shutdown period. Further write-offs for commercial debt are to be expected and the City's Economic Development team is monitoring the COVID environment and scenario planning any impact that may result in Western Australia.

Summary by total debtors by days



Summary by debtor type by days



**VOTING AND OTHER SPECIAL REQUIREMENTS**

Simple Majority Required

**OFFICER'S RECOMMENDATION**

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 December 2020.

**AMENDMENT**

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

Add a part 2 to read as follows:

Council:

1. Receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 December 2020.
2. **Notes the effect of COVID-19 and its impact on City owned commercial tenancy debtors and overdue debts.**

**Amendment carried: 8/0**

Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Marija Vujcic, Cr Su Groome, Mr Phillip Draber

**COMMITTEE RECOMMENDATION ITEM ARMC2102-3**

(Amended officer's recommendation)

Moved: Cr Adin Lang

Seconded: Cr Frank Mofflin

Council:

1. Receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 31 December 2020.
2. ***Notes the effect of COVID-19 and its impact on City owned commercial tenancy debtors and overdue debts.***

**Carried: 8/0**

Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Marija Vujcic, Cr Su Groome, Mr Phillip Draber

**ARMC2102-4 TENDERS AWARDED UNDER DELEGATION SEPTEMBER 2020 TO JANUARY 2021**

**Meeting date:** 17 February 2021  
**Responsible officer:** Manager Finance  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** Nil

**SUMMARY**

The purpose of this report is to summarise tenders awarded under delegation by various delegated Officers and Committee's, during the period September 2020 to January 2021.

This report recommends that Council receive the report on tenders awarded under delegation between September 2020 and January 2021.

**BACKGROUND**

Tenders awarded by the City are awarded under the following delegations, approved at Council on 8 July 2020:

<b>Delegated Authority</b>	<b>Amount of Delegation</b>
Finance, Policy Operations and Legislation Committee (FPOL)	\$500,000+ (if within budget)
CEO	Up to \$500,000
Directors	Up to \$500,000

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

**FINANCIAL IMPLICATIONS**

All tenders were awarded within budget approved at Council on 8 July 2020.

**LEGAL IMPLICATIONS**

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

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

**CONSULTATION**

Nil

## OFFICER COMMENT

Below is a list of Tenders awarded under delegation between September 2020 and January 2021

### September 2020

Tender Description	Awarded By	Contractor(s)	Contract Value
FCC558/20 Provision of Cash Collection Services	Director Delegation (5 September 2020)	Southern Cross Protection Pty Ltd	Schedule of Rates (ex GST)
FCC559/20 Architectural Services for Adaptation and Compliance Works at Fremantle Markets	Director Delegation (5 September 2020)	Griffiths Architects	\$224,940 (ex GST)
FCC556/20 Redevelopment of Fremantle Public Golf Course	FPOL Committee (4 September 2020)	LD Total	\$2,916,774 (ex GST)

### October 2020

Tender Description	Awarded By	Contractor(s)	Contract Value
FCC562/20 IT Infrastructure	Director Delegation (9 October 2020)	Xpanse Pty Ltd	\$499,895 (ex GST)
FCC563/20 Network Switching	Director Delegation (15 October 2020)	Xpanse Pty Ltd	\$243,400 (ex GST)

### November 2020

Tender Description	Awarded By	Contractor(s)	Contract Value
FCC922/20 Supply and Install AV at Kings Square Civic Centre and Library	Director Delegation (13 November 2020)	Rutledge - Diversified	\$473,895 (ex GST)
FCC561/20 Design Development of Visit Fremantle Website	Director Delegation (13 November 2020)	Bliss Media Pty Ltd	\$298,310 (ex GST)
FCC926/20 Kings Square Play Space Construction	Director Delegation (19 November 2020)	MG Group	\$362,790 (ex GST)

**December 2020**

<b>Tender Description</b>	<b>Awarded By</b>	<b>Contractor(s)</b>	<b>Contract Value</b>
FCC560/20 Construction of Insitu Concrete Footpaths	Director Delegation (10 December 2020)	Dowsing Group	Schedule of Rates
FCC564/20 Barbecue, Beach Shower and Drink Fountain Cleaning Services	Director Delegation (10 December 2020)	Brightmark Group Pty Ltd	\$235,892 (ex GST)

**January 2021**

<b>Tender Description</b>	<b>Awarded By</b>	<b>Contractor(s)</b>	<b>Contract Value</b>
FCC925/20 Expressions of Interest for Kings Square Public Art Commission	Director Delegation (22 January 2021)	Simon Gilby / Sharyn Egan	\$58,500 (ex GST)

**VOTING AND OTHER SPECIAL REQUIREMENTS**

Information only no decision required

**COMMITTEE RECOMMENDATION ITEM ARMC2102-4**  
**(Officer's recommendation)**

**Moved: Cr Adin Lang**

**Seconded: Cr Hannah Fitzhardinge**

**Council receive the report on Tenders Awarded under delegation for September 2020 to January 2021.**

**Carried: 7/1**

**For**

**Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge,  
Cr Doug Thompson, Cr Su Groome, Mr Phillip Draber**

**Against**

**Cr Marija Vujcic**

## ARMC2102-5 INFORMATION REPORT – FEBRUARY 2021

### STATUS REPORT OF COUNCIL MOTIONS – 1 OCTOBER 2020 TO 31 DECEMBER 2020

<b>Responsible officer:</b>	Manager Governance
<b>Attachments:</b>	1. Status Report of Council motions – 1 October 2020 to 31 December 2020
<b>Additional information:</b>	Nil

Best practice principles support the recording and reporting of actions taken on Council decisions to ensure they are implemented, and that the actions are completed in a timely manner.

Where possible, Council decisions are actioned as soon as practicable after a Council meeting; however, there are projects or circumstances that mean some decisions take longer to implement than others. The City keeps a register of all final decisions made at Council and Committee meetings.

The City's motions register does not capture ongoing progress of projects and related activities, only how the initial decision has been, or will be, actioned. For instance, the register will record the adoption of a plan and the actions needed to disseminate and publish that plan, however the register will not include how the actions included in the plan are implemented, only that the plan was adopted appropriately.

The attached register excerpt provides the status of the actions taken by responsible officers in response to all final decisions of council. It has been organised into separate parts for ease of understanding and reference, as attached:

#### **Part 1. Motions incomplete and ongoing in reporting period**

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

#### **Part 2. Development Application motions completed in reporting period**

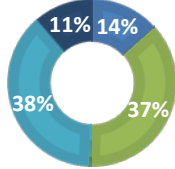
The motions included in this section are those decisions about Development Applications (DA's) that have been completed. They have been grouped for ease of reference only.

#### **Part 3. Motions other than DA's completed in reporting period**

The motions included in this section are all other decisions made by Council (except DA's that have been completed, captured above at part 2).

#### **Part 4. Motions where no action was required in reporting period**

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

Motion activity since last report	
<p><b>MOTION ACTIONS ACTIVITY SINCE LAST REPORT</b></p> <p>■ continuing   ■ added   ■ completed   ■ ongoing, on track   ■ ongoing, off track</p> 	
Motions	Number
Number of motions from previous report	33
Number of motions added to the register since the last report	92
Motions that have been completed in the reporting period	94
Motions that are ongoing, and are on track	28
Motions that are ongoing, and have exceeded estimated completion date	3
<b>Total motions in this report</b>	<b>125</b>



## STATUS REPORT OF AUDIT ACTIONS TO 31 DECEMBER 2020

**Responsible officer:** Manager Governance  
**Agenda attachments:** 1. Audit actions progress report 31 December 2020  
**Additional information:** Nil

This report presents the City's central register that captures the progress of all recommended actions agreed to be undertaken by the City as suggested or recommended in an audit or review report.

Information from an audit or review report is inputted into the Audit Actions Register (the register) including the findings, recommendations/suggested actions, the responsible officer and the initial comment provided by the responsible Manager/Director to the auditor/reviewer.

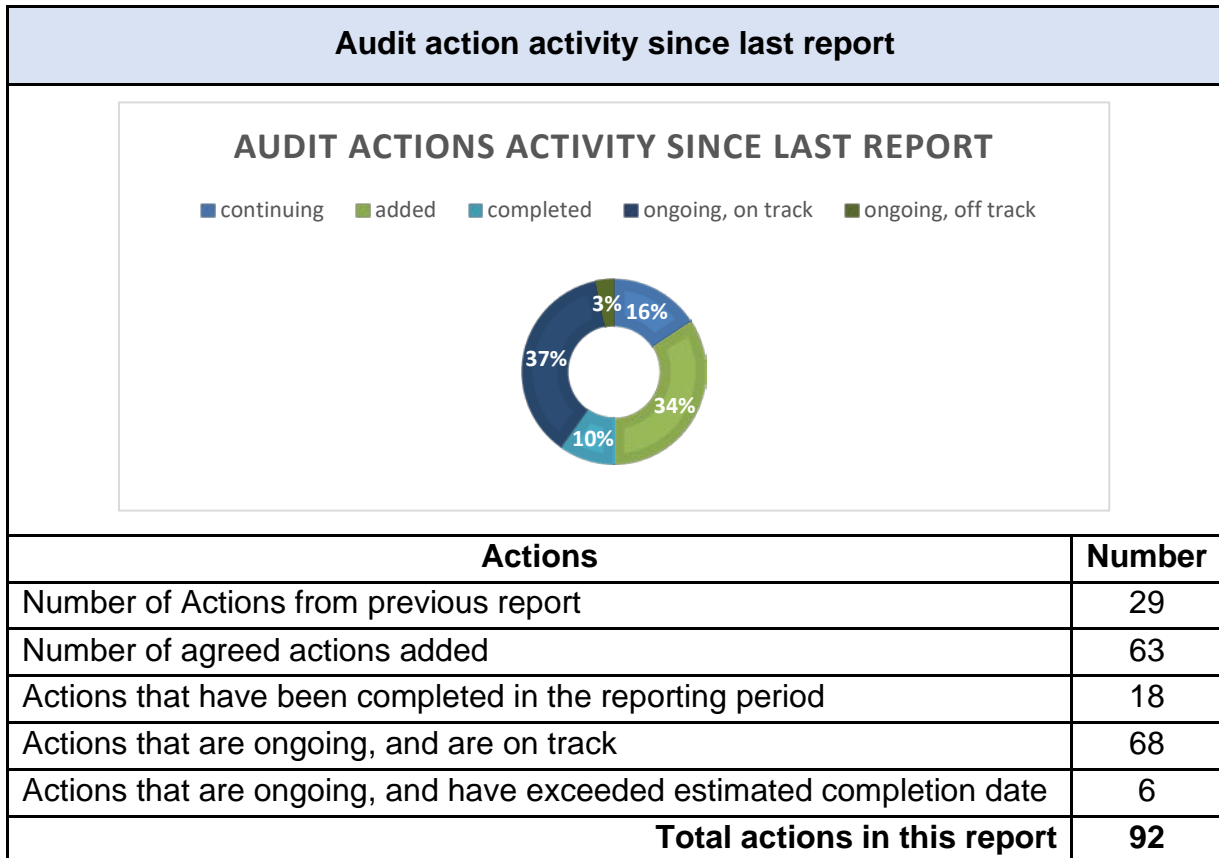
When an item is given a rating (as agreed by the City) of "high" or "extreme", the item will be added to the Corporate Risk Register.

The attached report provides a summary of the progress the City has made in response to the recommendations/suggested actions in an audit or review findings report.

Where an action has been completed, a summary of the action and the completion date are recorded.

The audits or reviews in this progress report are:

Systems and Procedures Review –	Financial Management Review
• Internal Control	Interim Audit – Finance
• Risk Management	Interim Audit – Information Systems
Regulation of Consumer Food Safety	



**COMMITTEE RECOMMENDATION ITEM ARMC2102-5**  
(Officer’s recommendation)

**Moved: Cr Adin Lang**

**Seconded: Cr Frank Mofflin**

**Council receive the following information reports for February 2021:**

- 1. Status report of council motions – 1 October 2020 to 31 December 2020.**
- 2. Status report of audit actions to 31 December 2020.**

**Carried: 8/0**

**Cr Andrew Sullivan, Cr Adin Lang, Cr Frank Mofflin, Cr Hannah Fitzhardinge, Cr Doug Thompson, Cr Marija Vujcic, Cr Su Groome, Mr Phillip Draber**

**8. Motions of which previous notice has been given**

Nil

**9. Urgent business**

Nil

**10. Late items**

Nil

## 11. Confidential business

### ARMC2102-6 RISK REPORT – FEBRUARY 2021

**Meeting date:** 17 February 2021  
**Responsible officer:** Director City Business  
**Decision making authority:** Council  
**Attachments:** Nil  
**Additional information:** Nil

### REASON FOR CONFIDENTIALITY

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

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

## 12. Closure

**The Presiding Member declared the meeting closed at 6.17 pm.**