

TOWN OF COTTESLOE



AUDIT COMMITTEE

MINUTES

AUDIT COMMITTEE
HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
4:30 PM Monday, 26 May 2025

MARK NEWMAN
Chief Executive Officer

27 May 2025

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS	1
1.1	ACKNOWLEDGEMENT OF COUNTRY	1
2	DISCLAIMER	1
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	1
4	ATTENDANCE	1
5	DECLARATION OF INTERESTS	2
6	CONFIRMATION OF MINUTES	2
7	PRESENTATIONS	2
8	REPORTS	2
8.1	REPORTS OF OFFICERS	2
8.1.1	AUDIT COMMITTEE RESOLUTION DATABASE	2
8.2	ITEMS FOR DISCUSSION	3
8.2.1	ERP PROJECT UPDATES	3
8.2.2	COMPLIANCE CALENDAR	5
9	GENERAL BUSINESS	6
9.1	COMMITTEE MEMBERS	6
9.2	OFFICERS	6
10	MEETING CLOSED TO PUBLIC	6
10.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	6
10.1.1	RISK REGISTER UPDATE	6
10.1.2	AUDIT ACTIONS REGISTER	6
11	NEXT MEETING	7
12	MEETING CLOSURE	7

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 4.32pm.

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

The Presiding Member drew attention to the Town's Disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Presiding Member announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

4 ATTENDANCE**Members**

Mayor Lorraine Young	Elected Member
Cr Helen Sadler	Elected Member
Cr Sonja Heath	Elected Member
Cr Jeffrey Irvine	Elected Member
Mr Andrew Dimsey	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
Mr Nathan Hart	Community Representative

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.

Moved: Cr Irvine

Seconded: Mr Dimsey

Carried: 4/0

7 PRESENTATIONS

Nil

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.

Moved: Mayor Young

Seconded: Cr Irvine

Carried: 4/0

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.

Moved: Mayor Young

Seconded: Cr Irvine

Carried: 4/0

11 NEXT MEETING

8 September 2025

12 MEETING CLOSURE

The Presiding Member announced the meeting closed at 5.25pm.