

Agenda

Audit, Risk and Improvement Committee Meeting

6:00PM Monday 30 March 2026
Council Chamber (Level 1), Civic Centre,
23 Dundobar Road, Wanneroo

wanneroo.wa.gov.au

Title:	Audit, Risk and Improvement Committee
Purpose and Role	
<p>i. The purpose of the Audit, Risk and Improvement Committee (“Committee”) is to support the Council in fulfilling its governance and independent oversight responsibilities in relation to:</p> <ul style="list-style-type: none"> a. Systems of internal controls and risk management, b. Processes for monitoring compliance with laws and regulations, c. Financial and performance reporting, and d. Internal and external audit functions and ethical accountability. <p>ii. The Committee operates in accordance with the provisions of the <i>Local Government Act 1995 (the Act)</i>, <i>Local Government (Audit) Regulations 1996</i> and <i>Local Government (Administration) Regulations 1996</i> but is not responsible for the management of the above functions.</p>	
1. Aims & Functions	
<p>1.1 Reports from the Committee will assist Council in discharging its legislative responsibilities and provide oversight of the City’s affairs, determining the City’s policies and overseeing the allocation of the City’s finances and resources. The Committee will ensure openness in the City’s financial reporting and will liaise with the Chief Executive Officer (“CEO”) to ensure the effective and efficient management of the City’s financial accounting systems and compliance with legislation.</p> <p>1.2 The Committee facilitates:</p> <ul style="list-style-type: none"> i. The enhancement of the credibility and objectivity of internal and external financial reporting; ii. Effective management of enterprise risks and the protection of Council assets; iii. Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance; iv. Regular review of reports on the internal audit function and the Strategic Internal Audit Plan; v. The provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council; vi. Addressing issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of these Terms of Reference; and vii. Seeking information or obtaining expert advice through the CEO on matters of concern within the scope of these Terms of Reference following authorisation from Council. <p>1.3 Outsourced Internal Audit Service Provider (Internal Auditor) To recommend to Council the person or persons to be appointed as the City’s Internal Auditor.</p> <p>1.4 Internal Audit</p> <ul style="list-style-type: none"> i. Provide guidance and assistance to Council in carrying out functions of the City in relation to internal audits. ii. Discuss with Internal Audit Function (In-house Internal Audit Team and Outsourced Internal Audit Service Provider) and management other topics that should be included in the internal audit charter. iii. Review and recommend the Internal Audit Charter to Council for endorsement. iv. Ensure the Internal Audit Function has unrestricted access to, and communicates and interacts directly with the Committee, including regular and direct communication without senior management present as the need arises. v. Assess the internal audit plan to ensure that it comprehensively covers risks that may threaten the achievement of strategic objectives. vi. Review and recommend the City’s risk-based internal audit plan to Council for endorsement. 	

- vii. Review the scope of the audit plan and program and its effectiveness.
- viii. Review the appropriateness of special internal audit assignments undertaken by internal auditor at the request of Council or CEO unless the circulation of these assignments is prohibited by law from further circulation.
- ix. Review the level of resources allocated to internal audit and the scope of its authority.
- x. Review internal audit reports, monitor and oversee management's implementation progress of the internal audit review recommendations through the City's Internal Audit Log reported to the Committee on a biannual basis.
- xi. Review the annual Internal Audit review of Compliance Audit Return and report to Council the results of that review.
- xii. Review and consider the CEO's triennial reviews as stipulated in:
 - a. Regulation 17 of the *Local Government (Audit) Regulations 1996* on the appropriateness and effectiveness of the City's systems and procedures regarding risk management, internal control and legislative compliance; and report to Council for endorsement; and
 - b. Regulation 5 of the *Local Government (Financial Management) Regulation 1996* on the appropriateness and effectiveness of the City's systems and procedures in regard to financial management and report the results to Council for endorsement.
- xiii. Review of all internal audit reports and the adequacy of Management's responses to internal audit recommendations.
- xiv. Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), and with Council's own standards.
- xv. Make appropriate enquiries of management and Internal Audit Function to determine whether scope or resource limitations are appropriate.
- xvi. Receive communications from in-house internal audit team about Internal Audit Function's:
 - a. performance relative to its plan, and
 - b. quality assurance and improvement program including results of external assessments conducted at least once every five years.
- xvii. Monitor and review the quality of internal audit services delivered and compliance with the Institute of Internal Auditor's (IIA) Global Internal Audit Standards (Standards) as outlined in the Internal Audit Charter.

1.5 External Audit

- i. The Auditor General of Western Australia (Auditor General) is mandated to be the external auditor and the Committee should therefore develop and recommend to Council the agreement between the Council and the Auditor General. The agreement is to include:
 - a. the objectives of the audit;
 - b. the scope of the audit;
 - c. a plan of the audit;
 - d. details of the remuneration and expenses to be paid to the auditor; and
 - e. the method to be used by the local government to communicate with, and supply information to, the auditor.
- ii. Accept responsibility for the annual external audit.
- iii. Meet with the external auditor at least once in each year, without management being present and recommend to Council on the matters discussed and outcome of those discussions.
- iv. Liaise with the CEO to ensure that the City does everything in its power to:
 - a. assist the auditor to conduct the audit and carry out his or her other duties under the Act; ensure that audits are conducted successfully and expeditiously; and
 - b. examine the reports of the auditor after receiving a report from the CEO on the matters and determine if any matters raised require action to be taken by the City.
- v. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- vi. Review the City's draft annual financial report, focusing on:
 - a. Accounting policies and practices;
 - b. Changes to accounting policies and practices;
 - c. The process used in making significant accounting estimates;
 - d. Significant adjustments to the financial report (if any) arising from the audit process;
 - e. Compliance with accounting standards and other reporting requirements; and
 - f. Significant variances from prior years.

- vii. Consider and recommend adoption of the annual financial report to Council, and to review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- viii. Discuss the external audit plan including proposed audit strategies and how they might relate to identified risk areas.
- ix. Extend a standing invitation to the external auditor to attend Committee meetings as required to discuss the external audit plan, draft and final financial statements and the management letter.

1.6 Fraud, Misconduct and Corruption as per the Integrity Framework

- i. Oversight of risk management, including fraud, misconduct and corruption control.
- ii. Review the City's Risk Management Framework for identifying, monitoring and managing business risk, including risks associated with fraud, misconduct and corruption.
- iii. Review the Strategic Internal Audit Plan annually to ensure it covers fraud, misconduct and corruption risks.
- iv. Review summary reports from management on all actual frauds, thefts and breaches of laws and ensuring these are reported to the accountable authority and/or relevant authorities.

1.7 Risk Management

The Committee oversees the City's system of risk management and internal controls. It's responsibilities include, but not limited to:

- i. Reviewing and overseeing progress and updates on all Strategic Risks biannually and significant risk exposures and controls issues, including fraud risks, governance issues and other necessary matters.
- ii. Overseeing the management of Risks rated extreme and high on a quarterly basis.
- iii. Reviewing whether the City has an effective Risk Management Framework and is in line with Council's risk appetite and processes.
- iv. Monitoring changes in government strategies, the economic and business environment and other trends and factors related to the City's risk profile.
- v. Considering the impact of organisational culture on risk management and internal controls.
- vi. Liaising with other committees on matters relating to risk management, fraud and internal control.
- vii. Considering the adequacy and effectiveness of internal controls and the risk management framework, but not limited to:
 - a. Reviewing management's response to risks, including IT risks.
 - b. Reviewing management reports on communication from external parties including regulators that indicate problems in the internal control system or inappropriate management actions.

1.8 Corporate Reporting

- i. To oversee progress on the delivery of the Council Plan quarterly.
- ii. To consider and oversee the Contract Status Report biannually.
- iii. To consider and provide oversight of the Purchasing Policy (Section 5.7.2) Chief Executive Officer Exemption approvals biannually.

2. Membership:

- 2.1 Members shall conduct their duties and make recommendations in a manner that upholds the principles of impartiality and independence all times.
- 2.2 Council determines by absolute majority the membership of the Committee considering the nature, size, scale, diversity and complexity of the City's activities and systems. The Committee as a whole will have a broad range of skills and experience relevant to the operations of the Council:
 - i. at least one member with financial qualifications and experience with an understanding of accounting and auditing standards in the public sector/local government environment,
 - ii. skills and experience relevant to discharging responsibilities, including experience in business, financial and legal compliance, risk management, and
 - iii. local government background and experience as applicable.

- 2.3 The membership of the Committee must comprise the following roles, with a minimum of three Members:
- i. Two external independent members,
 - ii. Other Committee Members (Members) meaning the majority to be Elected Members with one position to be occupied by the Mayor.)
 - iii. The CEO and the City's employees are not Members.
- 2.4 The Members should keep themselves informed and demonstrate they have the skills and experience to effectively discharge their responsibilities as detailed in these Terms of Reference. Members are expected to:
- i. understand the legal and regulatory obligations of the Council,
 - ii. understand the City's governance arrangements that support achievement of the strategies and objectives,
 - iii. exercise due care, diligence and skill when performing their duties,
 - iv. adhere to the City's Council Member, Committee Member and Candidate Code of Conduct and demonstrate behaviours which reflect the City's desired culture,
 - v. be aware of contemporary and relevant issues impacting the public sector/local government, and
 - vi. only use information provided to the committee to carry out their responsibilities, unless expressly agreed by the Council.
- 2.5 Tenure of membership of the Committee will be in accordance with section 5.11 of the Act.
- 2.6 External Independent Members**
- i. The two External Independent Members (Independent Member/s) must have senior business, financial management or requisite knowledge and skills to benefit the Committee. All recommendations to appoint an independent member must be made by the Committee to Council.
 - ii. Current serving Elected Members of other local governments will not be considered as members of the Committee.
- 2.7 Appointments:**
- i. The appointments follow a structured and transparent process to ensure impartiality and alignment with legislative requirements. Expressions of interest for appointment of any Independent Member shall be publicly advertised by Council. Appointment of any Independent Member will be for a maximum period of two years. An external independent member is not to be a City staff or Council Member.
 - ii. Where new Members are appointed to the Committee after an election or appointment, the City will conduct an induction at the first meeting following the appointment, to help support the skills and experience of the Committee Members.
- 2.8 Termination and Resignation:**
- i. Council must give written notice to any Member that Council proposes to remove them from the Committee at any time before their term expires, and must provide them the opportunity to make a deputation at the relevant Agenda Briefing or Council Meeting as applicable.
 - ii. A member can resign from the Committee by providing written notice to the Presiding Member at any time before their term expires.
- 2.9 Fees:**
- i. An External Independent Member appointed in accordance with the Terms of Reference is to be paid a per meeting fee up to the maximum fee determined from time to time by the Salaries and Allowances Tribunal and approved by Council.

3. Presiding and Deputy Presiding:

- 3.1 The Presiding Member and Deputy Presiding Member who must be Members of the Committee, are to be elected by Council in accordance with the Act.
- 3.2 The Presiding Member will preside at all meetings.
- 3.3 In the absence of the Presiding Member, the Deputy Presiding Member will preside over the meeting, and in their absence, a person is to be elected by the Committee to preside over the meeting.
- 3.4 The Presiding Member is responsible for the proper conduct of the Committee.

4. Meeting Procedure:

4.1 Procedure

- i. The Committee shall meet on a regular basis at least quarterly and as required.
- ii. All meeting dates are advised to Council and Committee Members via the City's Corporate calendar invitation.
- iii. An agenda will be circulated to the Members in accordance with the Act prior to each meeting.
- iv. Minutes of all meetings will be kept in accordance with the Act.
- v. Copies of all agendas and minutes will be kept on the City's electronic record keeping system, and hard copies are filed in the Elected Members reading room.
- vi. All agenda and minute documentation to be generated through the City's applicable software reporting system.
- vii. The Presiding Member and CEO may invite members of management, internal and external auditors or others to attend meetings as observers and/or to provide pertinent information and/or answer queries of the Committee.
- viii. Committee recommendations have no effect unless they have been made by simple majority. A simple majority is not less than half of the votes of Members present at the meeting.
- ix. All Members have one vote. The Presiding Member will have the casting vote and simple majority will prevail.
- x. An officer from the Office of the Auditor General (**OAG**) will be invited to attend up to three committee meetings in a calendar year as an observer. This was requested and declared carried by the Committee at its meeting on 19 September 2023.

4.2 Quorum:

- i. As prescribed in section 5.19 of the Act, the quorum for a meeting shall be at least 50% of the number of offices of the Committee, whether vacant or not.
- ii. The CEO or his/her nominee is to attend all Committee meetings to provide advice and guidance to the Committee.

4.3 Independence and Conflict of Interest

- i. The Committee must remain independent from management but will be administratively supported by the City.
- ii. At the start of each Committee meeting, members are required to declare any known conflicts of interest that may apply to specific matters on the meeting agenda. Committee Members should have regard to the Council Member, Committee Member and Candidate Code of Conduct when considering what disclosures may be required.
- iii. It is the Committee Members responsibility to excuse themselves from the meeting or from the committee's consideration of the relevant agenda item(s) depending on the nature of the interest declared.

- iv. Details of any interests declared by Members, and actions taken to manage the conflicts, should be appropriately recorded in the meeting minutes and the Register of Conflicts of Interest.

5. Authority of Establishment

- 5.1 The Committee is established under ss. 5.8 and 7.1A of the *Local Government Act 1995*.
- 5.2 The Committee is a formally established committee of the Council and is responsible to the Council.
- 5.3 The Committee reports to Council and provides appropriate advice and recommendations in accordance with these Terms of Reference to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

6. Delegated Authority:

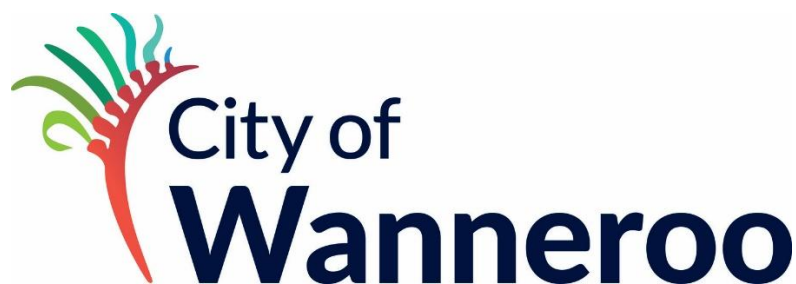
- 6.1 The Committee does not have:
- i. Any delegated authority;
 - ii. Executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility; and
 - iii. Any management functions and cannot involve itself in management processes or procedures

Administration Use Only			
Date of Council Establishment of Group:		GS06-11/05: July 2008	
Council Minute – Ref:		CE21-12/25	
Terms of Reference - HPE Ref:		19/265363(v4)	
HPE Container – Ref:		7312*	
Operational Procedures - HPE Ref:		N/A	
Last Review Date:	November 2025	Next Review Date:	November 2027

MEMBERSHIP

Members:

LINDA AITKEN, JP	Mayor
JAMES ROWE, JP	South Ward
EMAN SEIF, JP	South Ward
JORDAN WRIGHT, JP	Central Ward
PAUL MILES	Central-East Ward
BRONWYN SMITH	North-East Ward
ALEX FIGG	North Ward
PHILLIP DRABER	Independent Member (Presiding Member)
SHONA ZULSDORF	Independent Member (Deputy Presiding Member)



Notice is given that the next Audit, Risk and Improvement Committee Meeting will be held in the Council Chamber (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo on **Monday 30 March, 2026** commencing at **6:00PM**.

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A G E N D A

We wish to acknowledge the Traditional Custodians of the land we are meeting on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

Meetings to be conducted in accordance with the City of Wanneroo Standing Orders Local Law 2021

*Meetings of committees of Council convened under Section 5.8 of the Local Government Act 1995 (the **Act**) are subject (in part) to the City of Wanneroo Standing Orders Local Law 2021 (the **Standing Orders**). For the avoidance of doubt and in accordance with clause 9.6 of the Standing Orders, a committee's presiding person may determine that a committee meeting will be conducted in full compliance with the Standing Orders including those sections which are not explicitly stated to apply to committee meetings, this determination to be effected by a declaration by the presiding person at the opening of the meeting.*

As Presiding Member of the Audit, Risk and Improvement Committee and in accordance with clause 9.6 of the City of Wanneroo Standing Orders Local Law 2021 I declare that all provisions of the Standing Orders will apply to the conduct of this meeting.

Item 1 Attendances

Item 2 Apologies and Leave of Absence

Item 3 Confirmation of Minutes

That the minutes of Audit, Risk and Improvement Committee Meeting held on 17 November 2025 be confirmed.

Item 4 Reports

Declarations of Interest by Committee Members to be recorded here, including the nature and extent of the interest. Declaration of Interest forms to be completed and handed to the Chief Executive Officer.

4.1 Update of the Internal Audit Log

File Ref: 7312V009 – 26/63599
Responsible Officer: Chief Executive Officer
Attachments: 2

Issue

To consider the City of Wanneroo's (the **City**) updated Internal Audit Log as at March 2026.

Background

The Internal Audit log provides an update on the progress of implementing recommendations from audit and review reports presented to the Audit and Risk Committee conducted by the:

- City's previous Internal Audit Service Provider;
- City's Internal Audit Service Provider – Paxon Group (**Paxon**);

- Office of the Auditor General (**OAG**);
- Internal Audit Team (in-house/outsourced) or external third party upon specific request from the Chief Executive Officer (**CEO**).

Detail

In December 2025, Administration reviewed the actions for the outstanding items on the Internal Audit Log and provided updates to Internal Audit. Additional follow up was conducted to progress outstanding items.

Internal Audit has recognised in the table below the progress made by Administration. In accordance with the internal audit log review process, updates and any extension of due dates requested by responsible owners were reviewed and signed off by the respective Director and the Chief Executive Officer (**CEO**).

A summary of the status of issues within the Internal Audit Log is set out below:

Table 1:

Rating of audit findings	Total	High	Moderate	Low
Open as at 4 September 2025	39	8	18	13
New Recommendations	24	1	10	13
Implemented and recommending closure* (see table 2)	23	3	8	12
Open as at 17 March 2026	40	6	20	14
Extensions on due dates requested by management (see table 3)	26	7	13	6
<i>Open items that remain outstanding for greater than 18 months from the original due date (see table 4)</i>	10	1	5	4

Details of the recommendations, management comments (including the extension requests) and Internal Audit comments are captured in **Attachment 1** Internal Audit Log – March 2026.

Further summary details are provided below on Completed/Closed items, Extended Outstanding Items and Aged Items.

Summary of Completed/Closed items

The Internal Audit in-house team manage and maintain the City's internal audit log whereas Paxon perform validation review process for action items requesting closure.

Paxon has performed internal audit validation work and confirmed the closure of 23 action items, and 2 action sub-items summarised in table 2 below with details outlined in **Attachment 2: Paxon's Report – Internal Audit Log Review of Completed Items March 2026**.

Table 2:

Audit Review	Full Actions Paxon confirmed as completed				Action Sub-Items Paxon confirmed as completed
	Total Action Items closed	High	Moderate	Low	
Long Term Financial Planning & Reporting – October 2018 (page 1)	1			Item 3	
Strategic Asset Management – December 2018 (page 2-4)	1		Item 6		Item e

Audit Review	Full Actions Paxon confirmed as completed				Action Sub-Items Paxon confirmed as completed
	Total Action Items closed	High	Moderate	Low	
Boulevard Group - ISO 45001:2018 Compliance Audit June 2023 (page 7-15)	11	Items 6, 7	Items 8, 9, 10, 15	Items 1, 2, 12, 13, 16	Item 41
Office of the Auditor General - Staff Exit Controls at Large Local Government Entities – June 2024 (page 16-17)	1		Item 3		
Land Development Asset Handover – August 2024 (page 17-20)	3			Items 2.1, 2.2, 3	
Financial Management Review 2022	1	Item 1			
Regulation 17 Review 2025	1			Item 6.1	
Culture Review – 2025	1			Item 5.5	
Financial Management Review Report - 2025	3		Items 2, 10, 14		
TOTAL	23	3	9	11	2

*Note: Recommendations that have been completed by management partially are not included within this count. These have been included within the open action items under Table 1.

Summary of Extended Outstanding Items

Extensions for 26 outstanding items were requested by management and approved by the CEO. The remaining 14 actions are progressing and still within the respective approved completion dates.

The extended 26 action items are summarised in the table below:

Table 3:

	Total	High	Moderate	Low
Extensions on due dates for March 2026	26	7	13	6
Approved extensions that have been extended more than 3 times	6	-	4	2

Summary of Aged Items

We have summarised in Table 4 below the open items that have remained outstanding for more than 18 months from the original due date. This is a reduction from 11 action items in September 2025 to 11 action items in March 2026.

The aged items or open items that have remained outstanding for more than 18 months from the original due date are summarised in the table below per Directorate:

Table 4:

Open items that remain outstanding for greater than 18 months from the original due date	Total	High	Moderate	Low
<i>Previous Audit Log September 2025</i>	11	-	6	5
March 2026	10	1	5	4
Aged Items per Directorate				
• Assets	2	-	2	-
• Corporate Strategy & Performance	6	-	3	3
• Planning and Sustainability	2	1	-	1
• Community and Place	-	-	-	-
• Office of the CEO	-	-	-	-

Consultation

In updating the Internal Audit Log, each Manager of the respective service unit responsible for implementation of the various recommendations have been consulted.

Comment

Since the Internal Audit Log was last presented to the committee in September 2025, Administration has continued to progress with the implementation of the audit recommendations.

The new audit reviews that were captured in this round of reporting are:

- Regulation 17 (2025) – four rated low with five recommendations;
- Culture Review – two rated medium and three rated low with 11 recommendations;
- Financial Management Review Report (2025) – one rated high, eight rated medium and six rated low with 21 recommendations (Re-rated in accordance with the City's risk assessment tools)

Administration will continue to monitor and report on the progress of implementing the audit recommendations to the Committee on a biannual basis. This is in accordance with the Committee's Terms of Reference.

Statutory Compliance

Nil

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	9.0 Ineffective Governance	Medium
Level 2 Corporate Risk	9.1 Compliance Framework	Medium
ACCOUNTABILITY		ACTION PLANNING OPTION
General Counsel		Manage

Policy Implications

Nil

Financial Implications

Financial implications arising from the implementation of the audit recommendations will be managed by the respective service units through the 2025/26 operational budget.

Voting Requirements

Simple Majority

Recommendation

That the Audit, Risk and Improvement Committee RECEIVES and ACCEPTS:-

1. The Internal Audit Log updated as at March 2026 (Attachment 1) and Paxon's Report - Internal Audit Log Review of Completed Items March 2026 (Attachment 2); and
2. The 23 action items and two action sub-items validated and recommended by Paxon for closure as set out in Attachment 2.

These attachments are confidential and distributed under separate cover to all Council Members.

Attachment 1: Internal Audit Log - March 2026

Attachment 2: Paxon's Report - Internal Audit Log Review of Completed Items March 2026

Attachments:

1. Attachment 1: Internal Audit Log - March 2026 *Confidential*
2. Attachment 2: Paxon's Report - Internal Audit Log Review of Completed Items March 2026 *Confidential*

4.2 Purchasing Policy (Section 5.7.2) Chief Executive Officer Exemption Approvals

File Ref: 3131V03 – 26/83250
 Responsible Officer: Acting Director Corporate Strategy & Performance
 Attachments: 1

Issue

To consider the Chief Executive Officer (**CEO**) exercising the exemption provision set out in Section 5.7.2 of the City's Purchasing Policy (**Policy**).

Background

In addition to the tender exemptions set out in Section 11(2) of the *Local Government (Function and General) Regulations 1996 (Regulations)*, Section 5.7.2 of the Policy set outs specific exemptions where the City of Wanneroo (the **City**) is not required to undertake a competitive purchasing process, i.e. a Request for Quotation and where the total value of such purchase does not exceed \$250,000 (exclusive of GST).

One of the exemption categories enables approval by the CEO as follows:

"Procurement as required and determined by the CEO providing that both the CEO and one other Director provide their approval in writing prior to the procurement and that the details are recorded in an annual register."

In accordance with Section 5.7.2 of the Policy, the City shall report any occurrence of the CEO exercising the exemption provision to the Audit and Risk Committee (**Committee**).

Detail

The following matters were considered and approved by the CEO for the period 2 August 2025 to 6 March 2026.

Name of Supplier	Description of Work / Services	Quotation value (ex GST)	Date Approved
WyldLynx Pty Ltd	Provision of Content Manager Technical Support & Consultancy Services	\$60,200	27 August 2025
Local Government Professionals Australia WA	Data Drives Decisions Project	\$45,000	10 September 2025
Culture Amp	Subscription Extension of Survey Platform Culture Amp	\$106,137.40	27 October 2025
Wildflower Society of Western Australia Incorporated	Wannagrow – Plants for Residents Giveaway	\$42,000	24 November 2025
The Trustee for The Wilk Family Trust t/as Wilk Advisory	Operational Risk Register Review, and Review of Risk Management Framework and Policy	\$36,000	12 December 2025

Name of Supplier	Description of Work / Services	Quotation value (ex GST)	Date Approved
Technology One	Human Resources and Payroll (HRP) System, Application Managed Support Program	\$47,374.40	22 December 2025
Fleetspec Hire	2T Tray Truck with Crane Hire	\$40,500	12 January 2026
AMCS Australia Pty Ltd	Waste Self Service Vouchers	\$23,520	25 February 2026
Source Business Partners	Mentoring Support Services	\$25,500	26 February 2026
Snap Send Solve	Third party mobile app that allows residents to report community issues	\$117,540	6 March 2026

A copy of the relevant supporting documentation in relation to each approval is set out in **Attachment 1** Purchasing Policy (CEO) Exemptions.

Consultation

Consultation occurred between the CEO and the relevant Director.

Comment

The Policy provides for such exemption subject to the public tender threshold being a purchase where the total value of the procurement does not exceed \$250,000 (ex GST).

Statutory Compliance

The Policy is established in accordance with the requirements of Section 3.57 of the *Local Government Act 1995* and with the requirements of Part 4 of the Regulations.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

There are no existing Strategic or Corporate risks within the City's existing risk registers which relate to the issues contained in this report.

Policy Implications

Approval of the exemptions is in accordance with Section 5.7.2 of the Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Audit, Risk and Improvement Committee ACCEPTS the Purchasing Policy (Section 5.7.2) exemptions approved by the Chief Executive Officer.

Attachments:

[1](#). Attachment 1 - 5.7.2 Purchasing Policy CEO Exemptions - March 2026 26/84546



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: Provision of Content Manager Technical Support & Consultancy Services

CM CONTAINER No:40192

CM RECORD No: 25/295062

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
WyldLynx Pty Ltd	\$60,200	11/08/2025	25/297950

PROPOSED PROCUREMENT EXEMPTION

Background:

The Information Management (IM) team are responsible for the ongoing development, maintenance and user support of the City's recordkeeping system, Content Manager. The team is under resourced and lacking in experience and technical skills.

The lack of adequate Content Manager skills and experience has resulted in several system related issues which are affecting end users. These issues are unable to be resolved with the current resourcing levels and capability.

In addition to this there are a number of IM/Content Manager related initiatives that need to be progressed in line with operational plans, including but not limited to:

- Implementation and training of MS Teams to Content Manager integration
- Implementation of electronic records destruction program and optimisation of Doc Stores
- Implementation of a Content Manager integrated electronic document signing solution
- Implementation of new Retention & Disposal schedules to support PRIS legislation
- Re-configuration of Content Manager Location structure to enable improved security
- Bulk upload of Authority documents into Content Manager to support Altitude upgrade project

Detail:

To fill the technical skills and experience gap temporarily, this proposal seeks approval to procure consultancy services for the provision of Content Manager technical support direct from Wyldlynx Pty Ltd, a partner of OpenText. WyldLynx offers four separate annual support packages

★ Platinum	★ Gold	★ Silver	★ Bronze
Unlimited tickets	Unlimited tickets	5 tickets/month	Pay-per-ticket
1-hour response L1	1-hour response L1	4-hour response L1	24-hour response L1
2-hour response L2	2-hour response L2	8-hour response L2	24-hour response L2
24-hour response L3	24-hour response L3	48-hour response L3	48-hour response L3
20 SRs/month	10 SRs/month	5 SRs/month	Pay-per-SR
Annual Upgrades	Annual Upgrades	Technical Health check	
Technical Health check	Technical Health check	Support Portal	
Account Manager	Account Manager		
Monthly Analysis check	Monthly Meetings		
Monthly Meetings	Support Portal		
Support Portal	10% off Dev costs		
Free WL SmartTools®	10% off Consultancy		
15% off Dev costs			
15% off Consultancy			

Ticket = Incident Response; SR = Service Request; L1 = Major Incident (>7 users impacted); L2 = Significant (>3); L3 = Minor (1-3)

Annual Support Options	Monthly Fee	Annual Fee	Hours
★ Bronze Support Package	\$225 per hour	N/A	N/A
★ Silver Support Package	\$ 1,750	\$ 21,000	95
★ Gold Support Package	\$ 5,016.67	\$ 60,200	275
★ Platinum Support Package	\$ 7,816.67	\$ 93,800	415

Given the amount of support required until the IM and Business Systems teams can recruit to fill existing vacancies, plus the number of Content Manager related initiatives which need to be progressed, this proposal recommendation is to purchase the Platinum Support package – annual fee \$93,800. The benefit of support hours is that they can be used for anything, including consultancy, system config/development or even staff training.

A comparison quote for annual support was requested from another known OpenText partner vendor, Information Proficiency, but no direct comparison could be achieved as they only provide quotes based on a specific scope of work.

The cost of annual support is offset against the current vacancies in IM and Business Systems. Funding will come from Business Systems consultancy budget.

Recommendation:

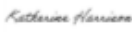
An exemption from the requirement to call competitive quotations and contract directly with WyldLynx Pty Ltd for technical support services is requested.


Such exemption is provided under Section 5.7.2 of the City's Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Catherine Chick	
Submitted By:	CM Notes* Signature: "Monday, 11 August 2025 at 9:52:43 AM (GMT+08:00) Chick, Catherine:" Approved as Instigating Officer, Coordinator Business Systems	Date: 11/08/2025
Instigating Officer Position: Coordinator Business Systems		

Name:	David Best	
Reviewed By:	Signature: "Monday, 11 August 2025 at 12:48:42 PM (GMT+08:00) "Best, David (Mr):" CEO exemption request reviewed and endorsed	Date:
Manager Contracts & Procurement		

Name:	Alex Evans	
Endorsed By:	Signature: "Friday, 22 August 2025 at 9:09:11 AM (GMT+08:00) "Evans, Alex":" Approved as M/CIS	Date:
Manager Customer & Information Services		

Name:	Katherine Harrison	
Recommended By:	Signature: 	26/08/2025
A/Director Corporate Strategy & Performance		

Name:	Bill Parker	
Approved By:	Signature: 	27/08/2025
**Chief Executive Officer		

***Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign**
****cc to ccoenquiries@wanneroo.wa.gov.au**



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: [Data Drives Decisions Project](#)

CM CONTAINER No: 54444

CM RECORD No: 25/327395

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Local Government Professionals Australia WA	\$15,000 subscription fee per year (exemption requested for a 3-year period with total expected procurement value of \$45,000)	22 August 2025	25/327148

PROPOSED PROCUREMENT EXEMPTION

Background:

The Data Drives Decisions Project (DDP) is an initiative co-designed with the local government sector for the operational needs of the sector. The program assists local governments in making complex and important decisions based on consistent and credible data. The DLGSC is supportive of this program in principle. The DDP is a subscription offering at a cost of \$15k per year.

Detail

Seeking CEO exemption to procure the subscription direct from LGP Australia WA for the following reasons:

Uniqueness of the Program

- The DDD program is not commercially available and has been co-developed with and for the local government sector.
- No alternative provider offers a comparable solution that integrates the Annual Grants Commission Acquittal, LGIS Asset Register, and Australian Bureau of Statistics data in a unified framework tailored to local government operational needs.

Sector-Specific Benchmarking

- The program enables benchmarking across participating local governments, which is only possible through this initiative.
- Without access to this program, we would lack the ability to compare performance and priorities meaningfully with peers using the same data sources and methodology.

No Additional Data Burden

- The program uses existing data and IT infrastructure, requiring no additional data entry or system integration.
- It is built on off-the-shelf Microsoft products, ensuring accessibility and compatibility without further investment.

Strategic Alignment

- The DDD Project complements the Liveability Survey by providing a data-driven operational lens to Council Plan performance, while the Liveability Survey captures community sentiment and priorities. Together, they offer a balanced and comprehensive performance framework:

- Liveability Survey: Measures community perceptions, satisfaction, and priorities—essential for assessing strategic goals related to liveability, wellbeing, and service quality.
- DDD Project: Provides objective benchmarking across financial, asset, and operational metrics—critical for evaluating efficiency, sustainability, and strategic alignment.

Value for Money

- The program offers high strategic value with minimal operational cost, as it avoids duplication of effort and leverages existing resources.
- The collaborative nature of the initiative ensures that development costs are shared across participating councils, delivering economies of scale.

Estimated Value of Procurement

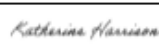
- The City of Wanneroo is classed a Band 1 Local Government and the cost to subscribe to the program is \$15,000 per year. The exemption requested will cover a subscription period of 3 years with a total procurement value of \$45,000. After the 3-year period the subscription will be further reviewed.

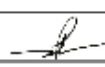
Such exemption is provided under Section 5.7.2 of the City’s Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Bastiaan Blikman	
Submitted By:	"Monday, 1 September 2025 at 12:03:01 PM (GMT+08:00) "Blikman, Bastiaan": approved.	1 September 2025
Instigating Officer Position: Corporate Performance Advisor		

Name:	David Best	
Reviewed By:	Signature: "Friday, 5 September 2025 at 10:52:13 AM (GMT+08:00) "Best, David (Mr):" CEO Exemption request reviewed and endorsed	Date:
Manager Contracts & Procurement		

Name:	Susan Potter	
Endorsed By:	Signature:  <small>S. Potter (Sep 10, 2025 09:54:24 GMT+08)</small>	10-Sep-2025
Manager Corporate Planning, Performance and Improvement:		

Name:	Katherine Harrison	
Recommended By:	Signature: 	10-Sep-2025
A/Director Corporate Strategy & Performance		

Name:	Bill Parker	
Approved By:	Signature: 	10-Sep-2025
**Chief Executive Officer		

***Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign**
****cc to ccoenquiries@wanneroo.wa.gov.au**



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: [Subscription Extension of Survey Platform Culture Amp](#)

CM CONTAINER No: [50530](#) CM RECORD No: [25/370567](#)

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Culture Amp	\$106,137.40	01/10/2025	25/370523

PROPOSED PROCUREMENT EXEMPTION

Background:

Approval is sought to continue with the Culture Amp subscription and license for an additional two (2) years, as this platform remains integral to conducting and securely storing our internal staff surveys.

Culture Amp is a web-based solution that the City adopted following a rigorous RFQ process, during which it was selected for its superior functionality and support compared to other submissions. Since implementation, the platform has enabled us to deliver a range of surveys, including our organisation-wide engagement survey, providing critical insights into employee sentiment and engagement.

Our initial 12-month subscription was intended as a trial period to evaluate the platform's capabilities and determine its value to the organisation. Over this time, Culture Amp has proven highly effective, supporting several significant surveys and equipping the People and Culture team with actionable data to inform strategic decisions. To maximise the return on our initial investment and maintain continuity, we recommend extending the subscription for a further two years.

The CEO has specifically requested the platform's use in November 2025 to conduct a follow-up survey, assessing progress and identifying emerging priorities since the previous survey. Continuity of platform use is essential to ensure data comparability and accurately measure change over time.


Renewing the subscription will allow us to continue leveraging Culture Amp's robust analytics to monitor employee experience, engagement, and sentiment. It will also enable us to conduct additional surveys and pulse checks as needed, supporting our commitment to a responsive and inclusive workplace culture. The decision to have the additional two years extension is to ensure we have three years of comparable data and to take advantage of the discounted price due to a longer subscription.


Such exemption is provided under Section 5.7.2 of the City's Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Jessica Madureira	
Submitted By:	Signature: Jessica Madureira 01/10/25 initiating officer Senior P&C strategic projects BP	Date:
Instigating Officer Position: Senior People and Culture Strategic Projects BP		

Name:	David Best	
Reviewed By:	Signature: "Monday, 27 October 2025 at 8:27:09 AM (GMT+08:00) Best, David (Mr):" CEO exemption request reviewed and endorsed	Date:
Manager Contracts & Procurement		

Name:	Katherine Harrison	
Endorsed By:	Signature: 	27-Oct-2025
Manager: People and Culture		

Name:	Noelene Jennings	
Recommended By:	Signature:  <small>Noelene Jennings Oct 27, 2025 11:54:09 GMT+8</small>	27-Oct-2025
Director: Corporate Strategy & Performance		

Name:	Bill Parker	
Approved By:	Signature: 	27-Oct-2025
**Chief Executive Officer		

***Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign**
****cc to ceoenquiries@wanneroo.wa.gov.au**



Memorandum

TO: CEO

FROM: Strategic Land Use Planning & Environment - Planning & Sustainability

FILE REF: 25/434958

DATE: 20/11/2025

SUBJECT: 5.7.2 Other Procurement Exemption - Purchasing for the 2026 *Wannagrow* Event

PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT
 TITLE OF QUOTATION: *Wannagrow* – Plants for Residents giveaway
 CM CONTAINER No: 50245 CM RECORD No: 25/434958

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Wildflower Society of Western Australia Incorporated	<ul style="list-style-type: none"> \$20,000 (ex. GST) \$22,000 (incl. GST) 	14/11/2025	25/450098

Executive Summary

The *Wannagrow* program (Plants for Residents giveaway) is a key initiative supporting the City's goals for urban greening, biodiversity, water conservation, and climate change adaptation. To deliver the 2026 event efficiently, a CEO exemption from the standard procurement requirement is requested.

This will enable a continuation in the programs delivery that is consistent with previous years through the utilisation of the Wildflower Society of Western Australia Inc - Northern Suburbs Branch (**WFS**) in the venue, operational assistance and provision of diverse plant species. It has been previously established that WFS is the sole supplier capable of delivering the diversity required to meet the City's Biodiversity objectives along with operational and logistical support.

Background

The *Wannagrow* program enables residents to green private properties, reduce urban heat, and enhance biodiversity, aligning with:

- Council Plan Goal 2 ~ A Sustainable City
- Urban Forest Strategy

- Local Biodiversity Plan
- Climate Change Adaptation and Mitigation Strategy (CCAMS)
- Waterwise Action Plan (Gold Waterwise Local Government status)

Over the past two years, the program has distributed 22,500 native plants to more than 1,200 residents, receiving highly positive feedback.

The Wildflower Society of Western Australia (WFS) plays a critical role due to its unique ability to cultivate the widest range of WA native species essential for biodiversity outcomes. The City also sources a portion of the stock from Natural Area Management (**NAM**) with whom there is a supply contract however they offer a smaller variety.

In 2025, WFS relocated to a new Kingsway facility, partially funded by the City. The site successfully hosted the most recent *Wannagrow* event, demonstrating capacity for large-scale operations. While plants were not grown on-site at that time, the facility is now ready to produce 50% of the plants required for next year's giveaway.

Exemption Request

To support the 2026 *Wannagrow* event, we request a CEO exemption from the standard procurement requirement to request quotes from multiple suppliers. Instead, we propose sourcing plants from two nurseries, ensuring compliance, biosecurity, and a streamlined process:

1. **Wildflower Society of Western Australia Inc - Northern Suburbs Branch - 50% to be sourced.**
2. **Natural Area Management's Nursery, with the existing City Contract 23169PROP (Provision of Seed Propagation) - 50% to be sourced.**

WFS will also host and manage the event on-site for 2 to 4 weeks. This is an accredited nursery specializing in WA native species and is the only nursery in WA able to provide the required diversity, while also managing logistical and operational tasks.

Justification

1. Strategic Partnership

WFS is a long-standing partner and the only supplier able to:

- Provide a diverse range of native species unavailable elsewhere.
- Host the event within the City.
- Receive and maintain plants from another supplier
- Supply volunteers, sort plants, and deliver community education.

This partnership significantly reduces operational costs and resource demands on highly skilled City staff, allowing them to focus on strategic priorities.

2. Operational Efficiency

- Year 1 required approximately 150 hours of highly skilled City staff time over several days to deliver the event.
- Year 2 saw major improvements, with WFS managing plant sorting and logistics, reducing City involvement.
- The new Kingsway facility enables WFS to handle all groundwork, ensuring smooth delivery and further reducing staff hours to a minimal level.

3. Ecological Integrity

- As an accredited nursery, WFS and NAM guarantee plants are free from contaminants and are true Western Australian natives, supporting biodiversity and biosecurity goals.


4. Procurement Practicality

- Limiting procurement to these two trusted nurseries ensures the widest species variety, consistent quality, simplified logistics, and alignment with strategic objectives.


Conclusion


Granting this exemption will enable the City to deliver a high-impact, community-focused event with minimal staff involvement, saving significant operational time and costs. This efficiency not only supports strategic priorities but also reduces expenditure, delivering better value for taxpayers.


Such exemption is provided under *5.7.2 Other Procurement Exemptions* of the City's Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Elizabeth Jones	
Submitted By:	Signature: 	Date: 19/11/2025:
Instigating Officer Position: Strategic Sustainability and Environment Advisor		

Name:	Tian Kotze	
Reviewed By:	Signature:  <small>Tian Kotze (Nov 21, 2025 11:33:06 GMT+8)</small>	Date:
Chief Operating Officer		

Name:	Mandy Pearce	
Endorsed By:	Signature: 	Date: 11/21/2025
Acting Manager Strategic Land Use Planning & Environment		

Name:	Pas Bracone	
Recommended By:	Signature:  <small>Pas Bracone (Nov 21, 2025 11:59:24 GMT+8)</small>	Date: 11/21/2025
Acting Director Planning & Sustainability		

Name:	Bill Parker	
Approved By:	Signature: 	Date: 11/24/2025
** Chief Executive Officer		

*Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign

**cc to ceoenquiries@wanneroo.wa.gov.au



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: Operational Risk Register Review, and Review of Risk Management Framework and Policy

CM CONTAINER No: 9454* **CM RECORD No:** 25/461398

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
The Trustee for The Wilk Family Trust t/as Wilk Advisory ABN: 74 521 949 804	\$36,000 ex GST	3/11/2025	25/461411

PROPOSED PROCUREMENT EXEMPTION

Background and Detail

The City's Risk and Assurance team is required to facilitate annual Operational Risk Manager Workshops.

This includes conducting 26 workshops across the City, ensuring that every service unit is included in the operational review of the register. With each workshop requiring 1 hour to 1.5 hours of facilitation, thorough preparation is required, as well as reasonable availability from the City's risk team, and managers. The Risk and Assurance team is currently under resourced, with ongoing recruitment occurring in up to three roles. Therefore, the team would like to procure an external consultant to facilitate these workshops.

The City has previously procured Jason Wilk, Managing Director of Wilk Advisory to facilitate risk workshops for the City. With Wilk Advisory's history of working with the City, along with extensive knowledge of the City's operations, it is assured these workshops will be delivered to a high standard. If the City were to acquire an alternative external consultant to assist with delivering the project, it would ultimately cost the City more, as they would not have the existing knowledge that Wilk Advisory holds on the City's operations.

Wilk Advisory have provided a scope which includes the following:

1. Operational Risk Register Reviews with Service Units: This includes facilitating 26 workshops along with any preparation required.
2. Review of Risk Management Framework associated with Policy: The City is currently reviewing the Risk Framework and Policy. Wilk Advisory propose they will review these documents and report on any recommendations and modifications to align with current best practice, using expertise and prior knowledge of the City.

Wilk Advisory have quoted the City a total of \$36,000 ex GST. Please see the below breakdown provided.

1. Operational Risk Register Review: \$29,400
2. Review of Risk Management Framework and Policy: \$6,600


**see snip of quote below*

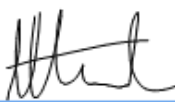
Activity	Deliverables	hours	Fees (ExGST)
Operational Risk Register Reviews with Service Units	Review and finalise existing materials and preparation work for implementation of successful workshops.	4	\$ 1,200
	Facilitate workshops with 26 service units to review operation risks and work through identification of controls	78	\$23,400
	Provide report summarising amendments to risk registers and recommendations	16	\$ 4,800
Review of Risk Management Framework and associated Policy	The City of Wanneroo Risk Management Framework and associated Policy require review. The City needs assistance with the review of these documents and preparation of a report on recommendations for any modifications and change to align with current best practice.	22	\$ 6,600
Total		120	\$36,000
GST			\$ 3,600
Total incGST			\$ 39,600


With limited resources in the City’s Risk and Assurance team, along with the extensive work required to prepare and facilitate the above projects, the Risk team seeks CEO exemption to deliver the work proposed.


Such exemption is provided under *Section 5.7.2 Other Procurement Exemptions* of the City's Purchasing Policy (4/207443V6) which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Anita Astani	
Submitted By:	"Wednesday, 3 December 2025 at 2:36:28 PM (GMT+08:00) Astani, Anahita:" Approved and forwarded to Procurement for their review and final approval.	3/12/2025
Instigating Officer Position: Coordinator Risk & Assurance		

Name:	Tian Kotze	
Reviewed by Chief Operating Officer	Signature:  <u>Tian Kotze (Dec 3, 2025 16:15:07 GMT+8)</u>	Date:

Name:	Alyce Martin	
Endorsed by Manager Corporate Governance and Council Services	Signature:  <u>Alyce Martin (Dec 3, 2025 16:31:23 GMT+8)</u>	Date:

Name:	Jim Tan	
Approved by Acting General Counsel	Signature: 	Date:

Name:	Bill Parker	
Approved by Chief Executive Officer	Signature: 	12/03/2025

*Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign

**cc to ceoengines@wanneroo.wa.gov.au



City of Wanneroo – Attn: Alyce Martin

Date: 3rd November 2025

E Alyce.Martin@wanneroo.wa.gov.au

Dear Alyce,

Thank you for the opportunity to present this proposal to support the City of Wanneroo with risk management services as outlined below. Following our recent phone conversation, I appreciate the urgency surrounding the project timelines and have structured this proposal accordingly to ensure timely delivery. I would like to highlight two key considerations that may impact the execution of this work:

Scheduling Coordination: Based on my previous engagement working with Sharon (former Coordinator Risk & Assurance) during the Risk Criteria and Appetite project, significant effort was required to coordinate stakeholder availability for workshops. This proposal does not include time for scheduling logistics, as this function is typically more efficiently managed by an internal team member with access to calendars, also people will drown you with “who is this chap” questions if I was doing the scheduling.

Risk Register Updates: It is assumed that individual Service Units will take ownership of updating their respective Risk Registers following the workshops. I will be available to provide a little support by email where needed to facilitate this process.

I have drafted up a proposed approach, assumptions, deliverables and costings to continue the discussion. Based on the timelines we have discussed I can confirm I have availability for these activities. Please feel free to contact me using the details provided below.

Regards,

A handwritten signature in black ink, appearing to read 'Jason Wilk'.

Jason Wilk
Managing Director



+61 403 588 111



jason@wilkadvisory.au
wilkadvisory.au
ABN 74 521 949 804



56 Booralie Way
Maida Vale WA 6057

Proposal

Based on our discussions it is my understanding that the City of Wanneroo (“the City”) would like assistance with two activities as follows:

1. Operational Risk Register Reviews with Service Units
 - a. Working with staff of City of Wanneroo to review existing materials for presentation of workshops to 26 service units and finalise materials and preparation work for implementation of successful workshops.
 - b. Facilitate workshops with 26 service units to review operation risks and work through identification of controls.
 - c. Provide report summarising amendments to risk registers and recommendations.
2. Review of Risk Management Framework and associated Policy
 - a. The City of Wanneroo Risk Management Framework and associated Policy require review. The City needs assistance with the review of these documents and preparation of a report on recommendations for any modifications and change to align with current best practice.

As discussed, we will collaborate to refine and tailor the workshop approach as needed. The current plan assumes up to three workshops per day, acknowledging that this may vary. I will be available via email to support Service Units in updating their Risk Registers, and all reporting will be completed off-site.

Given the scope of the project, I recommend light-touch project management, including fortnightly check-ins via Teams or informal catch-ups while I’m onsite. If a more structured approach, such as formal Project Status Reports is preferred, I’m happy to incorporate that and adjust time allocations accordingly.

This will result in the following key deliverables:

- A. 26 risk management workshops facilitated, and Service Units supported to update their Risk Registers.
- B. Summary report identifying the shifts in the Risk Registers.
- C. Marked-up drafts of the Risk Policy and Framework documents with a Summary Report identifying the logic behind the changes to align the City with current industry and/or current best practices. This may include options for decision between industry vs best practices.



+61 403 588 111



jason@wilkadvisory.au
wilkadvisory.au
ABN 74 521 949 804



56 Booralie Way
Maida Vale WA 6057

As discussed, this project is much more operational than the work Peakstone Global engages in as their rates reflect. Based on the relationship I am proposing using my personal businesses discounted current Day Rate to make this more viable. Estimated costings to provide these deliverables within the timeframes:

Activity	Deliverables	hours	Fees (ExGST)
Operational Risk Register Reviews with Service Units	Review and finalise existing materials and preparation work for implementation of successful workshops.	4	\$ 1,200
	Facilitate workshops with 26 service units to review operation risks and work through identification of controls	78	\$23,400
	Provide report summarising amendments to risk registers and recommendations	16	\$ 4,800
Review of Risk Management Framework and associated Policy	The City of Wanneroo Risk Management Framework and associated Policy require review. The City needs assistance with the review of these documents and preparation of a report on recommendations for any modifications and change to align with current best practice.	22	\$ 6,600
Total		120	\$36,000
GST			\$ 3,600
Total incGST			\$ 39,600



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jason@wilkadvisory.au
wilkadvisory.au
ABN 74 521 949 804



56 Booralie Way
Maida Vale WA 6057

Advisory Profile

Fellow Australian Institute of Company Directors (FAICD)

ISACA CGEIT – Certified in the Governance of Enterprise IT

AICD certified Senior Facilitator/Course Author/Course Reviewer

Bachelor of Science (BSc Computing) - University of Auckland



JASON WILK
Managing Director

Jason is a broadly skilled advisor with 20 years' experience and extensive Board experience in private, government and NFP sectors. As founding Director of a boutique governance advisory business Jason led and delivered Governance, Risk, Strategy and Resilience management consulting engagements for blue chip corporate, associations and whole-of-government entities for over 15 years. He is currently the Managing Director of Wilk Advisory, Practice Lead – Governance of Risk for Peakstone Global, a Senior Facilitator and Course Author for the Australian Institute of Company Directors (AICD).

Through his former advisory firm (Blue Zoo) Jason worked with numerous organisations from a wide range of industry verticals to assist Directors and Executives in their understanding and management of risk management. Experiences relative to this engagement include the development of Risk Management Policies, Frameworks and registers for the Cities of Armadale, Canning, Vincent and Melville, the Towns of Cambridge, Port Hedland, Cambridge and Bassendean, the Water Corporation, Verve Energy, LotteryWest and DevelopmentWA. Blue Zoo's software platform was implemented to self-assess the risk maturity across all Victorian government entities. The data from that platform combined with Jason's insights was used to guide the Victorian Managed Insurance Authority's strategic approach to improving risk management across Victoria.

Jason is the current Reviewer of the AICD Strategy & Risk module and has been delivering AICD's strategy and risk courses for over 14 years. Having established, served and guided numerous Audit & Risk Committees Jason is widely acknowledged as a through leader on the governance of risk. Jason most recently assisted the City of Wanneroo with the development of their Risk Criteria and Risk Appetite earlier this year.



+61 403 588 111



jason@wilkadvisory.au
wilkadvisory.au
ABN 74 521 949 804



56 Booralie Way
Maida Vale WA 6057

Terms of Business

These terms of business apply to the services you have engaged us to provide under this proposal, unless otherwise agreed. They replace any earlier agreements, representations or discussions.

1. All quotations are held firm for thirty (30) days from date of quotation.
 2. All prices are quoted in ex GST \$AUD amounts unless otherwise stated.
 3. All quotations and invoices itemise GST. Should other taxes be applicable, they will be specifically itemised.
 4. Payment terms are NET fourteen (14) days from Invoice date unless otherwise agreed.
 5. Any debt collection costs incurred by Wilk Advisory will be passed on to the customer.
 6. Services effort can be varied by the customer as necessary; any variations being agreed to in writing by both Wilk Advisory and the customer prior to the variation.
 7. The customer will be invoiced for all itemised effort (including any agreed variations) provided by Wilk Advisory under the Agreement/Proposal.
 8. For Agreements/Proposals involving more than 5 days of consulting effort, Wilk Advisory may invoice the client each week.
 9. In addition to the fees described within this proposal, the client will reimburse Wilk Advisory for direct costs that may be incurred by Wilk Advisory in providing the services identified in this proposal and which are not included in the fee estimate. These costs will be charged back to the client at cost
- and as an example may include some or all of the following:
- Airfares
 - Taxi, Train or Rideshare fares
 - Accommodation
 - Per diems @ the prevailing ATO rates for an Executive
 - Consultant private vehicle usage current ATO rates
10. Where travel takes place, 50% of the standard consulting rate, apportioned for the duration of the travel may be applied, this will be itemised in quotes and invoices
 11. Where a client books travel or accommodation it will be of an equivocal nature to that for their Directors/Executives
 12. Client rescheduling of booked sessions or travel with less than 5 working days notice may result in lost opportunity fees, equal to 30% of service fees, and any T&A rescheduling costs being passed on to the client.
 13. These Terms and Conditions are to be included and from part of any Agreement/Proposal.
 14. Wilk Advisory is the trading name of "The Trustee for the Wilk Family Trust"
 15. All information in this document and in any attachments is subject to E&OE

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56 Booralie Way
Maida Vale WA 6057

From: [Jason Wilk](#)
To: [Astani, Anita](#)
Subject: Re: Scope of Work – Continued Development of Risk Appetite Statements
Date: Thursday, 13 November 2025 10:27:53 AM
Attachments: [image001.png](#)
[Screenshot of book time with me](#)
[Screenshot of Wilk Advise](#)
[City Proposal 20251112.pdf](#)

[EXTERNAL EMAIL] This email was received from outside the City of Wanneroo. Please do not click on links or open attachments unless you recognise the sender and know the content is safe.

Good morning Anita,

I reworked the proposal to discount my one-way travel fees, it seemed a bit inappropriate to be charging for that when I will most likely be at the City's offices due to the other project.

Happy to discuss anything on the proposal if you need.

Kind regards,

Jason Wilk
Managing Director



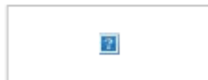
 [Book time to meet with me](#)

From: Astani, Anita <Anita.Astani@wanneroo.wa.gov.au>
Sent: 13 November 2025 09:22
To: Jason Wilk <jason@wilkadvisory.au>
Cc: Belcher, Molly <Molly.Belcher@wanneroo.wa.gov.au>
Subject: FW: Scope of Work – Continued Development of Risk Appetite Statements

Hi Jason,


Apologies, please see the below.

Kind regards,



Anita Astani

Coordinator Risk & Assurance
 Legal & Governance Services

 08 9405 5039
 anita.astani@wanneroo.wa.gov.au

Locked Bag 1, Wanneroo WA 6946

wanneroo.wa.gov.au



We wish to acknowledge the Traditional Custodians of the land we are working on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

City of Wanneroo Disclaimer: The material transmitted in this e-mail may contain confidential and/or privileged material and is intended only for the addressee. If you receive this in error, please notify the sender and destroy any copies of the material immediately. We believe this e-mail to be free of viruses but recommend that you confirm this before opening any attachments.

From: Astani, Anita
Sent: Monday, 10 November 2025 9:19 AM
To: Jason Wilk <jwilk@peakstoneglobal.com>
Cc: Martin, Alyce <Alyce.Martin@wanneroo.wa.gov.au>
Subject: Scope of Work – Continued Development of Risk Appetite Statements

Hi Jason,

Thanks for providing the information.

Please see the below scope of work:

1. Workshop Preparation and Facilitation

- Facilitate nine workshops with key business units to draft Executive Guidance across all 14 Risk Categories.
 - Workshops are scheduled between 24 November and 8 January.
 - Each session will run for 90 minutes, allowing teams to address multiple Risk Categories.
 - Please prepare discussion starter questions and worked examples to support participant engagement and input.
- 2. Feedback Consolidation**
- Collate all workshop feedback into the No / Some / Have Appetite framework for each of the 14 Risk Categories.
- 3. Working Draft**
- A Working Draft is required by Friday, 23 January for review by the Risk Team.
- 4. Draft for Circulation**
- Incorporate Risk Team feedback and produce a Draft Version for distribution to workshop participants.
- 5. Final Draft**
- Address any additional feedback from participants and prepare a Final Draft for executive review and submission to the Audit & Risk Committee.

Thank you!

Kind regards,



Anita Astani

Coordinator Risk & Assurance
Legal & Governance Services

08 9405 5039

anita.astani@wanneroo.wa.gov.au

Locked Bag 1, Wanneroo WA 6946

wanneroo.wa.gov.au



We wish to acknowledge the Traditional Custodians of the land we are working on, the Whadjuk people. We would like to pay respect to the Elders of the Noongar nation, past, present and future, who have walked and cared for the land and we acknowledge and respect their continuing culture and the contributions made to the life of this City and this region.

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PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: 2T Tray Truck with Crane Hire

CM CONTAINER No: 2247V003

CM RECORD No: 26/2599

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Fleetspec Hire	\$778.68/week	22/07/2025	25/271312

PROPOSED PROCUREMENT EXEMPTION

Background: The Waste Services Business Unit is currently utilising a hired 2T Tray Truck with Crane to support ongoing operational requirements. Since commencement of the hire, the vehicle has undergone approximately \$9,000 in modifications and upgrades to ensure it is fit for purpose and compliant with operational requirements.

These modifications were necessary to enable the vehicle to perform specialised tasks and to meet service delivery needs that could not be met by a standard hire vehicle without alteration. The upgrades are specific to the current vehicle configuration and are not readily transferable to an alternative hired vehicle without incurring further cost and downtime.

The hire arrangement is expected to continue for an estimated 12-month period, with the current quoted hire rate being \$778.68 per week.

Detail: A procurement exemption is sought to continue the hire of the current vehicle without undertaking a competitive procurement process, based on the following considerations:

1. Value of Modifications Already Incurred
Approximately \$9,000 has already been invested in modifications to the existing hired vehicle. Replacing the vehicle would result in:
 - Loss of value from the sunk cost of modifications
 - Likely duplication of modification costs on a replacement vehicle
 - Inefficient use of public funds
2. Fit-for-Purpose and Operational Continuity
The current vehicle has been customised to meet specific operational requirements and is fully integrated into service delivery. Changing vehicles would introduce:
 - Operational disruption
 - Delays while a replacement vehicle is sourced and modified
 - Potential risks to service continuity
3. Cost Effectiveness
At a weekly hire cost of \$778.68, the estimated hire value over 12 months is approximately \$40,500 (ex GST, if applicable). When considered alongside the cost avoidance of re-modification and downtime, continuing with the current hire represents the most cost-effective option.
4. Limited Practical Alternatives
While alternative hire vehicles may be available on the market, none would provide an immediate like-for-like replacement without additional modification expenditure and lead time. As such, conducting an open procurement at this stage would not deliver a better value-for-money outcome.

5. Risk Management and Compliance

Retaining the current vehicle minimises operational, safety, and financial risk by continuing to use a known, compliant, and fit-for-purpose asset.

Recommendation: It is recommended that approval be granted for a procurement exemption to continue the hire of the current modified vehicle for the anticipated 12-month period at the quoted rate of \$778.68 per week plus GST (\$40,491.36 excluding GST total). This recommendation is supported by the fact that \$44,022.77 has already been expended on the hire of the vehicle, in addition to approximately \$9,000 in modifications and upgrades undertaken to ensure the vehicle is fit for purpose. Replacing the vehicle at this stage would result in avoidable duplication of costs, loss of value from the existing investment, and potential operational disruption. Continuing with the current hire arrangement represents the most cost-effective and value-for-money outcome while ensuring uninterrupted service delivery.


Procurement Notes: It has been confirmed by the Fleet Manager that this vehicle is required to provide mattress pickup services and that all modifications can be made good before returning the rental vehicle. Should another bespoke vehicle be acquired, this rental will be terminated.

Such exemption is provided under Section 5.7.2 of the City’s Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Tracey Arndt	
Submitted By:	Signature: "Monday, 5 January 2026 at 3:25:51 PM (GMT+08:00) Arndt, Tracey:" Approved	Date: 05/01/26
Instigating Officer Position: Contract Administrator		

Name:	Tian Kotze	
Reviewed By:	Signature: "Thursday, 8 January 2026 at 10:47:41 AM (GMT+08:00) Kotze, Tian:" Reviewed	Date: 08/01/26
Chief Operating Officer		

Name:	Kylie Howarth	
Endorsed By:	Signature: 	08/01/2026
Acting Manager Waste Services:		

Name:	John Gault	
Recommended By:	Signature: 	09/01/2026
Acting Director Assets:		

Name:	Bill Parker	
Approved By:	Signature: 	12/01/2026
**Chief Executive Officer		

***Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign**
****cc to ceoenquiries@wanneroo.wa.gov.au**



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: Application Managed Support (AMS) Program - TechOne
 CM CONTAINER No: 38654 CM RECORD No 25/471965

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Technology One	\$47,374.40	N/A	25/471976

PROPOSED PROCUREMENT EXEMPTION

The City procured the Technology One Human Resource and Payroll (HRP) system in 2016 following an open tender process and has been using the system to undertake Payroll processing since go live in 2018. In addition, the City has been using the Technology One Intramaps platform for internal and external Geographical Information System (GIS).

In September 2023 the City signed an agreement with Technology One for the Application Managed Support (AMS) program, to provide an hours per month consulting model. The contract was initially for 12 months and then renewed for an additional 12 months ending in October 2025.

This included

- technical consultancy in respect of the HR/Payroll system
- technical consultancy in respect of the GIS Intramaps system
- operational support
- consulting expertise – planning, implementing, and testing
- training, education, and knowledge transfer
- advisory services, reviews, health checks, audits
- transformation via continuous improvement

The two-year lifespan for the contract was chosen to align with the expected time before the City's Technology One systems moved fully into their cloud platform, with new support arrangements appropriate to a hosted/cloud product to be scoped and procured as part of that transition. However, the transition to cloud has taken longer than anticipated (the final elements are now expected to move across by the end of 2025) and key staff moved on from the project. The two year support contract has therefore expired without replacement arrangements being made and with support still required for both on-prem and cloud components.

To maintain an uninterrupted quality of service in payroll and GIS, we need to:

- Organise an extension of the existing arrangements to pay outstanding invoices and to cover the period before a new long term support arrangement can be procured; and
- Design and procure that long term arrangement.

A scope of works will need to be undertaken to establish the current and future needs of the business, with consideration that the City is transitioning to the cloud. Following a full scope of works, the City will need to undertake the procurement process, which will involve collaboration between People & Culture, GIS, and Business Systems. As the main stakeholder of Technology One, the importance of paying staff, and the wide-ranging impact this system has on other systems within the business including MyFinance, MySafety, Active Directory and PLMS, People & Culture seek to undertake the review, procurement process and project management independently while working closely with Business Systems, GIS, and Contracts & Procurement, and the IT and Integrations teams. This ensures that the needs of the department who utilise the program are met, and the relevant stakeholders are part of the ongoing

Template 16/153346[v7] November 2023

discussions and leverages the 'Business User Administrator' distributed expertise structure which the City has developed to ensure that business systems technical developments are aligned to operational and strategic needs. P&C and GIS understand the operational needs, workflows, and pain points. Procurement decisions made outside the unit risk misalignment with actual requirements, leading to inefficiencies or wasted investment, and accountability becomes diluted — making it harder to trace decisions back to the unit that actually uses the system.

As the scope of works and procurement process may take a number of months, People and Culture seek to extend the current service, with exemption, until June 2026.

The expected total cost of the extension is \$47,374.40 (excl GST) based on the monthly invoice attached.

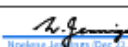
This will allow People & Culture, GIS and Business Systems to review the current model of support and create a scope of works for future requirements.


Such exemption is provided under Section 5.7.2 of the City's Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Natalie Brunini	
Submitted By:	Signature:	Date: 4/12/2025
	 Thursday, 4 December 2025 at 11:59:32 AM (GMT+08:00) <u>Brunini, Natalie:</u> Signed by Natalie Brunini 4/12/2025	
Instigating Officer Position: HRIS Administrator		

Name:	Tian Kotze	
Reviewed By:	Signature: <u>Tian Kotze</u>	19-Dec-2025
	 <small>Tian Kotze [Dec 19, 2025 12:21:12 GMT+8]</small>	
Chief Operating Officer		

Name:	Katherine Harrison	
Endorsed By:	Signature: <u>Katherine Harrison</u>	19-Dec-2025
		
People and Culture Manager:		

Name:	Noelene Jennings	
Recommended By:	Signature: <u>Noelene Jennings</u>	22-Dec-2025
	 <small>Noelene Jennings [Dec 22, 2025 10:51:16 GMT+8]</small>	
Corporate Strategy and Performance Director:		

Name:	Bill Parker	
Approved By:	Signature: 	22-Dec-2025
	**Chief Executive Officer	

***Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign**
****cc to ccoenquiries@wanneroo.wa.gov.au**

Technology One Ltd



ABN 84 010 487 180

TAX INVOICE

City of Wanneroo
 LOCKED BAG 1
 WANNEROO WA 6946 Australia

Invoice No: 256106

Date: 23/10/2025



Page 1 of 1

Description	Exclusive Amount	GST	Inclusive Amount
AMS Program For the period: 1/11/2025 to 30/11/2025 As per Customer Reference (Purchase Order) Number CW150916 Note: Your Current Annual Fee is due on 22/11/2025. This invoice has been provided in advance of the payment date to give you sufficient time to process the invoice in accordance with your normal payment terms, and to ensure that your support and maintenance is continued	5,921.80	592.18	6,513.98
Total Due AUD	5,921.80	592.18	6,513.98

Please detach and return with your payment to Technology One Ltd
 PO Box 96 Fortitude Valley QLD 4006

Direct Deposit can be made to: Technology One Ltd
 ANZ Bank
 BSB 014 002
 Account 7752 38014
 Swift Code : ANZBAU3MXXX

Customer Reference: WAN
Invoice No: 256106
Total Due AUD: 6,513.98
Due Date: 22/11/2025



Please quote your **Customer Reference** when making this payment.
 Please send remittance advice to Remittance@technology1.com to allocate your payment.
 If you have any concerns or queries with this invoice, please contact TechnologyOne Accounts within seven (7) days upon receipt at AR@technology1.com

Technology One Ltd ABN 84 010 487 180
 Level 11, Technology One HQ, 540 Wickham Street (PO Box 96) Fortitude Valley QLD 4006
Phone +61 7 3167 7300 **Web** technology1.com



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: Proposal and scope for Self-Service Vouchers

CM CONTAINER No: 42125

CM RECORD No: 25/501205, 26/5127

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
AMCS Australia Pty Ltd ABN 72 609 108 312	\$23,520 Total Cost (ex GST)	07/01/2026	26/5127

PROPOSED PROCUREMENT EXEMPTION

Approval is sought to engage AMCS Australia Pty Ltd (formerly Mandalay Technologies), the City's existing vendor, under a procurement exemption to upgrade the existing voucher management program from Council managed to a self-service model for resident waste vouchers. This functionality was provided for in the original Request for Quote (RFQ) but not delivered before contract expiry.

Background:

The City has operated a Council managed voucher management program using Mandalay's Resident Services platform since July 2021 and is satisfied with delivery to date. This platform currently manages voucher entitlements and QR code validation at weighbridges for ratepayers.

The proposed future state will extend the platform to enable an online self-service model for issuing and managing waste vouchers for all eligible residents, including tenants, not just ratepayers. Residents will authenticate online and access vouchers without staff interaction. This upgraded functionality was considered previously and was not able to be delivered before contract expiry.

The contracted service transitioned to an IT subscription under an exemption valid until 30 June 2026. The original purchase order is fully expended. This request delivers the anticipated functionality using the same platform and integration.

Detail (must also include overall value of proposed procurement):

The core service remains unchanged, issuing and redeeming waste vouchers. The extension uses the existing Mandalay platform, QR code generation, property database and reporting, and integrates with Mandalay CS Ticketing for validation at the weighbridge. It adds a Council-branded Resident Platform for resident authentication and tenant verification.


Benefits include reduced administrative overheads, elimination of print and mail costs, real-time voucher lifecycle tracking and fraud reduction. The one-off cost of \$23,520 covers setup, implementation and integration. Mandalay owns the platform and QR code capability; no other provider can extend this system.

The exemption is justified as an extension of the existing Mandalay Resident Services platform, which is already integrated with weighbridge systems and compliance framework. Alternative procurement would require full system replacement, migration, and retraining, introducing significant cost and risk.

The change aligns with the Council Plan and Waste Management objectives for sustainability and digital service delivery, including 100% online transaction by 2030.

Costs will be funded by Waste Services, with subscriptions remaining under Business Systems, resulting in a cost-neutral or reducing position over time. Failure to proceed would perpetuate manual processes, fraud exposure and reputational risk. The exemption is limited to extending the current platform and does not preclude future market testing or competitive procurement.

*Snip from pages 7 and 8 form the email and quote found here (26/5127)

4.1. Implementation Activities			
	Qty	Hourly Rate	Total Cost (ex GST)
Project Management	20	245	4,900
Development required to style Council website/platform	34	245	8,330
©AMCS Group 2025		www.amcsgroup.com	Page 7 of 8
Confidential and Proprietary Information (Rev. 19/02/21)			
			
Customised Council content including specific Council content, instructional videos and verification process	42	245	10,290
Total			23,520

Recommendation:


That the CEO APPROVE a procurement exemption to engage AMCS Australia Pty Ltd (formerly Mandalay Technologies) to implement a resident self-service voucher management solution as an extension of the existing platform, without RFQ/RFT, on grounds of continuity, system compatibility, sole practical provider and value for money, noting the same functionality was considered in the original RFQ and supports strategic objectives.


Such exemption is provided under Section 5.7.2 of the City’s Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.


Name:	Claire Kelly	
Submitted By:	Signature: "Thursday, 8 January 2026 at 1:24:22 PM (GMT+08:00) Kelly, Claire:" For approval	08/01/2026
Instigating Officer Position: Senior Project Officer, Waste Services		

Name:	Tian Kotze	
Reviewed By:	Signature: "Thursday, 19 February 2026 at 4:17:25 PM (GMT+08:00) Kotze, Tian:" Reviewed and supported	19/02/2026:

Chief Operating Officer

Name:	John Gault	
Endorsed By:	Signature: 	Date: 23/02/2026
Manager Waste Services		

Name:	Harminder Singh	
Recommended By:	Signature: 	Date:
Director Assets:		

Name:	Bill Parker	
Approved By:	Signature: 	Date: 25/02/2026
**Chief Executive Officer		

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 **cc to ceoenquiries@wanneroo.wa.gov.au



PURCHASING POLICY (SECTION 5.7.2) CEO EXEMPTION APPROVAL

EVALUATION and RECOMMENDATION REPORT

TITLE OF QUOTATION: Snap Send Solve

CM FILE No: 38891

CM DOCUMENT No: 26/77190

QUOTATIONS RECEIVED AND QUOTATION PRICE:

Legal Entity	Quotation Price	Date Quotation Received	CM Ref for Received Quotes
Snap Send Solve	\$117,540	26 February 2026	26/75583

PROPOSED PROCUREMENT EXEMPTION

Background:

Snap Send Solve is a third-party mobile app that allows residents to quickly and easily report community issues (like dumped rubbish, graffiti, or potholes), using mobile phone GPS to pinpoint location and enabling the attachment of photos.

Residents frequently contact Councillors regarding the difficulty of reporting maintenance and service issues using the City's online reporting forms, compared to the simplicity and ease of Snap Send Solve.

Motion on Notice (MN04-02/26) to consider implementation of Snap Send Solve enterprise platform on a trial basis was carried at the Ordinary Council Meeting on 24 February 2026. This motion proposed that the City of Wanneroo enters into an agreement to use the full enterprise version of Snap Send Solve for a trial period of twelve months, to facilitate seamless, integrated reporting of community issues and improve customer experience.

Detail:

The trial is intended as an interim measure to improve customer experience and administrative efficiency while the City's new website and CRM renewal projects are in development.

Pricing for an annual enterprise subscription is typically based on the size/population of the Local Government area and for a City the size of Wanneroo this falls into a 'high volume' tier. The cost (as per quote) of the initial 12-month trial is \$117,540 (ex GST).

Additional integration development cost of approximately \$50,000 will be funded from Business Systems operating budget.

At the end of the trial period, a review of the Snap Send Solve service will be undertaken and a report will be presented to Council detailing the volume of reports received, administrative time savings achieved and customer satisfaction levels to inform a decision on its continued use.


Such exemption is provided under Section 5.7.2 of the City's Purchasing Policy which provided that the City may purchase goods and services as required by the Chief Executive Officer providing the CEO and one other Director provide their approval in writing prior to the purchase and that such details are recorded in an annual register. Your approval to the request is therefore sought.

Name:	Catherine Chick	
Submitted By:	CM Notes* Signature: "Friday, 27 February 2026 at 1:02:21 PM (GMT+08:00) Chick, Catherine:" Initiated for review and approval, A/Technical Project Manager	Date: 27/2/2026
Instigating Officer Position: A/Technical Project Manager, Business Systems		

Name:	Tian Kotze	
Reviewed By:	Signature: <u>Tian Kotze</u> <small>Tian Kotze (03/03/2026 17:22:20 GMT+8)</small>	03/03/2026
Chief Operating Officer		

Name:	Alex Evans	
Endorsed By:	Signature: <u>Alex Evans</u> <small>Alex Evans (04/03/2026 08:27:53 GMT+8)</small>	04/03/2026
Manager: Customer & Information Services		

Name:	Katherine Harrison	
Recommended By:	Signature: <u>Katherine Harrison</u>	04/03/2026
A/Director: Corporate Strategy & Performance		

Name:	Bill Parker	
Approved By:	Signature: 	06/03/2026
**Chief Executive Officer		

*Instigating officer to sign in Content Manager Notes and forward document to contracts_purchasing@wanneroo.wa.gov.au for remaining approvals to be completed via Adobe Sign
 **cc to ccoenquiries@wanneroo.wa.gov.au

4.3 Contract Status and Unexecuted Lease Report

File Ref: 3131V03 – 26/85290
 Responsible Officer: Acting Director Corporate Strategy & Performance
 Attachments: 1

Issue

To consider the status of current (active) contracts and unexecuted leases.

Background

The City of Wanneroo (the **City**) has 135 active contracts awarded to 1 March 2026 with an overall estimated contract value of \$244,659,187.79 and which have been awarded through a public tender process. It should be noted that the list of active contracts does not include construction works related contracts which are in defects liability stage or service agreements established under contract through a formal request for quotation process. Also excluded, are those contracts established through the Western Australian Local Government Association or State Government Department of Finance common use arrangements (where the procurement of such is public tender exempt).

Detail

The City maintains a Contracts Management System, which provides details against each specific contract including financial and contractor performance information and relevant contract documentation. There are 25 'new' contracts awarded for the current reporting period; 1 September 2025 to 1 March 2026. (**Attachment 1** – Contract Status Report). In addition, a total of 18 contracts has either expired or completed since the previous reporting period.

In relation to current contracts, the following table provides details of the relevant Contract Status indicator:

Status indicator	Description of status indicator	Additional guidance notes to status indicator
Red	The current issues have escalated, and termination of the contract is imminent	The contractor is either in default or constantly not performing to the standard expected and required in accordance with the contract despite notification from the City. Formal dispute notification has been issued and there are minimal prospects for an acceptable resolution / or legal action has been initiated or is imminent.
Amber	Issues have been raised and are being dealt with between the parties under the terms of the contract	The contractor is not performing to the required standard expected and required in accordance with the contract. This status may be flagged where issues have escalated including issuing notices of dispute or breach which have the potential to escalate further in accordance with dispute resolution process that do not include legal proceedings.
Green	Contract is running smoothly or only minor issues expected to be resolved	The contract is either running smoothly and is being effectively delivered in accordance with the stated objectives, or there are minor issues expected to be addressed in accordance with the terms of the contract. The minor issues are expected to be addressed within the immediate short-term and which relate essentially to either relationship or performance of the contractor/service provider.

Approved Leases (not yet executed)

At the Audit & Risk Committee meeting of 28 March 2023, Administration was requested to provide details of approved leases that are not yet executed to the Audit & Risk Committee at future meetings.

An update on approved and unsigned leases was last provided to the Committee meeting on 15 September 2025.

There are currently three leases or property licences previously approved by Council which are not yet executed by the City (see below).

- Lease to Yanchep Sports & Social Club (Inc.) over Lot 1 (81) Yanchep Beach Road, Yanchep (5.3):
 - Extended term lease approved by Council on 24 February 2026.
 - Documentation has been issued to the tenant for signing, with this expected to occur by late April 2025.
- Seasonal licence to Contract Status and Unexecuted Lease Report over portion of Wanneroo Showgrounds, Reserve 12990, Wanneroo (5.3):
 - New licence arrangement approved by Council on 24 February 2026.
 - Documentation has been issued to the tenant for signing, with this expected to occur by late April 2025.
- Lease (and related facility hire arrangement) to Wanneroo Basketball Association (**WBA**) for office space and court access at the Alkimos Aquatic & Recreation Centre (5.3):
 - Lease and hire arrangement approved by Council at the Special Council Meeting on 9 February 2026.
 - Draft documentation remains with WBA for final review and approval.
 - Once WBA approval is confirmed, the documentation will be provided to the Department of Planning, Lands & Heritage for approval from the Minister for Lands, as required under Section 18 of the *Land Administration Act 1997 (WA)*.
 - Signing of the documentation will follow the Minister for Lands approval. Current estimated time for signing is May or June 2026.
- Contract Status and Unexecuted Lease Report (5.3):
 - Ground lease approved by Council on 25 November 2025.
 - Lease was approved by the Minister for Lands, as required under Section 18 of the *Land Administration Act 1997 (WA)* following the management order for the site being updated to permit leasing (as outlined in the report to Council in November 2025). This aspect was completed in February 2026.
 - Documentation has since been issued to the tenant for signing, with this expected to occur by late April 2025.

The two (2) leases noted in the previous Audit & Risk Committee in September 2025 as being unsigned following Council approval (Wanneroo Junior Motocross Club and Speedway Motorcycle Club WA Inc) have been executed since that meeting.

Noting that the information provided to the Audit & Risk Committee through successive reports shows that few (if any) leases and related documents are outstanding for a prolonged period after Council approval, a future consideration for the Committee will be whether continued report is necessary.

Consultation

Consultation has occurred with the various internal stakeholders including the nominated Contract Managers, Service Unit Managers and Directors to obtain relevant details as to the status and performance of contracts within the respective Directorates.

Comment

Nil

Statutory Compliance

Contracts are entered into by the calling of public tenders are evaluated against stated selection criteria and in accordance with Section 3.57 of the *Local Government Act 1995* and the City's Purchasing Policy.

Tendering procedures and evaluation processes comply with the requirements of Part 4 of the *Local Government (Functions and General) Regulations 1996*.

Strategic Implications

The proposal aligns with the following objective within the Council Plan 2025 – 2035:

5 ~ A Well-Governed and Managed City

5.1 - Lead with clear decisions and strong advocacy

Risk Appetite Statement

In pursuit of strategic objective goal 5, we will accept a Medium level of risk as the City balances the capacity of the community to fund services through robust cost-benefit analysis and pursues evidence-based decision making to be effective stewards of the Council and City for future generations.

Risk Management Considerations

RISK TITLE		RISK RATING
Level 1 Strategic Risk	2.0 Assets & Infrastructure	Medium
Level 2 Corporate Risk	2.3 Contract Management	Low
ACCOUNTABILITY		ACTION PLANNING OPTION
Director Corporate Strategy & Performance		Manage

Policy Implications

The calling of public tenders and the establishment of contracts is in accordance with the requirements of the City's Purchasing Policy.

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That the Audit & Risk Committee ACCEPTS the status of active contracts and unexecuted leases.

Attachments:

[1](#) Attachment 1 - Contract Status Report - March 2026 26/85291

	Contract	* Title	Contractor	Service Unit	Commencement	Revised Completion Date	* Progress Status
NEW	25124	Upgrade Gumblossom Pavilion Hall and Activity Amenities	AE Hoskins Building Services	Infrastructure Capital Works	29/11/2025	1/06/2026	Green
NEW	25163	Upgrade Toilets, Butler Community Centre and Carramar Community Centre	Aldin Pty Ltd	Infrastructure Capital Works	19/01/2026	30/06/2026	Amber
NEW	25110-SS	Renewal of Play Equipment, Soffail and Installation and Shade Sail Structures (Separable Portions)	Supreme Shades	Infrastructure Capital Works	14/01/2026	30/06/2026	Green
NEW	25110-PPR	Renewal of Play Equipment, Soffail and Installation and Shade Sail Structures (Separable Portions)	Perth Playground and Rubber Pty Ltd	Infrastructure Capital Works	14/01/2026	30/06/2026	Green
NEW	25142	Demolition and Construction of Jindalee Beach Access Way	Natural Area Management & Serv	Asset Maintenance	1/09/2025	30/06/2026	Green
NEW	25111OCE	Cleaning: Kingsway Regional Sporting Complex, Community Buildings - South and Park Toilets & Changerooms @E South - Separable Portions 3	Office Cleaning Experts	Building Maintenance	1/09/2025	31/08/2026	Green
NEW	25111BRI	Cleaning: Kingsway Regional Sporting Complex, Community Buildings - South and Park Toilets & Changerooms @E South - Separable Portions 1&2	BrightMark Group Pty Ltd	Building Maintenance	1/09/2025	31/08/2026	Green
NEW	25202	Renewal of Tennis Courts, Fencing and Lighting at Elliot Park, Wanneroo	LKS Constructions (WA) Pty Ltd	Infrastructure Capital Works	2/02/2026	30/09/2026	Green
NEW	25081	Provision of Underground Service Location Services	Utility Mapping	Infrastructure Capital Works	22/10/2025	21/10/2026	Green
NEW	25118	Construction of Abbeville Park Sports Amenities Building	Orixon Pty Ltd	Infrastructure Capital Works	31/12/2025	31/10/2026	Green
NEW	25132	Mirrabeeka Avenue and Kingsway Intersection Improvements	WCP Civil PTY LTD	Infrastructure Capital Works	16/10/2025	15/11/2026	Green
NEW	28620	Concept Design - Aikmos Surf LifeSaving Club	Wecco Pty Ltd	Strategic Projects	20/11/2025	19/11/2026	Green
NEW	25027	Kingsway Football Modular Changeroom Facility	Ausco Modular Pty Ltd	Infrastructure Capital Works	5/02/2026	4/02/2027	Green
NEW	25126	Supply & Deliver HDPE Stormwater Pipes	Hydra Storm	Infrastructure Capital Works	1/03/2026	28/02/2027	Green
NEW	25242	Provision of Scheduled Irrigation Maintenance	Landscape Elements	Parks Maintenance	5/01/2026	4/04/2027	Green
NEW	25137	Provision of Design and Engineering Services of Two New Pathways on Wanneroo Road	Porter Consulting Engineers	Infrastructure Capital Works	1/01/2026	30/06/2027	Green
NEW	25103	Provision of consultancy services for design and document the Kingsway Rugby Club Alterations and Additions	Lee Syminton Architect	Infrastructure Capital Works	5/12/2025	4/12/2027	Green
NEW	25189	Assessment of Offshore Sand Placement Methods for Beach Renourishment and Nearshore Environmental Impacts	Bluecoast Consulting Engineers Pty Ltd	Asset Maintenance	30/01/2026	3/02/2028	Green
NEW	25033	Provision of Mobile Garbage Bins, Parts, Caddies and Compostable Caddy Liners	Trident Plastics (SA) Pty Ltd	Waste Services	1/09/2025	31/08/2028	Green
NEW	25109	Specialised Mowing of Turf Surfaces	LD Total (NEW)	Parks Maintenance	5/09/2025	4/09/2026	Green
NEW	25101	RFT BBQ Cleaning Services	BrightMark Group Pty Ltd	Parks Maintenance	15/09/2025	12/10/2028	Green
NEW	25036	Provision of Sanitary Waste Disposal & Hygiene Services	Rentokil Initial	Building Maintenance	1/12/2025	30/11/2028	Green
NEW	25161	Supply and Implement a Learning and Performance Management System	Zensai ANZ Pty Ltd	Office of Director Corporate Strategy and Perfo	1/02/2026	31/01/2029	Green
NEW	25121	Supply and Installation of Fencing for a Period of Three (3) Years	Reliable Fencing WA Pty Ltd	Infrastructure Capital Works	3/02/2026	28/02/2029	Green
NEW	25031	25031 CONTENT MANAGEMENT SYSTEM (CMS) AND CITY WEBSITE DESIGN AND DEVELOPMENT	Alyka	Communications, Marketing & Brand	8/09/2025	7/03/2029	Green
	22027	RFT 22027 Provision of Material Disposal Site(s)	Community Greenwaste Recycling Pty Ltd	Infrastructure Capital Works	1/12/2022	30/11/2025	Green
	24147	Supply and installation of a Boardwalk at Yellagonga Regional Park Wanneroo	AE Hoskins Building Services	Infrastructure Capital Works	1/04/2025	18/12/2025	Green
	19216	RT Procure and Implement Enterprise Asset Management Information System	Brightly Software Australia (formerly Assetic Australia)	Customer & Information Services	1/01/2021	31/12/2025	Green
	25056	Supply and Installation of Boardwalk and Pergola Renewal at Queenscliff Park, Quinns Rock	Aldin Pty Ltd	Infrastructure Capital Works	1/08/2025	31/01/2026	Green
	24008	Supply and Install Garrison Fencing	Reliable Fencing WA Pty Ltd	Infrastructure Capital Works	4/03/2025	3/03/2026	Green
	22223	RFT 22223 Supply & Deliver Dog Waste Bags	Vexel Pty Ltd	Waste Services	21/03/2023	20/03/2026	Green
	23159	23159 Application of Mulch within the City of Wanneroo	Perth Materials Blowing	Parks & Conservation Management	27/03/2024	26/03/2026	Green
	21234	RFT 21234 Provision of Arboricultural Consultancy Services	Paperbark Technologies	Parks & Conservation Management	1/04/2022	31/03/2026	Green
	21145LAW1	RFT Provision of Turf Renovation Services	Lawn Doctor Turf Solutions	Parks & Conservation Management	1/09/2022	3/04/2026	Green
	21014	RFT 21014 - Sweeping Services within the City of Wanneroo	DFS Industrial & Environmental Services Pty Ltd	Asset Maintenance	28/04/2021	27/04/2026	Green
	20228	20228 Maintenance of Beach Access Ways	Workpower Incorporated	Parks & Conservation Management	4/05/2021	3/05/2026	Green
	22211	RFT 22211 Provision of Electrical Design & Audit Services	Focus Consulting WA Pty Ltd	Infrastructure Capital Works	11/05/2023	10/05/2026	Green
	23039ELC	RFT 23039 Provision of Mitigating Works on City Land	Entire Land Care Pty Ltd	Community Safety & Emergency Management	22/05/2023	21/05/2026	Green
	23010	RFT 23010 Provision of Planting & Maintenance at Offset, Conservation and Foreshore Reserves	Workpower Incorporated	Infrastructure Capital Works	1/06/2023	31/05/2026	Green
	22208	RFT 22208 Supply & Delivery of Stormwater Concrete Auxiliary Products	Hydra Storm	Infrastructure Capital Works	1/06/2023	31/05/2026	Green
	23004	RFT 23004 Provision of Park and Streetscape Maintenance within Two Rocks	LD Total (NEW)	Parks & Conservation Management	12/06/2023	11/06/2026	Green
	23002	RFT 23002 Provision of Dry Parks Maintenance Services	LD Total (NEW)	Parks & Conservation Management	15/06/2023	14/06/2026	Green
	25053	Provision of Catering for City Council Meetings	Ultimo Catering And Events	Governance & Legal	1/07/2025	30/06/2026	Green
	24071	Cleaning of Civic Centre Buildings 1 & 2	BrightMark Group Pty Ltd	Building Maintenance	1/07/2024	30/06/2026	Green
	23193	23193 Provision of Extruded Concrete Kerbing	Kerb Direct Kerbing	Infrastructure Capital Works	1/07/2024	30/06/2026	Green
	22209	22209 Provision of Linemarking Services	Linemarking WA Pty Ltd	Infrastructure Capital Works	1/07/2023	30/06/2026	Green
	22102	RFT 22102 Provision of Pest Control Services	Northern Districts Pest Control	Asset Maintenance	1/11/2022	30/06/2026	Green
	21035INT	RFT Provision of Cleaning Civic Centre, Civic Centre Extension, Wanneroo Library & Community Centre, Aquamotion, Ashby operations Centre	Intelfe Group Limited	Building Maintenance	1/07/2022	30/06/2026	Green
	21154	RFT 21154 Provision of Beach Cleaning Services	Nu-Trac Rural Contracting	CoW > Assets > Asset Maintenance	1/12/2021	30/06/2026	Green
	21045	RFT 21045 - Sand Supply and Delivery for Beach Re-Nourishment	WA Limestone Company	Asset Maintenance	18/05/2021	30/06/2026	Green
	25047	Provision of E-Waste and White Goods Collection and Processing Services	Workpower Incorporated	Waste Services	3/07/2025	2/07/2026	Green
	23005	RFT 23005 Provision of Play Equipment Maintenance Services including Supply and Installation of Play Equipment Components	Miracle Recreation Equipment	Parks & Conservation Management	4/07/2023	3/07/2026	Green
	22037	RFT 22037 Provision of Electrical Maintenance Services to City Building Assets	Wanneroo Electric	Building Maintenance	5/07/2022	4/07/2026	Green
	23006NEW	RFT 23006 Provision of Playground Audits	Play Check Pty Ltd	Parks & Conservation Management	20/08/2024	5/07/2026	Green
	23105	RFT 23105 Provision of Mechanical and HVAC Services	Australian Airconditioning	Building Maintenance	11/07/2023	10/07/2026	Green
	22039LD	RFT 22039 Park and Streetscape Maintenance Yanchep (Separable Portions)	LD Total (NEW)	Parks & Conservation Management	1/12/2022	17/07/2026	Green
	25075	Upgrade Park Assets and Structures at Jack Barlow Park, Quinns Rocks	Aldin Pty Ltd	Infrastructure Capital Works	1/08/2025	31/07/2026	Green
	22057	RFT 22057 - Supply, Installation and Maintenance of Park Structures and Associated Amenities	Miracle Recreation Equipment	CoW > Assets > Infrastructure Capital Works	2/08/2022	1/08/2026	Green
	25045GREENWAY	Provision of Cleaning Services to Yanchep & Two Rocks District, Community Buildings - North and Park Toilets and Changerooms @E North	UNITING GLOBAL PTY LTD	Building Maintenance	9/06/2025	8/08/2026	Green
	25034DUC	Provision of Cleaning Services to Yanchep & Two Rocks District, Community Buildings - North and Park Toilets and Changerooms @E North	Du Clene Pty Ltd	Building Maintenance	9/06/2025	8/08/2026	Green
	25037	Provision of Fire Services: Testing, Servicing, Maintenance and Training	Property Fire Maintenance	Building Maintenance	28/08/2025	27/08/2026	Green
	23194	Cast in Situ Concrete Footpaths, Shared Use Paths and Crossovers	Dowsing Concrete	Infrastructure Capital Works	1/09/2024	31/08/2026	Green

Attachment 1 Contract Status Report March 2026

Contract	* Title	Contractor	Service Unit	Commencement	Revised Completion Date	* Progress Status
21141	RFT 21141 Beach Safety Services	Surf Life Saving WA Inc	Community Facilities	1/09/2021	31/08/2026	Green
21042	RFT: 21042 Material Testing Services	Aslab Pty Ltd	Infrastructure Capital Works	3/09/2021	2/09/2026	Green
21123	RFT 21123 Provision of Mobile Watering & Maintenance Services of Trees within Streetscapes & Arterial Roads	Tree Planting & Watering	Parks & Conservation Management	10/09/2021	9/09/2026	Green
23072	RFT23072 Provision of Streetscape Maintenance South	LD Total (NEW)	Parks & Conservation Management	14/09/2023	13/09/2026	Green
24100	Supply and Implement Learning, Performance, Recruitment and Onboarding System	Thomson Reuters (Professional) Australia Ltd	People & Culture	30/09/2024	29/09/2026	Green
24040	Traffic Management and Traffic Control Services	DFS Industrial & Environmental Services Pty Ltd	Infrastructure Capital Works	1/10/2024	30/09/2026	Green
22050	RFT 22050 Slashing Services	Intlife Group Limited	Parks & Conservation Management	6/10/2022	5/10/2026	Green
23148	RFT 23148 Northern Beaches Coastal Surveys	MNG Survey	Asset Maintenance	12/10/2023	11/10/2026	Green
23102	RFT 23102 Tyre Management Services for Light Fleet	Bridgestone Australia	Asset Maintenance	16/10/2023	15/10/2026	Green
24083EI - SP4	Application of Granular Fertilisers and Turf Products	Environmental Industries Pty Ltd	Parks & Conservation Management	17/10/2024	16/10/2026	Green
24083EI - SP1	Application of Granular Fertilisers and Turf Products	Environmental Industries Pty Ltd	Parks & Conservation Management	17/10/2024	16/10/2026	Green
24083BAILEYS - SP3	Application of Granular Fertilisers and Turf Products	AKC Pty Ltd T/A Baileys Fertilisers	Parks & Conservation Management	1/11/2024	31/10/2026	Green
24083BAILEYS - SP2	Application of Granular Fertilisers and Turf Products	AKC Pty Ltd T/A Baileys Fertilisers	Parks & Conservation Management	1/11/2024	31/10/2026	Green
221212NEW	Installation, Dismantling & Storage of Christmas Decorations	The Factory Aust. Pty Ltd	Building Maintenance	7/08/2024	31/10/2026	Green
22024	RFT 22024 Supply and Laying of Brick Pavers	ABM Landscaping	Infrastructure Capital Works	1/11/2022	31/10/2026	Green
23114	RFT 23114 Park & Streetscape Maintenance Madeley, Darch and Landsdale	LD Total (NEW)	Parks & Conservation Management	2/11/2023	4/11/2026	Green
22094	Supply & Application of Pesticides in Active and Passive Public Open Spaces	Environmental Industries Pty Ltd	Parks & Conservation Management	5/11/2022	4/11/2026	Green
23031	RFT 23031 Mulch for City Parks and Streetscapes	Eclipse Soils Pty Ltd	Parks & Conservation Management	13/11/2023	12/11/2026	Green
23175	Construction of Dordaaak Keepup (Library & Youth Innovation Hub Landsdale)	Swan Group WA Pty Ltd	Infrastructure Capital Works	14/06/2024	18/11/2026	Green
23085	RFT 23085 Provision of Tree Stock	Benara nurseries	Parks & Conservation Management	28/11/2023	30/11/2026	Green
22026NEW	RFT 22026 Supply and Delivery of Thermoplastic Drainage Chambers, Associated Parts and Geotextile Fabric	Tunnelwell	Infrastructure Capital Works	1/12/2022	30/11/2026	Green
22026	RFT 22026 Supply and Delivery of Thermoplastic Drainage Chambers, Associated Parts and Geotextile Fabric	Tunnelwell	Infrastructure Capital Works	1/12/2022	30/11/2026	Green
22025	RFT 22025 Supply and Deliver Bitumen Emulsion Stabilised Limestone	WA Limestone Company	Infrastructure Capital Works	1/12/2022	30/11/2026	Green
21088	RFT 21088 Supply & Deliver Crushed Limestone Road Sub-Base Material	WA Limestone Company	Infrastructure Capital Works	1/12/2021	30/11/2026	Green
21143	RFT 21143 Irrigation Parts and Hardware	Western Irrigation Pty Ltd	Parks & Conservation Management	8/12/2021	7/12/2026	Green
25045LT	Supply of Fertilisers, Wetting Agents, Turf Products and Seed (Separable Portions)	Living Turf	Parks Maintenance	12/06/2025	15/12/2026	Green
25045GREENWAY	Supply of Fertilisers, Wetting Agents, Turf Products and Seed (Separable Portions)	Greenway Turf Solutions Pty Ltd	Parks Maintenance	10/06/2025	16/12/2026	Green
25045NUTURF	Supply of Fertilisers, Wetting Agents, Turf Products and Seed (Separable Portions)	Amgrow Pty Ltd	Parks Maintenance	25/06/2025	24/12/2026	Green
25045GREENWORKZ	Supply of Fertilisers, Wetting Agents, Turf Products and Seed (Separable Portions)	Green Workz Pty Ltd	Parks Maintenance	1/07/2025	31/12/2026	Green
20206	RFT The Provision of Architectural Consultancy Services for the Southern Suburbs Library Landsdale	Bollig Design Group Ltd	Infrastructure Capital Works	17/05/2021	31/12/2026	Green
22064	RFT 22064 Provision of Turf Consultancy	Living Turf	Parks & Conservation Management	17/01/2023	16/01/2027	Green
22119a	RFT 22119 Supply Installation and Maintenance of Bores Pumping Units and Lake Infrastructure	Hydroquip Pumps & Irrigation	Parks & Conservation Management	31/01/2023	30/01/2027	Green
23149	23149 Provision of Streetscape Maintenance Services (North) Mindarie, Quinns Rocks, Clarkson, Merriwa, Ridgewood & Carramar	Landscape Elements	Parks & Conservation Management	14/12/2023	31/01/2027	Green
21207	RFT - 21207 Provision of Tree Maintenance Services	Geoffs Tree Service	Parks & Conservation Management	1/02/2022	31/01/2027	Green
24180	RFT Provision of Monitoring and Maintenance for Security Alarm, CCTV and Access Control Systems	Prestige Alarms	Building Maintenance	14/02/2025	13/02/2027	Green
23181	23181 Irrigation Minor Works	ThinkWater Perth	Parks & Conservation Management	8/03/2024	7/03/2027	Green
21029	RFT 21029 Illuminated Street Signs	Claude Outdoor Pty Ltd	Asset Maintenance	1/04/2022	31/03/2027	Green
24205	Provision of Animal Control Services	Natural Area Management & Serv	Trees and Conservation Maintenance	4/04/2025	13/04/2027	Green
23170	RFT 23170 Yancheop Coastal Management Study	Stantec Australia	Asset Maintenance	3/05/2024	2/05/2027	Green
24022SP2-NORTH	Provision of Streetscape Maintenance for Arterial Roads	LD Total (NEW)	Parks & Conservation Management	1/06/2024	3/06/2027	Green
24022SP3-SOUTH	Provision of Streetscape Maintenance for Arterial Roads	LD Total (NEW)	Parks & Conservation Management	1/06/2024	30/06/2027	Green
24022SP1-MAIN	Provision of Streetscape Maintenance for Arterial Roads	LD Total (NEW)	Parks & Conservation Management	1/06/2024	30/06/2027	Green
19251	RFT: Supply and Lay Bituminous Surfacing and Associated Civil Works	Roads 2000	Infrastructure Capital Works	1/07/2020	30/06/2027	Green
24206NACMS	Provision of Conservation Weed Control Services	Natural Area Management & Serv	Trees and Conservation Maintenance	7/07/2025	6/07/2027	Green
24206LAN	Provision of Conservation Weed Control Services	Landscape Weed Control	Trees and Conservation Maintenance	7/07/2025	6/07/2027	Green
25133	Provision of Mattress Processing Services	Soft Landing Mattress Recycling	Waste Services	12/08/2025	11/08/2027	Green
24043JINDALEE - SP1	RFT Provision of Jindalee, Aikimos and Eglinton Streetscape and Park Maintenance	Environmental Industries Pty Ltd	Parks & Conservation Management	11/10/2024	29/10/2027	Green
24043EGLINTON-SP3	RFT Provision of Jindalee, Aikimos and Eglinton Streetscape and Park Maintenance	Environmental Industries Pty Ltd	Parks & Conservation Management	11/10/2024	29/10/2027	Green
24043ALKIMOS - SP2	RFT Provision of Jindalee, Aikimos and Eglinton Streetscape and Park Maintenance	Environmental Industries Pty Ltd	Parks & Conservation Management	11/10/2024	29/10/2027	Green
24068	Supply and Installation of Turf in Active and Passive Open Space	West Coast Turf	Parks & Conservation Management	25/11/2024	27/11/2027	Green
24076	The Provision of Internal Audit Services	Paxon Group	Governance & Legal	1/01/2025	31/12/2027	Green
24121SHE	24121 Provision of Plant Hire Services	SHERRIN RENTALS PTY LTD	Infrastructure Capital Works	20/01/2025	19/01/2028	Green
24121BRO	24121BRO Provision of Plant Hire Services	Brooks Hire Services Pty Ltd	Infrastructure Capital Works	20/01/2025	19/01/2028	Green
21000	21000 Procure and implement Workplace Health, Safety, Environmental & Risk Management System	Evotix360 Pty Ltd	People & Culture	31/01/2022	30/01/2028	Green
24058	RFT 24058 Provision of Oracle Financials Cloud Application Support Services	Deloitte Consulting	Customer & Information Services	3/02/2025	2/02/2028	Green
24189	RFT Provision of Light Vehicle Servicing and Repairs	CarCare Motor Company Pty Ltd	Fleet Maintenance	25/03/2025	31/03/2028	Green
24149	Provision of Architectural and Specialist Consultancy Services, Wanneroo Recreation Centre - New Sports Hub	Hodge Collard Preston Unit Trust	Infrastructure Capital Works	25/11/2024	24/05/2028	Green
24148	Provision of Cost Planner Services for Wanneroo Recreation Centre - New Sports Hub	Rider Levett Bucknall WA Pty Ltd	Infrastructure Capital Works	26/11/2024	25/05/2028	Green
25071	Parks and Streetscapes Maintenance @6 Banksia Grove and Catalina	Landscape Elements	Parks Maintenance	1/07/2025	30/06/2028	Green
25029	Provision of Plumbing Services	On Tap Services Pty Ltd	Building Maintenance	17/07/2025	16/07/2028	Green
25017	Testing and Maintenance of Aquatic Play Spaces	The Royal Life Saving Society Western Australia	Parks & Conservation Management	17/07/2025	16/07/2028	Green
23046	RFT 23046 Quinns Beach Swimming Enclosure Renewal	Global Marine Enclosures Pty Ltd	Asset Maintenance	20/07/2023	19/07/2028	Green

Contract	* Title	Contractor	Service Unit	Commencement Date	Revised Completion Date	* Progress Status
25040	Provision of Garden Organics Processing, and Transport And Processing Of Green Waste and Supply of Mulch	Western Tree Recyclers	Waste Services	29/07/2025	28/07/2028	Green
25015	Provision of Softfall Sand and Softfall Mulch Maintenance	Sifting Sands	Parks & Conservation Management	1/08/2025	31/07/2028	Green
25020SP3	Parks and Streetscapes Maintenance for Butler (Separable Portion) - Ridgewood	Landscape Elements	Parks Maintenance	1/07/2025	31/07/2028	Green
25020SP2	Parks and Streetscapes Maintenance for Butler (Separable Portion) - Butler South	Landscape Elements	Parks Maintenance	1/07/2025	31/07/2028	Green
25020SP1	Parks and Streetscapes Maintenance for Butler (Separable Portion) - Butler North	Landscape Elements	Parks Maintenance	1/07/2025	31/07/2028	Green
25063	Construction of Groundwater Production Bores	Aqua Attack Drilling	Parks Maintenance	4/08/2025	3/08/2028	Green
17227	Provision of Illuminated Advertising Bus Shelters	oOh!media Street Furniture Pty Ltd	Asset Maintenance	1/10/2019	30/09/2029	Green
24026	Supply and Install Fitness Equipment - Replacement of Resistance and Spin Bike Equipment	Fleet Commercial Gymsnasiums Pty Ltd	Community Facilities	12/11/2024	11/11/2029	Green
22007	Restricted Tender 22007 - Supply, Installation, Maintenance and Advertising on Bench Seats	Streetside Advertising	CoW > Assets > Asset Maintenance	1/04/2022	31/03/2032	Green
22046	RRFT 22046 Management and Maintenance of Marangaroo and Carramar Golf Courses	Belgravia Leisure	Property Services	1/11/2022	31/10/2032	Green
18127	RFT Resource Extraction - Neerabup Industrial Area	Urban Resources	Infrastructure Capital Works	9/10/2019	8/10/2034	Green

Item 5 Confidential

5.1 Internal Audit Report - Facility Hire Review

File Ref: 7312V009 – 26/77900
Responsible Officer: Chief Executive Officer

This report is to be dealt with in confidential session, under the terms of the Local Government Act 1995 Section 5.23(2), as follows:

- (f) *information the making public of which would be likely to impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law*

Item 6 Late Reports (to be circulated under separate cover)

Nil

Item 7 Date of Next Meeting

The next Audit, Risk and Improvement Committee Meeting has been scheduled for 6:00PM on Monday, 18 May 2026, to be held at Council Chambers (Level 1), Civic Centre, 23 Dundobar Road, Wanneroo.

Item 8 Closure



COUNCIL CHAMBER SEATING DIAGRAM

