CITY OF Fremantle

Minutes

Audit, Risk and Improvement Committee

Monday 15 June 2026 6:00 pm

fremantle.wa.gov.au

Table of Contents

Official opening, welcome and acknowledgement

Ngala kaaditj Whadjuk moort keyen kaadak nidja Walyalup boodja wer djinang Whadjuk kaaditjin wer nyiting boola yeye.

We acknowledge the Whadjuk people as the traditional owners of the greater Fremantle/Walyalup area and we recognise that their cultural and heritage beliefs are still important today.

Attendance, apologies and leave of absence

Attendance

Mr Ben Lawver	Mayor
Cr Fedele Camarda	Deputy Mayor/Central Ward
Cr Frank Mofflin	East Ward
Cr Pip Slaughter	East Ward
Cr Ingrid van Dorssen	North Ward
Ms Hayley Manser	Independent Member/Presiding Member

Mr Glen Dougall	Chief Executive Officer
Mr Matt Hammond	Director City Business
Mr Graham Tattersall	Director Infrastructure
Ms Melody Foster	Manager Governance
Mr Joel Hurst	Manager Information Technology
Mr Mark Donnelly	Manager Regulatory Services
Mr Aaron Dolin	Governance and Risk Officer
Ms Donna Ross	Meeting Support Officer

There were no members of the public and no members of the press in attendance.

Apologies

Mr Brad Pearce	Independent Member/Deputy Presiding Member

Leave of absence

Nil.

Disclosures of interest by members

Nil.

Responses to previous public questions taken on notice

There are no responses to public questions taken on notice at a previous meeting.

Public question time

Nil.

Deputations

Nil.

Presentations

Nil.

Confirmation of minutes

COMMITTEE DECISION

Moved: Cr Fedele Camarda **Seconded: Cr Ingrid van Dorssen**

The Audit, Risk and Improvement Committee confirm the minutes of the Audit, Risk and Improvement Committee meeting dated 16 March 2026.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

Committee member communication

Nil.

Reports and recommendations from officers

Governance and Compliance

ARIC2606-1 RISK ROADMAP INFORMATION REPORT

Meeting date:	15 June 2026
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Risk Roadmap 2025 27

Progress of the roadmap continued to be made across both enterprise and operational risk management activities. Governance facilitated a risk management workshop with the Executive Leadership Team (ELT) in April, providing an update to the actions and activities of the past 12 months and presenting the updated risk management policy, risk framework, and risk appetite statements for discussion.

Governance tested the market as it looks to procure a new governance, risk and compliance (GRC) system. Procurement of a centralised GRC system has been identified as a critical activity of the roadmap and pivotal to the future management and reporting of risk throughout the organisation.

Additional work has also progressed in business continuity and fraud and corruption control planning, with governance providing supporting continuity documents to selected service areas to provide updated essential services information, as well as completing the first draft of the new integrity control plan (ICP) document designed to support Councils fraud and corruption control policy (FCCP).

ELT Risk Management Workshop

An Executive Leadership Team (ELT) risk management workshop was conducted in April. The workshop was well received with ELT providing feedback on the revised risk policy, risk framework, risk appetite statements, and risk assessment criteria. A number of things came from the workshop, including:

- ELT need for better oversight on operational risks
- The importance of providing practical, accessible assessment criteria to the workforce
- The potential usability of a more developed, defined risk appetite statements

- The benefits considered and measured opportunity criteria would provide to ELT's decision-making framework

Governance is currently actioning the following:

- The ERM framework is being updated following ELT feedback, and will include a revised opportunity assessment criteria to be used at the enterprise level
- The revised risk criteria will be tested in upcoming risk assessments alongside the current criteria to provide additional feedback on the preferred structure and to validate their applicability across service areas. These will be tested in upcoming assessments with infrastructure and finance
- The revised risk appetite statements will be finalised and submitted the ARIC for review and endorsement once the framework and risk criteria have been approved.

These activities are intended to strengthen alignment between strategic planning, operational risk management, and decision-making processes.

Governance, Risk and Compliance (GRC) System

Market testing for a new Governance, Risk and Compliance (GRC) system is now complete. Procurement received six requests for quote (RFQ) submissions but closed the process due to the indicative pricing provided in the submissions being over the allowed thresholds. Findings from testing the market include:

- Market testing identified several suitable system options
- Indicative pricing exceeded initial expectations
- Pricing was generally consistent with one submission a clear outlier
- Procurement have been advised to progress with an open tender process

The implementation of a GRC system is a key milestone of the risk roadmap and a strategic initiative which will enable the organisation to centralise its risk management program, improving oversight of risk to the ELT and the ARIC, facilitating the development of enterprise risk reporting, and simplifying workflows.

Risk Register Consolidation

Governance continues to consolidate the various risk registers currently used across the organisation into a single, central register. This process aims to improve risk assessment consistency and transparency, improving ELT and ARIC oversight on material risk, and support the future migration of risk information into the future GRC system.

Event Risk Management

Progress has been made in relation to event risk governance and planning. Updated event management plans and event risk management plan templates have been drafted and trialled during FISAF 2026 alongside the current event plans to test the documents.

Both documents were developed using the revised templates and were populated with real event information alongside the current documents for comparison. Initial feedback from event staff was positive, noting the updated templates were cleaner, easier to follow and understand, and clearly distinct between the respective document roles

A draft *Event Risk Management – Guidelines* has been developed outlining the framework to support the safe delivery of Council managed events and the structured approach event planners and organisers are required to take to effectively identify, assess, treat and monitor event risks.

This process aims to strengthen event governance, assist in emergency preparedness, and support consistency across all Council events. These documents will be circulated for further feedback following approval of the risk framework.

Business Continuity

Work continues updating the organisations business continuity plans (BCP), with the first round of updated information received from selected infrastructure service areas.

BCP development is progressing and will require ongoing collaboration with service areas over an extended period to develop and implement. The framework is intended to improve organisational resilience, service continuity capability, and preparedness for operational disruptions and emergencies.

Fraud and Corruption Control

The first draft Integrity Control Plan (ICP) has been finalised following open consultation and review from management in late 2025. The ICP was developed to support the Fraud and Corruption Control Policy (FCCP) and takes guidance from the framework outlined in the *ISO 8001:2021 – Fraud and Corruption Control,* outlining the systems, processes, and controls implemented throughout the organisation to prevent, detect, and respond to fraud, corruption, and misconduct.

Governance will submit the ICP to the ARIC for endorsement following ELT review.

Development of supporting fraud and corruption awareness training material is currently underway which will support the organisation's commitment to ethical governance, accountability, and compliance with fraud and corruption control requirements.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-1
(Officer's recommendation)

Moved: Mayor Ben Lawver **Seconded: Cr Frank Mofflin**

Council receive the Risk Roadmap update for June 2026.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-2 ADOPTION OF THE COUNCIL PRIVACY POLICY (PRIS)

Meeting date:	15 June 2026
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority Required
Attachments:	1. Draft Council Policy - Privacy Policy (PRIS)

SUMMARY

The City of Fremantle is committed to compliance with the obligations and requirements of *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) and Information Privacy Principles, commencing 1 July 2026.

This report recommends that Council adopt the draft Council Privacy Policy, as provided in Attachment 1, to support the City's PRIS Act compliance.

BACKGROUND

The *Privacy and Responsible Information Sharing Act 2024* (PRIS Act) aims to protect the personal information of Western Australians and facilitate the responsible sharing of information by government agencies.

The PRIS Act:

- promotes responsible and transparent practices in the handling of personal information;
- balances the public interests of protecting the privacy of personal information with the free flow of information; and
- provides a mechanism for individuals to complain about alleged interferences with their privacy.

"Personal information" means information or an opinion, whether true or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.
This includes information of the following kinds (not an exhaustive list):

- name
- date of birth
- address
- contact information
- information that relates to an individual's location

- information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.

"Sensitive personal information" includes information that relates to the individual's:

- racial or ethnic origin
- gender identity
- sexual orientation or practices
- political opinions
- membership of a political association
- religious beliefs or affiliations
- philosophical beliefs
- membership of a professional or trade association
- membership of a trade union
- criminal record
- health information

The PRIS Act gives individuals new rights and protections over their personal information in the hands of government entities, including:

- Being informed how their personal information is handled.
- Being notified if their personal information was involved in a breach.
- Ability to access and correct personal information an entity holds about them, in some circumstances.
- Ability to make complaints about the use of their personal information to the Information Commissioner.

The PRIS Act provisions that effect the City commence from 1 July 2026.

All local governments are required to comply with the Information Privacy Principles set out in Schedule 1 of the Act. These include collection, use and disclosure, information quality, information security, openness and transparency, access and correction, unique identifiers, anonumity, disclosures outside Australia, automated decision making, and de-identified information. A summary of the Information Privacy Pricipes are available on the Government of Western Australia's website.

Particular provisions, such as collection notification, are not retrospective.

To ensure the City's complaince with the PRIS Act and associated Information Privacy Principles, a Council Privacy Policy (Attachment 1) is proposed for adoption.

FINANCIAL IMPLICATIONS

Operational financial implications associated with the PRIS Act requirements are considered as part of the annual budget process.

LEGAL IMPLICATIONS

Section 20 of the *Privacy and Responsible Information Sharing Act 2024* requires all local governments to comply with the Information Privacy Principles, set out in Schedule 1 of the Act, unless otherwise prescribed.

Section 73 of the *Privacy and Responsible Information Sharing Act 2024* requires the City to prepare a publicly available Information Breach Policy, setting out the procedures to be followed to comply with the PRIS Act. This policy has been drafted by officer's and is recommended to be published as an Administration Policy by the Chief Executive Officer, who is the principle privacy officer in prescribed by the Act, as it is administrative in nature.

The PRIS Act allows the use and disclosure of personal information if required or authorised by or under law. This means that other law may supersede the PRIS Act requirements to first obtain consent from the individual. This is applicable to the governance and compliance functions of the City; however, further provisions under the PRIS Act are to be followed if applied.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.

CONSULTATION

The Office of the Information Commissioner has been working with public entities to prepare them for the relevant provisions of the PRIS Act to commence from 1 July 2026. This support is expected to be ongoing as industry templates are developed.

Sufficient information and training (where relevant) will be provided to all employees, contractors, Elected Members and Committee Members.

OFFICER COMMENT

The City of Fremantle is committed to full compliance with the obligations and requirements of the PRIS Act, the *Freedom of Information Act 1992*, and the *Privacy Act 1988.*

The City of Fremantle collects personal and, in some cases, sensitive personal information about individuals when this is necessary for the performance of its functions and activities under relevant laws and for the delivery of its services.

The proposed Council Privacy Policy (Attachment 1) sets out how the City of Fremantle will manage the collection, storage and use of personal information to ensure documents that contain private information are appropriately managed, and compliance with the PRIS Act. The Policy also outlines the requirements to manage and respond to an information breach and to mitigate risk of future breaches.

Internal guidelines and administration policies will supplement this policy.

Once adopted, officers will update the City's privacy statement on the corporate website and all relevant customer and creditor forms, outgoing emails, and telephone messages to inform the individuals of the Privacy Policy.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-2
(Officer's recommendation)

Moved: Cr Ingrid van Dorssen **Seconded: Cr Pip Slaughter**

Council:

1. **Adopt the Council Privacy Policy, provided in Attachment 1.**

2. **Note that the Chief Executive Officer will prepare and publish an Information Breach Policy setting out the procedures to be followed by the City in complying with the *Privacy and Responsible Information Sharing Act 2024*, to be made publicly available.**

Carried: 6/0

For:

Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:

Nil

ARIC2606-3 LOCAL GOVERNMENT MANAGEMENT OF GIFTS AND BENEFITS PERFORMANCE AUDIT INFORMATION REPORT

Meeting date: 15 June 2026
Responsible officer: Manager Governance
Voting requirements: Simple Majority Required
Attachments: 1. Auditor General Report

In 2025 the Office of the Auditor General (OAG) completed a performance audit on Local Government Management of Gifts and Benefits. The City of Fremantle was one of six local government's that were assessed on the effective management of gifts and benefits, in addition to the Department of Local Government, Industry Regulation and Safety (LGIRS) who were assessed on their provision of effective guidance to the sector.

The *Local Government Act 1995* regulations require council members and chief executive officers (CEOs) to declare any gift received in their capacity as a council member or CEO valued at $300 or above (or the cumulative value of gifts from one donor if they exceed $300 in a 12-month period) within 10 days of receipt. Council members and CEOs must also manage associated conflicts of interest. The CEO must maintain an up-to-date version of the register and publish it on the local government's official website.

The *Local Government Act 1995* regulations prohibit staff from accepting gifts which exceed a $300 threshold in a 12-month period. For gifts below this amount, the regulations require local governments to set their own threshold for recording, storing and disclosing gifts accepted by staff in their codes of conduct. This provides flexibility to determine the City's own reporting requirements for staff. The City of Fremantle requires that gifts valued at $50 or above (or the cumulative value value of gifts from one donor if they exceed $50 in a 12-month period) to be disclosed within 10 days of receipt. The CEO must maintain an up-to-date version of the register and publish it on the local government's official website.

The performance audit reviewed gifts and benefits registers and the recording and management of conflict of interests at each audited local government over the period 1 July 2019 to 30 June 2024. The full report, publicly available on the OAG's website, is provided in Attachment 1.

OAG Recommendations

The full report, provided in Attachment 1, outlines the OAG's findings of which explore the creation of a conflict of interest when accepting a gift and the risks involved in decision making for council members, CEOs, and staff. The following recommendations were made:

To enable effective management of gifts and benefits, entities should:

1. Provide education and guidance that sets out entity expectations and assists staff and council members in making decisions by:
    a. implementing clear and up to date policies and procedures that outline gifts that are acceptable (good practice limits these to token gifts)
    b. requiring accepted and declined gifts from commercial entities, be declared
    c. specifically outline gifts that are prohibited
    d. implement regular training and education programs to ensure staff understand and apply policy, procedure and code of conduct, in practice and when making decisions.

<u>Implementation timeframe:</u> December 2026
<u>Entity response:</u> Entities generally accepted the recommendations but noted that there is currently no legal or regulatory requirement to disclose declined gifts.

2. Implement fit for purpose, risk-based monitoring and reporting mechanisms to:
    a. proactively oversee gift and benefit declarations
    b. analyse information across the entity to identify undeclared gifts, check that controls are working and identify any concerning trends or patterns
    c. manage perceived and actual conflicts of interest, requiring these declarations to consider the receipt of gifts and benefits
    d. consider a centralised complaints register to highlight where controls and processes have not been followed and identify systemic risks.

<u>Implementation timeframe:</u> December 2026
<u>Entity response:</u> Recommendation supported.

To enable effective oversight of compliance requirements and in supporting the local government sector, LGIRS should:

3. Review regulatory requirements and guidelines to consider:
    a. reducing the $300 threshold or explaining why it remains appropriate (noting state entity requirements of $50 or Australian Government requirements of $100)

   b. increasing the timeframe for updating gift registers from 10 days to better reflect the tempo and nature of senior attention, decision-making and compliance reporting processes, (noting 31 days is the Australian Government timeframe)
   c. amending the Form 4 template to record both the date the gift was received as well as the date the gift register was updated to allow regulatory compliance to be monitored.

Implementation timeframe: December 2026
Entity response: Recommendation to be considered as part of review of potential legislative reform and updates to guidelines.

4. Issue updated guidance and templates to the sector to:
   a. extend guidance beyond elected members and CEOs to include all entity staff
   b. require entity gift registers to disclose accepted gifts and benefits and declined gifts from commercial entities to:
      - improve transparency – listing all offers improves trust that declined gifts have not been accepted informally and staff have not been subject to influence
      - improve compliance - declined gifts can help identify patterns where repeated offers from the same person or company are being offered or identify situations requiring further oversight
      - help protect staff by officially recording declined gifts demonstrating compliance and maintaining trust.

Implementation timeframe: December 2026
Entity response: LGIRS accepts the recommendation.

City of Fremantle Response
Recommendation 1
All newly elected Council Members at the City of Fremantle are required to complete an induction and mandatory training following the election. The City's induction process includes a presentation from WALGA or City Officers, outlining their role and responsibilities as an Elected Member, this includes gifts and interest disclosure requirements. They are also provided with an induction manual, which includes various information regarding gifts and disclosure of interest requirements. The induction manual also includes operational guidelines published by the Department, Council policies and procedures. In 2025, the city also introduced an internal intranet site for Elected Members to provide them with direct access to up-to-date information relevant to their role.

Officers at the City are required to complete mandatory Code of Conduct training, which includes important information in relation to gifts, and specifically outlines that gifts over $300 are prohibited. Information regarding disclosure of interest relating to gifts has also been included in the City's new procurement policy, guidelines and mandatory training. Officers are reminded that they are required to disclose any interests relating to a supplier when undertaking any procurement process such as an RFQ or Tender. Online and in person Governance training has been implemented to ensure staff are aware of their requirements relating to gifts, and regular reminders and information is also published on the City's internal intranet site.

Elected Members, the CEO, and staff are required to disclose gifts in accordance with the requirements of the *Local Government Act 1995* and these disclosures are recorded within a gift register which is published on the City's website. The City has not implemented the requirement to disclose gifts that have been declined, as this is not a requirement of the Act. However, staff are required to record this information in the City's records keeping system for future reference.

<u>Recommendation 2</u>
In addition to the annual Compliance Audit Return review, the City undertakes regular internal Governance audits, to monitor gift disclosures and compliance. When non compliance occurs, the matter is reviewed and appropriate action is taken. This may include mandatory training relating to gift and interest disclosures, or if the matter is serious or repeated, disciplinary action may be taken and the matter is reported to the Department and CCC (now the Local Government Inspector and the CCC). If non-compliance is related to an Elected Member or the CEO, this is reported to the Department and CCC as required (now the Local Government Inspector and the CCC).

<u>Disclosure of declined gifts</u>
Whilst the City makes every effort to ensure Staff and Elected Members are aware of their requirements relating to gifts, and gift disclosures are made to ensure compliance and transparency, in the City's opinion, the disclosure of gifts that are declined is not required for the following reasons:

- The *Local Government Act 1995* establishes disclosure obligations for gifts that are received by the CEO and Council Members. Section 5.87A(1) requires disclosure only for gifts that have been received. The term "received" implies acceptance and possession of the gift.
- Where a gift is declined, it is never taken into possession and therefore does not meet the statutory condition of being "received". As such, a gift that is offered but not accepted, in the City's opinion, does not fall within this definition.

- The intent of disclosure provisions is to ensure transparency regarding benefits that may influence decision-making. If a gift is declined, no benefit is conferred, and therefore no potential for undue influence exists.
- Recording declined gifts as disclosures could create unnecessary administrative burden and misrepresent the nature of interactions, as no actual transfer of value occurred.

Therefore, a gift that has not been accepted should not be disclosed, as it does not meet the legislative requirement of being "received," nor does it present any risk of influence or conflict of interest.

<u>Gifts received electronically by email</u>
A gift offered via email is not considered "received" until formal acceptance occurs. The City's interpretation is based on the following principles:

- Section 5.87A of the Act requires disclosure of gifts that are received. The term "received" implies both acceptance and possession. An emailed offer is merely an invitation.
- Until the recipient formally accepts, no transfer of benefit has occurred.
- The intent of the legislation is to ensure transparency regarding benefits that may influence decision-making. If a gift remains unaccepted, there is no actual benefit conferred, and therefore no potential for undue influence.
- Formal acceptance provides a clear, auditable point in time when the gift becomes a reportable item. This prevents ambiguity about whether an offer constitutes a received gift and supports consistent governance practices.
- Treating emailed offers as "received" without acceptance could lead to unnecessary disclosures and misinterpretation of interactions.
- Requiring formal acceptance ensures that only genuine transfers of value are recorded.

In conclusion, a gift offered by email should only be considered "received" once formal acceptance has been given, as this aligns with the statutory wording, legislative intent, and best practice for transparency and accountability.

<u>Concluding remarks</u>
As a result of this Audit, the City has commenced a review of the information, processes and training provided to staff and Elected Members relating to gift and disclosures of interest, to ensure improvement. Various initiatives as outlined in the responses above have already been implemented, and additional improvements are being considered by the City, with the intent to be implemented as actions as a result of this audit. These actions will be reported to the City's Audit, Risk and Improvement Committee for consideration and adopted by Council.

Further actions taken since the response was provided

1. The City is currently drafting an internal audit program, which will include assessing purchase order approvals and amendments against the gifts register.

2. The City's code of conduct, procurement, and governance training for employees has been updated to strengthen the delivery of key considerations when accepting a gift, such as how it may affect expenditure and contract delivery procedures. These trainings are mandatory for all new starters and a refresher is required annually.

3. The City have added a mandatory check in the internal Council and Committee meeting report software for staff to consider their disclosure requirements, before the system allows them to proceed with creating the report.

The City welcomes and supports the OAG's performance audit and recommendations generally and continuously looks for ways to improve internal procedures and guidelines provided to both staff and elected members to assist them in their compliance. Where recommendations are not required by legislation, the City will continue to consider best practice in the industry and apply as if appropriate.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-3
(Officer's recommendation)

Moved: Cr Frank Mofflin **Seconded: Cr Fedele Camarda**

Council receive the Local Government Management of Gifts and Benefits Performance Audit information report.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-4 DELEGATED AUTHORITY REGISTER REVIEW 2026-2027

Meeting date:	15 June 2026
Responsible officer:	Manager Governance
Voting requirements:	Absolute Majority Required
Attachments:	1. Draft Register of Delegated Authority 2026-27 (excluding sub delegations from CEO)

SUMMARY

Council is required to undertake a review of its delegated authority register each financial year. All delegations have been reviewed to ensure that the Chief Executive Officer (CEO) and Officers have the appropriate discretion to exercise delegated authority under the relevant legislation.

This report recommends that Council acknowledge that a review has been undertaken and revoke all current delegated authority and adopt the reviewed delegations contained in the Delegated Authority Register 2026/2027, as provided in attachment 1.

BACKGROUND

In accordance with the provisions of the *Local Government Act 1995* (the Act), Council is required to review the authority it has delegated at least once every financial year. The City's current Delegated Authority Register was last reviewed and adopted by Council on 25 June 2025.

FINANCIAL IMPLICATIONS

Several delegations provide the ability for the CEO and officers to exercise power to approve tenders or commit funding. These delegations are only provided when within policy and adopted budgets set by Council.

LEGAL IMPLICATIONS

Section 5.42 of the *Local Government Act 1995* prescribes that Council may delegate certain powers and duties to the Chief Executive Officer.

A delegation authorises a person or class of persons to exercise powers that the Council would ordinarily exercise. The City of Fremantle has established a Delegated Authority Register to improve the timeliness and efficiency of decision making. In some instances, Acts and Regulations require that Council make a direct appointment to a person or class of persons. These acts do not contain a provision to allow the CEO to make a sub delegation.

For example, the *Food Act 2008* allows an Enforcement Agency (Local Government) to delegate authority but does not provide for the CEO to sub-delegate those powers where the initial delegation is made to the local government.

In addition, where legislation provides for the direct delegation to authorise a person or class of persons by other agencies or decision makers, no delegation is required from the local government.

For example, The *Environmental Protection Act 1986* provides for the appointment and authorisation of local government Environmental Health Officers directly by the Department of Water and Environmental Regulation.

Where legislation requires a function to be performed in a prescribed manner without discretion, no delegation is required. This is commonly referred to as "acting through".

For example, if a provision of an Act specified that a local government must refuse an application that does not contain the applicants' name, there is no need for Council to provide delegation to officers to refuse applications for this reason as officers are unable to exercise any discretion, they must refuse the application.

STRATEGIC IMPLICATIONS

This item is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.

CONSULTATION

An internal consultation was undertaken to ensure accuracy and to address all 'best practice' and procedural needs.

OFFICER COMMENT

A thorough review has been undertaken of the City's Delegated Authority Register with the intention of producing an up to date, comprehensive and workable register that complies with relevant legislation and meets the operational needs of the City of Fremantle.

All amendments to the Delegated Authority Register have been shown in tracked changes in Attachment 1.

The table below provides a summary of amendments made to the Delegated Authority Register 2026/2027, and minor amendments have been made to correct legislation references, remove position titles and update to some reporting requirements to align with administration processes and legislative requirements.

Delegation	Amendment	Reason
1.1 Delegated Committees of Council	Add the following words to the delegation limitations: 5. May not determine final approval for or revocation of:	Ensures the decision to revoke important Council documents is made by Council.
2.5 Payments from municipal or trust fund	Add reference to regulation 13 of the *Local Government (Financial Management) Regulations 1996*	Relevant legislation reference.
	Add under Legislation (Delegation section): For the purpose of this delegation, "payments" refer exclusively to the execution and release of funds from the City's municipal or trust fund bank accounts.	Ensures the delegation is clear by distinguishing bank execution authority (NAB) from internal financial system authorisation (Tech1/M-Files) and clarifying cash outflows vs inflows (direct debits).
2.13 Appoint persons to receive and withdrawal of complaints	Amend to align with the Model regulations and reference the appointment of officers by the CEO for dealing with complaints (not a Council delegation).	Changes provide clarity for delegated officers and the community. New delegation 5.2 cannot be included in this delegation from Council (2.13) as they are separate actions.
3.22 Modifications to the Heritage List and Local Heritage Survey	Amend the delegation to read: Council provide authorisation to modify the	Clarifies the authorised function by limiting reclassification and removal to subdivided properties that have

Delegation	Amendment	Reason
	Heritage List and Local Heritage Survey to maintain their currency by: • amending listing information where no advertising is required under the regulations to more accurately describe the listed property, and • reclassifying to **Level 4** - Historic Record Only and removing from the Heritage List any properties that which have been subdivided from the originally listed parent lot and have little or no heritage significance. which do not retain heritage significance in their own right or maintain a significant contribution to the heritage significance of the original property.	little or no heritage significance and removing redundant or ambiguous wording. Reduces the amount of administrative changes taken to Council.
3.23 Health (Asbestos) Regulations 1992 Appointment of authorised officers and approved officers	With-in the delegation change the reference from "Section" to "Regulation"	Administrative addition.
Associated Legislation Section	Change "*Environmental Protection Act 2005*" to *Environmental Protection Act 1986*	Administrative. The 2005 reference is incorrect (regulations are 2005).

Once adopted, the public register will be updated to include sub-delegations and director delegation to officers from the Chief Executive Officer and published on the City's website. Appropriate notification will be given to delegated officers.

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

COUNCIL RECOMMENDATION ITEM ARIC2606-4
(Officer's recommendation)

Moved: Cr Ingrid van Dorssen **Seconded: Cr Pip Slaughter**

Council:

1. **Revoke the Delegated Authority Register 2025-2026 and all Council delegations contained within; and**

2. **Adopt the Delegated Authority Register 2026-2027 and all Council delegations contained within, as provided in Attachment 1.**

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-5 AUDIT ACTIONS UPDATE - MAY 2026

Meeting date:	15 June 2026
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Audit Action Register as of June 2026

SUMMARY

This report provides an update on the status of actions arising from annual audits carried out in line with statutory requirements.

The report requests the Council receive and note the current list of audit actions and status associated with each.

BACKGROUND

Currently the City of Fremantle participates in or undertakes the following audits as required under the *Local Government Act 1995*:

- Audit of annual financial statements
- Audit of General computer controls and information systems
- Audit of Financial management (Regulation 5)
- Audit of general systems, procedures and controls (Regulation 17)

The Financial Audit and General Computer Controls Audit are carried out by the Office of the Auditor General (OAG) and assess both financial and information technology related compliance and controls.

The Regulation 5 and Regulation 17 audits are carried out by external auditors engaged by the City.

The OAG also carries out Performance audits from time to time on topics selected by the Auditor General. These audits assess the efficiency and effectiveness of entity activities, services and programs.

Each audit results in a series of recommendations being made by the auditor, which the City reviews, tracks and actions accordingly. Recommendations are rated based on risk and severity and the city prioritises any remediation required on that basis.

The audit register, as provided in confidential attachment 1, provides information regarding the status of each action and progress associated with each.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

The City considers and actions audit recommendations in line with its requirements under the *Local Government Act 1995*.

If the Auditor General or a local government's appointed auditor reports a significant matter in an audit report, section 7.12A of the *Local Government Act 1995* (the Act) requires a response from the local government.

The requirements of this response are:

1. Upon receipt of the auditor's report, the local government must prepare a report for its Audit Committee to address the significant matters raised and outline what action(s) the local government has taken or intends to take in respect of each of the matters raised.

2. The Audit Committee minutes and the report to the Minister are referred to Council for proper review and endorsement of any proposed actions.

3. Within 3 months of receipt of the auditor's report, a copy of the Council-endorsed report must be provided to the Minister.

4. Within 14 days of providing a copy of the report to the Minister, a copy must be published on the local government's website.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Audit recommendations are implemented and actioned in consultation with auditors to ensure accurate interpretation and understanding of audit recommendations.

OFFICER COMMENT

The audit action register has been developed as part of the continuous improvement of the City's management and reporting of audit activities and findings.

The audit action register provides a summary report of all the current open audit findings, recommendations, and progress comments from the various audit activities.

Noting that full audit reports are presented to the Audit and Risk Management Committee upon completion of each audit, the register provides an ongoing summary update on status and includes the following information:

- The core finding identified by the relevant audit.
- The associated risk rating as identified by the auditor.
- The auditor's core recommended actions.
- The officer responsible for implementing the action.
- Indications of which audits resulted in the core finding, whether it be the OAG financial, performance or IT audits, Regulation 5 or 17.
- Comments on progress made, and current status of action being taken by the City.
- Estimated completion date and actual completion date for the items that have been resolved.

At the June 2025 Audit and Risk Committee, 18 items were outstanding. Fourteen new items were raised and 13 items were completed during the period to March 2026, resulting in 19 items outstanding. No further items have been actioned since the March 2026 meeting, with 19 items remaining outstanding as at June 2026.

Summary of outstanding items:

- 12 items relate to the OAG GCC (IT) Audit:
  - one finding assessed as significant;
  - nine findings assessed as moderate;
  - two findings assessed as minor.
- One item relates to the OAG Performance Audit – Management of Purchasing Cards:
  - one finding assessed as moderate.

- Eight items relate to the Regulation 17 Audit:
  - one finding assessed as high;
  - three findings assessed as moderate;
  - two findings assessed as minor;
  - one finding assessed as improvement opportunity.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-5
(Officer's recommendation)

Moved: Cr Fedele Camarda **Seconded: Cr Frank Mofflin**

Council receive the updated Audit Actions Register as provided in confidential attachment 1.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver,Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-6 EMERGING ISSUES REPORT - MAY 2026

Meeting date:	15 June 2026
Responsible officer:	Manager Governance
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Emerging Issues Summary Report May 2026

SUMMARY

This report highlights the relevant issues which are either current or emerging and may significantly affect the operation, financial, legal, or reputational operation of the City.

These matters are raised to inform the committee of any significant issues identified by officers and allow for any further feedback or questions on the actions currently being taken or under consideration to address and resolve them.

BACKGROUND

Part of the role of the Audit, Risk and Improvement Committee is to be aware of any significant financial, political, and corporate issues being identified by the organisation and to understand, review or advise on the possible actions to address these.

FINANCIAL IMPLICATIONS

Some of the issues and potential mitigation actions outlined in this report may include financial implications for the City. Order of magnitude estimates of financial implications based on information available at the time of the report is included in the issues table attached.

LEGAL IMPLICATIONS

The City actively seeks legal advice and support where issues and risks identified have potential legal implications.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Enable the City to maintain legislative compliance and accountability for organisational decision making.

CONSULTATION

Nil.

OFFICER COMMENT

The table provided in confidential attachment 1 identifies the current or emerging issues which are considered significant by the organisation. Some are in action, and some are under review by the organisation and will continue to be updated to the Audit, Risk and Improvement Committee over time.

In conjunction with the organisation's Risk Management Framework, the City's issues log will provide a consistent and effective means of tracking, managing, and resolving significant issues.

The City's emerging issues log is populated and maintained by officers. This document is maintained live in the City's corporate document management system and is reviewed and discussed by the Executive Leadership Team as a standing agenda item monthly.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-6
(Officer's recommendation)

Moved: Mayor Ben Lawver **Seconded: Cr Pip Slaughter**

Council receive the Emerging Issues report up to May 2026 as detailed in confidential attachment 1.

Carried: 6/0

For:

Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:

Nil

Finance

ARIC2606-7 LOCAL GOVERNMENT 2025 - FINANCIAL AUDIT RESULTS (OFFICE OF THE AUDITOR GENERAL)

Meeting date:	15 June 2026
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. Financial Audit Results

Responsibility for conducting financial audits of all local government entities rests with the Office of the Auditor General (OAG). The Auditor General's report titled Local Government 2025 – Financial Audit Results was tabled in Parliament on 15 April 2026. The OAG is legislatively required to report annually to Parliament on the outcomes of financial audits conducted across the local government sector, including audit opinions on individual council's annual financial statements and sector-wide observations highlighting areas for improvement.

While there is no legislative requirement to present the OAG's sector-wide report to the Audit, Risk and Improvement Committee (ARIC), doing so reflects better practice governance. The OAG's own better practice guidance encourages entities to ensure their audit committees are informed of and engaged with all aspects of the audit process. This is further supported by the reconstituted ARIC's broader mandate to provide oversight across all audit-related matters. Presenting this report to the Committee ensures members are aware of the City's audit outcomes in the context of the wider sector, and are across the OAG's recommendations to the broader sector.

This report is brought to the Audit, Risk and Improvement Committee for review and to address the OAG's best pratcice recommendations.

For the 2024-25 financial year, the City of Fremantle received a clear audit opinion. Notably, the City was also recognised as one of only 25 best practice entities across the sector, specifically as a top 10 Band 1 and 2 entity, which is one of the most significant achievements in the OAG's annual reporting. This recognition reflects the City's strong performance across key criteria including the timeliness and quality of its financial report, availability of key staff, quality of supporting working papers, and a clear audit opinion with no modifications.

This outcome reflects the professionalism and dedication of the City’s finance team in maintaining robust internal controls and best practice processes, as well as the strong collaboration and support across the entire organisation.

REPORT

The Auditor General's report *Local Government 2025 – Financial Audit Results* (Report 13: 2025-26) was tabled in Parliament on 15 April 2026, summarising the results of annual financial audits of 138 local government entities for the year ended 30 June 2025.

For 2024-25, the OAG issued 136 clear audit opinions, with only two entities receiving qualified opinions. Audit timeliness continued to improve, with 94% of opinions issued by the 31 December 2025 statutory deadline. Areas of ongoing concern across the sector included high numbers of financial report versions, increased error values largely linked to asset valuations, and a bottleneck of audit completions in December.

Best Practice Recognition — City of Fremantle

The City of Fremantle was recognised as one of the Top 10 Best Practice entities for Band 1 and 2 for 2024-25; one of only 25 entities recognised sector-wide. Entities are assessed on the timeliness and quality of their financial report, working paper quality, management resolution of accounting matters, staff availability, management letter findings, and receipt of a clear opinion with no modifications. This recognition reflects the City's commitment to transparent and timely financial reporting.

City of Fremantle — 2024-25 Audit Outcomes

The City received a clear audit opinion for 2024-25, with the audit completed on time and the financial report assessed as audit-ready. The management letter identified three minor findings and one moderate finding, and was presented to the Audit, Risk and Improvement Committee on 10 December 2025.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-7
(Officer's recommendation)

Moved: Cr Frank Mofflin **Seconded: Cr Pip Slaughter**

Council receive the information report on the Office of the Auditor General's report on Local Government 2025 – Financial Audit Results.

Carried: 6/0

For:

Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:

Nil

ARIC2606-8 AUDIT PLANNING AND ENTRANCE MEETING FOR FINANCIAL YEAR 2025/26

Meeting date:	15 June 2026
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Audit Planning Report - 30 June 26

Responsibility for conducting financial audits of all local government entities rests with the Office of the Auditor General (OAG). For the 2025-26 financial year, the City's audit is being delivered by Grant Thornton Audit Pty Ltd, engaged by the OAG to carry out audit activities on its behalf.

The Audit Planning Report (APR), dated 8 June 2026 and signed by Carina Becker, Partner, Audit & Assurance, Grant Thornton, has been provided to this Committee in accordance with the requirements of Australian Auditing Standard ASA 260 Communication with Those Charged with Governance.

Given the OAG's preference that audit plans are not made publicly available, the APR is presented as a confidential attachment to this agenda.

As set out in the ARIC Terms of Reference, the Committee's duties and responsibilities include discussing with the external auditor the scope and planning of the audit each year.

Regulation 9(2) of the Local Government (Audit) Regulations 1996 states that the principal objective of the external audit is for the auditor to carry out such work as is necessary to form an opinion on whether the accounts are properly kept, and that the Annual Financial Report:

- is prepared in accordance with financial records
- represents fairly the results of the operations of the Local Government as at 30 June 2026, in accordance with Australian Accounting Standards and the Local Government Act 1995.

REPORT

As the appointed contract audit firm, Grant Thornton will conduct an independent audit to enable the OAG to express an opinion on whether the City's 2025-26 Annual Financial Report is free of material misstatement and prepared in accordance with the Local Government Act 1995 and Australian Accounting Standards.

The full Audit Planning Report is attached as a confidential document. A summary of the key elements is provided below.

AUDIT TIMELINE

Key milestones agreed with Grant Thornton are as follows:

Activity	Date
Interim audit procedures	22 June 2026
Management accounts and audit pack finalised	30 September 2026
Commence year-end audit fieldwork	19 October 2026
Complete audit fieldwork	13 November 2026
Draft Audit Report and Findings Report provided	27 November 2026
ARIC presentation of findings / financial statements signed	7 December 2026

AREAS OF AUDIT RISK

Grant Thornton has advised they will be focusing on the following key risk areas for the 2025-26 audit. The materiality benchmark adopted is total expenditure.

Risk Area	Significant Risk	Management Judgement
Revenue recognition	Yes	Yes
PP&E, Infrastructure and Investment Properties – Valuation (Buildings due for external revaluation in FY26)	Yes	Yes
PP&E, Infrastructure and Investment Properties – Accuracy	No	Yes
Operating expenses and payables	No	Yes
Employee costs, accruals and provisions	No	Yes
Investment in associate – Resource Recovery Group (RRG withdrawal effective 31 Dec 2025)	No	Yes
Management override of controls (presumed significant risk under ASA 240)	Yes	Yes

Information Systems (General IT Controls)	No	No

Prior Year Recommendations

Grant Thornton has carried forward four recommendations from the 2024-25 audit for assessment during 2025-26 fieldwork: establishment of a reserve account for Cash in Lieu Parking receipts (currently held in Trust Funds); implementation of a period-matching control for sponsorship grant revenue; refinement of the superannuation on-cost calculation to include all employee categories; and updating of the Fees & Charges accounting policy to clearly distinguish revenue recognition bases under AASB 15 and AASB 1058. Management's responses to each are outlined in the attached APR.

Prior Year Information Systems Findings

The 2024-25 IS audit identified 14 findings carried into 2025-26, including one significant finding (Access Management) and seven moderate findings. Seven of these findings also existed prior to FY25, including TechnologyOne management, business continuity planning, and disaster recovery plan. These will be reassessed as part of the 2025-26 IS audit. Full details are included in the attached APR.

Developments in Financial Reporting

AASB 18 Presentation and Disclosure in Financial Statements applies to the City from annual periods beginning on or after 1 January 2028. Grant Thornton has also drawn management's attention to the LGIRS Non-Financial Asset Valuation Guidelines (March 2026), which are particularly relevant given that Buildings are subject to external revaluation this year.

Independence

Grant Thornton has confirmed that the engagement team and the firm have complied with all relevant ethical requirements regarding independence. No non-audit services were provided during the period 1 July 2025 to the date of the APR.

FINANCIAL IMPLICATIONS

The OAG has provided a quote for the completion of the audit, which is covered within the FY 2025-26 Annual Municipal Budget.

LEGAL IMPLICATIONS

- Local Government Act 1995 – Sections 5.53, 5.54, 6.4, and Part 7 (Audit)
- Local Government (Audit) Regulations 1996 – Regulations 9, 9A and 10
- Local Government (Financial Management) Regulations 1996 – Part 4 (Financial Reports)

It is a requirement under the Local Government Act 1995 for Council to accept the City's Annual Report (including the Financial Report and Auditor's Report) by no later than 31 December each year. Appropriate audit planning and adherence to agreed timelines mitigates the risk of statutory non-compliance. The agreed target completion date of 4 December 2026 provides adequate buffer for this requirement to be met.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATON ITEM ARIC2606-8
(Officer's recommendation)

Moved: Cr Pip Slaughter **Seconded: Cr Fedele Camarda**

Council receive the Audit Planning and Entrance Meeting for Financial Year 2025-26 information report.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-9 PROCUREMENT POLICY EXEMPTIONS MARCH TO MAY 2026

Meeting date:	15 June 2026
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. Purchasing Policy Exemptions March - May 2026

SUMMARY

The purpose of this report is to inform Council of purchases made by the City that were exempted from the requirements of the Procurement Policy, during the period March to May 2026.

This report recommends that Council receive the Procurement Policy Exemptions report from March to May 2026.

BACKGROUND

The City's Procurement Policy outlines the requirements and decision-making process for each Policy threshold. The Policy also contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and other Policy exemptions.

The City's Purchasing Policy was amended in August 2025, with Council adopting the new Procurement Policy (C2508-22). The updated procurement policy reflects the consideration of best practice procurement principles, the Citys obligations under the *Local Government Act 1995*, and independent advice sought from procurement professionals. It also recognises and responds to the City's ongoing work to develop and maintain efficient, responsive and thorough business processes that improve City response times, supplier experience and ensure compliance.

Under this policy all exemptions applied by the City are to be reported to the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

March 2026

The total value of spending exempt from the City of Fremantle Procurement Policy was **$35,815.00** for the month of March 2026.

The value of exemptions by category is:

Exemption Category	Value $
Purchases from Original Equipment Manufacturers (OEM)	0.00
Specialist Legal or Consultant Advice	35,815.00
Sole Source of Supply	0.00
Fixed or Statutory Cost	0.00
Software License Renewal	0.00
Subscriptions	0.00
Total	**35,815.00**

Details regarding individual exemptions can be found in Attachment 1.

April 2026

No exemptions were approved in April 2026.

May 2026

No exemptions were approved in May 2026.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-9
(Officer's recommendation)

Moved: Cr Frank Mofflin **Seconded: Cr Fedele Camarda**

Council receive the information report on Procurement Policy Exemptions for March to May 2026.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-10 TENDERS AWARDED UNDER DELEGATION MARCH TO MAY 2026

Meeting date: 15 June 2026
Responsible officer: Director City Business
Voting requirements: Simple Majority Required
Attachments: Nil

SUMMARY

The purpose of this report is to summarise tenders awarded under delegation by various delegated Officers and Committees during the period March to May 2026.

This report recommends that Council receive the report on tenders awarded under delegation between March to May 2026.

BACKGROUND

Tenders awarded by the City are awarded under the following delegations, approved at Council on 25 June 2025 (C2506-15):

Delegated Authority	Amount of Delegation
Ordinary Meeting of Council	$1,000,000+ (if within budget)
CEO	Up to $1,000,000
Directors	Up to $500,000

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

FINANCIAL IMPLICATIONS

All tenders were awarded in line with the adopted 2025-26 budget.

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, of the City's Register of Delegated Authority 2025-26, the Chief Executive Officer is required to report the use of this delegation to the Audit and Risk Management Committee.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Below is a list of tenders awarded under delegation between March to May 2026.

March 2026

Tender Description	Procurement Method	Awarded By	Contractor(s)	Contract Term	Contract Value
WFCC133/25 – **Horrie Long** and Virginia Ryan Playground Renewal	WALGA	Director	Nature Based Play Pty Ltd	1 Year	$180,000.00
WFCC133/25 – Horrie Long and **Virginia Ryan** Playground Renewal	WALGA	Director	Nature Play Solutions Pty Ltd	1 Year	$180,000.00

April 2026

Tender Description	Procurement Method	Awarded By	Contractor(s)	Contract Term	Contract Value
RFQ684/25 - Provision of Powerline Clearance Services	Request for Quote *	OCM	Genus Environmental Pty Ltd	Up to 4 Years (2+1+1)	3,000,000.00
FCC699/25 - Fire Services	Public Tender	CEO	Critical Fire Protection and Training Pty Ltd	Up to 5 Years (3+1+1)	$505,000.00

* In accordance with Part 4, Division 2 Regulation 11 (2c) of the Regulations the City progressed to direct engagement with suppliers via RFQ; as no prospective tenderers made any submission for Public Tender FCC681/25 - Provision of Utility Line Clearance Services.

May 2026

Tender Description	Procurement Method	Awarded By	Contractor(s)	Contract Term	Contract Value
WFCC135/26 - Agency Labour Hire	WALGA	OCM	Maxima Training Group (Aust) Ltd	Up to 5 Years (3+1+1)	5,000,000.00
WFCC138/26 - Low Cost Urban Road Safety Project – Stevens Reserve	WALGA	Director	Roads 2000 Pty Ltd	1 Month	272,801.71
WFCC140/26 – Microsoft Licensing Renewal	WALGA	OCM	Crayon Australia Pty Ltd	3 Years	1,472,702.10

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-10
(Officer's recommendation)

Moved: Cr Pip Slaughter **Seconded: Cr Ingrid van Dorssen**

Council receive the information report on Tenders Awarded under Delegation for March to May 2026.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-11 OVERDUE DEBTORS REPORT AS AT MAY 2026

Meeting date:	15 June 2026
Responsible officer:	Director City Business
Voting requirements:	Simple Majority Required
Attachments:	1. CONFIDENTIAL - Summary of Outstanding Debtors as at May 2026

SUMMARY

This Overdue Debtors Report, with confidential attachment, is provided to the Audit, Risk and Improvement Committee to report overdue debts outstanding as at 31 May 2026. The report identifies debts overdue by more than 90 days where the total value owing is greater than $10,000.

This report recommends that Council receive the Overdue Debtors Report and acknowledge the overdue debts exceeding 90 days where the total value owing is greater than $10,000 as at 31 May 2026.

BACKGROUND

This report provides the Audit, Risk and Improvement Committee the following information:

- The total outstanding debt aged from current to over 90 days, with comparison to the same period for the previous year.
- Delegated authority usage for waivers or write offs of debts valued at $1,000 or above.
- A confidential attachment detailing debtor balances exceeding 90 days and $10,000 and a summary of debts written off.
- The Debtor Day Ratio, representing the average number of days for payment collection.

FINANCIAL IMPLICATIONS

An allowance for impairment of receivables must be recognised in annual financial statements as a cost to the budget in the year in which the impairment is made. As at 31 May 2026, $65,420 has been held as an allowance for impairment of sundry receivables. A total of $40,298 in waivers or write offs has occurred during the 2025/26 financial year.

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 $50,000 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 waivers or write-offs valued at $1,000 or above, per debtor, must be reported to the Audit and Risk Management Committee.

Any amount more than $50,000 is to be written off by Council resolution. A Council resolution authorising the write-off of any debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

Total outstanding debts as at 31 May 2026 were $1,056,199, increased from $509,476 reported to the Audit, Risk and Improvement Committee in March 2026.

The increase is primarily attributable to a capital grant invoice of approximately $450,000 that was issued in May 2026. This invoice was fully receipted in June 2026 and therefore does not represent a long-term collection risk.

Debts outstanding for more than 90 days increased marginally from $94,005 in March 2026 to $97,776 as at 31 May 2026. The increase reflects a small number of aged debtor balances and is not the primary driver of the overall increase in outstanding debt during the reporting period.

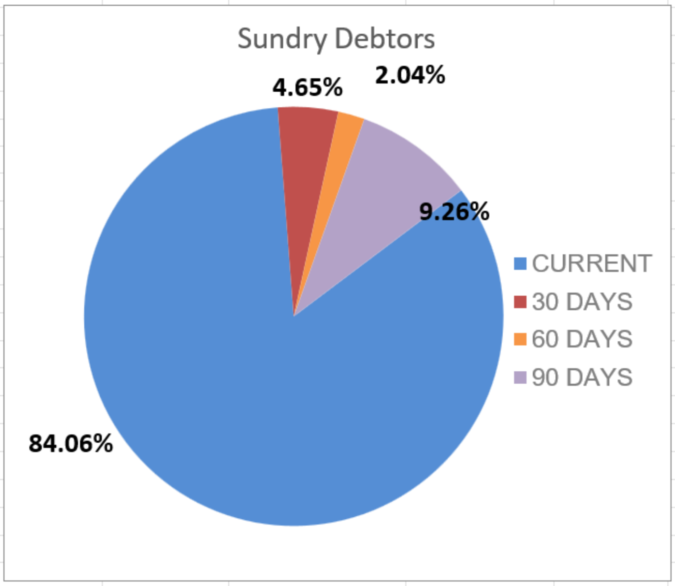
One debtor exceeds both the 90-day ageing threshold and the $10,000 reporting limit. As at 31 May 2026, the outstanding balance is $58,031, all of which is more than 90 days overdue.

Detailed information relating to this debtor is contained within the confidential attachment for the Committee's consideration.

A breakdown of aged debt for the current period compared to prior year is tabled below.

Period Ending May 2026	Current	30 Days	60 Days	90+ Days	Total
May 2026 Total Debtors	84%	5%	2%	9%	100%
	887,800	49,092	21,531	97,776	1,056,199
May 2026 Excl. Commercial Properties	89%	3%	5%	3%	100%
	570,534	17,263	32,308	17,922	638,027
May 2025 Total Debtors	63%	16%	4%	16%	100%
	473,416	119,323	33,425	119,965	746,129

The graph below shows the aged debt balances as at 31 May 2026:



Key Performance Indicators

When determining status or risk associated with outstanding debtors, officers typically consider and assess the following metrics:

- Total amount of outstanding debt
- Age of outstanding debt (and value of that debt)
- Frequency of payment of outstanding debt
- Outstanding debt per individual debtor
- Outstanding debt per type of debtor

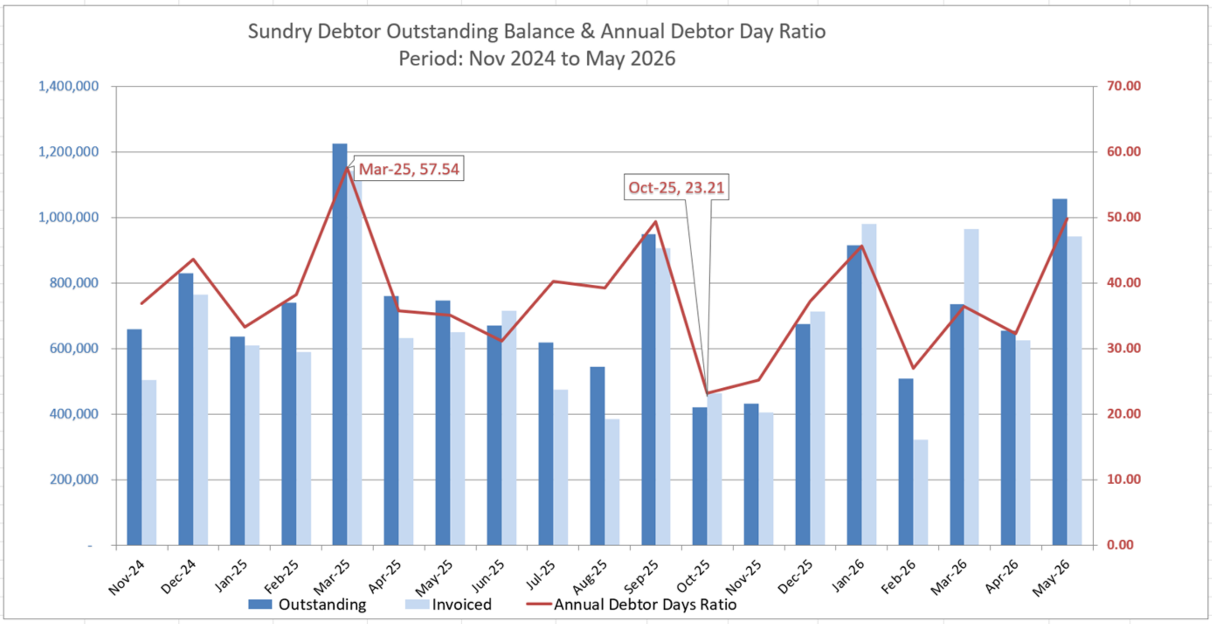
Officers consider all of these metrics alongside each other as well as the debtor day ratio to assist in providing an overarching assessment of general performance of outstanding debtors. The debtor day ratio measures how quickly cash is being collected from debtors regardless of the level of total outstanding amount of debt or the type of debt, allowing for a consistent metric that will identify periods where debtors are taking longer to pay down outstanding debt.

A number of metrics have been provided to follow that provide an initial snapshot of performance and or status of outstanding debtors to follow.

Debtor Day Ratio

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.

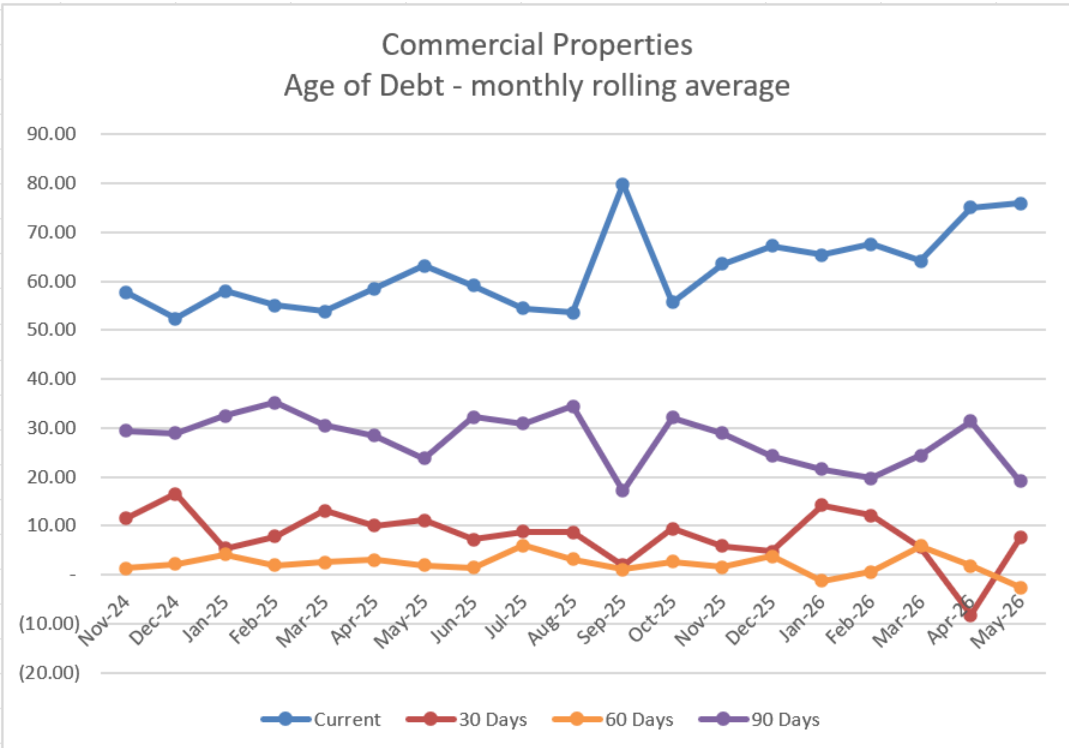
The following chart indicates the debtor days over the last 12 months. Debtor days have steadily increased over the past 12 months, with a ratio of 49.84 being reported for May 2026.



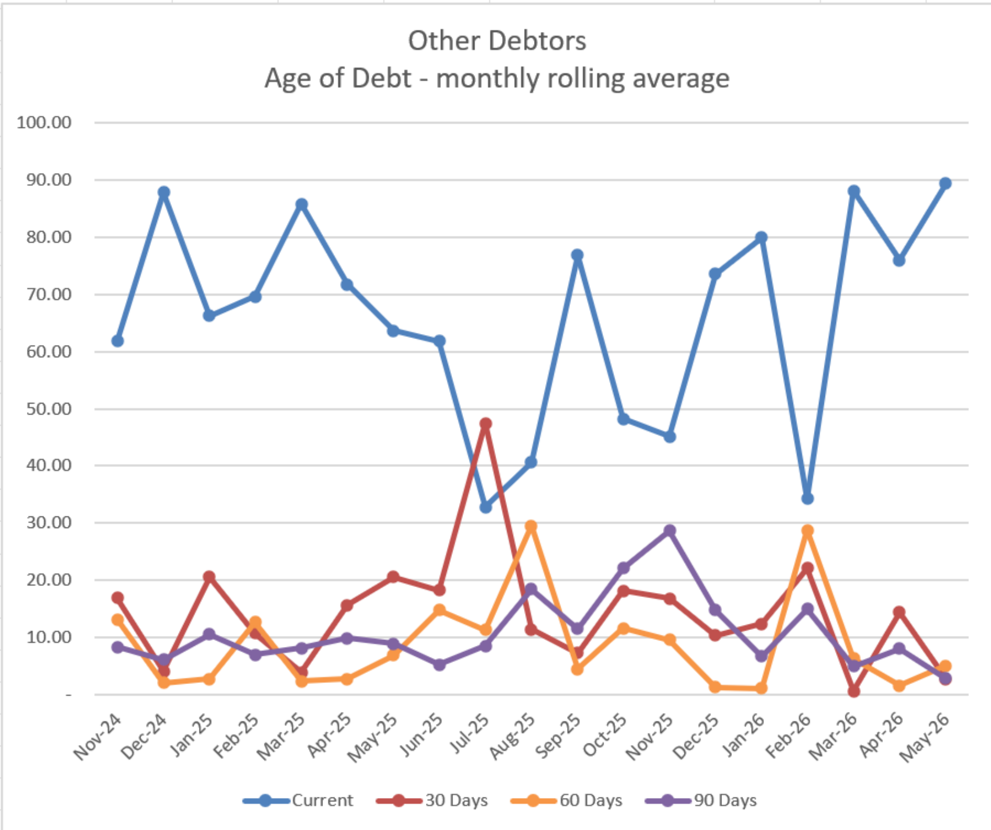
Age of Debt

The following graphs show the rolling month average of debt by age category for both Commercial and Other (non-commercial) accounts. This provides a clear view of trends in the City's aged debt portfolio over time.

For commercial debt, 75% of debt was current as of May 2026. Debt over 90 days has decreased from 19.73% to 19.10% since the last reporting period, while debt in the 30-59 day and 60-89 day categories remains low.

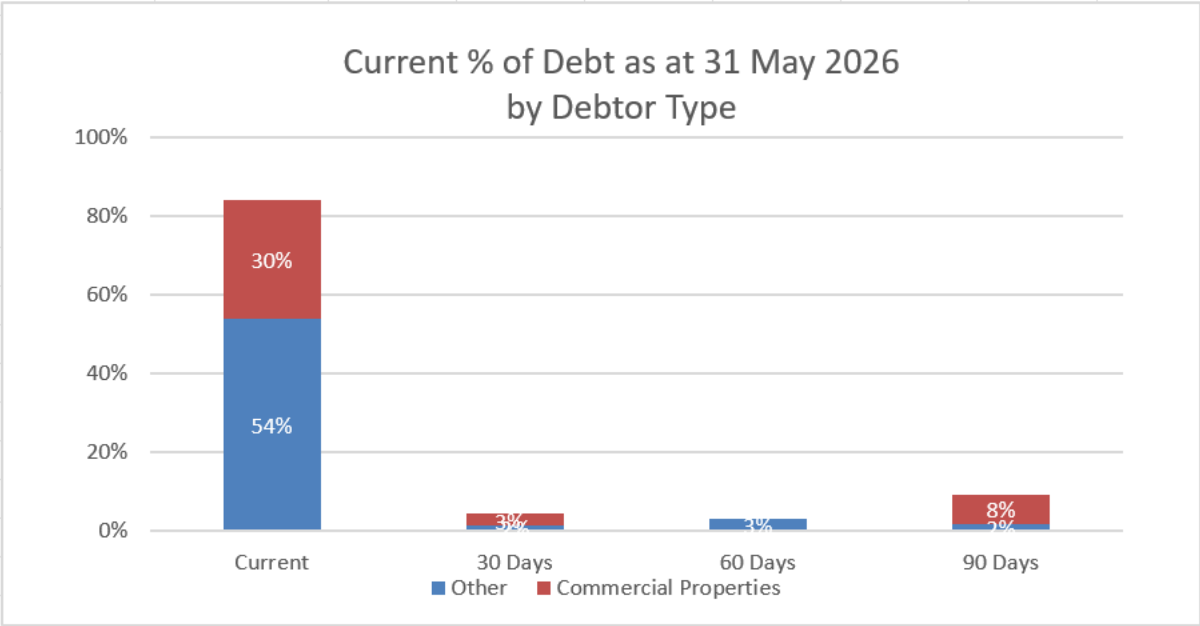


For other debtors, 89% of debt was current as of May 2026. Debt over 90 days has decreased since the last reporting period from 15% to 3%, while debt 60-89 days has decreased from 29% to 5%.



The next graph shows the current value of debt by age category, split between commercial properties and other debtors. Commercial properties make up 30% of current debt and 8% of debt over 90 days, whilst other debtors make up 54% of current, and 2% of debt over 90 days.

City officers continue working with commercial tenants to provide support, including payment arrangements where appropriate.



Delegation 2.3 - Defer payment, grant a concession, waive fees and write-off of Debts

During the reported period there was no waiver/write off.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

<u>COMMITTEE RECOMMENDATION ITEM ARIC2606-11</u>
(Officer's recommendation)

Moved: Cr Ingrid van Dorssen **Seconded: Cr Frank Mofflin**

Council receive the Overdue Debtors Report as at 31 May 2026, and the confidential attachments listing overdue debts exceeding 90 days with the combined value, by Debtor, exceeding $10,000 as at 31 May 2026.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

ARIC2606-12 FINES ENFORCEMENT REGISTRY (FER) UNRECOVERABLE FINES

Meeting date: 15 June 2026
Responsible officer: Manager Regulatory Services
Voting requirements: Absolute Majority Required
Attachments:
1. CONFIDENTIAL - Write Off Schedule 102907 - 30.09.2022
2. CONFIDENTIAL - Write Off Schedule 102916 - 30.09.2022
3. CONFIDENTIAL - Write Off Schedule 103010 - 31.12.2022
4. CONFIDENTIAL - Write Off Schedule 103030 - 31.12.2022
5. CONFIDENTIAL - Write Off Schedule 103128 - 31.03.2023
6. CONFIDENTIAL - Write Off Schedule 103156 - 31.03.2023
7. CONFIDENTIAL - Write Off Schedule 103251 - 30.06.2023
8. CONFIDENTIAL - Write Off Schedule 103275 - 30.06.2023

SUMMARY

The City of Fremantle issues parking fines to drivers of vehicles that are in breach of the Parking Local Law. Any fines that are not paid to the City within 84 days are referred to the Fines Enforcement Registry (FER) which is a statutory body within the Department of Justice, for follow up collection.

After a process undertaken by FER for recover of the debt, some matters are regarded by FER as unrecoverable.

This report recommends that Council write-off the fines identified in the attached lists by FER as being unrecoverable from the 2022/23 financial year.

BACKGROUND

The City of Fremantle uses FER to assist in the recovery of unpaid parking fines. This registry is the sole provider of the service which is able to cancel driver and vehicle licenses and undertake recovery action. This service comes at a cost which can be greater than the fine itself and these costs are recoverable if the alleged offender is located.

The City uses data provided by the Department of Transport to identify the registered owner of vehicles when enforcing unpaid penalties. This data is used to provide written notifications to owners, using regulatory final demand notices and subsequent registration with FER to assist in the recovery of unpaid parking fines.

Each year, FER identifies those registrations for which it has exhausted all avenues of enforcement and removes those records from the Registry upon agreement from the City. Matters regarded by FER as unrecoverable include factors such as death, being uneconomical to enforce due to amount owing, insufficient details being available, and time elapsed since registration.

Consequently, debts identified by FER as being unrecoverable ends further recovery of those cases (once agreed to by the City).

FINANCIAL IMPLICATIONS

Debts relating to parking infringements are not recorded within the City's financial system until paid. The City records any money recovered as revenue at point of recovery, and therefore the amount being proposed for cancellation has no impact on the City's balance sheet.

LEGAL IMPLICATIONS

FER operates pursuant to the *Fines Penalties and Infringement Notices Enforcement Act 1994*. By this statute, FER is the sole provider of the service enabled under this legislation.

Once all efforts have been made to recover unpaid parking fines, action is taken in accordance with the City's Debtor Management Policy, and Section 6.12 of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS

This is in keeping with the City of Fremantle's Strategic Community Plan 2024 – 2034:

Corporate - Lead and empower the organisation to deliver the vision of 'strong reputation, stronger future'

- Support the City through financial, procurement and revenue functions whilst ensuring legislative compliance and providing excellent customer service.

CONSULTATION

Nil.

OFFICER COMMENT

For the financial year of 2022/23 beginning 1 July 2022, FER has advised it is unable to recover $381,552.86 of unpaid fines and collection costs.

Of this amount, approximately $307,274.01 is associated with the cost of registering the case for enforcement. The remainder ($74,278.85) is the original modified penalty of the infringement notice, plus statutory fees chargeable by City of Fremantle during the statutory enforcement process.

FER is requesting permission from the City to cancel the sum of $381,552.86 due to being unrecoverable.

Some registrations date back to 2005 and include a number of deceased people, companies that are no longer registered and cases which have been registered for 4 years or more where FER considers there is no prospect of the recovery of the funds.

FER has exhausted all avenues of the recovery for these registered infringement notices. Therefore, it is recommended by officers that these outstanding fines and recovery costs are written-off, given the recovery difficulties.

The list of affected records is shown under separate confidential cover in order to maintain privacy considerations.

Officers will continue to present unrecoverable amounts identified in each respective financial year to forthcoming Audit, Risk and Improvement Committee meetings for consideration.

VOTING AND OTHER REQUIREMENTS

Absolute Majority Required

COMMITTEE RECOMMENDATION ITEM ARIC2606-12
(Officer's recommendation)

Moved: Cr Pip Slaughter **Seconded: Cr Ingrid van Dorssen**

Council approves the write-off of $381,552.86 of unrecoverable fines and associated recovery costs, outlined within the Department of Justice's Fines Enforcement Registry's schedules 102907, 102916, 103010, 103030, 103128, 103156, 103251, 103275 provided in confidential attachment 1.

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

Health, Safety and Environment

ARIC2606-13 LOCAL EMERGENCY MANAGEMENT COMMITTEE UPDATE - JUNE 2026

Meeting date:	15 June 2026
Responsible officer:	Manager Regulatory Services
Voting requirements:	Simple Majority Required
Attachments:	1. Minutes LEMC Meeting - 25 February 2026 2. Emergency Management Arrangements

SUMMARY

The purpose of this information report is to provide an overview of the functions of the Local Emergency Management Committee (LEMC), including the City's role in emergency management, and to provide the minutes of the 25 February 2026 LEMC meeting.

BACKGROUND

It is recognised that local governments are the closest level of government to their communities and have access to local knowledge about the local environment and demographic features of their communities.

It is also recognised that in some instances the wider community is not always informed as best as it can be on emergency management, and what it means to be prepared for an unanticipated emergency event.

Section 36 of the *Emergency Management Act 2005* states the functions of local government in an emergency are:

a. subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
b. to manage recovery following an emergency affecting the community in its district; and
c. to perform other functions given to the local government under this Act.

As per the definition in the *Act*, recovery means the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The functions of a local emergency management committee (LEMC) are:

a. to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
b. to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
c. to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The current LEMC is made up of City officers and representatives from:

• WA Police Force	• Australian Border Force
• DFES	• Fremantle Ports
• St John Ambulance	• Department of Communities
• Department of Defense	• Department of Health

Representatives from other groups such as aged care and medical facilities attend meetings on an irregular basis.

The City's membership of the LEMC now includes two elected members, Cr Geoff Graham and Cr Fedele Camarda, and meets four times per year.

COMMITTEE UPDATE

The City's Local Emergency Management Arrangements (LEMA), shared with the Town of East Fremantle, were endorsed by the LEMC on 27 February 2017 and approved by the State Emergency Management Committee (SEMC) on 2 May 2017. They were reviewed in 2025.

Towards the end of each financial year, Officers of the LEMC prepare an Annual Report which is a self-assessment of the City's Emergency Management capabilities. The report identifies any gaps due to external or internal factors during that period.

The committee met on 25 February 2026 to discuss the Terms of Reference for LEMC Meetings, proposed exercise planned for June 2026 and the review of the State Emergency Management Framework.

The minutes of the meeting are provided in attachment 1. The next meeting will be held on 24 June 2026 at the Town of East Fremantle.

VOTING AND OTHER REQUIREMENTS

Simple Majority Required

<u>COMMITTEE RECOMMENDATION ITEM ARIC2606-13</u>
(Officer's recommendation)

Moved: Cr Fedele Camarda **Seconded: Cr Frank Mofflin**

Council:

1. **Receive the Local Emergency Management Committee (LEMC) minutes for February 2026 as provided in attachment 1.**

2. **Endorse the City's Local Emergency Management Arrangements as provided in attachment 2.**

Carried: 6/0
For:
Ms Hayley Manser, Mayor Ben Lawver, Cr Fedele Camarda, Cr Frank Mofflin, Cr Pip Slaughter and Cr Ingrid van Dorssen

Against:
Nil

Legal, Reputation and Brand

Nil.

Motion of which previous notice has been given

Nil.

Urgent business

Nil.

Late items

Nil.

Confidential business

Nil.

Closure

The Presiding Member declared the meeting closed at 6:29 pm.