

TOWN OF COTTESLOE



AUDIT COMMITTEE

AGENDA

**AUDIT COMMITTEE
TO BE HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
6:00 PM Monday, 26 May 2025**

Town of Cottesloe

AUDIT COMMITTEE MEETING

Notice is hereby given that the next Audit Committee Meeting will be held in the Mayor's Parlour, Cottesloe Civic Centre 109 Broome Street, Cottesloe on **26 May 2025** commencing at **4:30 PM**.

The business to be transacted is shown on the Agenda hereunder.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'M. Newman', followed by a horizontal line.

Mark Newman
Chief Executive Officer

22 May 2025

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Members of the public should note that no action should be taken on any application or item discussed at a committee or council meeting prior to written advice on the resolution of council being received.

Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au

PURPOSE

The purpose of the Audit Committee is to:

- Guide and assist the local government in carrying out its financial management and audit functions.
- Monitor and advise the Chief Executive Officer in reviews conducted into financial management and audit systems and procedures.
- Oversee the implementation of any resulting Council recommendations so as to support better decision-making, greater accountability to the community and ensure a more efficient and effective Local Government.

TERMS OF REFERENCE

Under section 16 of the *Local Government (Audit) Regulations 1996*, an audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

Under section 14(3A) of the Regulations, the Audit Committee:

- (3A) *The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.*

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**1.1 ACKNOWLEDGEMENT OF COUNTRY**

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

2 DISCLAIMER

Refer to the Disclaimer on the inside of the cover page

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The meeting will be recorded, solely for the purpose of confirming the correctness of the Minutes.

4 ATTENDANCE**Members**

Mayor Lorraine Young	Elected Member
Cr Jeffrey Irvine	Elected Member
Mr Andrew Dimsey	Community Representative
Mr Nathan Hart	Community Representative
Mr Ian McKenzie	Community Representative

Officers

Mr Mark Newman	Chief Executive Officer
Ms Vicki Cobby	Director Corporate and Community Services
Ms Irene Wai Shan Au-Yeung	Acting Finance Manager
Ms Magda Domanska	Executive Services Officer

Visitors**Apologies**

Cr Helen Sadler	Elected Member
Cr Sonja Heath	Elected Member

5 DECLARATION OF INTERESTS**6 CONFIRMATION OF MINUTES**

That the Minutes of the Audit Committee Meeting held on Monday 17 March 2025 be confirmed as a true and accurate record.

7 PRESENTATIONS

8 REPORTS**8.1 REPORTS OF OFFICERS****8.1.1 AUDIT COMMITTEE RESOLUTION DATABASE**

Attachments: 8.1.1(a) Audit Resolution Database - May 2025 [under separate cover]

The Audit Committee Resolution Database provides an update on Council resolutions put forward by the Audit Committee since the previous meeting and resolutions linked to their Charter. This is provided for information.

8.2 ITEMS FOR DISCUSSION

8.2.1 ERP PROJECT UPDATES

Attachments: 8.2.1(a) Steering Co Presentation 24 April 2025 [under separate cover]

The ERP Project Updates report is to provide an update to the Audit Committee on the progress of the project.

Project Milestones and Status

The presentation from the Steering Co meeting have been attached, please note that this was a snapshot taken over a month ago, and is mostly outdated. I will outline below the progress since this meeting.

Of the 23 work streams involved in our ERP project, the following have progressed through the accept phase at the time of writing this report.

Phase	Module	Design	Build	Training	Accept	Go Live	Handover to Support	Status
Phase 1	Financial – UAT 1, 2, 3	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 1	Financial – UAT 5 (Assets & Plant)				✓	Nov 2025		
Phase 1	Property & Rating	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 1	Integrations (AD Sync)	✓	✓	NA	✓	01/07/25	29/08/25	
Phase 2	1. Parking Permits	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 2	2. Impounded Goods	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 2	7. Workzone & Materials on Verge	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 2	8. Waste Assets	✓	✓	✓	✓	01/07/25	29/08/25	
Phase 3	Regulatory – Animals	✓	✓	✓	✓	01/07/25	29/08/25	

The following work streams are nearing completion and are anticipated to be progressed through the accept phase by the time of this meeting.

Phase	Module	Design	Build	Training	Accept	Go Live	Handover to Support	Status
Phase 2	Customer Request Management, Antenna, Mobile Capture	✓	✓	✓	30/04/25	01/07/25	29/08/25	
Phase 2	MyDataScape	✓	✓	✓	30/04/25	01/07/25	29/08/25	
Phase 3	Regulatory – Building	✓	✓	✓	15/05/25	01/07/25	29/08/25	
Phase 3	Regulatory – Planning	✓	✓	✓	30/04/25	01/07/25	29/08/25	

A brief update on each of the other work streams is provided below;

Financial – UAT 4 (Payroll and Timesheets) & Payroll (DataPay): The team will perform a second parallel pay run before acceptance. There were a number of issues with timesheet uploads in the initial parallel pay run. DataScape is working with the Town to resolve these.

Integrations (EDRMS) & (GIS): The Business Analyst is to determine if the current configuration is satisfactory to proceed.

Private Pools Register: Testing is still underway. The sign off is expected to occur on 6/6/25.

Small Equipment Register: This is a 'nice to have' and not needed for financial or regulatory requirements. This will be the last item of testing by the finance team. This is unlikely to GO LIVE on 1/7/25.

Electoral Role: This is not required for GO LIVE but is needed for the Local Government Elections in October. This will be implemented in August or earlier.

Regulatory – Food: Testing is still underway and sign off is expected to occur on 6/6/25. This is not required for GO LIVE.

Regulatory – Health: Testing is still underway and sign off is expected to occur on 6/6/25. This is not required for GO LIVE.

Regulatory – Infringements: Testing has been stalled by the Pinforce (supplier of infringement software) upload. Business Analyst and contractor working to resolve.

DataCom Project Manager on site for GO LIVE preparation

From Tuesday 27 – Thursday 29 June, the DataCom Project Manager will be on site to work with the Town of Cottesloe Project Team to work on the following;

- GO LIVE checklist review with each work stream
- Draft high level diagram of key activities
- Confirm data migration tasks and schedule
- Change management
- Training
- Payroll cycle dates and impact on staff
- Hypercare – how will it work, who will be onsite, the process
- Post Hypercare – what will it include
- Close out all testing issues

The Town hosted a thank you lunch for all SMEs (subject matter experts) and SU (senior users) on 1 May 2025. This core group of Town staff have worked extremely hard during this implementation and were recognised by the CEO and Executive Team along with the Project Manager, Business Analyst and Change Manager.

The first ‘Lunch and Learn’ was held this week and hosted by the Business Analyst. An all staff invite was extended and 32 staff attended. A short presentation was followed by a very pleasing amount of staff questions and interactions. It was a very good outcome.

The Blue room (adjacent to War Memorial Hall) has been set up as a learning space. Formal training and other training will be conducted in this space and also provides an area for practice in the DataScape system.

Internal communications, lead by the Change Manager and the Manager Community and Customer Service have ramped up. Print and digital communications are being distributed, including our first video update by the CEO.

There are still a number of issues to be addressed, but overall the progress the organisation has made recently is to be commended. The Steering Co meeting for May is scheduled for next week, where both organisations will further evaluate the current status.

8.2.2 COMPLIANCE CALENDAR

Attachments: 8.2.2(a) Town of Cottesloe Compliance Calendar [under separate cover]

The Compliance Calendar has been adapted specifically for the Town of Cottesloe from the WALGA model to govern best practices across the calendar year.

The Compliance Calendar is provided for the information of the Audit Committee.

9 GENERAL BUSINESS**9.1 COMMITTEE MEMBERS****9.2 OFFICERS****10 MEETING CLOSED TO PUBLIC****10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED****MOTION FOR BEHIND CLOSED DOORS**

That, in accordance with Section 5.23(2) (f(ii)), the discuss the confidential reports behind closed doors.

10.1.1 RISK REGISTER UPDATE

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (f(ii)) as it contains information relating to a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property.

10.1.2 AUDIT ACTIONS REGISTER

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (f(ii)) as it contains information relating to a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property.

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

In accordance with Section 5.23 that the meeting be re-opened to members of the public and media and motions passed behind closed doors be read out if there are any public present.

11 NEXT MEETING**12 MEETING CLOSURE**