

# TOWN OF COTTESLOE



## AUDIT, RISK AND IMPROVEMENT COMMITTEE

# AGENDA

AUDIT, RISK AND IMPROVEMENT COMMITTEE  
TO BE HELD IN THE  
Mayor's Parlour, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
4:30 PM Monday, 11 May 2026

# Town of Cottesloe

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Notice is hereby given that the next Audit, Risk and Improvement Committee Meeting will be held in the Mayor's Parlour, Cottesloe Civic Centre 109 Broome Street, Cottesloe on **11 May 2026** commencing at **4:30 PM**.

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

Yours faithfully,



Mark Newman  
**Chief Executive Officer**

08 May 2026

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Agenda and minutes are available on the Town's website [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)

## **PURPOSE**

The purpose of the Audit, Risk and Improvement 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, Risk and Improvement 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, Risk and Improvement 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 ATTENDANCE**

**Members**

Deputy Mayor Sonja Heath	Elected Member
Cr Lorraine Young	Elected Member
Cr Jeffrey Irvine	Elected Member
Cr Kirsty Barrett	Elected Member
Mr Andrew Dimsey	Community Representative
Mr Ian McKenzie	Community Representative

**Officers**

Mr Mark Newman	Chief Executive Officer
Mrs Vicki Cobby	Director Corporate and Community Services

**Visitors**

**Apologies**

At the close of the agenda no apologies had been received.

**4 DECLARATION OF INTERESTS**

**5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

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

**6 CONFIRMATION OF MINUTES**

That the Minutes of the Audit, Risk and Improvement Committee Meeting held on Monday 30 March 2026 be confirmed as a true and accurate record.

**7 PRESENTATIONS**

**8 REPORTS**

**8.1 REPORTS OF OFFICERS**

Nil

## 8.2 ITEMS FOR DISCUSSION

### 8.2.1 ERP PROJECT UPDATE - MAY 2026

**Attachments:** Nil

#### **EXECUTIVE SUMMARY**

The Town continues to make solid progress in the implementation and optimisation of the Datascape system, with key advancements across financial management, operational efficiency, and internal capability. While some challenges remain, targeted improvements are underway and overall momentum remains positive.

#### **FINANCIAL MANAGEMENT**

- Implementation of the new Chart of Accounts (COA) structure is nearing completion.
- The Town is now consistently using Work Orders for both income and expenses, including payroll, improving financial tracking and transparency.
- Training has been provided to the Executive and Managers on the correct processes for raising and approving requisitions, purchase orders and invoices.
- All supplier transactions from the current financial year have been updated to align with the new COA structure.
- Revenue and payroll transactions pre-February 2026 are still to be updated to the new COA structure.
- The 2025–26 Budget has been successfully uploaded into Datascape.
- Work has commenced on reporting and analysis capabilities to better support planning for the 2026–27 Budget.

#### **OPERATIONAL IMPROVEMENTS**

Datacom released enhancements to the Infringements module in April, significantly streamlining previously time-consuming administrative processes. This is expected to improve efficiency and reduce manual effort and eliminate most previous workarounds.

Rollout of digital timesheets has progressed well and will deliver significant reductions in data entry related to payroll processing.

Work is currently underway to improve the appearance of pay slips and the accessibility of staff leave entitlements to supervisors.

#### **OPERATIONAL CHALLENGES**

##### **Building**

- Ongoing reliance on manual re-entry of data from MyCottesloe into Datascape
- Some processing inconsistencies, being resolved as identified
- Improvements implemented:
  - Updated templates to streamline permit issue processes

- Targeted training to simplify workflows and reduce effort

**Rates**

- Issues are primarily training-related, not system capability
- Additional training is being organised to improve confidence and efficiency

**Impact on staff**

- Recent improvements are starting to reduce pressure, with further gains expected

**TEMPLATES AND STANDARDISATION**

- Work to date has been targeted rather than broad
- Additional Business Analyst resourcing arriving in June will support:
  - Greater automation of repetitive tasks
  - Improved consistency across modules

**WASTE MANAGEMENT**

- System access issue resolved through an alternative configuration suited to the Town's bespoke setup
- Data quality issues from legacy system identified:
  - Analysis underway to correct bin and rating inconsistencies
  - This work will support future Waste service planning and tendering.

**PEOPLE AND CAPABILITY**

The internal Subject Matter Expert (SME) network has been revitalised, strengthening ownership of system modules, improving consistency in processes, and providing better support coverage when key staff are unavailable.

**ONGOING VENDOR ENGAGEMENT**

Continued collaboration with Datacom on:

- Rates training
- Records management integration
- Historical Planning and Building data migration

Some product enhancements are progressing gradually, requiring short-term workarounds

**NEXT PHASE**

The Asset Management module implementation is scheduled to begin in mid-May, marking the next major step in the Datascape rollout. It is essential that this is completed by the end-of-financial year to ensure asset transactions can be captured for the Annual Financial Statements.

**SUMMARY**

Overall, the programme is progressing well, with strong advances in financial management, operational efficiency, and internal capability. Focus is now shifting towards enhanced reporting, resolving remaining integration challenges, and delivering the Asset module.

**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) ((4)(e)), the discuss the confidential reports behind closed doors.

**10.1.1 AUDIT ACTION PLAN AND STRATEGIC RISK REGISTER**

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(4)(e) as it contains information relating to information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;

**10.1.2 PROGRESS OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS RECOMMENDATIONS**

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(4)(e) as it contains information relating to information the making public of which would be likely to endanger the security (including cyber-security) of any of the local government's property or operations;.

**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**