Audit, Risk & Compliance Committee Meeting Agenda - 11 March 2025 Attachments

Department of
Local Government, Sport
and Cultural Industries
GOVERNMENT OF
WESTERN AUSTRALIA

COMPLIANCE AUDIT RETURN 2024

No	Reference	Question	Response	Comments
Commercial Enterprises by Local Governments				
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	Yes	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	Yes	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	Yes	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	

No	Reference	Question	Response	Comments
Delegation of Power/Duty				
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the *Local Government Act 1995*?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the *Local Government Act 1995*?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	

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9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with *Local Government (Administration) Regulations 1996,* regulation 19?	Yes	

Disclosure of Interest				
No	**Reference**	**Question**	**Response**	**Comments**
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the *Local Government Act 1995,* did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the *Local Government (Administration) Regulations 1996* regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No participation approval was needed or given during the year. No member remained in room when a Financial disclosure was provided.
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the *Local Government Act 1995* recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	There were a total of 14 Primary returns for new employees submitted late from dates 01/09/2023 - 31/08/2024. Weekly reminders are sent from Attain and followed up by Governance support staff. All forms were eventually lodged, however not within the 3 month date. Ongoing education via the

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				governance staff is in place to educate staff on the need to complete their forms on time.
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	No	There were 11 Annual Returns completed after 31 August 2024. All other employee returns were completed on time. Of the 11, 1 was completed in October 2024. All others were completed in September 2024 with the majority being in the first week of September. Employees are sent weekly reminders as well as being followed-up on by Governance Staff. Ongoing education into this process is being conducted, however with high staff turnover, there is still confusion regarding the need and regulations for annual returns.
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the *Local Government Act 1995*?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the *Local Government Act 1995,* in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the *Local Government Act 1995*, did the CEO remove from the register all returns relating to that person?	No	This will be completed. This process is now in progress of being conducted - during the beginning of the year however, there was a lapse in the process. This has been rectified with all persons who have ceased employment now being removed from the register.
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the *Local Government Act 1995* been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	

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11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the *Local Government Act 1995*, in the form prescribed in the *Local Government (Administration) Regulations 1996*, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the *Local Government Act 1995*, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) *Local Government Act 1995* been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the *Local Government Act 1995* relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the *Local Government Act 1995*, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	N/A	The Town of Port Hedland's Model Code of Conduct for Elected Members, Committee Members and Candidates was adopted at the OCM on 28/04/2021. This can be viewed on the Town's public website. Decision #OCM202021/154.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct?	N/A	There were no additional requirements in addition to the model code of conduct

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No	Reference	Question	Response	Comments
		If yes, does it comply with section 5.104(3) and (4) of the *Local Government Act 1995*?		
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property				
No	**Reference**	**Question**	**Response**	**Comments**
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the *Local Government Act 1995* (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the *Local Government Act 1995*, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	

Elections				
No	**Reference**	**Question**	**Response**	**Comments**
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms	N/A	No electoral gifts disclosed or recorded for the elections of 2023/2024.

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		relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the *Local Government (Elections) Regulations 1997*?		
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the *Local Government (Elections) Regulations 1997*?	N/A	No electoral gifts disclosed or recorded for the elections of 2023/2024.
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the *Local Government (Elections) Regulations 1997*?	N/A	No electoral gifts disclosed or recorded for the elections of 2023/2024.

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the *Local Government Act 1995*?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the *Local Government Act 1995*, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the *Local Government Act 1995* required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those	Yes	

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		matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?		
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the *Local Government Act 1995*, did the CEO publish a copy of the report on the local government's official website?	N/A	Annual Financial Report 2024 – Auditor Report to Minister – DLGSC advised this is no longer a requirement.
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of *Local Government (Administration) Regulations 1996* 19DA(2) & (3)?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments

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1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with *Local Government (Administration) Regulations 1996*, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	N/A - Advert closes on 27 January 2025
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the *Local Government Act 1995*?	N/A	N/A - The CEO's last day of employment was 29 Nov 2024. The recruitment process has commenced for a replacement. Advert closes 27 January 2025
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no proposals to dismiss senior employee(s) in the 2024 calendar year.

Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the *Local Government Act 1995*?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the *Local Government Act 1995*?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

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	Optional Questions			
No	**Reference**	**Question**	**Response**	**Comments**
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the *Local Government (Financial Management) Regulations 1996* regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with *Local Government (Audit) Regulations 1996* regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of *the Local Government Act 1995,* were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the *Local Government Act 1995?*	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	

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| 8 | s6.4(3) | By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024? | Yes | |
| 9 | s.6.2(3) | When adopting the annual budget, did the local government take into account all its expenditure, revenue and income? | Yes | |

Tenders for Providing Goods and Services				
No	**Reference**	**Question**	**Response**	**Comments**
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the *Local Government (Functions and General) Regulations 1996*, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to *Local Government (Functions and General) Regulations 1996*, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the *Local Government Functions and General) Regulations 1996*, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with *Local Government (Functions and General) Regulations 1996,* Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of *Local Government (Functions and General) Regulations 1996*, Regulation 15 and 16?	Yes	

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7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the *Local Government (Functions and General) Regulations 1996*, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the *Local Government (Functions and General) Regulations 1996,* Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No expressions of interest were rejected.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the *Local Government (Functions and General) Regulations 1996,* Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with *Local Government (Functions and General) Regulations 1996,* Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with *Local Government (Functions & General) Regulations 1996* regulations 24AD(4) and 24AE?	Yes	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	

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17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of *Local Government (Functions and General) Regulations 1996*, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of *Local Government (Functions and General) Regulations 1996,* Regulation 24AG?	Yes	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	All responses were submitted on time through Vendorpanel and were accepted.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of *Local Government (Functions and General) Regulations 1996,* Regulation 24E and 24F?	Yes	

_____   _____

Chief Executive Officer   Date

_____   _____

Mayor/President   Date

Focus Area			Registers				Audit Findings	One Connect		GIS			Roles & Responsibilities
Project		Asset Attributes	Asset Valuations	Fleet	Attractive Assets	Asset Register Recommendations	EAM & SAM	GIS & EAM	GIS Strategy	GIS Implementation		IOP / SOP Register *Refer Asset Management Activities*
Scope	1	Non Capitalised Park components – under Asset attribute – grass, landscaping and rocks.	Revaluation cycles	Maintenance scheduling	Attractive asset register maintenance	As per RSM / OAG report	EAM Optimisation - T1/Chartertech *Refer ERP PCG*	OneCouncil GIS Management, enhanced by SAM OneCouncil, is implemented through a comprehensive scope of work that includes planning, system design, customization, data migration, testing, training, deployment, and post-implementation support to seamlessly integrate GIS data into the ERP system for improved asset tracking, property management, operational insights, and regulatory compliance.	Develop and implement a comprehensive GIS strategy for the Town, including assessment, planning, and execution, to improve efficiency and meet stakeholder needs.	Implement an organization-wide Geographic Information System (GIS) framework, based on the approved GIS strategy, encompassing data management, software deployment, user training, and ongoing support to enhance operational efficiency and decision-making.	Roles and Responsibilities
	2	GPS coordinates					Integration of asset registers, financial registers and LTFP through forecasting					*review the draft table, agree and implement
	3	Video DRFWA					Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps					Data upload templates, sign off process

Focus Area			Asset Management Plans					Improvement Plan Priority Projects		One Connect Phase 1 Optim	One Connect Phase 2	
Project		Asset Class / Key Assets	Maintenance Schedule	Renewal Schedule	AMP Informing Schedules	Customer service and asset management	Renewing Assets	As-constructed and gifted assets including asset capitalisation	Asset registers and spatial data	Optimise Phase 1 Correcting Reports	Implement Forecasting into Budget & Projects Module	Spatial Management
Scope	1	"Asset Class 1. Roads 2. Drainage 3. Parks, Open Space, and public Art 4. Bridges 5. Footpaths 6. Buildings and Structures"	Engaging consultants to make a service plan for each asset class recommended in AMP	Engaging with consultants to create renewable plan based on the asset conditions	Maintenance Program Values	Identify the process for when a customer requests work involving infrastructure assets, and improve how this is issued for work to be done, provide feedback and ensure Town records are updated.	Identify the process for how a project is identified, scoped and submitted for budget consideration as a renewal project (including rehabilitation, renovation, a full replacement).	"Ensure all gifted assets are correctly recorded in asset registers, values reconciled with finance system. Document processes and work instructions Asset management data needs included in project management and engineering processes. "	Identify the completeness of each asset class's asset register and spatial records Plan for and then update the asset registers and spatial records ready for creating respective asset management plans	The scope of implementation for the asset movement report in OneConnect includes integrating a comprehensive tracking system across all departments to monitor asset transfers, ensuring accountability, compliance, and optimized resource management.	Implement forecasting into budget module for Q2 budget review tracking, ensuring integration with Project Management module for Capital Works .	OneCouncil Spatial Management integrates Geographic Information Systems (GIS) with the ERP system to manage and analyse spatial data related to assets, land, and operations. It enables mapping, asset tracking, property management, and operational insights.
	2	Key Assets - Stadium - Community Centre - SHAC - GAC - JD - Marina?			Renewal Program Values	Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps	There is also a need to identify how asset renewal forecasts are incorporated into the budget process via the capital works program. "	Optimise the use of TechOne Be adaptive to changes in development of the systems and associated processes.			Enterprise Budgeting, Financial Management, and Strategic Asset Management modules to provide insights into revenue, expenditure, and long-term planning/forecasting.	OneCouncil Spatial Management is essential for enhancing decision-making, improving efficiency, optimizing resource allocation, ensuring regulatory compliance, and fostering transparency and community engagement.
	3	Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps			Reserve Balance Sustainability		"Optimise the use of TechOne Be adaptive to changes in development of the systems and associated processes. "	Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps			Implementation and activation of the outstanding forecasting and planning modules, ensuring they are fully integrated with the OneConnect Core Enterprise System, operationally functional, and effectively utilised by stakeholders.	OneCouncil Spatial Management is implemented by integrating GIS data into the ERP system, customizing workflows, training staff, engaging stakeholders, and maintaining data accuracy for continuous improvement.
	4						Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps					

Focus Area		Registers					Audit Findings	One Connect		GIS		Roles & Responsibilities
Project		**Asset Attributes**	**Asset Valuations**	**Fleet**	**Attractive Assets**	**Asset Register Recommendations**	**EAM & SAM**	**GIS & EAM**	**GIS Strategy**	**GIS Implementation**	**IOP / SOP Register** *Refer Asset Management Activities*
Resourced (who how)	Internal SME	Internal	Internal	Internal	Internal	Internal	Internal	Internal		Internal	Internal
	External							External	External	External	
Timeframe (when)	Start	10/11/2025	1/12/2024	TBD		1/01/2025	6/02/2025	1/07/2024	6/10/2024	1/07/2024	TBD	TBD
Milestones	1	Attribute identified	Identify assets in the class	TBD - Receive informing schedule. Team specific maintenance scheduling and value. Value forms part of LTFP	Create IOP seek feedback from Infrastructure/Stores etc for 30 June assets on register	Asset Register Recommendations: Asset Register 670 items at nil value Roads & Bridges $5,881,886 Drainage Assets $7,648,155 Footpaths $832,271 Other Assets $5,127,150 Depot $222,907; includes:	Define objectives, engage stakeholders, and assess integration needs (out-of-the-box vs. custom).	Project Initiation and Planning Finalize the project plan, define objectives, establish governance, and allocate resources.	GIS Current State Assessment: Review existing systems, identify gaps.	System Procurement & Setup: Select and deploy the chosen GIS software and hardware infrastructure.	TBD
	2	GIS attributes	RQT and appoint contractor			Finance working with Assets to get Assets approval for the 227 duplicate assets. A list of the assets, values and GIS location (which should be nil) will be signed off by Assets and Manager Finance	Configure the system for out-of-the-box functionality and identify any external system integration requirements.	Requirements Analysis and Scoping Gather requirements, document specifications, and align the scope with organizational needs.	Stakeholder Needs Analysis: Gather requirements from users.	Data Acquisition & Migration: Gather, standardize, and migrate existing and new spatial data into the GIS.	
	3		Receive report			List of x16 Not Council owned assets be listed out with the details, verification, and link to the proof of ownership	Clean, migrate, and validate data to ensure readiness.	System Configuration Configure the P&R modules and integrate them with the existing OneCouncil system.	GIS Vision & Goals: Define the future GIS direction.	Application Development & Configuration: Configure the GIS platform and develop applications to meet specific organizational needs.	
	4		Make adjustment to assets as per report			List of x38 impaired assets with details of impairment notification/replacement document for sign off.	Deploy the solution and leveraging pre-built capabilities.	Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity.	Governance & Roles: Establish ownership and responsibilities.	User Training & Documentation: Conduct comprehensive training programs and create user manuals for all relevant staff.	

Focus Area		Asset Management Plans						Improvement Plan Priority Projects		One Connect Phase 1 Optim	One Connect Phase 2	
Project		**Asset Class / Key Assets**	**Maintenance Schedule**	**Renewal Schedule**	**AMP Informing Schedules**	**Customer service and asset management**	**Renewing Assets**	**As-constructed and gifted assets including asset capitalisation**	**Asset registers and spatial data**	**Optimise Phase 1 Correcting Reports**	**Implement Forecasting into Budget & Projects Module**	**Spatial Management**
Resourced (who how)	Internal SME					Internal	Internal	Internal	Internal	Finance	Internal	ERP Project Team , Planning
	External	External	External	External	External	External		External	External	KPMG	External	Chartertech/T1
	Budget									$10 000		Approved
Timeframe (when)	Start	12/11/2024	7/01/2026	7/01/2026	7/01/2026	1/05/2025	7/01/2026	26/02/2025	7/01/2026	5/02/2025	1/07/2025	1/07/2024
Milestones	1	Receive AMP plans from Consultant	Consultant reviewing the maintenance schedules as per AMP for integration in LTFP	Receive AMP, and review	This is parts of Maintenance and Renewal Schedule works	1. CRM to go back into configuration phase to align with Planning & Compliance modules	Based on AMPs, creating IOPs for the renewal projects	All projects to follow Project Handover process which includes developer/consultant to submit "as constructed information" in GIS ready form in accordance of current versions of D,R & O-Spec this will help in reconciling the values (unit rate) and As-Constructed and Gifted Assets including Asset Capitalisation.	Stage 1: Asset registers transferred to T1 (completed)	Asset Movement Report correction	Requirements Gathering and Analysis: Completion of workshops and documentation of forecasting and planning requirements.	"Project Initiation and Planning

Finalize the project plan, define objectives, establish governance, and allocate resources." |
| | 2 | Review AMP plans - receive detailed AMP | Integrate maintenance information in Asset Book | Receive Detailed AMP | | 2. UAT | | Asset Team will need more resources to achieve the required outcome. | Stage 2: Build GIS database | | Activation of the required modules to support forecasting/planning. Integration of forecasting/planning modules with the OneCouncil Core Enterprise System and initial configuration based on organizational needs. | "Requirements Analysis and Scoping

Gather requirements, document specifications, and align the scope with organizational needs." |
| | 3 | Implementation of EAM/SAM SaaS Plus solution and Enterprise Maps Implementation of AMP into LTFP | | Integrate with Forward Capital Works Plan and LTFP | | 3. Training | | | Stage 3: Filling gaps (attributes) in the existing data | | Migration of relevant data into the new modules and validation to ensure data accuracy. | "System Configuration

Configure the P&R modules and integrate them with the existing OneCouncil system." |
| | 4 | | | Integrate into Asset book | | 4. Deployment | | | | | Completion of User Acceptance Testing (UAT) and resolution of any issues to ensure system readiness Delivery of targeted training sessions and resources for end-users and stakeholders. Development of detailed written procedures for capital works budget owners. | Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity. |

Focus Area		Registers				Audit Findings	One Connect		GIS		Roles & Responsibilities
Project		Asset Attributes	Asset Valuations	Fleet	Attractive Assets	Asset Register Recommendations	EAM & SAM	GIS & EAM	GIS Strategy	GIS Implementation	IOP / SOP Register *Refer Asset Management Activities*
Milestones	5					List of x217 'Should not be capitalised' assets, with the justification, and GIS/attributes in one document for sign off.	Conduct UAT for out-of-the-box workflows and custom integrations to confirm system readiness.	User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users.	GIS Action Plan & Roadmap: Develop an implementation strategy.	System Integration & Testing: Integrate the GIS with existing organizational systems and conduct thorough testing.	
	6					Listing of the x172 'Not Revalued assets with capitalisation paperwork evidence of capitalisation date. This may result in an additional revaluation to meet compliance.	Train users on standard functionalities and any additional workflows from integrations.	Training and Change Management Deliver staff training and communicate changes to support adoption.	GIS Plan Implementation: Execute the plan, including procurement and training.	Deployment & Go-Live: Launch the operational GIS system and provide ongoing support.	
	7					Work with Chartertech to correct the existing Asset Movement report	Launch the system with immediate post-go-live support.	Go-Live and Deployment Launch the P&R modules and provide real-time access to core features.	Implementation Report & Training: Document the implementation and provide training materials.	Performance Monitoring & Optimization: Establish metrics to monitor system performance and implement ongoing improvements.	
	8					Attractive asset register IOP created and approved	Gather feedback, enhance the system.	Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement			
	9					Reconciliation of work in progress at year end					
	10					Capitalisation of work in progress from completed Project Completion					
Status	Not Started			Not Started						Not Started	Not Started
	In Progress	In Progress	In Progress		In Progress	In Progress	In Progress	In Progress	In Progress		
	Behind Schedule										
	Complete										
Comments										Progress is dependant on GIS Strategy	

Focus Area		Asset Management Plans				Improvement Plan Priority Projects				One Connect Phase 1 Optim		One Connect Phase 2
Project		Asset Class / Key Assets	Maintenance Schedule	Renewal Schedule	AMP Informing Schedules	Customer service and asset management	Renewing Assets	As-constructed and gifted assets including asset capitalisation	Asset registers and spatial data	Optimise Phase 1 Correcting Reports	Implement Forecasting into Budget & Projects Module	Spatial Management
Milestones	5					Q1 FY25/26					Official deployment of the forecasting/planning modules and transition to operational use.	User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users.
	6										Monitoring system performance, addressing any post-go-live issues, and conducting a project review to confirm objectives have been met.	"Training and Change Management Deliver staff training and communicate changes to support adoption."
	7											"Go-Live and Deployment Launch the P&R modules and provide real-time access to core features."
	8											Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement"
	9											
	10											
Status	Not Started		Not Started	Not Started	Not Started	Not Started	Not Started		Not Started			Not Started
	In Progress	In Progress						In Progress		In Progress	In Progress	
	Behind Schedule											
	Complete											
Comments												

Focus Area		One Connect Phase 2				One Connect Phase 2 Optimisation					Customer Service	
Project		**Customer Request Management**	**OneConnect Planning/Compliance modules**	**OneConnect Rates/Revenue modules**	**OneConnect Enterprise Cash Receipting**	**OneCouncil MySafety Module**	**CRM**	**Supply Chain Management (SCM)**	**Corporate Performance Management (CPM)**	**OneCouncil DXP (Digital Experience Platform)**	**Centralised call management system**	**Dedicated walk-in centre model**
Scope	1	The scope of implementing the Customer Request Management (CRM) module in OneConnect includes configuring request logging, automating workflows, enabling real-time status monitoring, integrating reporting functions, and ensuring seamless adoption across departments for efficient and transparent customer interaction management.	The implementation scope of OneConnect Planning/Compliance modules at the Town of Port Hedland includes automating development application processing, ensuring regulatory compliance, integrating request management, and enhancing reporting and workflow efficiencies across planning and compliance operations.	The implementation scope of OneConnect Rates/Revenue modules at the Town of Port Hedland includes integrating property rates management, development applications, regulatory compliance, and financial operations to enhance efficiency and streamline municipal revenue processes.	The scope of implementing OneConnect Enterprise Cash Receipting includes configuring and integrating the module with financial systems, automating transaction processing, enabling multi-channel payment acceptance, ensuring compliance, enhancing security, reconciling payments, generating reports, and providing user training for seamless adoption.	The scope of implementing the OneCouncil Work Health & Safety (WHS) module includes configuring safety processes, integrating with the ERP system, training staff, ensuring compliance, monitoring progress through analytics, and continuously improving safety management.	The scope of implementing OneConnect CRM includes planning and scoping requirements, data migration and integration, workflow configuration, user training, rigorous testing, seamless go-live, and ongoing support to enhance customer service, operational efficiency, data-driven decision-making, compliance, transparency, and community engagement in local government operations.	The scope of implementing OneCouncil SCM includes planning, system configuration, data migration, user training, module rollout, and continuous process improvement to enhance procurement, inventory, and supply chain management.	The scope of implementing OneCouncil Corporate Performance Management (CPM) includes assessing organizational needs, configuring the system, integrating data sources, training users, deploying in phases, and providing ongoing support to enhance decision-making, transparency, operational efficiency, compliance, and strategic alignment.	The scope of implementing OneCouncil DXP includes integrating it with existing systems, configuring self-service portals, automating workflows, enabling real-time analytics, ensuring security and compliance, providing multilingual support, streamlining processes, training staff, and offering ongoing technical support for continuous improvement.	Encompasses the design, deployment, and integration of a centralized call management system for ToPH that streamlines the capture, tracking, and resolution of incoming calls, service requests, and incidents; integrates seamlessly with existing communication channels; and includes comprehensive reporting, user training, and ongoing technical support to enhance operational efficiency and service delivery.	The project involves developing and integrating a dedicated walk-in centre model to support in-person enquiries for planning and funeral applications, Council Tax & Rates Inquiries, Document Processing, and Public Information & Community Engagement. The initiative will create streamlined workflows for capturing customer interactions, scheduling appointments, and managing application processes, while also ensuring seamless integration with existing digital systems for planning and funeral services.
Resourced (who how)	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME	Internal SME
	External	External	External	External	External	External	External	External	External	External	External	External
Timeframe (when)	Start	1/07/2024	1/07/2024	1/07/2024	1/07/2024	1/07/2024	1/07/2025	1/07/2025	1/07/2025	1/07/2025	1/07/2025	1/07/2025
Milestones	1	"Project Initiation and Planning: Finalize the project plan, define objectives, establish governance, and allocate resources."	"Project Initiation and Planning: Finalize the project plan, define objectives, establish governance, and allocate resources."	"Project Initiation and Planning: Finalize the project plan, define objectives, establish governance, and allocate resources."	"Project Initiation and Planning Finalize the project plan, define objectives, establish governance, and allocate resources."	"Planning and Scoping: Define project goals and align them with organizational priorities."	"Planning and Scoping: Define project goals and align them with organizational priorities."	"Planning and Scoping: Define project goals and align them with organizational priorities."	"Planning and Scoping: Define project goals and align them with organizational priorities."	Define project scope, objectives.	1. Map Current Sate > Q3/4 FY24/25	1. Requirement gathering
	2	"Requirements Analysis and Scoping: Gather requirements, document specifications, and align the scope with organizational needs."	"Requirements Analysis and Scoping: Gather requirements, document specifications, and align the scope with organizational needs."	"Requirements Analysis and Scoping: Gather requirements, document specifications, and align the scope with organizational needs."	"Requirements Analysis and Scoping Gather requirements, document specifications, and align the scope with organizational needs."	"Data Migration and Integration: Cleanse and migrate legacy data to the OneCouncil system. Ensure seamless integration with existing modules."	"Data Migration and Integration: Cleanse and migrate legacy data to the OneCouncil system. Ensure seamless integration with existing modules."	"Data Migration and Integration: Cleanse and migrate legacy data to the OneCouncil system. Ensure seamless integration with existing modules."	"Data Migration and Integration: Cleanse and migrate legacy data to the OneCouncil system. Ensure seamless integration with existing modules."	Gather and document functional and technical requirements.	2. Map Future State > Q3/4 FY24/25	2. Statement of Works
	3	"System Configuration Configure the P&R modules and integrate them with the existing OneCouncil system."	"System Configuration Configure the P&R modules and integrate them with the existing OneCouncil system."	"System Configuration Configure the P&R modules and integrate them with the existing OneCouncil system."	"System Configuration Configure the P&R modules and integrate them with the existing OneCouncil system."	"Configuration and Customization: Set up workflows, user roles, and access permissions."	"Configuration and Customization: Set up workflows, user roles, and access permissions."	"Configuration and Customization: Set up workflows, user roles, and access permissions."	"Configuration and Customization: Set up workflows, user roles, and access permissions."	Customize the platform and integrate existing systems.	3. Config > Q3/4 FY24/25	3. Build

Focus Area		One Connect Phase 2				One Connect Phase 2 Optimisation				Customer Service		
Project		Customer Request Management	OneConnect Planning/Compliance modules	OneConnect Rates/Revenue modules	OneConnect Enterprise Cash Receipting	OneCouncil MySafety Module	CRM	Supply Chain Management (SCM)	Corporate Performance Management (CPM)	OneCouncil DXP (Digital Experience Platform)	Centralised call management system	Dedicated walk-in centre model
Milestones	4	"Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity."	"Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity."	"Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity."	"Data Preparation and Migration Extract, cleanse, migrate, and validate data for accuracy and integrity."	"Training and Change Management: Communicate benefits to stakeholders to drive adoption."	"Training and Change Management: Communicate benefits to stakeholders to drive adoption."	"Training and Change Management: Communicate benefits to stakeholders to drive adoption."	"Training and Change Management: Communicate benefits to stakeholders to drive adoption."	Validate and migrate data from legacy systems.	4. UAT	4. Acceptance
	5	"User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users."	"User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users."	"User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users."	"User Acceptance Testing (UAT) Conduct testing to ensure functionality, resolve issues, and validate workflows with end-users."	"User Acceptance Testing (UAT): Conduct rigorous testing to ensure system functionality."	"User Acceptance Testing (UAT): Conduct rigorous testing to ensure system functionality."	"User Acceptance Testing (UAT): Conduct rigorous testing to ensure system functionality."	"User Acceptance Testing (UAT): Conduct rigorous testing to ensure system functionality."	Conduct user acceptance testing and resolve issues.	5. Training	
	6	"Training and Change Management Deliver staff training and communicate changes to support adoption."	"Training and Change Management Deliver staff training and communicate changes to support adoption."	"Training and Change Management Deliver staff training and communicate changes to support adoption."	"Training and Change Management Deliver staff training and communicate changes to support adoption."	"Go-Live and Support: Provide ongoing support and updates to ensure long-term success."	"Go-Live and Support: Provide ongoing support and updates to ensure long-term success."	"Go-Live and Support: Provide ongoing support and updates to ensure long-term success."	"Go-Live and Support: Provide ongoing support and updates to ensure long-term success."	Train staff and implement a change management plan.	6. Deployment	
	7	"Go-Live and Deployment Launch the P&R modules and provide real-time access to core features."	"Go-Live and Deployment Launch the P&R modules and provide real-time access to core features."	"Go-Live and Deployment Launch the P&R modules and provide real-time access to core features."	"Go-Live and Deployment Launch the P&R modules and provide real-time access to core features."					Launch the platform and monitor performance.	7. Go live	
	8	"Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement"	"Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement"	"Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement"	"Post-Implementation Support and Review Offer operational support, address challenges, and evaluate outcomes for future improvement"					Review post-implementation feedback and plan continuous improvements.		
Status	Not Started					(red)	(red)	(red)	(red)	(red)	(red)	(red)
	In Progress	(orange)	(orange)	(orange)	(orange)							
	Behind Schedule											
	Complete											
Comments		UAT In Progress	Configuration In Progress	Configuration In Progress	Configuration In Progress							