

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

AGENDA

**ORDINARY COUNCIL MEETING
TO BE HELD IN THE
Council Chambers, Cottesloe Civic Centre
109 Broome Street, Cottesloe
6:00 PM Tuesday, 16 December 2025**

Town of Cottesloe

ORDINARY COUNCIL MEETING

Notice is hereby given that the next Ordinary Council Meeting will be held in the Council Chambers, Cottesloe Civic Centre 109 Broome Street, Cottesloe on **16 December 2025** commencing at **6:00 PM**.

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

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Mark Newman', with a stylized flourish at the end.

Mark Newman
Chief Executive Officer

12 December 2025

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town for any act, omission, statement or intimation occurring during council meetings.

The Town of Cottesloe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during council meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a council meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Town of Cottesloe during the course of any meeting is not intended to be and is not taken as notice of approval from the Town.

The Town of Cottesloe wishes to advise that any plans or documents contained within the agenda or minutes may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

Members of the public should note that no action should be taken on any application or item discussed at a council meeting prior to written advice on the resolution of Council being received.

All formal Council Meetings will be audio visual recorded and livestreamed and will be publicly available via the Town of Cottesloe's website or social media platform.

Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au



Town of Cottesloe

DISCLOSURE OF INTERESTS

Agenda Forum ☐

Ordinary Council Meeting ☐

Special Council Meeting ☐

Name of Person Declaring an interest

Position

Date of Meeting

This form is provided to enable members and officers to disclose an Interest in the matter in accordance with the regulations of Section 5.65, 5.70 and 5.71 of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 34C.

INTEREST DISCLOSED

Item No

Item Title

Nature of Interest

Type of Interest

Financial ☐

Proximity ☐

Impartiality ☐

INTEREST DISCLOSED

Item No

Item Title

Nature of Interest

Type of Interest

Financial ☐

Proximity ☐

Impartiality ☐

INTEREST DISCLOSED

Item No

Item Title

Nature of Interest

Type of Interest

Financial ☐

Proximity ☐

Impartiality ☐

DECLARATION

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DISCLOSURE OF INTERESTS

Notes for Your Guidance

IMPACT OF A FINANCIAL INTEREST (s. 5.65. & s. 67. Local Government Act 1995)

A member who has a **Financial Interest** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- a. In a written notice given to the Chief Executive Officer before the Meeting or;
- b. At the Meeting immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a. Preside at the part of the Meeting relating to the matter or;
- b. Participate in, or be present during, any discussion or decision making procedure relative to the matter, unless and to the extent that, the disclosing member is allowed to do so under *Section 5.68* or *Section 5.69* of the *Local Government Act 1995*.

INTERESTS AFFECTING FINANCIAL INTEREST

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest in a matter**.

1. A Financial Interest, pursuant to s. 5.60A or 5.61 of the *Local Government Act 1995*, requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are expectations in the *Local Government Act 1995* but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e sporting, social, religious etc, and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e, if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors and ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **must** be given when the matter arises in the Agenda, and immediately before the matter is discussed. Under s. 5.65 of the *Local Government Act 1995* failure to notify carries a penalty of \$10 000 or imprisonment for 2 years.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) of the *Local Government Act 1995*; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the *Local Government Act 1995*, with or without conditions.

INTERESTS AFFECTING PROXIMITY (s. 5.60b Local Government Act 1995)

1. For the purposes of this subdivision, a person has a proximity interest, pursuant to s.5.60B of the Local Government Act 1995, in a matter if the matter concerns;
 - a. a proposed change to a planning scheme affecting land that adjoins the person's land; or
 - b. a proposed change to the zoning or use of land that adjoins the person's land; or
 - c. a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.
2. In this section, land (the proposal land) adjoins a person's land if;
 - a. The proposal land, not being a thoroughfare, has a common boundary with the person's land; or
 - b. The proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - c. The proposal land is that part of a thoroughfare that has a common boundary with the person's land.
3. In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

INTERESTS AFFECTING IMPARTIALITY

Definition: An interest, pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an **Interest Affecting Impartiality** in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- a. In a written notice given to the Chief Executive Officers before the Meeting or;
- b. At the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote.

With the declaration of this type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest exist.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS	5
2	DISCLAIMER	5
3	ATTENDANCE	5
3.1	APOLOGIES	5
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	APPLICATIONS FOR LEAVE OF ABSENCE	6
4	DECLARATION OF INTERESTS.....	6
5	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	6
6	PUBLIC QUESTION TIME	6
6.1	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
6.2	PUBLIC QUESTIONS	6
7	PUBLIC STATEMENT TIME.....	6
8	CONFIRMATION OF MINUTES.....	6
9	PRESENTATIONS	6
9.1	PETITIONS	6
9.2	PRESENTATIONS.....	6
9.3	DEPUTATIONS	6
10	REPORTS.....	7
10.1	REPORTS OF OFFICERS.....	7
	CORPORATE AND COMMUNITY SERVICES	8
10.1.1	LIST OF PAYMENTS 1 TO 31 OCTOBER 2025	8
10.1.2	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 OCTOBER 2025	11
10.1.3	LIST OF PAYMENTS 1 TO 30 NOVEMBER 2025	14
10.1.4	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30 NOVEMBER 2025.....	17
10.1.5	CLUB LIGHTS USAGE POLICY	20
10.1.6	POLICY REVIEW - STAFF SUPERANNUATION POLICY	28
	ENGINEERING SERVICES	31

10.1.7	MARINE PARADE PARKING TRIAL - SHORT TERM PICK UP AND SET DOWN BAY	31
10.1.8	MARINE PARADE SHARED PATH - 50 PERCENT DESIGN	35
10.1.9	ADVERSE POSSESSION CLAIM - RIGHT OF WAY 20 - 50 FLORENCE STREET	41
	EXECUTIVE SERVICES	45
10.1.10	REQUEST TO APPOINT ELECTORAL COMMISSIONER TO CONDUCT EXTRAORDINARY ELECTION	45
10.1.11	ACCEPTANCE OF THE 2024/2025 ANNUAL REPORT	50
10.2	RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES	53
10.2.1	RECEIPT OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES	53
11	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	54
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....	54
12.1	ELECTED MEMBERS	54
12.2	OFFICERS.....	54
13	MEETING CLOSED TO PUBLIC.....	54
13.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	54
13.2	PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC	54
14	MEETING CLOSURE	54

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

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 announced that the meeting is being livestreamed on the Town's website this evening and the recording will remain on the website and available to the public. Anyone attending the meeting, particularly if they are speaking, may be captured on the livestream recording.

3 ATTENDANCE**Elected Members**

Mayor Melissa Harkins
Cr Helen Sadler
Cr Chilla Bulbeck
Cr Jeffrey Irvine

Declaration of any Elected Members attending the meeting by electronic means.

Officers

Mr Mark Newman	Chief Executive Officer
Mrs Vicki Cobby	Director Corporate and Community Services
Mr Shaun Kan	Director Engineering Services
Mr Steve Cleaver	Director Development and Regulatory Services
Ms Jacquelyne Pilkington	Governance and Executive Office Coordinator

3.1 APOLOGIES**3.2 APPROVED LEAVE OF ABSENCE**

Cr Lorraine Young
Cr Brad Wylenko
Cr Michael Thomas
Cr Sonja Heath

3.3 APPLICATIONS FOR LEAVE OF ABSENCE**4 DECLARATION OF INTERESTS****5 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****6 PUBLIC QUESTION TIME****6.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****6.2 PUBLIC QUESTIONS****7 PUBLIC STATEMENT TIME****8 CONFIRMATION OF MINUTES**

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 November 2025 be confirmed as a true and accurate record.

9 PRESENTATIONS**9.1 PETITIONS**

Procedure of Petitions – Local Government (Meetings Procedure) Local Law 2021, Clause 6.11

(3) The only question which shall be considered by the council on the presentation of any petition shall be:

- a) that the petition shall be accepted;*
- b) that the petition shall not be accepted;*
- c) that the petition be accepted and referred to the CEO for consideration and report; or*
- d) that the petition be accepted and dealt with by the full council.*

9.2 PRESENTATIONS**9.3 DEPUTATIONS**

10 REPORTS

10.1 REPORTS OF OFFICERS

COUNCIL RESOLUTION

That Council adopts the following en-bloc Officer Recommendations contained in the Agenda for the Ordinary Meeting of Council 16 December 2025:

____, ____, ____, ____, ____, ____, ____

CORPORATE AND COMMUNITY SERVICES**10.1.1 LIST OF PAYMENTS 1 TO 31 OCTOBER 2025**

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Gabriel Wani, Coordinator Finance
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/81721
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 13 that if a Local Government has delegated to the CEO the exercise of its power to make payments from the municipal or trust funds, a list of payments must be prepared each month and are presented to Council.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the List of Payments 1 to 31 October 2025.

BACKGROUND

Section 6.10 of the *Local Government Act 1995* requires the keeping of financial records and general management of payments, which is further specified in Regulation 13 of the *Local Government (Financial Management) Regulations 1996*. A list of payments is to be prepared each month and presented to Council at the next ordinary meeting of council after this list is prepared. This report is to show the payee's name, the amount of payment, the date of the payment and sufficient information to identify the transaction.

OFFICER COMMENT

The list of payments made during October 2025 is included in the attachment. This includes purchases made via electronic fund transfers and cheque payments, credit card payments, and fuel cards payments.

The following material payments are brought to the Council's attention (excludes internal investment transfers):

- \$255,944.39 and \$234,038.45 to the Town of Cottesloe staff for fortnightly payroll (includes ATO payments)
- \$223,274.72 to the WA Treasury Corporation for loan repayment
- \$192,976.22 to the LGIS for insurance premium instalment payment
- \$180,010.38 to T-Quip for street sweeper and mower purchases, and mower repairs
- \$93,555.72 to the Kercheval Engineering Australia Pty Ltd for consultancy services

- \$66,000 to the Eco Shark Barrier Pty Ltd for Installation of Shark Barrier
- \$51,087.77 and \$51,641.65 to SuperChoice Services Pty Ltd for Superannuation Payments
- \$33,772.90 to the Department of Mines, Industry Regulation and Safety for Building Services Levies
- \$30,000 refund to the Posteritas Pty Ltd for a rates refund due to overpayment.

ATTACHMENTS

10.1.1(a) List of Payments - October 2025 [under separate cover]

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.10

Local Government (Financial Management) Regulations 1996

Regulation 13

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires that a list of payments be presented at the next Ordinary Council Meeting after the list is

prepared. Failure to accept this report may result in the Town not meeting its legislative obligations.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council RECEIVES the List of Payments 1 to 31 October 2025, as detailed in Attachment (a).

10.1.2 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 OCTOBER 2025

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/82473
Applicant(s): N/A
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 34 that monthly financial statements are presented to Council, in order to allow for proper control of the Town's finances and to ensure that income and expenditure are compared to budget forecasts.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 31 October 2025.

OFFICER COMMENT

The monthly financial report presented to Council typically includes a wide range of information to support Council's understanding of the Town's financial position. However, due to the implementation of DataScape, the Town's new Enterprise Resource Planning (ERP) system, and the additional resources required for this transition, the current report has been streamlined to ensure timely completion.

In accordance with the Local Government (Financial Management) Regulations, the report includes the required Statement of Financial Position and Statement of Financial Activity. Supplementary information that is not prescribed by legislation has been temporarily excluded. The Town intends to reinstate the additional information in future reports.

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached financial statements. The requirement to address material variances as per (1)(d) of Regulation 34 is also addressed below.

- The net current funding position as at 31 October 2025 was \$10,314,812, compared to \$12,874,432 at the same time last year primarily because the prior year was inflated by significant carry-forwards of unspent capital works. This meant funds remained in the bank, resulting in high net current assets.
- Operating revenue exceeds the year-to-date budget by \$250,304, while operating expenditure is lower than the year-to-date budget by \$333,142.
- There is a material variance with the surplus at the start of the financial year, with the budget amount of \$1,273,963 being less than the actual amount of \$1,532,776. While this figure is still subject to audit, the variance of \$258,813 is due to an anticipated surplus in the closing figure for 2024/25.

- The balance of cash-backed reserves was \$8,341,979 as at 31 October 2025.
- The Town has 41.84% of funds invested with the Westpac Banking Corporation, 38.83% with the National Australia Bank, and 19.33% with the Commonwealth Bank of Australia.

ATTACHMENTS

10.1.2(a) Monthly Financial Report 1 July 2025 to 31 October 2025 [under separate cover]

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.4

Local Government (Financial Management) Regulations 1996

Regulation 34

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires that monthly financial reports be presented at an ordinary council meeting within two months of the end of the relevant month. Failure to accept this report may result in the Town not meeting its legislative obligations.

By not approving recommended budget amendments, if any, current budget allocations may not be sufficient or exist at all, risking exceeding current budgets or incurring expenses that are not budgeted.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 31 October 2025.

10.1.3 LIST OF PAYMENTS 1 TO 30 NOVEMBER 2025

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Gabriel Wani, Coordinator Finance
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/83184
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 13 that if a Local Government has delegated to the CEO the exercise of its power to make payments from the municipal or trust funds, a list of payments must be prepared each month and are presented to Council.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the List of Payments 1 to 30 November 2025.

BACKGROUND

Section 6.10 of the *Local Government Act 1995* requires the keeping of financial records and general management of payments, which is further specified in Regulation 13 of the *Local Government (Financial Management) Regulations 1996*. A list of payments is to be prepared each month and presented to Council at the next ordinary meeting of council after this list is prepared. This report is to show the payee's name, the amount of payment, the date of the payment and sufficient information to identify the transaction.

OFFICER COMMENT

The list of payments made during November 2025 is included in the attachment. This includes purchases made via electronic fund transfers and cheque payments, credit card payments, and fuel cards payments.

The following material payments are brought to the Council's attention (excludes internal investment transfers):

- \$618,878.87 to the Department of Fire & Emergency Services for Emergency Services Levy remittance
- \$241,718.01, \$239,214.59 and \$55,393.85 to the Town of Cottesloe staff for fortnightly payroll (includes ATO payments)
- \$85,557.93 to The Trustee For Rico Family Trust T/As Solo Resource Recovery for waste services
- \$53,955 to the Weststar Constructions Pty Ltd for beach gazebo removal and replacement

- \$52,731.27 and \$52,447.66 to SuperChoice Services Pty Ltd for Superannuation Payments
- \$45,531.2 to the FJ Fitz & Co Pty Ltd T/A FJ Fitzsimmons & Co for soakwells supply, install and maintenance
- \$43,832.56 and \$42,689.74 to the Western Metropolitan Regional Council for waste disposal charges
- \$41,368.44 to the Electricity Generation and Retail Corporation for Streetlights and other electricity costs
- \$39,586.80 to the L G Software Solutions Pty Ltd for HR software subscription
- \$38,982.92 to the Surf Life Saving Western Australia for life guard services
- \$30,647.1 to the WA Plumbing Solutions Pty Ltd for plumbing services

ATTACHMENTS

10.1.3(a) List of Payments - November 2025 [under separate cover]

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.10

Local Government (Financial Management) Regulations 1996

Regulation 13

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires that a list of payments be presented at the next Ordinary Council Meeting after the list is prepared. Failure to accept this report may result in the Town not meeting its legislative obligations.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council RECEIVES the List of Payments 1 to 30 November 2025, as detailed in Attachment (a).

10.1.4 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30 NOVEMBER 2025

Directorate: Corporate and Community Services
Author(s): Sheryl Teoh, Finance Manager
Authoriser(s): Mark Newman, Chief Executive Officer
Vicki Cobby, Director Corporate and Community Services
File Reference: D25/82896
Applicant(s): N/A
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government (Financial Management) Regulations 1996*, Regulation 34 that monthly financial statements are presented to Council, in order to allow for proper control of the Town's finances and to ensure that income and expenditure are compared to budget forecasts.

OFFICER RECOMMENDATION IN BRIEF

That Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 30 November 2025.

OFFICER COMMENT

The monthly financial report presented to Council typically includes a wide range of information to support Council's understanding of the Town's financial position. However, due to the implementation of DataScape, the Town's new Enterprise Resource Planning (ERP) system, and the additional resources required for this transition, the current report has been streamlined to ensure timely completion.

In accordance with the Local Government (Financial Management) Regulations, the report includes the required Statement of Financial Position and Statement of Financial Activity. Supplementary information that is not prescribed by legislation has been temporarily excluded. The Town intends to reinstate the additional information in future reports.

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached financial statements. The requirement to address material variances as per (1)(d) of Regulation 34 is also addressed below.

- The net current funding position as at 30 November 2025 was \$9,669,745, compared to \$12,065,770 at the same time last year primarily because the prior year was inflated by significant carry-forwards of unspent capital works. This meant funds remained in the bank, resulting in high net current assets.
- Operating revenue exceeds the year-to-date budget by \$202,498, while operating expenditure is lower than the year-to-date budget by \$305,244.
- There is a material variance with the surplus at the start of the financial year, with the budget amount of \$1,273,963 being less than the actual amount of \$1,532,776. While this figure is still subject to audit, the variance of \$258,813 is due to an anticipated surplus in the closing figure for 2024/25.

- The balance of cash-backed reserves was \$8,341,979 as at 30 November 2025.
- The Town has 40.77% with the National Australia Bank, 38.89% of funds invested with the Westpac Banking Corporation, and 20.34% with the Commonwealth Bank of Australia.

BUDGET AMENDMENT

Phase 2 of the Town's ERP Project, encompassing the Chart of Accounts, Work Orders, and Asset modules, is underway. DataScape has been working onsite with the team to finalise the revised Chart of Accounts framework. This new structure is designed to deliver improved reporting capability and more efficient work practices across the organisation.

To ensure successful implementation, a substantial body of work is required to migrate year-to-date transactions into the new framework. This migration is scheduled for late December. During planning, it became clear that additional support is necessary to deliver a fully functional Chart of Accounts and maintain project integrity (quality, completeness and reliability). As a result, Phase 2 has been re-scoped to include these critical requirements.

The variation proposed by Datacom to accommodate this re-scoping is being provided at a heavily discounted cost of \$23,250. In addition, the Town anticipates requiring approximately nine additional weeks of project management support at \$1,850 per week, equating to \$16,650. The combined cost of these adjustments is \$39,900, rounded to a proposed budget amendment of \$40,000.

This amendment will be funded from the anticipated surplus carried forward from the prior financial year, ensuring no financial impact on the 2025/26 Annual Budget surplus. The investment is considered essential to safeguard the integrity of the ERP implementation and to achieve the intended benefits of improved financial reporting and streamlined processes.

ATTACHMENTS

10.1.4(a) Monthly Financial Report 1 July 2025 to 30 November 2025 [under separate cover]

CONSULTATION

Internal

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 6.4

Local Government (Financial Management) Regulations 1996

Regulation 34

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires that monthly financial reports be presented at an ordinary council meeting within two months of the end of the relevant month. Failure to accept this report may result in the Town not meeting its legislative obligations.

Failure to approve the budget amendment would risk incomplete functionality, potential delays, inefficiencies in financial management, and increased staff dissatisfaction due to ongoing system limitations and project delays.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

THAT Council:

- 1. RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 30 November 2025.**
- 2. APPROVES by ABSOLUTE MAJORITY the amendments of the 2025/2026 annual budget as follows:**
 - a. Increase of \$40,000 to operating expense: ERP Implementation, other operational projects; and**
 - b. Increase of \$40,000 to surplus at the start of the financial year.**

10.1.5 CLUB LIGHTS USAGE POLICY

Directorate: Corporate and Community Services
Author(s): Sally DeFreitas, Manager Community and Customer Services
Authoriser(s): Vicki Cobby, Director Corporate and Community Services
 Mark Newman, Chief Executive Officer
File Reference: D25/82765
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

Council is asked to confirm that the ongoing use of Cottesloe Oval by Cottesloe Junior Football Club (Magpies) for training, games, and associated activities remains consistent with Council Resolution OCM158/2024, including the requirement for the Club to contribute to future lighting renewal costs.

In addition, Council is asked to acknowledge the Cottesloe Senior Football Club (Roosters) as a secondary user group, supporting existing training requirements.

OFFICER RECOMMENDATION IN BRIEF

That Council approve the following usage for the Cottesloe Junior Football Club (Magpies) and the Cottesloe Senior Football Club (Roosters):

Club	Activity	Lighting Level	Frequency	Time*
CJFC (Magpies)	Training	50 lux	4 nights/week	Until 6:15pm (includes safe pack-up)
	Regular Games (Girls)	100 lux	1 night/week	Until 9:00pm (Friday fixtures)
	Rescheduled Games	100 lux	Up to 4 games per year (as approved by CEO)	Until 8:00pm
	Social Events	10 lux	Up to 5 events/year (CEO approval)	1 event to 10:30pm; 4 events to 7:30pm
CSFC (Roosters)	Training	50 lux	2 nights/week	Until 8:00pm (current schedule)
*Automatic timer set to turn lights off at specified time				

That Council agree to Cottesloe Junior Football Club's annual contribution of \$1,500 plus CPI% to future renewal costs in accordance with Council Resolution OCM158/2024.

Council may review lighting usage after six months, with any proposed changes informed by further community consultation. Should the Cottesloe Senior Football Club's usage increase in the future, a similar future renewal cost fee may be applied with Council approval, to ensure an equitable contribution towards future renewal costs.

Lighting usage will be charged at cost recovery rate to be determined by the Town and included in Town's Fees & Charges.

BACKGROUND

At the March 2025 Ordinary Council Meeting, Council approved the Cottesloe Junior Football Club (Magpies) grant application under the CSRFF Club Night Lights Program Small Grants for 2025/26 in OCM158/2024 as follows:

OCM158/2024 THAT Council

1. Provides in Principle SUPPORT for the Cottesloe Junior Football Club's (Magpies) Club Night Lights Program Funding Application SUBJECT to consultation feedback received from surrounding residents;

2. INSTRUCTS the Chief Executive Officer to:

a. Liaise with the Cottesloe Junior Football Club for them to prepare a Resident Consultation Plan to the satisfaction of the Administration and to circulate this Plan amongst Elected Members for feedback before commencing the consultation;

b. Upon the completion of the consultation to the satisfaction of the Administration, table the results to an Ordinary Council Meeting together with the Planning Application Form 1 for Council to determine whether it wishes to provide continued support for the application by AUTHORISING the Chief Executive Officer to sign the Planning Application Form 1 to request the approval of the Department of Planning, Lands and Heritage for the works;

3. NOTES that unconditional support is only given when the following criteria are met:

a. Approval from the Department of Planning, Lands and Heritage for the Magpies lighting upgrade works on Cottesloe Oval;

b. Approval of a Building Permit application;

c. The Magpies providing evidence to the satisfaction of the Chief Executive Officer that they have sufficient funds to complete light works at the time when the grant agreement and construction contract need to be executed; and

d. A funding agreement is entered into with the Magpies for them to make a contribution to a reserve for the future renewal of the lights and be responsible for all the maintenance costs.

Carried 7/0

The Cottesloe Junior Football Club have been successful in their grant application, receiving \$155,828, with the club funding the remaining project costs. The project to install lights at Cottesloe Oval is now ready to commence.

OFFICER COMMENT

As part of assessing lighting usage and ensuring safe, compliant operation, a desktop review of practices across other Western Suburbs local governments was conducted to inform benchmarking and identify trends relating to permitted usage and renewal costs.

Lighting requirements were confirmed in line with WA Football Rules and Regulations for Junior Football, which are consistent with Australian Safety Standards, specifying minimum levels of 50 lux for training and 100 lux for games. In addition, consultation was undertaken with the primary user groups—the Cottesloe Junior Football Club (Magpies) and the Cottesloe Senior Football Club (Roosters)—as well as the Broome & Pearse Street Residents Group.

It is noted that clubs being asked to contribute to future renewal costs for a lighting project is not standard practice. Maintenance and lighting charges are usually incorporated into operating costs or license fees. In this case, the Cottesloe Junior Football Club has fully funded the project with support from the WA State Government's CSRFF Small Grants program, meaning there has been no cost to the Town. The Club has, however, agreed to make a contribution toward future renewal costs, and this contribution has been determined based on affordability.

The following table outlines two potential options for the use and management of Cottesloe Oval lighting, based on club requirements, safety standards, and community consultation.

Option 1 The full-lighting option is the only configuration that achieves safe and compliant illumination across the entire oval. It represents a full-compliance approach that meets both WA Football and Australian Safety Standards, ensuring suitable conditions for junior and senior training as well as game play. This option supports the training and scheduling needs of both the Cottesloe Junior Football Club and the Cottesloe Senior Football Club and aligns with the Council Plan 2023–2033 objectives to promote youth programming, community wellbeing, and healthy, active lifestyles.

Option 2 Lighting the eastern bank of lights only was explored as an option during the consultation period; however, modelling confirmed that this approach would not meet the required illumination standards across the oval. Partial lighting at approximately 40 lux or 50 lux results in patchy and inconsistent coverage, leaving sections of the playing surface below safe visibility levels. This does not meet WA Football Junior Regulations, which specify a minimum of 50 lux for training and 100 lux for games, and the same minimum standard applies to senior training. As a result, partial or reduced lighting is not considered a viable or safe option for either junior or senior training or match use.

This reduced-lighting option is unacceptable to the Cottesloe Junior Football Club and would result in the project not proceeding, with the associated grant funding needing to be returned.

Aspect	Option 1 – Full Compliance & Safety (Recommended)	Option 2 – Partial Lighting (Not Recommended)
Magpies Training	4 nights/week until 6:15pm, All lights - 50 lux	4 nights/week until 6:15pm, Eastern side only - 40 lux
Friday Night Games (Girls)	1 per week; up to 4 rescheduled games (not additional), CEO approval, 100 lux	1 per week; up to 4 rescheduled games (not additional), CEO approval
Social Events	4 Kids Pasta Nights until 7:30pm, CEO approval	4 Kids Pasta Nights until 7:30pm, CEO approval
Fundraising Event	1 per year until 10:30pm, CEO approval	1 per year until 10:30pm, CEO approval
Roosters Training	2 nights/week until 8pm, 50 lux	2 nights/week until 8pm, 50 lux
Review / Future Changes	Review after 2026 winter season; community consultation to inform changes.	Review after 2026 winter season; community consultation to inform changes.
Light Charges	To be confirmed on cost-recovery basis by Administration	To be confirmed on cost-recovery basis by Administration
Safety / Compliance	Meets Australian safety standards; ensures player and community safety	Does not meet Australian safety standards; reduces player safety and training quality
Council Plan Alignment	Supports youth programming and healthy, active lifestyles; broad support from both clubs and residential feedback included	Not supported due to safety issues; cannot align with Council objectives
Implementation	Provides measured, staggered approach; enables Magpies to proceed with lights construction; timers to enforce finish times	Not viable; eastern-side-only 40 lux lighting is insufficient for safe training and games

Option 1 – Recommended

Option 1 is the only option that meets the required safety and compliance standards for oval lighting. It ensures full compliance with WA Football and Australian Safety Standards, supports safe training and gameplay for both junior and senior users, and enhances club and community engagement. This option aligns with the Council Plan 2023–2033 objectives by promoting youth programming, community wellbeing, and healthy, active lifestyles. It is noted that while the Cottesloe Senior Football Club requested training use for four nights per week and ad-hoc games, this level of usage has not been approved at this stage

under the recommended option. Usage levels may be reviewed following the 2026 winter season once data on actual demand and oval capacity is available.

Option 2 – Not Recommended

Option 2 does not meet safety or illumination requirements and is not a viable option. It fails to provide compliant or safe lighting for training or games and would result in the oval continuing to operate with unsafe and inadequate illumination. The Cottesloe Junior Football Club has indicated that this option is unacceptable, and selection of Option 2 would render the project unsustainable, resulting in the grant funding being returned and the lighting upgrade not proceeding.

ATTACHMENTS

10.1.5(a) Club Lights Usage - Community Consultation Summary [under separate cover]

10.1.5(b) Club Night Light Plan - 2 Poles(2) [under separate cover]

CONSULTATION

Community Consultation was undertaken with the Cottesloe Junior Football Club, Cottesloe Senior Football Club and the Broome and Pearse Street Residents Group.

The purpose was to gather feedback on the Draft Lighting Use Policy for Cottesloe Oval, focusing on operational parameters, training needs, game requirements, and community impacts. The following questions were sent via email to relevant stakeholders:

1. Current Users

- Magpies (CJFC) and Roosters (CSFC) are the main oval users for games and training.

2. Suggested Fundamentals for Operations and Management of Lighting

- **Roosters Training**
 - Option 1: Two weeknights with all four lights at 50 lux
 - Option 2: Two weeknights with eastern lights only at 40 lux
- **Magpies Training**
 - Current schedule: Monday–Thursday, 3pm–6pm.
 - Short-duration lighting (e.g., 5–6pm) options:
 - Four lights at 50 lux
 - Eastern lights only at 40 lux

- **Magpies Friday Night Female Team Games**
 - Games: 3pm–9pm.
 - All four lights at 100 lux.
 - Lights limited to operate no later than 9:30pm
- **Magpies Rescheduled Games**
 - CEO approval required.
 - Maximum of four reschedules per season.
- **Special Occasions**
 - CEO approval required.
 - Strictly limited to two events per year.

3. Policy Trial Period

- Any adopted policy is initially temporary, subject to a six-month trial at the conclusion of the 2026 Winter Football Season.

A brief summary of the main points from community consultation and administration comments. The recommendation tries to balance compliance, community and Club requirements. Ensuring lighting is used as necessary, but automatically switched off when not will assist in providing community amenity.

STATUTORY IMPLICATIONS

Local Government Act 1995

The Council is to promote good governance, for the benefit and wellbeing of its community.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

No existing Policy. At the conclusion of the trial a Policy may be created to reflect ongoing usage.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 1: Our Community - Connected, engaged and accessible.

Major Strategy 1.1: Supporting an active, healthy and inclusive community culture, our residents enjoy access to a range of social, cultural and recreation activities.

RESOURCE IMPLICATIONS

The lighting upgrade will be fully funded externally, with no financial contribution required from Council. Funding is provided through a combination of the Cottesloe Junior Football Club's contributions and the CSRFF Grant.

It is noted that should the Cottesloe Senior Football Club's use of the lighting increase in the future, they may be required to contribute to ongoing renewal or upgrade costs, with the amount to be determined by Council at that time.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

Modern sports lighting is designed to meet required standards, including controlled light spill to minimize impact on surrounding areas while ensuring safe and uniform illumination of the playing surface.

RISK MANAGEMENT IMPLICATIONS

Not proceeding with Option 1 presents significant risks to both safety and Council governance. The project cannot progress unless lighting fully complies with WA Football and Australian Safety Standards. Approving the grant application but failing to support the safe use of the lights exposes Council to reputational risk and may undermine its credibility in administering future grant programs.

Permitting the use of partial or reduced lighting (Option 2) would create unsafe conditions, increasing the risk of injuries, including concussions, to players. This poses potential future liability for Council, particularly when a fully funded, compliant alternative is available. Additionally, partial lighting would compromise training quality, restrict the club's ability to deliver scheduled games, and negatively impact the broader community that relies on safe, well-lit sporting facilities.

Implementation of Option 1 mitigates these risks, ensuring compliance, player safety, and the sustainable delivery of community sporting programs. It also limits the lighting use so as not to impact community amenity.

Simple Majority**OFFICER RECOMMENDATION****THAT Council**

- 1. Approve the Cottesloe Junior Football Club's lighting usage at Cottesloe Oval in accordance with the Option 1;**

Club	Activity	Lighting Level	Frequency	Time*
CJFC (Magpies)	Training	50 lux	4 nights/week	Until 6:15pm (includes safe pack-up)
	Regular Games	100 lux	1 night/week	Until 9:00pm (Friday

Club	Activity	Lighting Level	Frequency	Time*
	(Girls)			fixtures)
	Rescheduled Games	100 lux	Up to 4 games per year (as approved by CEO)	Until 8:00pm
	Social Events	10 lux	Up to 5 events/year (CEO approval)	1 event to 10:30pm; 4 events to 7:30pm
CSFC (Roosters)	Training	50 lux	2 nights/week	Until 8:00pm (current schedule)
*Automatic timer set to turn lights off at specified time				

2. Support the continuation of existing training for the Cottesloe Senior Football Club at Cottesloe Oval in accordance with the Option 1;
3. ENDORSE that Cottesloe Junior Football Club will contribute \$1,500 per year plus CPI% towards the future renewal of the lighting.
4. APPROVE that any future changes to lighting usage are to be guided by Administration review and informed by community consultation, with final determination by Council.

10.1.6 POLICY REVIEW - STAFF SUPERANNUATION POLICY

Directorate: Corporate and Community Services
Author(s): Vicki Cobby, Director Corporate and Community Services
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/79756
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

Policies are reviewed regularly to ensure they remain current and relevant. The Superannuation Policy has been reviewed and is being recommended for amendment.

OFFICER RECOMMENDATION IN BRIEF

That Council APPROVES the amended Superannuation Policy as presented.

OFFICER COMMENT

The Town adopted its Staff Superannuation Policy in December 1998, with subsequent reviews in August 2000 and April 2006. At the time of the last review, the statutory superannuation guarantee was 9%. This has progressively increased to 12%, with the final increment implemented on 1 July 2025.

Historically, the Town has interpreted the Policy as allowing eligible employees to receive up to 9% additional superannuation contributions, provided they voluntarily contribute an equivalent amount to their nominated fund. The original intent was to cap the Town's total superannuation contribution at 18%, comprising the statutory minimum of 9% and up to 9% in matching contributions.

Subject to Council approval, the Policy will be amended to clarify its intent and ensure consistent interpretation.

The draft policy, **Attachment (a)**, confirms that the Town's total superannuation contribution will be capped at 18%, comprising:

- The statutory superannuation guarantee of 12%; and
- Up to 6% additional superannuation to match voluntary contributions of up to 6%, subject to the applicable qualifying period.

This approach ensures the Town continues to offer one of the most generous co-contribution schemes among Western Suburbs Alliance councils.

The CEO intended for the updated policy to take effect from 1 January 2026. However, to allow for practical implementation, flexibility is sought to apply the changes at a time that

best suits the organisation, between the start of the pay cycle on 31 December 2025 and 25 February 2026.

ATTACHMENTS

10.1.6(a) Staff Superannuation Policy [under separate cover]

10.1.6(b) Staff Superannuation Policy - Tracked Changes [under separate cover]

CONSULTATION

The CEO consulted appropriately with staff as required by the Town of Cottesloe Industrial Agreement 2024.

STATUTORY IMPLICATIONS

Superannuation Guarantee (Administration) Act 1992

POLICY IMPLICATIONS

Approving the Officers recommendation will amend the policy without changing its original intent. It provides a clearer intent and ensures consistent interpretation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

The risk of not updating this policy is that the current misinterpretation will persist, causing confusion among employees and potentially leading to dissatisfaction or discontent.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council:

- 1. APPROVES the amendment of the Staff Superannuation Policy as outlined in Attachment (a).**
- 2. APPROVES the CEO to implement the updated policy at a time that best suits the organisation operationally, between 31 December 2025 and 25 February 2026.**

ENGINEERING SERVICES**10.1.7 MARINE PARADE PARKING TRIAL - SHORT TERM PICK UP AND SET DOWN BAY**

Directorate: Engineering Services
Author(s): Shaun Kan, Director Engineering Services
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/76585
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider a short term pick up and set down bay in front of 40 Marine Parade.

OFFICER RECOMMENDATION IN BRIEF

That Council APPROVES the short term bay trial shown in Figure 1 and 2 of this officer's report.

BACKGROUND

At the September 2025 Ordinary Council Meeting, Council resolved to trial up to three ten-minute pick up and set down bays along Marine Parade in front of Curtin Heritage Living over two summers (October 2025 to April 2027).

Council also required the Chief Executive Officer (CEO) to consult with the management of Curtin Heritage Living in determining the number of bays in the trial. The engagement occurred in October 2025.

This matter is returning to Council for determination due to the requirements within the Town's Parking and Parking Facilities Consolidated Local Law 2024

"1.11 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law"

OFFICER COMMENT

Consultation with Curtin Heritage Living, Soleil Health, Linton & Kay Gallery, and Kailis Hospitality Group indicated support for one trial ten minute pick up and set down bay. The proponents did not have a preference for a specific bay amongst the three previously endorsed by Council.

They are of the view that this bay will be beneficial by way of providing a safe and convenient drop-off access for elderly residents, patients and visitors. Feedback received also suggests that this arrangement would reduce unsafe driver behaviour such as vehicles stopping on the pedestrian crossing or in the traffic lane.

To this end, officers have recommended the most northern bay shown in Figures 1 and 2 for the trial over 2 summers, concluding April 2027.

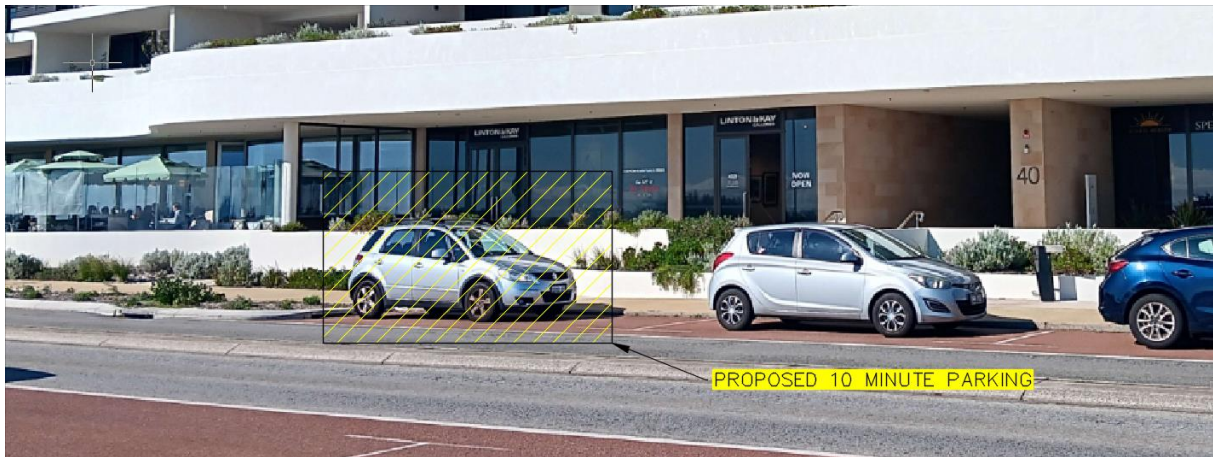


Figure 1: Proposed 10 minute parking bay location

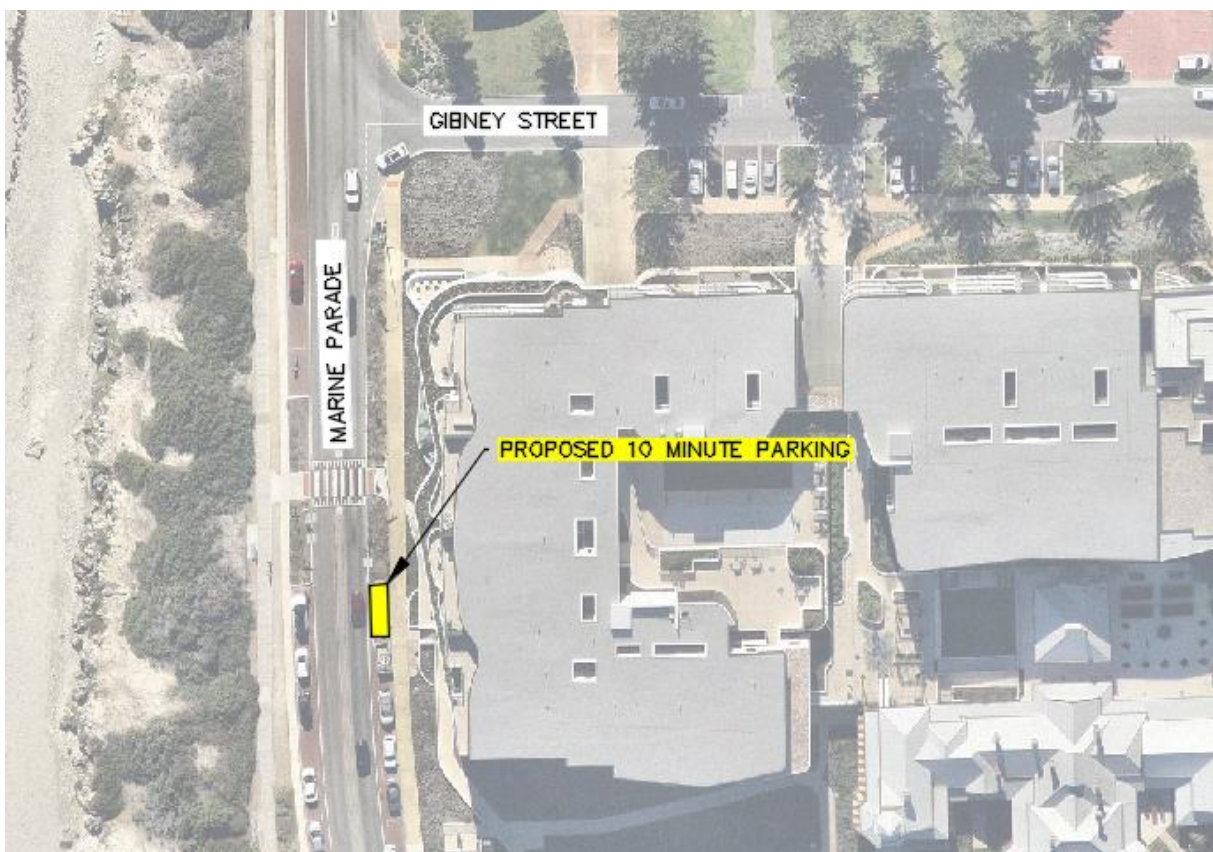


Figure 2: Aerial view of the proposed 10 minute parking bay

ATTACHMENTS

Nil

CONSULTATION

Town of Cottesloe Staff;
Curtin Heritage Living;
Soleil Health;
Kailis Hospitality Group; and
Linton & Kay Gallery

STATUTORY IMPLICATIONS

Local Government Act 1995 Section 2.7 (Role of Council)
Parking and Parking Facilities Consolidated Local Law (2024)
Disability Access and Inclusion Plan (2024 – 2029)

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.
Priority Area 1: Our Community - Connected, engaged and accessible.
Major Strategy 1.2: Providing accessible and inclusive community spaces and facilities.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation, where the changes can be paid through the road maintenance budget.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Not proceeding with the trial risks continued unsafe driver behaviour, as the businesses informed the Town's administration during the consultation process.

Whilst this trial may reduce one available bay for patrons, the business owners did not identify this as a concern during the consultation phase.

Notwithstanding this, due to the trial nature of this arrangement, the Council has the option of not implementing this change permanently should the trial be deemed unsuccessful, or reduce the trial period should the trial become unpopular.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council

- 1. ENDORSES the single parking bay trial shown in Figures 1 and 2 over two summer periods that conclude at the end of April 2027;**
- 2. INSTRUCTS the Chief Executive Officer to:**
 - a. Collate photographic evidence of the number of vehicles parked along Marine Parade (Gibney Street to Warton Street) in front of Curtin Heritage Living during the trial period that will be used to determine the future of the ten-minute pick up and set down bay; and**
 - b. Bring an item back to Council no later than June 2027 Ordinary Council Meeting to consider the impact of the trial.**

10.1.8 MARINE PARADE SHARED PATH - 50 PERCENT DESIGN

Directorate: Engineering Services
Author(s): Tin Oo May, Project Engineer
Renuka Ismalage, Manager Projects and Assets
Shaun Kan, Director Engineering Services
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/79909
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider the Marine Parade Shared Path 50 percent design drawings (Concept) to progress to the detailed design and construction plans.

OFFICER RECOMMENDATION IN BRIEF

That Council ENDORSES the attached final concept subject to conditions.

BACKGROUND

In January 2025, the Australian Government awarded the Town a \$4 million grant for the Marine Parade Shared Path Project. Council is responsible for co-contributing \$200,000 to this project. Following the acceptance of the grant, Council, in April 2025, endorsed a visual summary plan that reflected a set of design principles for the purpose of public consultation.

The community consultation occurred between 11 June 2025 and 3 July 2025.

Council then considered the feedback in July 2025 and endorsed a high-level concept to appoint a consultant in that month to progress the detailed design works.

Council, in its July 2025 resolution, has instructed the Chief Executive Officer to investigate and consider a number of matters for a final concept to be adopted. Further information can be found within the July 2025 Ordinary Council Meeting Minutes found in the link provided.

<https://www.cottesloe.wa.gov.au/council-meetings/ordinary-council-meeting/22-july-2025-ordinary-council-meeting/361/documents/confirmed-minutes-ordinary-council-meeting-22-july-2025.pdf>

The approval of this final concept (Attachment A) will then allow the remaining detailed design works to be completed.

This officer's report provides a response to the Council enquiries.

OFFICER COMMENT**Investigation 1: Beach Access Path Node Designs**

Council has asked for a separation between the shared path and beach access points only if there is sufficient space and it is safe to do so. Attached is a design summary register

(Attachment B) for the path alignment at beach access points showing that this separation is largely achievable.

There are seven access points, CT4, CT6, CT16, CT19, CT45, CT47 and CT48, where the separation cannot be accommodated. This is predominantly due to an insufficient footprint or to avoid the removal of natural area plantings.

The photographs below further illustrate these constraints.



A shared zone denoted by a different surface texture is proposed to be used at these seven beach access path locations.

Investigation 2: Dutch Inn Playground

Council has asked for two path alignments (Attachment C) to be investigated

- Option one - Maintain the existing pathway to the west of the playground; or
- Option two - create a new alignment side tracking to the east of this play space.

The consultants have recommended Option 2 because this safer approach provides a physical separation between cyclists and pedestrians, particularly children who are present around the playground. Another reason is because of the beach access path entry points along the existing Western path.

An additional three on-street parking bays will need to be removed to accommodate this option two design.

Notwithstanding this, further refinement is required for this preferred option during detailed design to preserve the green space surrounding the playground.

Investigation 3: North Cottesloe Area

Council should note that implementing the approved Foreshore Masterplan design was not included in the Australian Government's Active Transport Grant application.

There is the risk that this additional scope could result in the project going over budget. Officers will review the budgetary impacts, including these un-costed works during the detailed design phase in making a recommendation to Council as to whether it should proceed with this in the final design.

Although there may be funding constraints, implementing the Foreshore Masterplan design at this location allows for a Marine Parade crossing to be installed in such a way that it aligns with the Eric Street Shared Path. This connection is still possible with the removal of the four Southern bays.

The status quo design makes this road crossing difficult to install due to limited space for cyclists to manoeuvre to utilise the connector.

North Cottesloe area options (Attachment D) shows the three options and their interface with the Eric Street connector.

Deletion of South Cottesloe Offset Parking

South Cottesloe residents living near Sydney Street have asked the Town to preserve public open space available currently and consider removing the 23 ocean facing parking area introduced to offset the loss of 30 parallel parking bays between Sydney Street to Warton Street.

Officers recommend the Council endorse this design change given the consistency with the design fundamentals of preserving green space.

The additional 8 bays created (conversion of 15 parallel bays into 23 ocean viewing bays) is meant to offset the loss of 15 parallel parking bays needed to accommodate the widening of the existing shared path. The loss of the 15 bays caused by the shared path is unavoidable because building out into the west at this location not feasible due to the steep drop off.

Future lighting

It is still too early at this point in the design phase to determine the lighting needs, given the July 2025 Council resolution that requires the investigation of a number of path alignments at various locations in finalising a preferred concept.

Notwithstanding this, the existing path is unlit and preliminary advice provided by the design consultant suggests that there is no requirement to light the existing path.

Whilst not installing lighting may be an option, officers are hesitant in recommending the status quo for duty of care reasons and recommend that this be further explored as part of developing the 85 percent detailed design drawings.

Officers are of the view that a good starting point to minimise the number of new lights installed could be:

- Utilising the existing street lighting spillage as a form of illumination because it appears that 60 percent of the new path is located next to the road; and
- Installing light poles in hidden away areas such as but not limited to Vlamingh, the bend around Dutch Inn and the Cottesloe Surf Lifesaving Club, where these concealed sections present a high risk of anti-social behaviour. Further research is required to determine lighting needs at other locations that have similar risks.

Officers will then present the draft 85 percent detailed design drawings no later than the March 2026 Elected Members Workshop.

ATTACHMENTS

10.1.8(a) Attachment A - Marine Parade Shared Path 50% Design Drawing [under separate cover]

10.1.8(b) Attachment B - Beach Access Path Matrix (Shared Zone Options) [under separate cover]

10.1.8(c) Attachment C - Dutch Inn Playground Options [under separate cover]

10.1.8(d) Attachment D - North Cottesloe Area Options [under separate cover]

CONSULTATION

The Community, Active Transport Working Group, Elected Members and Department of Transport have been consulted.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 2.7 – Role of Council

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 2: Our Town - Healthy natural environs and infrastructure meeting the needs of our community.

Major Strategy 2.3: Future population growth is planned to enhance community connectivity , economic prosperity as well as the built and natural environment.

RESOURCE IMPLICATIONS

The current estimate, developed based on the approved design principles shown in the attached concept, indicates the project is over budget, noting that this includes a 25 percent contingency.

This is not unusual at this initial design phase and officers can capitalise on this information to investigate cost reduction measures during detailed design.

Solutions include but are not limited to:

1. choosing more cost effective path material
2. revisiting some of the key project elements such as the North Cottesloe area (not in the initial grant application).
3. exploring further funding

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no major sustainability implications arising from the officer's recommendation. The preservation of green space will continue to be investigated during detailed design. It is expected that the completion of this project will see an increase in active transport users.

RISK MANAGEMENT IMPLICATIONS

- Social – There is the possibility that the final design will still have detractors. However, it would be relatively low risk because of the extensive consultation that has been undertaken;
- Technical and economy– There is the possibility that unknown engineering challenges may be encountered during the construction phase resulting in delays and cost increase to the project. The extensive investigation undertaken at detailed design and a realistic financial contingency makes the risk low; and
- Political – There is the possibility of the Australian Government not funding the extra cost incurred by the project that may have resulted from rising construction cost. The ongoing communications with the Commonwealth will ensure they are updated throughout the project to seek an agreement on the final cost and scope before the commencement of construction.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council

1. **APPROVES** the attached 50 percent design subject to the following notations:
 - a. The shared path running through the seven beach access paths as detailed in the report are to be designed as shared zones due to the lack of space to build a path that bypasses around these beach entry points;
 - b. The preferred path alignment at the Dutch Inn to run along the Eastern side of the playground and the final alignment of the path at this location will be refined at detailed design to minimise the loss of green space at this location;
 - c. In recognition of the Australian Government Active Transport grant application not covering the scope of work for North Cottesloe, the design for this area is to be revised from the approved Foreshore Masterplan layout to one that involves the removal of the four southern most bays within the 149 Marine Parade Carpark (Magic Apple) to allow the installation of a Marine Parade road crossing for an Eric Street Shared Path connector to be introduced at this location;
 - d. The removal of the offset parking area involving the conversion of 15 parallel bays into 23 ocean facing bays in South Cottesloe; and
2. **REQUESTS** the Chief Executive Officer to:
 - a. Develop a lighting design as part of the 85 percent detail design that minimises the number of new lights along the entire length of the Marine Parade Shared Path by considering the existing spill from the street lighting and installing lighting in hidden away areas which present a high risk of anti-social behaviour; and

- b. Table the 85 percent detailed design plans no later than the March 2026 Elected Members Workshop.

10.1.9 ADVERSE POSSESSION CLAIM - RIGHT OF WAY 20 - 50 FLORENCE STREET

Directorate: Engineering Services
Author(s): Shaun Kan, Director Engineering Services
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/86592
Applicant(s): Owner of 50 Florence Street
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider an adverse possession claim for 50 Florence Street.

OFFICER RECOMMENDATION IN BRIEF

That Council TAKES no further action and REQUESTS the Chief Executive Officer to table an item to the February 2026 Ordinary Council Meeting to recommend a pathway that addresses the remaining encroachments along Right of Way 20.

BACKGROUND

On 3 December 2025, the Town received an adverse possession application notification for 50 Florence Street (Attachment A). The letter asks for all persons wanting to object to the application to do so with Landgate by 18 December 2025 to charge and caveat the land, forbidding the registration requested.



Council should note that it had previously dealt with two adverse possession claims, namely, 36 and 38 Florence Street. On both occasions, Council lodged an objection against both

claims and later considered legal advice before deciding not to challenge these claims thereby allowing the caveats to lapse on their respective dates as opposed to challenging them in the Supreme Court. This was due to the insufficient evidence to deem these past claims invalid (encroachments lasting less than 12 years).

At that time, the Town also obtained historical information from affected Hawkstone Street residents who were concerned with the potential loss of their easement rights. The information was given to Council solicitors McLeod's to investigate in providing their legal advice.

OFFICER COMMENT

Given the legal advice previously considered by Council, it would be reasonable to conclude that the Town will unlikely succeed in the challenge of the applicant's adverse possession claim. Our due diligence has concluded that the evidence supports the claim that the encroachments have existed for over 12 years as depicted in Aerial Photo dated 2000 below. To this end, the officer is in the view that Council should take no further action and allow the adverse claim application for 50 Florence Street to progress through the Landgate process.



Conversely, should Council decide to challenge this, the Town would need to ask its solicitors to lodge an objection to Landgate, thereby suspending the application decision making process within Landgate. Council will then have one month to decide whether it wishes to challenge this in the Supreme Court.

Although the Town has not received any correspondence from Hawkstone Street residents raising concerns over this recent adverse possession application, it is open for them to pursue their own action to prevent the adverse possession claim from being finalised.

Council should note that easement rights of both Hawkstone Street and Florence Street through this laneway are preserved because residents continue to have access even if the claim is eventually approved by Landgate.

The Town's records show that four properties containing such an extensive encroachment remains on ROW 20 and the officers are under the understanding that the owners are progressing an application through the adverse possession claim process.

Regardless, Council can expect an item at the February 2026 Ordinary Council Meeting that provides a recommended pathway in addressing any remaining encroachments along ROW 20. This will be to Council's previously adopted principles of working with Landgate towards a process that is cost effective and not cumbersome to property owners, noting that the Town has already completed consultation with Landgate and McLeod's in this regard.

ATTACHMENTS

10.1.9(a) Letter - Landgate Ref# P881762 - Adverse Possession Claim - 50 Florence Street - Transfer of Land Application [under separate cover]

CONSULTATION

No consultation has occurred for the 50 Florence Street adverse possession claim. The Town has consulted with McLeod's and Landgate on ways to manage all remaining encroachments.

STATUTORY IMPLICATIONS

Limitation Act 2005

(https://www.legislation.wa.gov.au/legislation/statutes.nsf/actsif_l.html).

s.19 Recovery of land – 12 years

Transfer of Land Act 1893

(https://www.legislation.wa.gov.au/legislation/statutes.nsf/actsif_t.html).

s.31 If caveat received, proceedings suspended

s.32 Caveat to Lapse unless proceedings taken within one month

s.222 Persons claiming title under statute of limitations may apply to be registered

s.223 Applications under s.222, how dealt with

s.223A Caveat against application

POLICY IMPLICATIONS

POL/59 - Right of Way (<https://www.cottesloe.wa.gov.au/documents/policies>).

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

This can be accommodated within resource allocations.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Social – Not proceeding with the challenge could result in criticism from affected landowners. However, given the lack of evidence from previous adverse possession claim investigations, it is unlikely that Council will succeed in any challenge at the Supreme Court;

Technical – There is the perception that the adverse possession claim will narrow the laneway. However, given that the right of way has been safely functioning for over 12 years with the encroachment in place suggests that this will not be an issue. Formalising the new boundary will also allow other future property setbacks to be established;

Economical – Challenging the claim will incur legal costs, which would be a waste of resources due to the lack of evidence to deem the claim invalid.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council:

- 1. TAKES no further action on the 50 Florence Street adverse claim notification; and**
- 2. REQUESTS the Chief Executive Officer to table an item at the February 2026 Ordinary Council Meeting to recommend a pathway that addresses the remaining encroachments along Right of Way 20.**

EXECUTIVE SERVICES**10.1.10 REQUEST TO APPOINT ELECTORAL COMMISSIONER TO CONDUCT EXTRAORDINARY ELECTION**

Directorate: Executive Services
Author(s): Kate Jones, Governance Coordinator
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/81512
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider:

- fixing the date for an extraordinary election as Thursday 26 March 2026;
- declaring the Electoral Commissioner can conduct the election as a postal election; and
- approving the costs estimate of \$40,000 (ex GST) for the WAEC to conduct the election.

OFFICER RECOMMENDATION IN BRIEF

That Council agree:

- to fix the date for an extraordinary election as Thursday 26 March 2026;
- to declare the Electoral Commissioner be responsible for the conduct of a postal election; and
- to accept the WAEC's cost estimate of \$40,000 (ex GST) to do so.

BACKGROUND

On 1 December 2025, following compliance with the relevant legislative requirements, Cr Katy Mason became no longer eligible to serve as a councillor due to her relocation outside the district of Cottesloe.

This has triggered the need for an extraordinary election to fill the vacancy created by Cr Mason's departure.

OFFICER COMMENT

In order to qualify for election to council, a person seeking election is to be an elector of the district. (s.2.19 *Local Government Act 1995* (**Act**))

On 11 November 2025, Cr Katy Mason wrote to the CEO advising that after 28 November 2025, she would no longer be a ratepayer in the Town of Cottesloe; therefore, no longer an elector of the district. On 1 December 2025, the legislative procedure prescribed by the Act to be followed in such circumstances, was completed. (s.2.27)

From this date, 1 December 2025, Cr Mason no longer qualified to be an elected member on Council.

Fixing Extraordinary Election Date

The Town has advised the WAEC of Cr Mason's departure from Council and the requirement for an extraordinary election to fill the vacancy.

There are two ways a date for an extraordinary election can be fixed:

- a. by the Mayor fixing a date; or
- b. Council fixing the date within one month after 1 December 2025, the date of Cr Mason's departure. (s.4.9)

Previously, in 2022, the Town's Mayor determined the date for the extraordinary election to elect a new South Ward (as it was at the time) councillor.

The decision to fix the date for this extraordinary election has been referred to Council. This is because the WAEC has advised that other local governments also require extraordinary elections to fill seats still vacant after the 18 October 2025 ordinary election. The Commission has set dates of:

- a. Thursday 26 March 2026 for the Shire of Peppermint Grove and City of Melville's elections; and
- b. Saturday 28 March 2026 for the City of Nedlands and Town of Port Hedland's elections.

To achieve efficiencies, it is recommended that Council resolve to fix the date of the Town's extraordinary election to the same date as that of the Town's neighbouring local governments: the Shire of Peppermint Grove and City of Melville. That date being **Thursday 26 March 2026**.

Conduct of Extraordinary Election

The default position under the Act is that the CEO is to be the returning officer of a local government for each election (s.4.20). The Act provides the alternative of Council having the Electoral Commissioner conduct an election as a postal election. From as far back as 1999, Council has entered into agreements with the Electoral Commissioner to do so.

Council is referred to the [22 November 2022 Ordinary Council Meeting Minutes](#). A report on page 34 of those minutes, addresses the conduct of the 2022 extraordinary election. The report sets out arguments to support the Electoral Commissioner conducting elections. The salient points raised by those arguments are still valid and relevant.

Council's established pattern, and these previous arguments, support the practice of the Electoral Commissioner conducting postal elections for the Town.

It is recommended Council resolve the same for the extraordinary election proposed for the recommended date of 26 March 2026.

Costs

The WAEC has provided an estimate of costs in **Attachment 1** for it to deliver the extraordinary election, based on two dates in March 2026:

- a. Thursday, 26 March 2026 - **\$40,000 (ex GST) (est)**; or

- b. Saturday, 28 March 2026 - **\$42,000 (ex GST)** (est).

If Council accepts the WAEC's estimated costs of \$40,000 (ex GST) for the election to be on 26 March 2026, **Attachment 2** is a written agreement from the Electoral Commissioner to conduct the election. This agreement is required to comply with the requirement of s.4.20, when a local government opts to have the Electoral Commissioner conduct an election.

ATTACHMENTS

- 10.1.10(a) Western Australian Electoral Commission - Costs Estimate [under separate cover]**
10.1.10(b) Electoral Commissioner's Written Agreement [under separate cover]

CONSULTATION

The subject matter of this report does not require internal or external consultation.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 2.19 – Qualification for election to council

- (1) A person is qualified to be elected as a member of a council if the person
... (b) is an elector of the district; ...*

Section 2.27 – Procedure to determine qualification to retain membership of council

- (1) In this section –*

disqualified, in relation to a member of a council, means –

- (a) not qualified under section 2.19(1)(b) to be elected as a member of the council; ...*

Section 4.9 – Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed –*
- a. By the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or*
 - b. By the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).*

Section 4.20 – CEO to be returning officer unless other arrangements made

- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

**Absolute majority required*

Section 4.28 Fees and expenses

A local government is to –

...(c)if a declaration under section 4.20(4) has been made in relation to the elections, meet the expenses of the Electoral Commissioner in connection with the election to the extent required by regulations.

Section 4.61 – Choice of methods of conducting election

(2) The local government may decide to conduct the election as a postal election.*

**Absolute majority required*

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

A budget allocation for the costs of running the local government election in March 2026 was not included in the 2025/26 budget. A budget amendment is required to fund the estimated extraordinary election costs of \$40,000 on the recommended date of 26 March 2026. These funds will be drawn from the Elections Account, acknowledging that the estimated cost may be up to \$42,000 and agreeing to this amount.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

The risk of Council not agreeing for the Electoral Commissioner conducting a postal election, is that the CEO would be responsible for conducting an in-person election.

The Town is currently not adequately resourced to manage an in-person election. Significant time and resources would have to be diverted to do so. Previous arguments have been put to Council to mitigate this risk by agreeing to have the Electoral Commissioner conduct the Town's elections. There are good reasons to continue this established pattern.

VOTING REQUIREMENT

Absolute Majority and Simple Majority

OFFICER RECOMMENDATION

THAT Council by absolute majority:

- 1. DECLARE, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may also be required.**
- 2. DECIDE, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election be as a postal election.**
- 3. APPROVE, a budget amendment of up to \$42,000 (ex GST) to fund the costs of the Town's extraordinary election to be held on 26 March 2026.**

THAT Council by simple majority:

- 4. DECIDE and FIX, in accordance with section 4.9(1)(b) of the *Local Government Act 1995*, the date for the Town of Cottesloe extraordinary election as Thursday 26 March 2026.**
- 5. ACKNOWLEDGES, the valuable input Councillor Katy Mason has made to Council's decision making, thank her for her contribution and wish her well for the future.**

10.1.11 ACCEPTANCE OF THE 2024/2025 ANNUAL REPORT

Directorate: Executive Services
Author(s): Mark Newman, Chief Executive Officer
Authoriser(s): Mark Newman, Chief Executive Officer
File Reference: D25/82437
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider accepting the Town of Cottesloe 2024/25 Annual Report, including the 2024/25 Annual Financial Statements and Audit Opinion and, to set the date of the Annual Meeting of Electors.

OFFICER RECOMMENDATION IN BRIEF

It is recommended that Council accept the 2024/25 Annual Report, incorporating the Annual Financial Statements and Audit Report and sets the date for the General Meeting of Electors.

BACKGROUND

The Town's 2024/25 Annual Financial Statements have now been audited and the Audit Report to the Mayor and Chief Executive Officer has been received from the Office of the Auditor General (OAG).

The OAG held the Town's audit exit meeting on 27 November 2025 and invited the audit committee and Elected Members. This provided the opportunity to hear directly from the auditors, and ask any questions regarding the Annual Financial Statements and any audit findings. The Audit Committee also met on 8 December 2025 and noted the Annual Financial Statements and Audit Report as presented, to be recommended for acceptance as part of the 2024/2025 Annual Report.

In accordance with s5.53. Annual Reports, *Local Government Act 1995*, the Annual Report must include:

- a report from the Mayor;
 - a report from the CEO;
 - an overview of the plan for the future of the district, including major initiatives that are proposed to commence or to continue in the next financial year;
 - the financial report;
 - payments made to prescribed employees;
 - the auditor's report;
 - Disability Services Act 1993 reports;
 - register of complaints details (vis. number and how the complaints were dealt with);
 - other details required by regulations or prescribed.
-

OFFICER COMMENT

The Annual Report for the Town of Cottesloe for 2024/25 if accepted at the present meeting, 16 December 2025, requires the General Meeting of Electors to be held by 9 February 2026 at the latest (56 days) with a minimum of 14 days notice required for the holding of the meeting.

The audit opinion is **unmodified**. An unmodified audit opinion (also referred to as an unqualified audit opinion) is a good result for the Town, it means that the auditors conclude that the financial statements are prepared, in all material respects, in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act or Australian Accounting Standards.

Should Council accept the 2024/25 Annual Report, the date for the Annual General Meeting of Electors (GME) should be resolved. As per sections 5.27 and 5.29, Local Government Act the GME must be held within 56 days of the Council accepting the Annual Report, noting there must be 14 day's public notice, prior to the meeting. Given these requirements it is recommended that the GME be held on Monday 2 February 2026 at 5:30pm in the Lesser Hall.

ATTACHMENTS

10.1.11(a) DRAFT - Cottesloe Annual Report 2025 [under separate cover]

CONSULTATION

Office of the Auditor General

Grant Thornton

Audit Committee

STATUTORY IMPLICATIONS

Local Government Act 1995

5.27. Electors General Meetings to be held once, every year financial year

5.29. Convening Electors Meetings

5.53. Annual Reports

5.54. Acceptance of Annual Reports by 31 December each year (requires Absolute Majority)

5.55. Local Public Notice of availability of the Annual report as soon as practicable after Council's acceptance.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Council Plan 2023-2033*.

Priority Area 4: Our Leadership and Governance - Strategic leadership providing open and accountable governance.

Major Strategy 4.3: Deliver open, accountable and transparent governance.

RESOURCE IMPLICATIONS

The Annual Report is prepared within the Budget parameters set by Council.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications arising from the officer's recommendation.

RISK MANAGEMENT IMPLICATIONS

Reputational Risk – If Council does not adopt the Annual Report by 31 December, the Town of Cottesloe will fail to meet the statutory deadline. Failure to adopt the report at this meeting may necessitate the convening of a Special Council Meeting to ensure compliance by 31 December. The Office of the Auditor General will publicly identify all local governments that do not adopt their Annual Reports by 31 December 2025.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

THAT Council by absolute majority:

- 1. ACCEPTS the ANNUAL Report for the Town of Cottesloe for the year ended 30 June 2025.**
- 2. SETS the time and date of the General Meeting of Electors at 5:30pm, 2 February 2026, in the Lesser Hall, and that the purpose of the meeting be - "to discuss the contents of the 2024/25 Annual Report (incorporating the 2024/25 Annual Financial Statements and Auditor's Report) and any other general business".**

NOTES that local public notice will be issued at least 14 days prior to the General Meeting of Electors, to ensure the minimum 14 days notice of the General Meeting of Electors is provided.

10.2 RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES

10.2.1 RECEIPT OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

Attachments: 10.2.1(a) Unconfirmed Minutes -Audit, Risk and Improvement Committee - 8 December 2025 [under separate cover]

THAT Council RECEIVES the attached Unconfirmed Minutes of the Audit, Risk and Improvement Committee Meeting held on 8 December 2025 and ADOPTS the recommendations contained within.

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:

12.1 ELECTED MEMBERS

12.2 OFFICERS

13 MEETING CLOSED TO PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14 MEETING CLOSURE