TOWN OF COTTESLOE

AUDIT, RISK AND IMPROVEMENT COMMITTEE

UNCONFIRMED MINUTES

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

MARK NEWMAN
Chief Executive Officer

22 May 2026

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 4:30 pm.

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 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

*Cr Irvine, who attended by electronic means, confirmed he was in a secure location with secure Wi-Fi.

Officers

Mr Mark Newman	Chief Executive Officer
Mrs Vicki Cobby	Director Corporate and Community Services
Mr Steve Cleaver	Director Development and Regulatory Services
Mr Shaun Kan	Director Engineering Services
Ms Kate Jones	Governance Coordinator
Mr Rox Dawson	Business Analyst

Visitors

Mayor Melissa Harkins

Apologies

Nil.

4 DECLARATION OF INTERESTS

Nil

5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

6 CONFIRMATION OF MINUTES

AC012/2026

Moved Cr Young **Seconded Mr McKenzie**

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.

Carried 6/0
For: Mr McKenzie, Mr Dimsey, Cr Irvine, Cr Heath, Cr Young, and Cr Barrett
Against: Nil

7 PRESENTATIONS

Nil

8 REPORTS

8.1 REPORTS OF OFFICERS

Refer to Item 10

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

Nil

9.2 OFFICERS

Nil

Member of staff, Mr Rox Dawson left the meeting at 5:07 pm.

10 MEETING CLOSED TO PUBLIC

10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

AC013/2026

MOTION TO GO BEHIND CLOSED DOORS

Moved Cr Young **Seconded Cr Barrett**

That, in accordance with Section 5.23(4) (e) of the *Local Government Act 1995*, that the meeting be closed to the public to enable confidential reports to be considered.

Carried 6/0
For: Mr McKenzie, Mr Dimsey, Cr Irvine, Cr Heath, Cr Young, Cr Barrett
Against: Nil

The meeting was closed to the public at 5:07 pm, however no members of the public or media were in attendance.

The Committee resolved to close the meeting to the public under section 5.23(4)(e) of the *Local Government Act 1995* to discuss Items 10.1.1 and 10.1.2. The Committee determined that the public disclosure of this information could reasonably be expected to expose vulnerabilities and undermine the effectiveness of safeguards currently in place, and therefore fell within the scope of section 5.23(4)(e). The meeting was to remain closed only for the duration necessary to consider these confidential matters, and was to reopen to the public immediately following discussion and resolution of them.

10.1.1 AUDIT ACTION PLAN AND STRATEGIC RISK REGISTER

AC013/2026

OFFICER AND COMMITTEE RECOMMENDATION TO COUNCIL

Moved Cr Young **Seconded Cr Barrett**

THAT the Audit, Risk and Improvement Committee recommend to Council to:

1. **NOTE the Audit Action Plan based on a Strategic Risk Register and associated Risk Treatment Action Plans at (Attachment (b)) prepared in response to ARIC/Council's requests to provide a plan and timeframes for actions to address the Town's current risk exposure.**
2. **REQUIRE the Administration to implement the Audit Action Plan and transparent quarterly assurance reporting to ARIC to monitor management of the Town's risks.**

Carried 6/0
For: Mr McKenzie, Mr Dimsey, Cr Irvine, Cr Heath, Cr Young, and Cr Barrett
Against: Nil

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

AC014/2026

OFFICER AND COMMITTEE RECOMMENDATION TO COUNCIL:

Moved Cr Barrett **Seconded Cr Young**

THAT the Audit, Risk and Improvement Committee recommend to Council to:

1. **NOTE the progress made in implementing the actions recommended in the Progress Report at Attachment (b) in respect of the Town's legislative compliance, risk management and internal control environment.**

2. **NOTE that the majority of actions are currently in progress, demonstrating continuous improvement.**

3. **NOTE that delivery of ongoing actions is dependent on resource availability and risk-based prioritisation.**

4. **NOTE that implementation will continue throughout 2026, to strengthen strategic risk management assurance reporting with further updates to be provided to ARIC.**

Carried 6/0
For: Mr McKenzie, Cr Irvine, Cr Heath, Cr Young, Mr Dimsey and Cr Barrett
Against: Nil

AC015/2026

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

Moved Cr Young **Seconded Cr Barrett**

In accordance with Section 5.23 of the *Local Government Act 1995*, that the meeting be re-opened to members of the public.

Carried 6/0
For: Mr McKenzie, Mr Dimsey, Cr Irvine, Cr Heath, Cr Young, and Cr Barrett
Against: Nil

The meeting was reopened at 6:00 pm.

11 NEXT MEETING

The next Audit, Risk and Improvement Committee meeting will be held on 15 June 2026 at 4:30 pm in the Mayors Parlour, 109 Broome Street, Cottesloe.

12 MEETING CLOSURE

The Presiding Member announced the meeting closed at 6:01 pm.