



City of Nedlands

AGENDA

Audit Risk and Improvement Committee (ARIC) Meeting

Monday, 14 April 2025

Notice of Meeting

To Mayor & Councillors

A Meeting of the Audit Risk and Improvement Committee (ARIC) of the City of Nedlands is to be held on Monday, 14 April 2025 in the Council chambers at 71 Stirling Highway Nedlands commencing at 5.30pm.

This meeting will be livestreamed - [Livestreaming Council & Committee Meetings » City of Nedlands](#)

Keri Shannon | Chief Executive Officer
7 April 2025



Information

Audit Risk and Improvement Committee (ARIC) meetings are run in accordance with the City of Nedlands Standing Orders Local Law. If you have any questions in relation to items on the agenda, procedural matters, public question time, addressing the Committee or attending meetings please contact the Governance Officer on 9273 3500.

Public Question Time

Public question time at an Audit Risk and Improvement Committee (ARIC) Meeting is available for members of the public to ask a question about items on the agenda. Questions asked by members of the public are not to be accompanied by any statement reflecting adversely upon any Council Member, Committee Member or Employee.

Questions should be submitted as early as possible via the online form available on the City's website: [Public question time | City of Nedlands](#)

Questions may be taken on notice to allow adequate time to prepare a response and all answers will be published in the minutes of the meeting.

Addresses by Members of the Public

Members of the public wishing to address Council in relation to an item on the agenda must complete the online registration form available on the City's website: [Public Address Registration Form | City of Nedlands](#)

The Presiding Member will determine the order of speakers to address the Council and the number of speakers is to be limited to 2 in support and 2 against any item on an Audit Risk and Improvement Committee (ARIC) Meeting Agenda. The Public address session will be restricted to 15 minutes unless the Council, by resolution decides otherwise.

Disclaimer

Members of the public who attend Audit Risk and Improvement Committee (ARIC) Meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to acting on any matter that they may have before Council.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.



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1. Declaration of Opening

The Presiding Member will declare the meeting open at 5.30 pm and acknowledge the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet, and pay respect to Elders past, present and emerging. The Presiding Member will draw attention to the disclaimer on page 2 and advise the meeting is being livestreamed.

2. Present and Apologies and Leave of Absence (Previously Approved)

Leave of Absence (Previously Approved) Crs Amiry, Smyth and Hodsdon

Apologies None as at distribution of this agenda.

3. Public Question Time

Public questions submitted to be read at this point.

4. Address by Members of the Public

Addresses by members of the public who have completed Public Address Registration Forms to be made at this point.

5. Disclosures of Financial Interest

The Presiding Member will remind Council Members and Staff of the requirements of Section 5.65 of the Local Government Act to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

6. Disclosures of Interest Affecting Impartiality

The Presiding Member reminded Council Members and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the Local Government Act.



Council Members and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

Consequently, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

7. Declaration by Members That They Have Not Given Due Consideration to Papers

Members who have not read the business papers to make declarations at this point.

8. Confirmation of Minutes

The Minutes of the Audit Risk and Improvement (ARIC) Committee Meeting 17 March 2025 are to be accepted as a true and correct record of that meeting.

The Minutes of the Audit Risk and Improvement (ARIC) Committee Meeting 31 March 2025 are to be accepted as a true and correct record of that meeting.



9. Governance

9.1. ARC 61.03.25 Annual Compliance Audit Return 2024

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Report Author	Alyce Martin - Coordinator Governance Legal and Risk
CEO	Keri Shannon –Chief Executive Officer
Attachments	1. Confidential Attachment - Compliance Audit Return 2024

PURPOSE

The purpose of this report is for the Audit Risk and Improvement Committee to review and recommend to Council adoption of the City of Nedlands 2024 Compliance Audit Return. The return is required to be submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2025. The Department of Local Government have been advised that the completed return will be reported to this Committee and the Council this month prior to submission.

ADMINISTRATION RECOMMENDATION

That the Committee **RECOMMENDS** to Council adoption of the 2024 Compliance Audit Return for the City of Nedlands for the period 1 January 2024 to 31 December 2024 as contained in Attachment 1 to this report.

Voting Requirement

Simple Majority.

Background

All Local Governments are required to submit an annual Compliance Audit Return (**CAR**) to the Department of Local Government, Sport and Cultural Industries by 31 March each year for the previous calendar year. The CAR is used to measure the level of compliance with the *Local Government Act 1995* and associated Regulations.



Discussion

The City's 2024 CAR was completed in late March by management following a review and assessment of:

- Council meeting agendas and minutes;
- Performance plans, media advertisements, procedures and policies, registers, delegation records, local laws; and
- Interviews with responsible officers.

The CAR was completed later than normal due to the turnover of responsible officers necessitating additional work to review the City's records in order to verify and confirm compliance.

The CAR is one of the tools that allows Council to monitor how the organisation is functioning. It places emphasis on the need to bring to Council's attention issues of noncompliance, or issues where full compliance was not achieved. In addition to explaining or qualifying cases of noncompliance, the return also requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance.

The document contains 97 questions in order to assess a local government's compliance with the legislative framework. Under regulation 14 of the *Local Government (Audit) Regulations 1996*, sub regulation (3A) the audit committee is to review the CAR and report to Council the results of that review. The CAR is then to be presented to the Council and adopted by Council and the resolution recorded in the minutes. The compliance areas include:

TOPIC	NUMBER OF QUESTIONS
Commercial Enterprises by Local Governments	5
Delegation of Power / Duty	13
Disclosure of Interest	21
Disposal of Property	2
Elections	3
Finance	7
Integrated Planning & Reporting	3
Local Government Employees	5
Official Conduct	4
Tenders for Providing Goods and Services	22
Integrated Planning	3
Optional Questions	9

While Attachment 1 is currently confidential, it is only so as it has not been adopted by Council. Should the Committee recommend the adoption to Council, and Council resolves to adopt the Return the responses as submitted to the Department would then be added to the minutes of the Council meeting at which it is adopted.

In the reporting period the City identified 3 areas of non-compliance.
These refer to the following –



1. Finance - Question 3

3. **Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?**

The auditor's report was not received prior to 31 December 2024 as the City was granted an extension by the Minister. This has impacted the City's ability to answer Finance Question 4, 5, 6 and 7 of the CAR. Those questions could not be answered as they required the auditor's report.

2. Disclosure of Interest – Question 5

5. **Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?**

A number of staff members who left the organisation prior to 1 July 2024 may not have complete annual returns. Searches are still ongoing to locate physical copies of hard copy returns.

3. Disclosure of Interest – Question 6

6. **On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?**

There have been delays in acknowledgment of primary and annual returns from 2024 which have now been rectified in the City's reporting system.

Consultation

Relevant staff were requested to complete those questions of the CAR that related to their service areas. All responses were then collated and incorporated into the CAR by the designated officer.

Strategic Implications

This item is strategically aligned to the City of Nedlands Council Plan 2023-33 vision and desired outcomes as follows:

Vision **Sustainable and responsible for a bright future**

Pillar **Performance**
Outcome 11. Effective leadership and governance.



Budget/Financial Implications

The 2024 Compliance Audit Return has been conducted using internal resources and there are no other financial impacts.

Legislative and Policy Implications

Local Government (Audit) Regulations 1996

Regulation 14

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
 - (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
 - (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.
 - (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be -
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.
15. Certified copy of compliance audit return and other documents to be given to
Departmental CEO
- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
 - (2) In this regulation — certified in relation to a compliance audit return means signed by -
 - (a) the mayor or president; and
 - (b) the CEO.

In accordance with Regulation 14 and 15 of the Local Government (Audit) Regulations 1996 the 2024 Annual Compliance Audit Return must be:

1. Presented to the Audit and Risk Committee for review and then presented to Council;
2. Adopted by Council;
3. Recorded in the minutes of the meeting at which it was adopted; and



A certified copy of the return, along with a copy of the minutes recording its adoption, to be submitted to the Department .

Decision Implications

Should Council choose to adopt the 2024 Compliance Audit Return for submission to the Department of Local Government Sport and Cultural Industries the City would fulfil its prescribed statutory requirements in [regulation 13 of the Local Government \(Audit\) Regulations 1996](#).

Should Council choose not to adopt the 2024 Compliance Audit Return for submission to the Department of Local Government Sport and Cultural Industries Council would be in breach the prescribed statutory requirements in [regulation 13 of the Local Government \(Audit\) Regulations 1996](#).

Conclusion

The Committee is required to consider the review and if satisfied, recommend to Council, adoption of the Return.

Further Information

Nil.



10. Finance

10.1.ARC 62.04.25 External Audit update

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	C. Ross – Financial Services Consultant
Director	A. Alderson – Director Corporate Services
CEO	K. Shannon
Attachments	1. FY23 OAG findings remediation status

Purpose

This report is for the Committee to be updated on key correspondence and preparation relating to the audit of the City's financial report for the year ended 30 June 2024, and readiness for 30 June 2025.

As the City received a Disclaimer of Opinion for the 30 June 2023 financial report, the Committee have also requested updates on the progress towards remediation of OAG audit findings.

Recommendation

That the Committee RECEIVES the report.

Voting Requirement

Simple majority

Background

1. 30 June 2024 audit status

The 30 June 2024 draft financial report was provided to OAG/RSM on 9 December 2024, in line with the extension granted by DLGSC.

The final audit fieldwork phase for the 30 June 2024 audit was performed from 10 March 2025 for two weeks in accordance with the planned schedule, with administration staff fully available to address queries and to provide the requested supporting documentation. The fieldwork phase is ostensibly completed with some further follow-up queries on the supporting documentation, financial report adjustments and note disclosure amendments.



Discussions have not yet been finalised on the technical accounting aspects of the 30 June 2024 financial report for opening balances disclosures and presentation of the restated comparative figures. The financial report disclosures and presentation will impact the extent of the qualification paragraphs in the audit opinion.

In line with RSM/OAG review and administrative processes, the formal technical accounting financial report matters and 30 June 2024 audit findings are expected after 22 April 2025.

2. 30 June 2025 audit status

The interim audit fieldwork phase for the year ending 30 June 2025 will commence in the week beginning 19 May 2025. This will allow the City's audit process to now be on track to meet expected local government reporting and compliance deadlines.

The IT general controls preparation list has already been received from RSM/OAG and is being compiled.

3. Overall resourcing summary

Additional finance and systems staff resources and processes within the Finance Services area are being put in place in anticipation for the 30 June 2025 interim and final audit phases, and for addressing the remediation of the outstanding OAG findings.

The Infrastructure Assets module implementation related to the scope and linkage to financial reporting requirements and fixed asset register remains a high-risk audit exposure. Work on this module has recommenced together with regular cross departmental meetings and liaison with other councils to progress the different operational and financial aspects of the module implementation.

For a summary of matters relating to the OneCouncil Enterprise Resource Planning system implementation, refer to the strategic update provided by the Manager Programs and Business Improvements (Item 11.4 of this agenda) for an outline of integrity of data migration with the legacy system, process documentation and staff training, and resourcing to achieve implementation goals.

4. 30 June 2023 OAG findings

There has been no significant changes in the open items relating to the FY23 OAG findings from the spreadsheet presented at the previous meeting. The following items remain open at April 2025.

- 1.5b. Preparation of infrastructure Asset Masterfile for OneCouncil implementation and financial reporting purposes is delayed pending resource reallocation
- 4. Bank signatories have ongoing updates in progress due to staff changes
- 6. New Systems Accountant recruitment underway to assist the Financial Services team in OneCouncil extraction of information, implementation and training
- 8. Matching debtors against the respective debtor invoices to be addressed in OneCouncil Phase 3 Revenue (Debtors)
- 12. Contract variation policy changes in progress



14. Manual input of fees and charges for invoicing is to be addressed in OneCouncil Phase 3 Revenue (Debtors)
15. Record of verbal quotations is in progress

4. Key staff update

On 7 April 2025 a new Chief Finance Officer commenced.

Succession planning and cross-functional training is in the process of being introduced throughout the Corporate Services Directorate.

Discussion

Nil

Decision Implications

Nil

Conclusion

The discussion will be noted.

Summarised findings identified by the OAG during the audit of the financial report for the year ended 30 June 2023

Index of findings		Rating			Summarised findings (30 June 2023)	Summarised proposed action/progress comments	Status (Apr 2025)	Person responsible	Completion date
	Potential impact on audit opinion	Significant	Moderate	Minor					
FINANCIAL ACCOUNTING FINDINGS									
1. Review of external valuations	Yes	✓			Infrastructure assets listings assessed for valuation incomplete with significant variances compared to the accounting fixed asset register. Multiple fixed assets registers.	1. Assets Officer recruited and taskforce working group established with Financial Services.	Complete	Manager Assets & Chief Finance Officer	
						2. Review of 30 June 2023 infrastructure assets revaluation methodology and key assumptions and follow up queries with valuer.	Complete	Manager Assets	
						3. Clarify reasons for variances between AssetFinda and valuer's listing.	Complete	Manager Assets	
						4a. Review of 30 June 2023 infrastructure assets listing - Completeness and mathematical accuracy.	Complete	Manager Assets	
						4b. Review of 30 June 2023 infrastructure assets listing - Asset classification and component grouping.	Complete	Manager Assets & Chief Finance Officer	
						4c. Review of 30 June 2023 infrastructure assets listing - Useful lives	Complete	Manager Assets	
						4d. Review of 30 June 2023 infrastructure assets listing - Asset Masterfile reconciliation to accounting records	Complete	Chief Finance Officer	
						4e. Preparation of infrastructure Asset Masterfile for financial reporting audit purposes - Reconciliation to OneCouncil financial accounting records.	Complete	Chief Finance Officer	
						4f. 30 June 2023 infrastructure assets listing - Post capital work-in-progress adjustments, depreciation and revaluation recomputation, preparation of movement summaries, and reconciliations.	Complete	Chief Finance Officer	
						5a. Compilation of infrastructure Asset Masterfile.	Complete	Manager Assets	
						5b. Preparation of infrastructure Asset Masterfile for OneCouncil implementation and financial reporting purposes. Detailed compilation of technical and maintenance data, and accounting data fields and reconciliation. Supporting documentation for audit purposes maintained appropriately on excel.	Open pending resource reallocation	Manager Assets & Chief Finance Officer	31-Dec-25
2. Controls regarding the Property, Plant & Equipment and Infrastructure process	Yes	✓			Reconciliations of the fixed assets register and the infrastructure asset register not undertaken. Regular depreciation posting to the general ledger, additions and capitalisation of capital works in progress not processed.	1. Accounting Services Coordinator recruited. Position responsible for day-to-day financial accounting processes, monthly reporting including fixed asset reconciliations.	Complete	Chief Finance Officer	
						2. Finance Officer (Assets and Grants) recruited. Position responsible for the maintenance of the asset accounting procedures and fixed asset registers.	Complete	Chief Finance Officer	
						3. Post capital work-in-progress adjustments and recompute depreciation calculations from 30 June 2022 to present. Supporting register in excel is being run in parallel with OneCouncil.	Complete	Chief Finance Officer	
						4. Prepare movement schedules and reconciliations of Property, Plant & Equipment and Infrastructure from 30 June 2022 to present.	Complete	Chief Finance Officer	
3. Supporting documentation for general journals	Yes	✓			Selected manual journals lacked proper explanation and supporting evidence.	Controls introduced March 2024 for manual journals to be appropriately prepared and reviewed with supporting documentation attached.	Complete	Chief Finance Officer	
4. Bank signatories	Yes	✓			Former City employees not removed as signatories on a timely basis.	Bank authorising signatures list reviewed and sent to the bank for actioning.	Ongoing	Chief Finance Officer	15-Apr-25
5. Balance sheet reconciliations	Yes	✓			Lack of month end balance sheet reconciliations between detailed listings and sub-ledgers to the general ledger, and clearing of suspense accounts.	1. End-of-month balance sheet reconciliation process has been introduced and to be further formalised and embedded in future month ends.	Complete	Chief Finance Officer	
						2. Accounting Services Coordinator recruited. Position responsible for day-to-day financial accounting processes including balance sheet reconciliations.	Complete	Chief Finance Officer	
						3. Management Accountant recruited. Responsible for monthly management accounting reporting, budget and variance analysis.	Complete	Chief Finance Officer	
						4. Compilation of a 30 June 2023 City of Nedlands working papers file of underlying supporting records and balance sheet reconciliations including suspense account analysis.	Complete	Chief Finance Officer	
6. Understanding TechOne accounting software	Yes	✓			Lack of software understanding, alongside reporting deficiencies, created internal inefficiencies in analysing and reporting financial information.	New Systems Accountants recruited to assist the Financial Services team in extraction of information and training.	Ongoing	Chief Finance Officer	30-Apr-25
7. Completeness and accuracy of transactions	Yes	✓			Failure to properly update accruals and prepayment balances and account for transactions within the correct accounting period.	Structured end-of-month balance sheet reconciliation processes established includes accruals and prepayments to be further formalised and embedded in future month ends.	Complete	Chief Finance Officer	
8. Matching of debtors against the respective debtor invoices			✓		No invoice and receipts matching within the debtors module. Inaccurate debtors ageing listing.	Debtor invoice/receipts matching and ageing reports within the debtors module are scheduled for Phase 3 Revenue (Debtors) implementation in OneCouncil. Authority is being replaced by TechOne and currently resources are not allocated to updating procedures specific to Authority.	To be addressed in OneCouncil Phase 3 Revenue (Debtors)	Chief Finance Officer	1-Jul-25
9. Ageing of infringement debtors			✓		Lack of aged listing for infringement debtors.	Manual review of infringement debtors ageing and collectability.	Complete	Chief Finance Officer	
10. Capitalisation of infrastructure assets			✓		Capitalisation of new infrastructure assets is undertaken at year end and not being depreciated from the point ready and available for use.	Post capital work-in-progress expenditure adjustments, recompute depreciation calculations.	Complete	Chief Finance Officer	
11. Useful life of depreciating assets			✓		Depreciation on the City's property, plant and equipment and infrastructure assets not in line with the City's accounting policy for asset useful lives.	1. Review of the fixed asset policy required to reflect the useful lives of all depreciable assets.	Complete	Manager Assets & Chief Finance Officer	
						2. Compilation of infrastructure Asset Masterfile.	Complete	Chief Finance Officer	
						3. Review of infrastruture Asset Masterfile useful lives and depreciation rate.	Complete	Chief Finance Officer	
12. Contract variations			✓		Lack of segregation of duties for contract variations and invoice approval.	Policy updates including a separate approval process with different authorising officers be established based on the variation amount and invoice approval process.	Ongoing	Manager Assets & Chief Finance Officer	31-May-25
13. Underground power receivables			✓		The basis of accounting treatment for the underground power receivables and associated revenue is unclear.	Accounting treatment for underground power levies and remaining receivable balances clarified.	Complete	Chief Finance Officer	
14. Manual input of fees and charges for invoicing				✓	The council approved schedule of fees and charges are not locked in the system and are manually input when invoicing.	Locking in approved fees within the debtors module is scheduled for Phase 3 Revenue (Debtors) implementation in OneCouncil. Authority is being replaced by TechOne and currently resources are not allocated to updating procedures specific to Authority.	To be addressed in OneCouncil Phase 3 Revenue (Debtors)	Chief Finance Officer	1-Jul-25
15. Record of verbal quotations				✓	For purchases <\$5,000 no record of verbal quotes kept on file.	Procurement policy to be updated and refresher training provided.	Ongoing	Chief Finance Officer	31-May-25



9.2 ARC 63.04.25 Internal Audit Update

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	C. Ross – Financial Services Consultant
Director	A. Alderson - Director Corporate Services
CEO	K. Shannon
Attachments	Nil

Purpose

This report provides an update on the tender process for the City's Internal Audit services for three years from 1 July 2025 to 30 June 2028.

Recommendation

That Council RECEIVES an update on the Request for Tender for the City's Internal Audit services.

Voting Requirement

Simple majority

Background

At the previous Committee meeting the proposed scope of work for seeking Internal Audit services was agreed and the process for a Request for Tender has commenced.

The City's objectives for the procurement of the internal audit function are to:

- (a) Establish an effective and independent internal audit function that enhances good governance and accountability
- (b) Facilitate the development of an internal audit charter and three-year internal audit plan
- (c) Deliver an internal audit function that provides timely and useful information to the CEO and the Committee, and drives continuous improvement
- (d) Improve the effectiveness of risk management, internal control and governance processes within the City.

Once appointed, the successful service provider will be required to develop an internal audit charter and develop the City's three-year internal audit plan in conjunction with the City as a first phase. The second phase requires the implementation of the plan to deliver and perform the internal audit program as outlined in the internal audit plan for a period of



three years from 1 July 2025, communicating findings and recommendations to the Audit Committee on the outcomes of internal audits, and attending Audit Committee meetings as required.

Following the development of the three-year internal audit plan, the City is looking to undertake between two to six Internal Audits annually and is dependent on the Council overall governance and risk considerations, and budget approval (coverage of low, medium, high).

Discussion

Local governments have recognised the need to improve their internal auditing processes and have moved to either employ an internal auditor or contract out the internal audit function. The City has chosen to contract out the internal audit function.

In alignment with the City's Procurement Policy, a minimum of three written quotes is being sought for the engagement of a consultant to provide Internal Audit services with a publicly advertised tender request issued.

A summary of the key dates for the procurement timeframe are as follows.

Activity	Due Date
Advertise Request for Tender	08/04/2025
Request opens (14 days minimum)	09/04/2025
Request closes	22/04/2025
Initial compliance check and distribution of evaluation pack	23/04/2025
Evaluation panel meeting	01/05/2025
Due diligence checks <ul style="list-style-type: none">• Clarifications• Referees	01/05/2025
Draft recommendation report	05/05/2025
Concept Forum (potential)	13/05/2025
ARIC meeting	19/05/2025
Ordinary Council Meeting approval	27/05/2025
Letter of award/notification	June 2025
CEO signature	June 2025
Letter of award counter-signed and returned	June 2025
Contract commences	01/07/2025

Consultation

Nil.



Budget/Financial Implications

The decision will require resources for the tender process, including the review and evaluation of proposals, but may lead to more efficient use of resources in the long term by addressing key governance and risk areas.

The budget and financial implications for the Internal Audit services is dependent on the Council overall governance and risk considerations and FY26 budget discussions for the scope coverage of low, medium, or high.

Decision Implications

Issuing a publicly advertised tender ensures transparency in the procurement process, providing equal opportunity for all qualified auditors to submit proposals. The City can also secure competitive pricing and potentially obtain better value for the services rendered.

Conclusion

The publicly advertised tender request for Internal Audit services is being issued based on a timetable to allow discussion at the ARIC meeting of 19 May 2025 and Council meeting of 27 May 2025, for a commencement date for services from 1 July 2025.



11. Strategic Projects

11.1 ARC 63.04.25 Update from Director Technical Services – NORN BIDI Trail

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	Olaya Lope
Director	Santosh Amasi
Attachments	Attachment 01 - Issued For Construction Norn Bidi design - General arrangement plan Attachment 02 - Norn Bidi Trail - Car Park - Safety improvements

Purpose

This report is an update on the status of the Norn-Bidi Trail as requested at the Committee Meeting of 17 February 2025.

Recommendation

That the Committee RECEIVES the report

Voting Requirement

Simple majority

Background

The design for the Norn Bidi Trail and associated carpark works is complete (refer to Attachment 01). The work is divided into three main areas:

Area 1 - Western Side of the Carpark: The trail (footpath), along with the associated line marking and parking arrangement changes, has been completed.

Area 2 - Eastern Side of the Carpark: Line marking and parking arrangement changes are currently on hold because the area is part of the construction site of the contractor building the Hospice. The City of Nedland works in this area will resume once the Hospice contractor demobilises from the site. The estimated duration for the Hospice works, being managed by others, is 18 months for the construction works, starting from November 2024. It is expected that additional time will be required for the fit-out of the building.



Area 3 - Proposed Path from Swanbourne Reserve to the Carpark: Path will be marked by surveyors by mid-April. The works to build the path, which encroaches on the WA Bridge Club (WABC) leased area will be on hold pending confirmation of changes to the WABC lease boundary, which is currently being negotiated.

In addition to the above and following an incident reported by the WABC, the Administration conducted a site inspection and safety assessment of the installed elements of the project (area 1) and surrounding parking areas. As a result, the following actions were recommended to improve the overall safety and appearance of the area (refer to Attachment 02):

- a) Installation of U-shaped barriers to direct pedestrian traffic away from the wheel-stoppers and enhance visibility of the area's environmental changes: work complete
- b) Asphalt works to level uneven areas and reduce trip hazards: to be completed by Mid-May 2025
- c) Review of proposed safety line marking and vertical signs required: to be completed by Mid-May 2025.
- d) General site clean-up and installation of information signage: to be completed by end of April 2025.

The above measures include weekly site inspections and remediation of defects, if required, which will continue until the outstanding works in areas 2 and 3 can be resumed.

The estimated duration of the outstanding works, once access to areas 2 and 3 is granted, is 60 days. An estimate of projected cost is \$75,000 (to be indexed accordingly). The duration and the estimated projected cost may vary if works in areas 2 and 3 are not done concurrently.

Discussion

The City is continuing to seek an amendment of the leased area under the WA Bridge Club lease and will report to the Committee/Council once the negotiations have been resolved.

Budget/Financial Implications

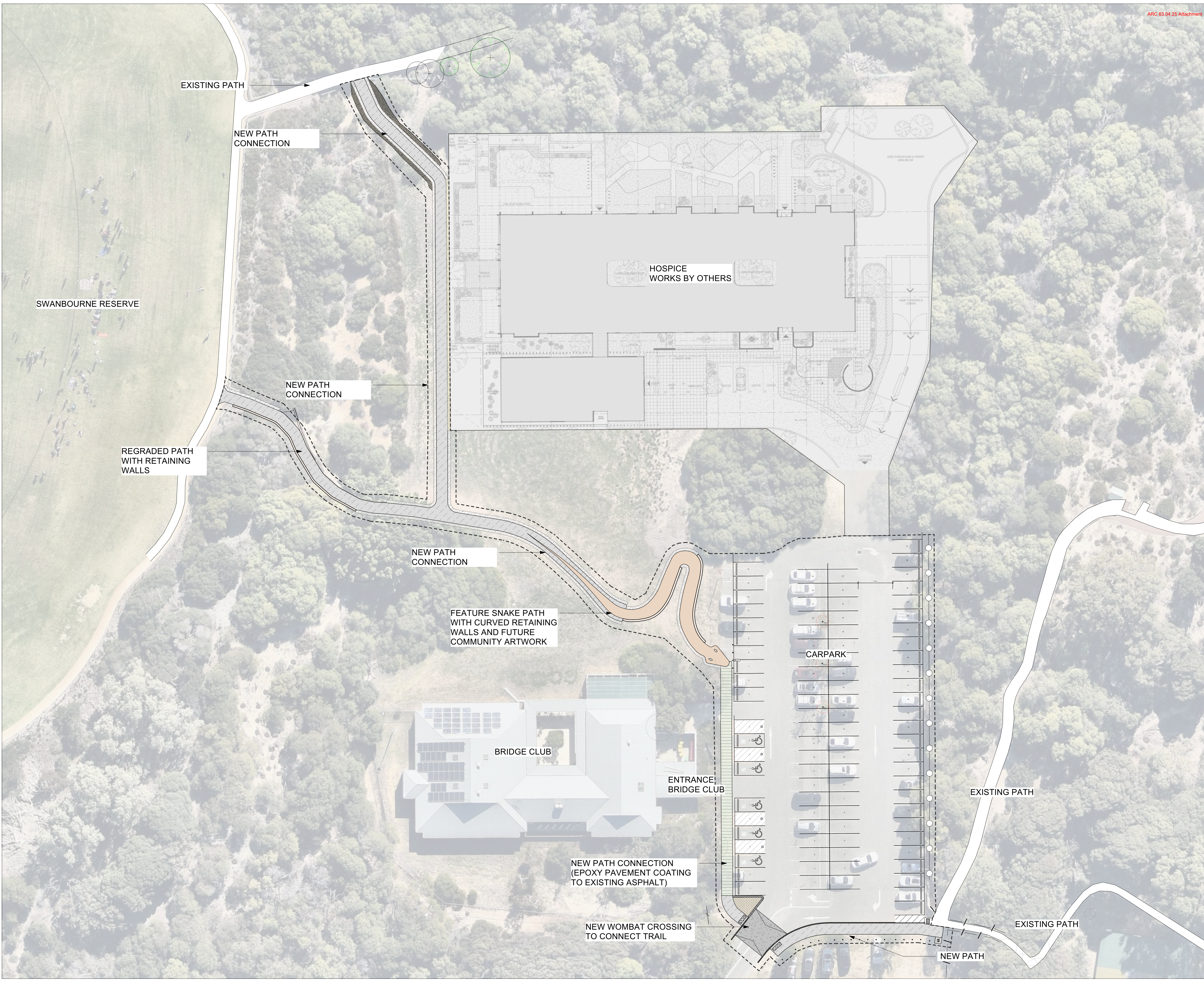
Project will be allocated to Norn Bidi budget costing.

Decision Implications

Nil

Conclusion

The discussion will be noted.



NOTES


Issued For Construction Nrm Bldg design - General arrangement plan
This drawing should be read in conjunction with REALstudios PTY LTD prepared specifications and details. Should a conflict exist, advice and direction should be sought from REALstudios prior to undertaking any construction works. All levels shown are in metres Australian height datum, and dimensions in millimetres unless otherwise noted.

All information relating to architectural, civil, structural, services and other works as represented on this drawing as prepared by REALstudios is for REALstudios' reference and coordination purposes only. All documentation to these and other works outside the scope defined for REALstudios should be referred to the relevant consultants' drawings and specification for details. This drawing is confidential and shall only be used for the purposes of this project.

CERTIFICATION

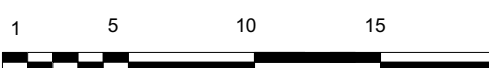
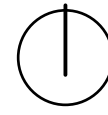
This drawing shall not be used for construction purposes unless Revised 0 issued for Construction and signed and approved by the Certifying Landscape Architect. Verify all dimensions on site before commencing work or order materials. Refer any discrepancy to Landscape Architect before proceeding with the works.
DO NOT SCALE FROM THE DRAWING

WARNING




Services shown on this drawing are approximate only. The exact location is to be confirmed on site by contractor prior to commencement of work.

DATE	REV	AMENDMENTS
08/09/23	C	100% Schematic Design
05/03/24	D	90% TENDER DOCUMENTATION
16/04/24	E	100% TENDER DOCUMENTATION
2/05/24	F	100% TENDER DOCUMENTATION
26/07/24	G	ISSUE FOR CONSTRUCTION



1:300 @ A1
1:600 @ A3



Melbourne
Ground floor, 79-81 Coppin Street
Richmond, Vic 3124
T: +61 3 9118 7346

Sydney
Level 4, 68 Wentworth Avenue
Surry Hills 2010
T: +61 2 5907 4903

Perth
Level 2, Commonwealth Bank Building
242 Murray Street, WA 6000
T: +61 8 9321 3299

Hobart
89 Macquarie Street
Hobart, TAS 7000
T: +61 3 6705 7061

CLIENT

City of Nedlands
71 Stirling Hwy
Nedlands WA 6009

PROJECT

ALLEN PARK TRAIL FOOTPATH

DRAWING

GENERAL ARRANGEMENT PLAN

DRAWN	CHECKE	SCALE @
JP	DP	1:300

STATUS

FOR CONSTRUCTION

DRAWING NO.	REVISION
23666-00-L201	G



Figure 1. – Actions to improve improve the overall safety and appearance of the area. Location: carpark area adjacent to the WA Bridge Cluc main access



11.2 ARC 65.04.25 Update from Technical Services and Corporate Services – Underground Power

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	C Ross – Financial Services Consultant
Director	S Amasi – Director Technical Services A Alderson – Director Corporate services
CEO	K Shannon
Attachments	1. UGP Project Update April 2025

Purpose

This report is an update on the Underground Power project with costs, payment schedule, funding, interest rates, and budget impact as requested at the Committee meeting of 17 February 2025.

Recommendation

That the Committee RECEIVES this report

Voting Requirement

Simple majority

Background

Underground power (UGP) is specified in the City's Strategic Community Plan (2018-2028) as one of eight strategic priorities.

Property owners contribute towards UGP by way of fixed charge for "network" and "service" connections in accordance with Regulation 54(c) of the Local Government (Financial Management) Act 1996 and clause 6.38 of the Local Government Act 1995

The City commenced the installation of underground power and upgraded street lighting in 1997 and since then, approximately 78% of the City's residences have converted to underground power through the delivery of five staged projects.



The remaining properties for connection to underground power are as follows:

- Stage 1: Nedlands North from September 2024 to April 2025
- Stage 2: Nedlands West from March 2025 to January 2026
- Stage 3: Hollywood East (not yet agreed)

On 28 May 2024 (CPS27.05.24), Council agreed to proceed with the first two stages in Nedlands North and Nedlands West.

FY26 rates notices are to include an UGP service charge for affected properties in both project areas. Under the City's policy, 50% of the City's contribution is recoverable directly from affected property owners, with the remaining 50% funded from reserves and municipal funds.

Refer to Attachment 1 for the April 2025 Western Power project update report.

Discussion

1. Overall project cost (co-funding agreement, design fees and administration costs) and indicative average service charge per property

	Nedlands North	Nedlands West
Co-funding agreement		
Western Power contribution	\$3,235,195	\$6,563,953
City of Nedlands contribution	\$4,459,862	\$9,664,800
Total cost per co-funding agreement	\$7,695,057	\$16,228,753
City of Nedlands contribution		
Amounts paid to Western Power (to date)	\$3,041,084	\$345,551
Outstanding payments to Western Power	\$1,418,778	\$9,319,249
Total City of Nedlands contribution	\$4,459,862	\$9,664,800
Indicative FY26 service charge to be levied to property owners (50% contribution) plus administration costs	\$2,329,931	\$4,932,400
Total properties affected	270	668
Indicative average per property	\$8,629	\$7,384
Existing connection pillar %	38%	46%

The service charge amount levied to property owners will vary depending on the project area and whether the property already has a connection pillar (green dome/box) and connection to the property meter box, dwelling type (multiple unit developments), and for commercial properties (power usage).



2. Payment schedule to Western Power

The payment schedule to Western Power in accordance with the co-funding agreement signed on 9 August 2024 is in the table below.

Due date	Nedlands North	Nedlands West
Previously paid	\$203,526	\$345,550
31/10/2024	\$1,418,778	
31/01/2025	\$1,418,778	
30/04/2025	\$1,418,778	
31/08/2025		\$1,863,850
31/10/2025		\$1,863,850
31/01/2026		\$1,863,850
31/03/2026		\$1,863,850
31/05/2026		\$1,863,850
Total payments	\$4,459,862	\$9,664,800

3. Project timeline

In November 2022 (CPS52.11.22) a project cost estimate to 30% was provided by Western Power for Nedlands North and Nedlands West, and Council authorised preparation of a business case.

In March 2023 (CPS12.03.23) a business case and cost benefit analysis were prepared with Council agreeing to undertake community consultation.

In February 2024 (CPS08.02.24) a revised project cost estimate to 10% was provided by Western Power indicating a significant cost increase.

In May 2024 (CPS27.05.24) an update on the community consultation was provided and a decision was made to proceed with Nedlands North and Nedlands West.

In August 2024 the co-funding agreements were signed.

3.1 Nedlands North cost summary timeline

Timeline	Project budget	Western Power Contribution	City of Nedlands contribution	Property owner service charge	Indicative average charge per property
Nov 2022 CPS52.11.22	\$5.5m	\$2.6m	\$2.9m	\$1.8m	\$6,197
Mar 2023 CPS12.03.2023 (includes design costs)	\$5.5m	\$2.6m	\$2.9m	\$2.0m	\$6,570
Feb 2024 CPS08.02.24	\$7.7m	\$3.2m	\$4.5m	\$2.3m	\$7,795 - \$9,468
Aug 2024 (co-funding agreement)	\$7.7m	\$3.2m	\$4.5m	\$2.3m	\$8,629

**3.2 Nedlands West cost summary timeline**

Timeline	Project budget	Western Power Contribution	City of Nedlands contribution (capex & opex)	Property owner service charge	Indicative average charge per property
Nov 2022 CPS52.11.22	\$10.0m	\$3.9m	\$6.1m	\$3.8m	\$5,506
Mar 2023 CPS12.03.23 (includes design costs)	\$10.0m	\$3.9m	\$6.1m	\$4.0m	\$5,772
Feb 2024 CPS08.02.24	\$16.2m	\$6.6m	\$9.6m	\$4.9m	\$5,438 – \$7,485
August 2024 (Co-funding agreement)	\$16.2m	\$6.6m	\$9.6m	\$4.9m	\$7,384

4. High level funding summary

The UPG project is 50% funded by affected property owners, investment backed reserves and municipal funds.

	Payment outflow	Funding source		
	Payment to Western Power (co-funding agreement)	FY26 service charge to be collected	Prorata reserves (Investment backed)	Muni funds (online saver account includes the WATC loan proceeds)
Nedlands North	(\$4.5m)	\$2.3m	\$1m	\$1.2m
Nedlands West	(\$9.7m)	\$4.9m	\$1m	\$3.8m
	(\$14.2m)	\$7.2m	\$2m	\$5.0m
Hollywood East	To be agreed		\$1m	

To assist in meeting the timing of payments to Western Power a WATC loan of \$4.2m was obtained in October 2024 and bears interest at 4.4% pa. The loan repayments are quarterly instalments over a five year period. It is proposed ratepayers also be offered the option to repay the UGP service charge to the City over a five year period.

Forecast cash inflow from the FY26 UGP service charges and cash outflow scenarios are currently being prepared for the FY26 budget to determine the extent of additional WATC loan requirements to meet the timing of payments to Western Power commencing in August 2025 for Nedlands West.



Budget/Financial Implications

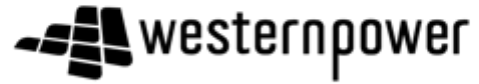
No implication in receiving the agenda item.

Decision Implications

Nil

Conclusion

The discussion will be noted.



Nedlands Project Performance Update North & West

Date: 01/04/2025

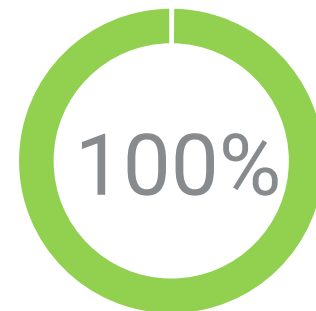


Project Overview – Nedlands North

ARC 65.04.25 UGP Project Update April 2025

Construction Activities

Overall (Zones 1 to 3)	Target	Actual	Status	Completion
Locating Services	8417	8417	Completed	100%
Street Services	13763	13763	Completed	100%
Consumer Mains	126	111	In Progress	88%
Powered by Underground	270	0	Not Started	0%
Streetlights Installed	86	37	In Progress	43%
Streetlights Energised	86	0	Not Started	0%
PE Sites	3	3	Completed	100%
Dismantling	128	0	Not Started	0%



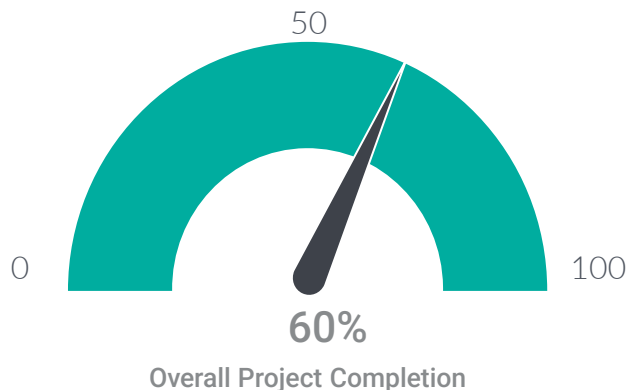
% of Cable Meters Installed

- Legend**
- ✓ On Track
 - ⚠ Minor Issue
 - ✗ Major issue

Schedule Performance Indicator



The Contractor has advised that Practical Completion is delayed to **9 May 2025** due to switching resource availability issues. They have recently secured resources and will commence circuit energisation. Works on track to achieve 09 May 2025 completion.



Project Update – Nedlands North

ARC 65.04.25 UGP Project Update April 2025

Works completed WE 30/03/2025:

- Completed Blue Metal & Railway Ballast around all 3 PE Sites.
- Reticulation repairs and customer queries were undertaken onsite.



Two week look ahead:

- Contractor will continue installing streetlights where possible and attend customer queries as required
- 06/04/2025 – Contractor plans to have 30 change-overs completed in Zone 1.
- 13/04/2025 – Contractor planning 30 more properties to be changed over.

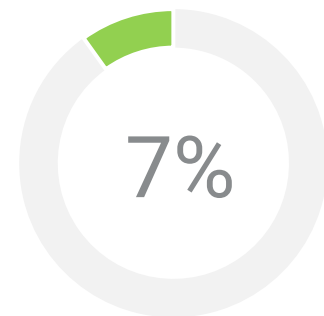
Zones	Street Services (m)	Consumer Mains install (qty)	Consumer Changeovers (qty)	Streetlights (qty)	Overhead Dismantling (qty of bays)
Zone 1	Completed	In Progress	Not Started	In Progress	Not Started
Zone 2	Completed	In Progress	Not Started	In Progress	Not Started
Zone 3	Completed	In Progress	Not Started	In Progress	Not Started

Project Overview – Nedlands West

ARC 65.04.25 UGP Project Update April 2025

Construction Activities

Overall (Zones 1 to 5)	Target	Actual	Status	Completion
Locating Services	19360	2599	In Progress	13%
Street Services	32536	2167	In Progress	7%
Consumer Mains	256	210	In Progress	82%
Powered by Underground	668	0	Not Started	0%
Streetlights Installed	214	0	Not Started	0%
Streetlights Energised	214	0	Not Started	0%
PE Sites	8	0	Not Started	0%
Dismantling	263	0	Not Started	0%

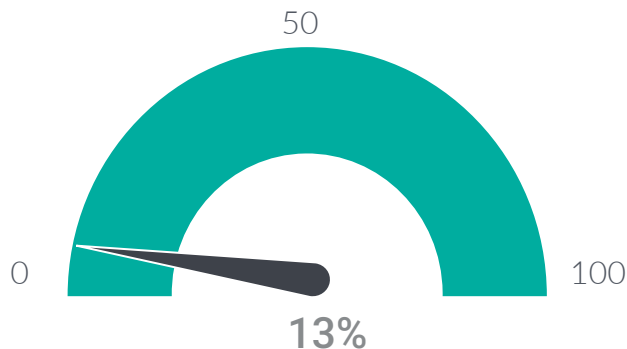


% of Cable Meters Installed

Legend

- ✓ On Track
- ⚠ Minor Issue
- ✗ Major issue

Schedule Performance Indicator



Overall Project Completion



Project Update – Nedlands West

ARC 65 04 25 UGP Project Update April 2025

Works completed WE 30/03/2025:

- Located 54m in Zone 1 and 260m in Zone 4
- Drilled and installed 131m of cable in Zone 1 and 119m in Zone 4 – Total cable installed = 250m.
- Drilled and Installed 96m of 63mm conduit.

Two week look ahead:

- WE 06/04/2025:
 - 300m Locating – Zone 1 & 4
 - 700m Drilling – Zone 1 & 4
- WE 13/04/2025:
 - 300m Locating – Zone 1 & 4
 - 700m Drilling – Zone 1 & 4



Continuing cable installations and locating third party services in Zone 1 and in Zone 4.

Zones	Street Services (m)	Consumer Mains install (qty)	Consumer Changeovers (qty)	Streetlights (qty)	Overhead Dismantling (qty of bays)
Zone 1	In Progress	In Progress	Not Started	Not Started	Not Started
Zone 2	Not Started	In Progress	Not Started	Not Started	Not Started
Zone 3	Not Started	In Progress	Not Started	Not Started	Not Started
Zone 4	In Progress	In Progress	Not Started	Not Started	Not Started
Zone 5	Not Started	In Progress	Not Started	Not Started	Not Started

THANK YOU



It's ON

Head office

363 Wellington Street
Perth, WA 6000

westernpower.com.au





11.3 ARC 66.04.25 Update from Technical Services – Kennedia Lane Improvement

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	Olaya Lope
Director	Santosh Amasi
Attachments	Attachment 01 - Kennedia Lane - Prelim stormwater drainage works

Purpose

This report is an update on the status of the Kennedia Lane Improvement project as requested at the Committee Meeting of 17 February 2025.

Recommendation

That the Committee RECEIVES this report

Voting Requirement

Simple majority

Background

Works completed to date:

1. A Feature Survey of Kennedia Lane was completed in August 2024.
2. An Underground Services Survey was completed in September 2024.
3. Safety in Design Review and Concept Designs were completed in early December 2024.
4. Drainage inspections and assessments were conducted in December 2024. It included:
 - a. Visual condition inspection of pits and pipes
 - b. Survey pick-up of pipe inverts and pits
5. 15% design complete including design of stormwater drainage infrastructure to be installed in preparation for the winter storms.



Works scheduled for completion in the following months:

1. Detail design, including geotechnical and pavement investigation and an accurate cost estimate of the construction works, is scheduled for completion in mid April 2025
2. Public tender is scheduled to commence in late April and be completed by July 2025 (including mandatory Council approval)
3. Construction works scheduled to commence upon contract award and subject to Council approval in Q3-Q4 2025.
4. Early installation of drainage infrastructure scheduled for May 2025 (after Easter) to minimise the risk of flooding to adjacent properties during winter rains (Makuru season)

Projected cost of the design works, including preliminary investigations and early works to mitigate potential flooding issues: \$55,000

An estimated projected cost of construction works: \$545,000

Discussion

Nil

Budget/Financial Implications

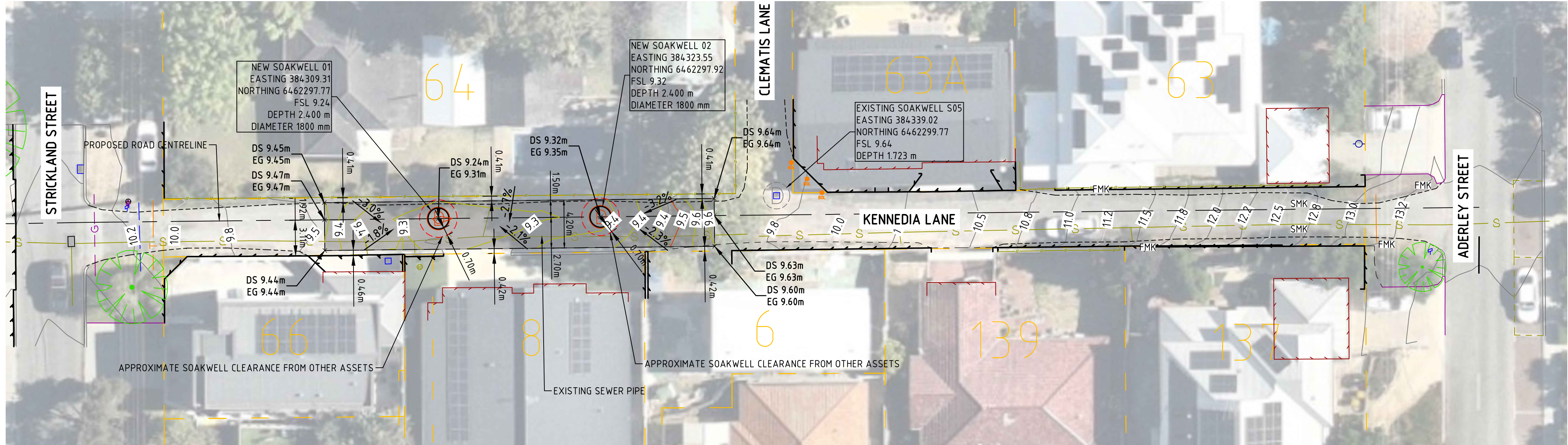
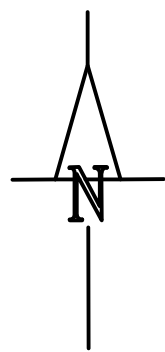
No implication in receiving the agenda items.

Decision Implications

Nil

Conclusion

The discussion will be noted.



PLAN VIEW 1
SCALE 1:250

DRAINAGE LEGEND

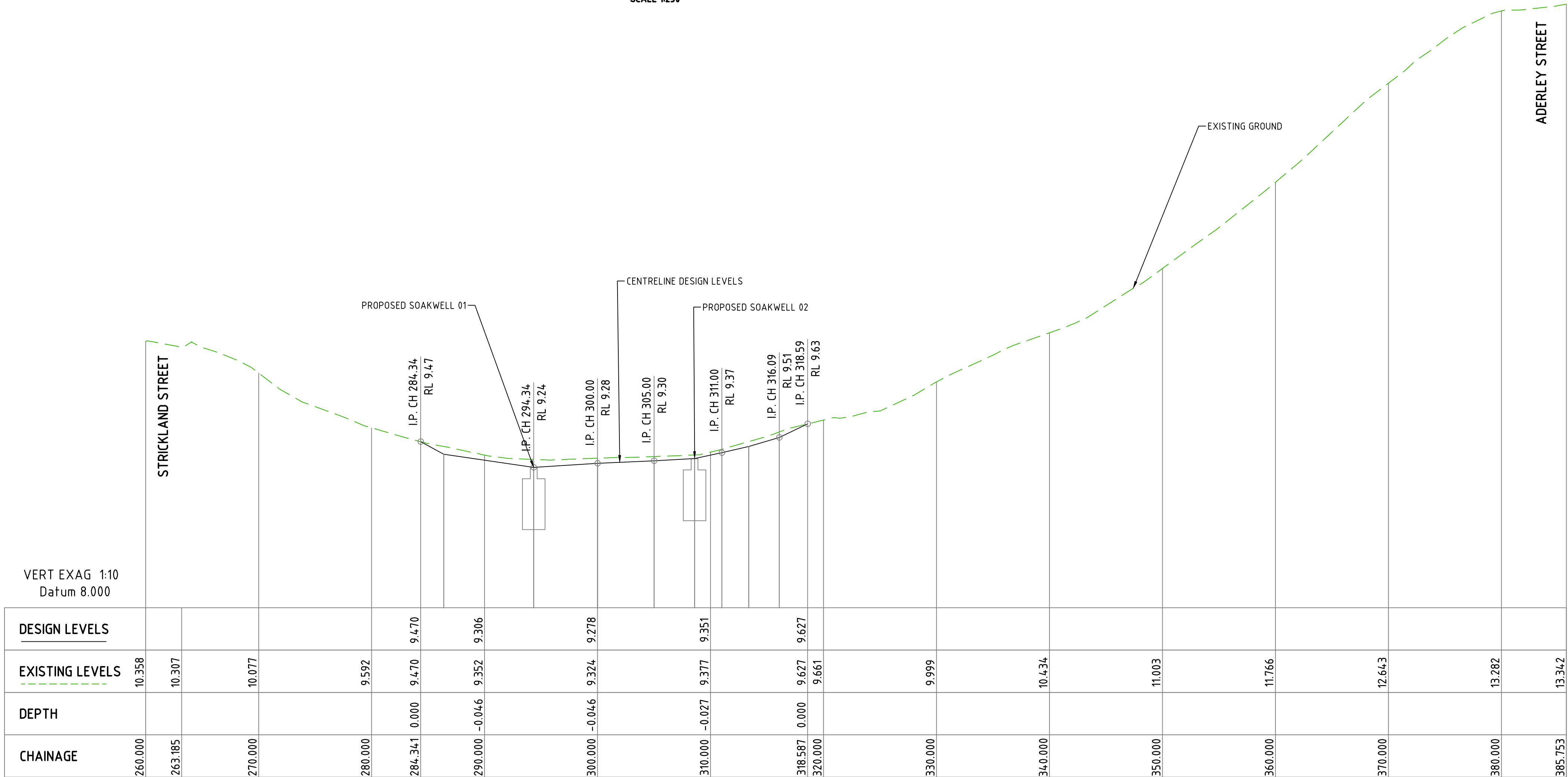
STRUCTURE NAME/NUMBER
EASTING
NORTHING
FINISHED SURFACE LEVEL
DEPTH
DIAMETER

- PROPOSED DRAINAGE PIT
- EXISTING DRAINAGE PIT

- EXISTING SEWER PIPE
- EXISTING CADASTRAL BOUNDARY
- EXISTING CONTOUR LEVELS
- PROPOSED DESIGN CONTOUR LEVELS
- PROPOSED REGRADING AREA
- RL LEVELS
- DS: DESIGN EG: EXISTING GROUND
- PROPOSED ROAD CENTRELINE

PIT SCHEDULE FOR: PROPOSED SOAKWELLS SECTION 3

STRUCTURE NO.	STRUCTURE TYPE	CO-ORDINATES	REF PT. ELEV.	DIAMETER (mm)	DEPTH (m)
NEW SOAKWELL 01	1,800 dia Concrete Manhole	E: 384309.314 N: 6462297.772	9.242	1800	2.40
NEW SOAKWELL 02	1,800 dia Concrete Manhole	E: 384323.553 N: 6462297.920	9.320	1800	2.40



ISSUED FOR APPROVAL



REV	DATE	AMENDMENT	VS	MM	CL
A	13.03.2025	ISSUED FOR APPROVAL			
ORIG SIZE	A1				

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CIVIL SCIENCES & ENGINEERING
Consulting Engineers
10/643 Newcastle Street
Leederville WA 6007

VALIDATION
SIGNATURE
DATE
DATE APPROVED

CLIENT

City of Nedlands

SCALE : 1:250 (@ A1)
METADATA H: GDA94 MGA Z50 V: AHD SURVEY SOURCE & DATE: BMS 08/2024

DESIGNED: MM
DRAWN: VS
PROJECT MANAGER COLIN LEEK

PROJECT: KENNEDIA LANE REHABILITATION DESIGN
DRAWING TITLE: SECTION 3 DRAINAGE PLAN AND PROFILE
DRAWING NUMBER: C-602
CSE PROJECT NUMBER: CSE2425-043
Revision : A



11.4 ARC 67.04.25 Enterprise Resource Planning (ERP)/OneCouncil update

Meeting & Date	ARIC meeting – 17 February 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	A.Karba-Staggl – Programs and Business Improvement Manager
Director	A.Alderson – Director Corporate Services
CEO	K Shannon
Attachments	1. Project status

Purpose

This report is an update on the status of the TechnologyOne OneCouncil implementation, requested at the previous Audit Committee Meeting.

Recommendation

That the Audit Committee RECEIVES the report.

Voting Requirement

Simple majority.

Background

At the Ordinary Council Meeting of 22 June 2021 Council resolved TechnologyOne be awarded the contract for the City's Enterprise Resource Planning system for the initial term of 5 years, comprising an initial 3 years with two one-year extensions.

The OneCouncil implementation project has been managed as an internal project, resourced to accommodate a staged roll out of fundamental modules across the organisation. The project has been divided into three key phases.



Discussion

Due to staff resourcing matters this is a summarised update.

A more detailed report will be prepared for next meeting on the overall matters relating to the OneCouncil Enterprise Resource Planning system implementation, including a detailed outline of the integrity of data migration with the legacy system, process documentation, staff training and resourcing to achieve implementation goals.

Currently the focus for the ERP implementation team is related to the implementation of the Property and Rates Module (cash receipting, property, names, billing, debtors), with work also ongoing on Compliance (infringements, licences, enforcements, certificates, building applications, animal management). Infrastructure assets work is progressing subject to staff constraints, and Performance Planning recommencing later in 2025.

1. Property and Rates

In collaboration with TechnologyOne, the Rates configuration outlined in the Vendor Configuration Companion has been completed with the support of consultants. This configuration has been migrated to the master environment, and cyclical System Integration Testing (SIT) is currently in progress, with validation from the Financial Services Coordinator Revenue. This process will be leading the way for User Acceptance Testing (UAT) on the migrated data.

Workshops and training sessions for key finance staff are underway. The Coordinator Revenue is being trained in OneCouncil Rates functions and is performing system integration testing alongside the system analysts.

Promapp

The City recently adopted Promapp, a business process management solution to improve the City's documentation of procedures to assist in the overall governance framework. The current and future state of all Rates processes are being developed in Promapp, including work instructions, regulations, and fact sheets. This tool incorporates workflow approvals for managers and automated reminders for periodic reviews, ensuring processes remain up to date and facilitating hand over to future City officers.

Training

Daily staff training and testing workshops are being conducted to train City officers in the OneCouncil system, foster collaboration, and support process design in preparation for Go-Live. Additionally, a comprehensive rates timetable has been developed to outline all tasks within the rates process, reducing the risk of missed deadlines or overlooked activities.

Data Migration

Property, land parcel, and names from Authority have been loaded to OneCouncil are under functional testing. Transfer of name ownership has been built, which links the properties to the name /owner. Debtor and pensioner details are currently in progress of loading and being developed and tested through fortnight migration cycles from production.

**2. Team status**

Role	FTE	Role Description
Project Manager	1	Project deliverable management
Solution Architect Analyst Programmer	1 0.6	Responsible for migrating data from legacy applications
Change Manager	1	Stakeholder engagement and organisational change management
Business Systems Analyst Application Support Officer	3 1	Responsible for the overall applications fit and translation of user requirements into solution contexts

Budget/Financial Implications

No implication in receiving the agenda items.

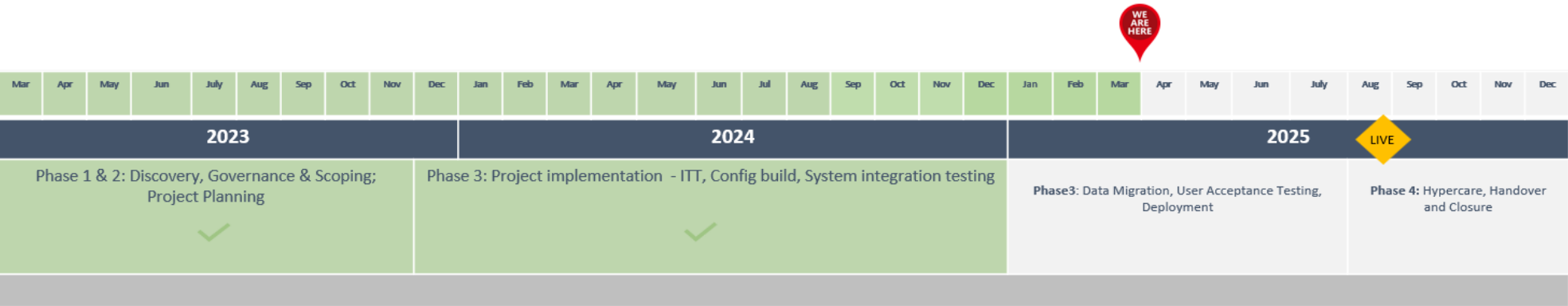
Decision Implications

Nil.

Conclusion

The discussion will be noted.

Appendix 1 – Project Status



Project Activities	
Finance Process Review	Completed 19.12.2024
BAU and support planning in collaboration with ICT Manager	Completed 13.12.2024
HR & Payroll module assistance	Completed 20.03.2025
Data Migration: Build of data loaders	In progress
Revenue Stream: User Acceptance Testing	In progress
Compliance Stream: BPA adjustments	In progress
Compliance Stream: Configuration	In progress
Compliance stream: User Acceptance Testing	Started
Review risk management and best practice	Ongoing
Project planning for 2025 activities	Ongoing
Change management activities	Ongoing

Milestones	Due Date	Status
Revenue and Compliance: Configuration Design Commencement	27.03.2023	Complete
Revenue: ITT Commencement	12.12.2023	Complete
Compliance: ITT Commencement	07.02.2024	Complete
Data Migration Commencement	20.01.2025	Complete
UAT Commencement	10.03.2025	Started
Asset Lifecycle Management	tbc	Started
Deployment (Financial Data Migration Commencement)	23.06.2025	Not started
GO-LIVE	28.08.2025	Not started
Receive and endorse project closure certificate	14.10.2025	Not started
Compliance Modules outside of Authority	tbc	Started
PPLGS	tbs	On hold



12. Information, Communication & Technology

12.1. ARC 68.04.25 Annual External Audit – ICT Update (Confidential)

Meeting & Date	ARIC Meeting – 14 April 2025
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Employee disclosure required where there is an interest in any matter of which the employee is providing advice or a report.
Report Author	D. Hile - Manager ICT
Director	A. Alderson – Director Corporate Services
Attachments	Nil.



13. Any Other Business

Committee Members can raise any other business for discussion at the discretion of the Presiding Member.

14. Date of Next Meeting

The date of the next meeting of the Committee Meeting is 19 May 2025.

15. Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.