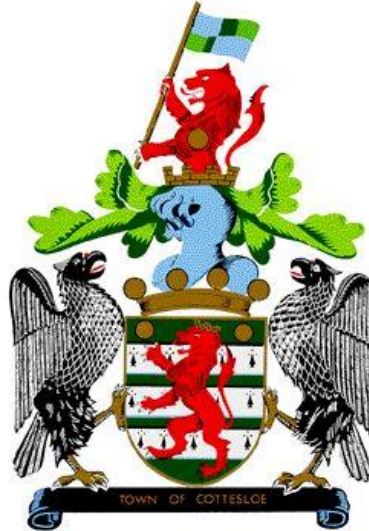


TOWN OF COTTESLOE



RESERVES, PARKS AND PLAYGROUNDS COMMITTEE

UNCONFIRMED MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
4:00PM, THURSDAY 25 OCTOBER 2018

MAT HUMFREY
Chief Executive Officer

31 OCTOBER 2018

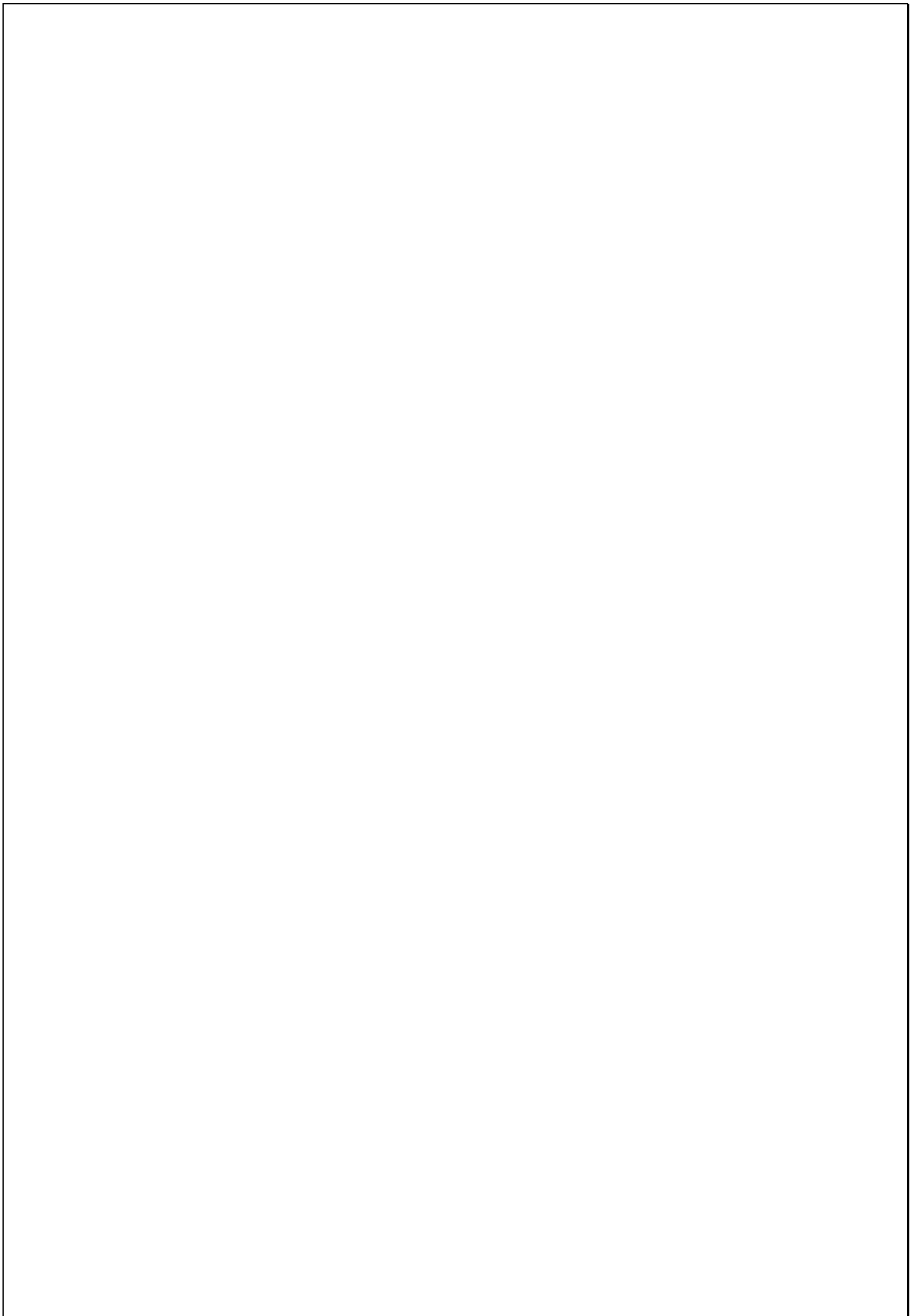


TABLE OF CONTENTS

1.	Declaration of Meeting Opening / Announcement of Visitors	4
2.	Acknowledgment of Traditional Owners of the Lands	4
3.	Attendance	4
4.	Confirmation of minutes from previous meeting	4
5.	Declaration of interests	4
6.	Action list	4
7.	Officer Reports	4
7.1	Public Open Space Master Plan – Quote results.....	5
8.	Other business	8
8.1	Purple Dinosaur Playground	8
8.2	Civic Centre Tour	8
8.3	Cockatoo Food Garden	8
8.4	Safety and Audit Query	8
8.5	Cr Boulter Notice of Motion.....	8
8.6	Infrastructure Priority List.....	9
9.	FORESHORE UPDATE	10
10.	General Business.....	11
11.	Next meeting.....	11
12.	MEETING CLOSURE	11

1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

Cr Boulter opened the meeting at 4:06pm, there were no visitors.

2. ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF THE LANDS

Cr Boulter acknowledged the traditional owners of the land.

3. ATTENDANCE

Committee Members Present

Cr Sandra Boulter	Presiding Member
Cr Rob Thomas	Elected Member
Cr Melissa Harkins	Elected Member
Ms Natalie Kendal	Community Representative
Mr James Atkinson	Community Representative

Officers Present

Mr Shaun Kan	Manager Engineering Services
Mrs Denise Tyler-Hare	Project Manager
Ms Ann-Marie Donkin	Governance Officer

Apologies

Cr Helen Sadler	Deputy Member
Mr Mat Humfrey	Chief Executive Officer

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

Moved: Cr Harkins Seconded: Cr Thomas

That the Minutes of the meeting of the Reserves, Parks and Playgrounds Committee minutes held 13 September 2018 be confirmed as a true and accurate record.

Carried 5/0

5. DECLARATION OF INTERESTS

Nil

6. ACTION LIST

The Committee discussed the attached Action List.

7. OFFICER REPORTS

7.1 PUBLIC OPEN SPACE MASTER PLAN – QUOTE RESULTS

File Ref: SUB/2632
Attachments: UDLA Submission **Confidential**
Responsible Officer: Shaun Kan, Manager Engineering Services
Author: Denise Tyler-Hare, Project Manager
Proposed Meeting Date: 25 October 2018
Author Disclosure of Interest: Nil

SUMMARY

The Committee is requested to approve a wider tender for the proposed public open space master plan.

BACKGROUND

At the September 2018 Committee Meeting, the Committee recommended:

That the Reserves, Parks and Playgrounds Committee recommend;

That Council:

- 1. Endorse the 'Request for Quote' project brief for the Public Open Space Master Plan as amended by the Committee, to be sent to the nominated consultants.***

Carried 5/0

Subsequently, a request for quote was put out to UDLA, Element, Plan E and Epcad on the 13th September, with submissions due on the 11th October 2018.

One submission from UDLA was received and this is attached as a confidential item to protect their commercial interests.

STRATEGIC IMPLICATIONS

Reserves, Parks and Playgrounds are identified as follows in the Town's strategic documents:

Corporate Business Plan Priority Area 1 – Protect and Enhance the wellbeing of residents and visitors.

Item 1.6, part d. The Town implements an annual program of planting additional trees in public reserves it controls

Item 1.11 Help families flourish and connect in Cottesloe

- Develop a new play space strategy for Cottesloe that caters for all children's needs including older (6 – 14 year olds), younger (0 – 6 year olds) and children with special needs.
- Upgrade existing play spaces to build creative and diverse play environments that are exciting and challenging for all children.

Town of Cottesloe Local Planning Scheme

- Environmental Management Strategy – maintain convenient and attractive physical and visual access to the beach, foreshore and coastal parks and recreation open space reserves.
- Recreation and Open Space Strategy
 - Maintain and enhance the accessibility, quality and amenity and landscape value of the local and regional open spaces with the district.
 - See opportunities to augment local passive public open space within the developed suburban areas and larger development sites.

The proposed brief seeks to achieve these objectives.

POLICY IMPLICATIONS

The strategy and its preparation will need to comply with the following policies:

- Town of Cottesloe Community Consultation Policy;
- Climate Change (Human Enhanced) Policy; and,
- Town of Cottesloe Disability Access and Inclusion Plan Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Regulations 1996

FINANCIAL IMPLICATIONS

The 2018/19 budget has an allowance of \$20,000 for a playgrounds study.

The submission exceeds this budget allowance.

The 2018/19 budget also has an allowance of \$410,000 for playground construction in capital works.

STAFFING IMPLICATIONS

There are no anticipated staffing implications arising from the Officer's recommendation.

SUSTAINABILITY IMPLICATIONS

There are no anticipated sustainability implications arising from the Officer's recommendation.

CONSULTATION

Reserves, Parks and Playgrounds Committee
Town of Cottesloe Staff

STAFF COMMENT

The administration has reviewed the quote, and note that the quote demonstrates excellent relevant experience, methodology and resources, and is overall a very good submission.

However, as there were no other quotes, it is hard to know whether this is value for money.

In order to move forward, there are a couple of options:

1. Ask for quotes from additional companies;

2. Ask UDLA to present to the committee, with the intention of determining whether they would like to proceed without obtaining additional quotes; or;
3. Extend the request for quote to an open tender process via Tenderlink, and ask UDLA to submit again through this process.

The administration recommends proceeding with option 3, to enable the best range of quotes to be received, and therefore increasing the ability to achieve value for money.

VOTING

Simple Majority

OFFICER RECOMMENDATION

That the Committee endorse proceeding to an open tender process for the public open space master plan.

COMMITTEE RECOMMENDATION

Moved: Cr Boulter

Seconded: Ms Kendal

1. That the ToC administration contact the City of Subiaco seeking recommendations for experienced playground consultants to obtain an additional 3 consultants, then request quotes as per the process before;
2. In the event number 1 is unsuccessful, the ToC administration call for quotes through Tenderlink for a public open space master plan for the Town of Cottesloe with the 3 week period for submissions; and,
3. That the ToC administration advise UDLA to resubmit their quote and that EPCAD be advised that they have another opportunity to submit and that the committee encourages them to do so.

Carried 5/0

8. OTHER BUSINESS

8.1 Purple Dinosaur Playground

Email sent by Mrs Tyler-Hare on 2 July 2018 regarding the Committee's previous recommendation.

This item to be removed from the agenda.

8.2 Civic Centre Tour

Cr Boulter emailed the below motion to Committee members.

COUNCILLOR MOTION

That the Reserves, Parks and Playgrounds Committee members, who wish to do so, meet with the Town of Cottesloe Heritage officer and head of works for the Civic Centre for a guided tour of the Civic Centre for, but not limited to, discussion about proposed suggestions from the community for works at the Civic Centre.

Following discussion the Motion was withdrawn by Cr Boulter and moved to the Action List for follow-up by Mr Kan.

8.3 Cockatoo Food

Garden created specifically to attract cockatoos

Cr Boulter requested this item be included in the Agenda.

Following discussion it was agreed by the committee that this item be placed on the Action List.

8.4 Safety and Audit Query - Item was removed to the Action List

The Depot team undertake fortnightly in house checks on playgrounds, with one of the team having experience and qualifications in this. The Depot team then undertake in house repairs, depending on the nature of the problem, or a contractor if it is a complicated problem.

An annual inspection was previously been undertaken an external contractor, Recreation Safety Australia. This has not been undertaken in a number of years.

The committee discussed the following point:

- Committee should be focusing more from a strategy point of view – not operational detail

Cr Boulter asked that an action item be placed on the action list for Ms Tyler-Hare to provide a copy of the last inspection report to her (Cr Boulter).

8.5 Cr Boulter Notice of Motion

That all minutes and attachment to the minutes of all the Reserves, Parks and Playgrounds committee meetings be placed on the Committee portal of the

TOC website by the TOC administration as a matter of priority (subject to any confidentiality that still applies).

AMENDMENT

Moved: Cr Boulter Seconded: Lapsed, no seconder

That the Reserves, Parks and Playground Committee ASK the TOC administration to upload all agendas, minutes and attachments of all the Reserves, Parks and Playgrounds committee meetings to the Committees page of the TOC website as a matter of priority (subject to any confidentiality that still applies), in compliance with the requirements of the *Local Government Act 1995*.

Following discussion and the motion lapsing Cr Boulter requested the item be deferred until she was able to circulate the relevant parts of the *Act* to the committee.

8.6 Infrastructure Priority List

Location	Traditional maintenance items	Strategic items
Jasper Green	Painting football goal posts and consider adding behind posts if room	Fencing to playgrounds
	Replacing drink fountain, including dog water bowl	Layout of sports hitting areas/footpath
	Adding hopscotch stencils where appropriate and not confusing	Planting of trees
		Potential timed lighting
Dutch Inn playground	Include a cycle rack	Fencing to playgrounds as per resolution in 2016
		Include a picnic table and bench
		Planting of trees
		Consideration of integration with S8, in consultation with the Beach Access Path Committee
Grant Marine Park Playground	Painting football goal posts and consider adding behind posts if room	Fencing to playgrounds/nature play unsealed path in consultation with community and Coastcare
	Including drink fountain, including dog water bowl	Inclusion of a scooter path
	Include a cycle rack and pram stand Include a shaded picnic table and bench (<i>moved from strategic</i>)	
	Adding hopscotch stencils where appropriate and not confusing	Planting of trees
	Update signage on snake warnings to be more fun and	Steps to goat track to the southwest of the playground pending discussion with

	positive	Coastcare
	Repair of footpath to the basketball court pending review of condition	Potential timed lighting
	Fencing behind the cricket pitch - review beautifying this at minimal cost.	
Purple Dinosaur Playground		Add basketball area nearby
		Add BMX track between Napier Street to approach Cottesloe Village on the east side of railway
Civic Centre playground		Replace large built-in slide at the Secret Garden
		Fencing to playgrounds in consultation with the community
		Potential timed lighting
Vera St/Railway St playground		Fencing to playgrounds in consultation with the community
Civic Centre lawns	Picnic table and seating near north barbeque at Civic Centre	
Athelstan POS	Inclusion of a gate subject to community consultation	
General	Ensure rubbish bins are placed at playgrounds with easy access on exit	
	Ensure all gates into fenced playgrounds are universally accessible.	

Ms Tyler-Hare provided an update on the status of the Skate Park assessment.

Following discussion about the skate park, the committee requested that the consultants ENLOCUS be asked to present at the next meeting.

9. FORESHORE UPDATE

Ms Tyler-Hare advised the committee of the following:

- Universal Access Paths – work underway
- Shady seating – work underway
- Shade structure prototypes – manufacturing to start in a few weeks, with installation planned prior to Christmas
- Ocean Universal Access Ramp – both tenders over budget
 - Recommended to Council to not accept any tenders
- Foreshore Masterplan is out to tender - due 31 October 2018

Cr Boulter advised the committee of the following:

- Work is being started on the first 4 beach access paths in the next week or two, starting with N7.

10. GENERAL BUSINESS

Nil

11. NEXT MEETING

Thursday 29 November 2018 at 4:30pm

12. MEETING CLOSURE

On behalf of the committee, Cr Boulter thanked Ms Tyler-Hare for all her hard work and wished her well over the coming months.

Cr Boulter declared the meeting closed at 5:17pm.

DRAFT