



Meeting attachments

Audit, Risk and Improvement Committee

Monday 16 March 2026 6pm

**City of Fremantle
Audit, Risk and Improvement Committee - Agenda
16 March 2026**

ARIC2603-3 INFORMATION REPORT - PURCHASE CARD HOLDERS

- 1. Active Purchase Cards2

**ARIC2603-4 PROCUREMENT POLICY EXEMPTIONS NOVEMBER 2025 TO
FEBRUARY 2026**

- 1. Purchasing Policy Exemptions November 2025-January 2026.....3

Card Holder

Manager People and Culture
Waste Minimisation Officer
Operations & Production Lead
Creative Programs Lead
Commercial Parking Officer
Governance Manager
Finance Officer - Arts and Culture
Director City Business
Audience and Engagement Lead
IT Manager
Manager Infrastructure Engineering
Manager Building, Facilities and Sustainable Services
Director Creative Arts and Community
Manager of Arts
Manager Strategic Communications and Stakeholder Relations
Supervisor Mechanical Services
Administration Officer Planning Services
Supervisor Parks and Landscape
Creative Learning Manager
Supervisor Infrastructure Construction
Creative Learning Associate
Chief Executive Officer
Principal Solicitor & Coordinator
Library Manager
Team Leader Visitor Information Services
Manager People and Culture
Director Infrastructure
Manager People and Culture
Walyalup Aboriginal Cultural Centre Coordinator
Installations Coordinator
Director Planning, Place and Urban Development
Principal Construction and Maintenance Engineer
Manager Field Services
Manager Community Development
Supervisor Parks and Landscape
Facilities Management Support Officer

PURCHASING POLICY EXEMPTIONS

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$15,001-\$50,000 Request 2 Quotes Min.	Sole Source of Supply	W.C Convenience Management Pty Ltd	Cleaning, general maintenance (electrical, plumbing, access, etc), graffiti management for the Collie Street Exeloo unit. Officers have considered the technical management of the unit and its' unique functions (automation, 24/7 CBD usage, stainless steel exterior), potential warranty implications, and value for money to maintain the asset. A previous Sole Supply approval exemption was endorsed by Council for the purchase of the unit, supply and installation. The basis of the report is the unique automation and functionality of the unit for public usage. This sole supply request is for the maintenance of the unit, provided by Exeloo's Australian distributor and maintenance provider.	12 Months	\$49,959.00	06/11/2025	CEO
\$15,001-\$50,000 Request 2 Quotes Min.	Statutory Exemptions including Advertising	Western Power	From time-to-time Western Power will identify locations where trees are growing into the powerline cables/assets. If urgent they will deploy their own contractor for pruning and recover the costs from City of Fremantle. This is a statutory cost.	8 Months	\$20,000.00	10/11/2025	Director Infrastructure
\$15,001-\$50,000 Request 2 Quotes Min.	Subscription (excluding software)	ID Consulting	The City currently subscribes to two services provided by ID consulting. This new agreement expands our existing subscription to include housing and social data which will help inform decisions across multiple teams. ID consulting holds the unique spatial intelligence methodology that connects location data and insights to uncover the full picture of a place. The expansion of our subscription is providing value for money, as rather than 5 directorates subscribing to singular services. The City are subscribing as a whole and sharing the cost, providing significant savings. This move also synchronises the projected demographic data of the City across all departments, meaning our strategic documents contain the same projection information regardless of the directorate they were created.	24 Months	\$46,875.00	24/11/2025	Director Creative Arts and Community
\$15,001-\$50,000 Request 2 Quotes Min.	Statutory Exemptions including Advertising	Main Roads	To allow Main Roads to install 40km speed limit signage in Hilton following Council's decision of 11 December 2024. Main Roads are the only agency/supplier that are regulated for signage installation relating to speed limits and this is stated in the Speed Zoning Policy and Application Guidelines (Version 6 - 6 November 2023). Main Roads have provided an estimate of \$30,000 for the speed limit signage in Hilton, \$10,000 less than the budget. As Main Roads are the only agency/supplier that are regulated for signage installation relating to speed limits, no other supplier quotes have been sought.	12 Months	30,000.00	24/11/2025	Director Infrastructure
\$15,001-\$50,000 Request 2 Quotes Min.	Specialist Legal or Consultant Advice	Road and Access Consulting	In accordance with the City's Procurement Policy/Guidelines, as Road and Access Consulting have detailed knowledge and experience in working on the three major projects, and acknowledging the risk of losing this history and project detail, it is deemed a best value proposition to the City in seeking a continuation of Road and Access Consulting services for a further period. Road and Access Consulting are on the WALGA preferred panel. Although other engineering consultants are available on the broader market, Road and Access Consulting possess invaluable history and detailed knowledge and expertise gained and provided to the City on major drainage improvement projects, such as the Disaster Recovery/City funded Fremantle Yacht Club,	3 Months	\$30,000.00	01/12/2025	Director Infrastructure

			Johannah Street drainage design/proposed delivery, and Rule Street Tunnel investigation works (they've been working on these projects for over 12 months). They are heavily embedded and are in the middle of designing the drainage solutions on these projects. No other consultant could provide this level of specialist and project specific expertise.				
\$15,001-\$50,000 Request 2 Quotes Min.	Sole Source of Supply	Burgess Personnel Pty Ltd	<p>Burgess Personnel Pty Ltd is currently providing labour hire of Infrastructure Project Management Support.</p> <p>A competitive process was undertaken at the time of engagement. 3 x suppliers were approached to present candidates for evaluation.</p> <p>The sole source is for the specific candidate who is currently engaged by the Infrastructure directorate and has substantial knowledge of the City's current projects. Additionally, the officer is supporting a series of internal operational initiatives, including; Tech One integration, Project Management Framework review, BU website and intranet development.</p>	4 Months	\$36,000.00	12/12/2025	CEO
\$15,001-\$50,000 Request 2 Quotes Min.	Specialist Legal or Consultant Advice	URBIS Ltd	<p>URBIS and their subconsultants (City Collective) have contributed and hold significant intellectual property within the Fremantle Oval business case material that has been prepared so far. This includes the concept options that have been investigated through the business case process and the investment logic mapping.</p> <p>The City will benefit from the prompt completion of the Fremantle Oval Redevelopment Business Case and continuity with the work that has been undertaken by the consultant to-date, which has been prepared with significant stakeholder input.</p>	6 Months	\$31,977.00	19/01/2026	Director Planning, Place and Urban Development

Total Exemptions: \$15,001-\$50,000

\$244,847.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
\$50,001-\$249,999 Request 3 Quotes Min.	Software Licence Renewal	EFTSure Pty Ltd	For purchases where a software license renewal is required for a system or piece of software that has already been implemented and or used within the organisation, and the system or software was originally procured via the appropriate procurement process. EFTsure provides a verification service of bank accounts relating to new Creditors prior to setup on the City's accounts payable system. The service is also used to check changes to bank account details for current Creditors. To ensure the safeguard of payments to third parties by verification of their bank account details.	3 Years	\$89,610.00	02/12/2025	Director City Business

Total Exemptions: \$50,001-\$249,999

\$89,610.00

POLICY EXEMPTION	TYPE OF EXEMPTION	SUPPLIER	REASON FOR EXEMPTION	LENGTH OF CONTRACT	TOTAL VALUE	DATE APPROVED	APPROVING AUTHORITY
Above \$250,00.00 – Public Tender	Sole Source of Supply	Sharyn Egan and Simon Gilby (the KBN Artists)	The anticipated value of the proposed procurement with KBN Artists exceeded the tender threshold, which ordinarily requires a public tender process. Legal advice has been sought and confirms that the supplier engagement is a unique supply under Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996, allowing a sole source of supply exemption to be sought. This exemption has been endorsed by Council. The exemption was sought to allow officers to directly procure services from the KBN Artists, with value-for-money requirements under the Procurement Policy to be fully applied and the contract executed under delegation. The exemption is restricted to the engagement of the KBN Artists only. The main contract for installation and public realm works will require a tender process, which officers will undertake at the relevant stage of the project in accordance with the Local Government Act 1995.	12 Months	\$630,000.00	10/12/2025	Ordinary Council Meeting

Total Exemptions: above \$250,000

\$ 630,000.00