

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, 23 April 2024**

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 **23 April 2024** commencing at **6:00 PM**.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'William Matthew Scott', written over a horizontal line.

William Matthew Scott
Chief Executive Officer

19 April 2024

DISCLAIMER

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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.

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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 live streamed and an audio visual recording 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



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	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	5
4	PUBLIC QUESTION TIME	5
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
	4.2 PUBLIC QUESTIONS	5
5	PUBLIC STATEMENT TIME.....	5
6	ATTENDANCE	5
	6.1 APOLOGIES	6
	6.2 APPROVED LEAVE OF ABSENCE.....	6
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE	6
7	DECLARATION OF INTERESTS.....	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 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 29 FEBRUARY 2024	8
	10.1.2 RECEIVAL OF ANNUAL ELECTORS MEETING MINUTES	12
	10.1.3 EXTENSION OF RUGBY CLUB LEASE	15
	10.1.4 WORK HEALTH AND SAFETY POLICY	18
	ENGINEERING SERVICES	20
	10.1.5 ASSET MANAGEMENT	20
	10.1.6 KEEP AUSTRALIA BEAUTIFUL COUNCIL ADOPT-A-SPOT PROGRAM	28
	10.1.7 ANDERSON PAVILION PUBLIC TOILET FACILITY	31

- 10.1.8 SEAVIEW GOLF CLUB ROOMS REDEVELOPMENT STRATEGY..... 34
- EXECUTIVE SERVICES..... 41**
- 10.1.9 QUARTERLY INFORMATION BULLETIN..... 41
- 10.2 RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES 43**
- 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN 43**
- 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:..... 43**
- 12.1 ELECTED MEMBERS..... 43**
- 12.2 OFFICERS..... 43**
- 13 MEETING CLOSED TO PUBLIC..... 43**
- 13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... 43**
- 13.1.1 53 JOHN STREET DOSCAS LANE ENCROACHMENT 43
- 13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC 43**
- 14 MEETING CLOSURE 43**

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**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****4 PUBLIC QUESTION TIME****4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE****Stephen Mellor – 8 Graham Court, Cottesloe - Magic Apple Lease**

Q2r What are the expected total costs for legal advice and lease preparation and signature?

R2r Total legal costs associated with the lease of 149 Marine Parade are \$24,318. This includes legal advice in relation to development of the commercial terms sheet, the tender document review, tender and lease due diligence, and drafting of the new lease document.

4.2 PUBLIC QUESTIONS**5 PUBLIC STATEMENT TIME****6 ATTENDANCE****Elected Members**

Mayor Lorraine Young
Cr Helen Sadler
Cr Melissa Harkins
Cr Chilla Bulbeck
Cr Brad Wylynko
Cr Michael Thomas
Cr Katy Mason
Cr Jeffrey Irvine
Cr Sonja Heath

Officers

Mr William Matthew Scott	Chief Executive Officer
Mr Shane Collie	Director Corporate and Community Services
Mr Shaun Kan	Director Engineering Services
Mr Steve Cleaver	Director Development and Regulatory Services

Ms Jacquelyne Pilkington

Governance & Executive Office Coordinator

6.1 APOLOGIES

6.2 APPROVED LEAVE OF ABSENCE

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

7 DECLARATION OF INTERESTS

8 CONFIRMATION OF MINUTES

That the Minutes of the Ordinary Meeting of Council held on Tuesday 26 March 2024 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 23 April 2024:

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

CORPORATE AND COMMUNITY SERVICES**10.1.1 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 29 FEBRUARY 2024**

Directorate: Corporate and Community Services
Author(s): Wayne Richards, Finance Consultant
Authoriser(s): Shane Collie, Director Corporate and Community Services
File Reference: D24/11941
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government Act 1995* that monthly and quarterly 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 2023 to 29 February 2024.

BACKGROUND

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified:

- Reconciliation of all bank accounts.
- Reconciliation of rates and source valuations.
- Reconciliation of assets and liabilities.
- Reconciliation of payroll and taxation.
- Reconciliation of accounts payable and accounts receivable ledgers.
- Allocation of costs from administration, public works overheads and plant operations.
- Reconciliation of loans and investments.

OFFICER COMMENT

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 net current funding position as at 29 February 2024 was \$6,332,280 as compared to \$7,591,891 this time last year.
- Operating revenue is more than the year to date budget by \$59,528 with a more detailed explanation of material variances provided at note 2, explanation of material

variances, of the attached financial statements. Operating expenditure is \$1,297,200 less than year to date budget, with a more detailed analysis of material variances provided at note 2, explanation of material variances, of the attached financial statements.

- The Capital Works Program is shown in note 13, details of capital acquisitions, of the attached financial statements.
- The balance of cash backed reserves was \$8,460,171 as at 29 February 2024 as shown in note 7, cash backed reserves, of the attached financial statements.

List of Accounts Paid for February 2024

The list of accounts paid during February 2024 is shown on note 14, list of accounts, of the attached financial statements. Purchases made via credit card and fuel cards are listed separately below the list of electronic fund transfers and cheque payments.

The following material payments are brought to Council's attention:

- \$57,547.00, \$46,235.00 & \$46,167.00 to the Australian Taxation Office for payroll tax deductions
- \$38,396.31, \$38,091.59 & \$37,780.02 to Superchoice Services Pty Ltd for staff superannuation contributions
- \$89,400.95 to Solo Resource Recovery for waste collection/disposal services
- \$108,350.00 to The Office of the Auditor General for audit services
- \$48,494.80 to Gardner Autos Pty Ltd T/as Gardner Isuzu Ute for a passenger vehicle
- \$39,988.99 to Western Ag Pty Ltd for a ride on mower
- \$26,564.65 to Western Metropolitan Regional Council for waste disposal costs
- \$38,864.43 to Western Australian Electoral Commission for election costs
- \$26,330.68 to ManagedIT for information technology services
- \$37,356.37 to Surf Life Saving Western Australia for lifeguard services
- \$40,703.41 to Electricity Generation and Retail for street lighting and electricity charges
- \$47,691.26 to Phase 3 Landscape Construction Pty Ltd for construction works at the new skate park
- \$123,044.76 to Classic Contractors for construction works at the Anderson Pavilion
- \$35,816.64 to Western Metropolitan Regional Council for waste disposal costs
- \$223,274.72 to WA Treasury for loan repayments
- \$174,110.37, \$148,206.61 & \$148,955.48 to Town of Cottesloe Staff for fortnightly payroll

Investments and Loans

Cash and investments are shown in note 4, cash and investments, of the attached financial statements. The Town has approximately 34% of funds invested with the National Australia Bank, 41% with the Commonwealth Bank of Australia and 25% with Westpac Banking Corporation.

Information on borrowings is shown in note 10, information on borrowings, of the attached financial statements. The Town had total principal outstanding of \$2,125,281 as at 29 February 2024.

Rates, Sundry Debtors and Other Receivables

Rates outstanding are shown on note 6, receivables, and shows a balance of \$1,181,349 outstanding as compared to \$899,422 this time last year.

Sundry debtors are shown on note 6, receivables, of the attached financial statements. The sundry debtors report shows that 30% or \$44,104 is older than 90 days. Infringement debtors are shown on note 6, receivables, and shows a balance of \$487,704 as at 29 February 2024.

ATTACHMENTS

10.1.1(a) Monthly Financial Report 1 July 2023 to 29 February 2024 [under separate cover]

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

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.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2023 to 29 February 2024 as submitted to the 23 April 2024 meeting of Council.

10.1.2 RECEIVAL OF ANNUAL ELECTORS MEETING MINUTES

Directorate: Corporate and Community Services
Author(s): Shane Collie, Director Corporate and Community Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14030
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

Following the Annual General Meeting of Electors held on Wednesday, 20 March 2024 it is recommended that Council receive the unconfirmed minutes of the meeting as attached.

OFFICER RECOMMENDATION IN BRIEF

That Council receive the unconfirmed Minutes of the Annual General Meeting of Electors held on Wednesday, 20 March 2024 relating to the 2022/23 financial year.

BACKGROUND

At its 27 February 2024 Ordinary Council Meeting, Council resolved to set the date of the Annual General Meeting of Electors as 6:00pm on Wednesday, 20 March 2024 in the War Memorial Hall.

The meeting was attended by 9 electors, 7 Councillors, 5 members of staff and 1 member of the media.

OFFICER COMMENT

There were no motions carried at the meeting aside from the receipt of the previous year's minutes and the acceptance of the Annual Report 2022/2023.

ATTACHMENTS

10.1.2(a) Annual General Meeting of Electors Minutes [under separate cover]

CONSULTATION

Nil.

STATUTORY IMPLICATIONS

Local Government Act 1995

5.27. Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
 - (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
-

(3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.32. Minutes of electors' meetings

The CEO is to —

(a) *cause minutes of the proceedings at an electors' meeting to be kept and preserved; and*

(b) *ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.*

5.33. Decisions made at electors' meetings

(1) *All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —*

(a) *at the first ordinary council meeting after that meeting;*

or

(b) *at a special meeting called for that purpose, whichever happens first.*

(2) *If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision*

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.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council RECEIVES the Unconfirmed Minutes of the Annual General Meeting of Electors for the 2022/23 financial year held on Wednesday, 20 March 2024.

10.1.3 EXTENSION OF RUGBY CLUB LEASE

Directorate: Corporate and Community Services
Author(s): Shane Collie, Director Corporate and Community Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14074
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider a request for a Lease extension for the Cottesloe Rugby Club over the clubhouse premises at Harvey Field.

OFFICER RECOMMENDATION IN BRIEF

That Council approve a five year extension of the lease for the Cottesloe Rugby Club over the clubhouse premises at Harvey Field.

BACKGROUND

The Cottesloe Rugby Club have written to Council requesting a Lease renewal (extension) over the premises they occupy on Harvey Field. The current Lease expires on 31 December 2024 and concludes a 21 year Lease.

OFFICER COMMENT

Meetings have been held with Club representatives over recent months in view of addressing the forthcoming Lease conclusion. All meetings have been positive and productive leading to the Club seeking a Lease extension of 5 years, in the meanwhile they prepare and implement a future Development Plan.

The Club have committed to preparing a detailed Masterplan for the premises within the first 3 years of the Lease extension, prior to having discussion and agreement on details within the Masterplan during year 4 of the extension, and then entering into a new Lease at the end of the fifth and last year of the extension.

The Club has spent just under \$200,000 in improving their facilities and wish to continue to do so. Ongoing upgrades proposed are listed in the Club's Lease renewal request. There are no unresolved differences between the Town and the Cottesloe Rugby Club.

Council has indicated a preference for shorter Lease terms over recent times and a five year extension is consistent with this. Additionally with the Club demonstrating an eagerness to improve their premises in a sustainable and planned manner a positive outcome for the Club and wider community is likely.

At the recent Council briefing there was discussion around Council applying consistency with its leasing arrangements which is understood and supported. Each lease that Council has is however different and a one size fits all is not possible. In terms of principles it is desired to see consistency throughout the various models that Leases are based on. The most common form of community Lease is the type applicable to the Rugby Club where the Club operates

from premises provided by the Town at no cost with the Club providing positive sporting and community activity. The Club is able to make some profit (or cover costs) from its operations through functions or membership fees and in general provides all maintenance and meets all costs of its operations.

A change that is recommended and was noted at the recent Council Agenda Forum was the increase in requirement for Public Liability Insurance where the standard is now \$20 million up from \$10 million. This is included in the Report Recommendation.

ATTACHMENTS

10.1.3(a) Cottesloe Rugby Club Lease Renewal 29012024 Final [under separate cover]

CONSULTATION

Cottesloe Rugby Club.

STATUTORY IMPLICATIONS

Local Government Functions and General Regulations 1996

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

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.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council:

- 1. Approve a five year extension of the Lease for the Cottesloe Rugby Club over the clubhouse premises at Harvey Field commencing 1 January 2025 and concluding 31 December 2030 subject to increasing the required Public Liability Insurance from \$10 million to \$20 million.**

10.1.4 WORK HEALTH AND SAFETY POLICY

Directorate: Corporate and Community Services
Author(s): Shane Collie, Director Corporate and Community Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14376
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

For Council to adopt the updated Work Health and Safety Policy due to changes in legislation and to meet contemporary standards.

OFFICER RECOMMENDATION IN BRIEF

That Council adopt the Work Health and Safety Policy attached.

BACKGROUND

A new Work Health and Safety policy has been drafted as the previous Policy now referenced outdated legislation and has not been reviewed for six years.

OFFICER COMMENT

The new Policy references the Work Health and Safety Act 2020 and importantly provided the key definition of a “Person Conducting a Business or Undertaking” (PCBU which underpins the Policy.

While the Policy is an update many of the principles are similar to the prior Policy with some terminology changed and more modern language used. With matters such as safety it is important to have documentation up to date with best practice. [Some minor changes were undertaken to the Agenda Forum document to this Report with the main one’s being grammatical corrections and the Review date being extended out.](#)

The Policy is generally an internal guide for staff in their day to day functions.

ATTACHMENTS

- 10.1.4(a) Occupational Health and Safety Policy [under separate cover]**
- 10.1.4(b) Workplace Health and Safety Policy - Draft [under separate cover]**

CONSULTATION

Council staff and Work Health and Safety Officer.

STATUTORY IMPLICATIONS

Work Health and Safety Act 2020.

Work Health and Safety Regulations 2021.

Workers Compensation and Injury Management Act 2023.

POLICY IMPLICATIONS

Updated Policy is recommended.

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.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council adopt the Work Health and Safety Policy as attached to this Report.

ENGINEERING SERVICES**10.1.5 ASSET MANAGEMENT**

Directorate: Engineering Services
Author(s): Shaun Kan, Director Engineering Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14108
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider the different elements within the Asset Management Framework.

OFFICER RECOMMENDATION IN BRIEF

That Council APPROVES the Asset Management [Framework](#) to commence the review of the Asset Management Plan.

BACKGROUND

In March 2023, Council adopted the current Asset Management Plan (AMP) following the revision of its then Corporate Business Plan in 2022.

In December 2023, Council adopted a new Council Plan that integrated both the Strategic Community Plan and Corporate Business Plan. Priorities within this endorsed document were then approved in March 2024. The next step of the Integrated Planning Framework is to develop an AMP and a Workforce Plan to inform the Long Term Financial Plan for the provision of services and infrastructure.

The March 2023 Asset Management Plan has recommended the development of an Asset Management Strategy (AMS) to provide a strategic direction for Asset Management practices. The AMS, informing strategies, AMP and a policy will then form part of an Asset Management Framework (Refer to Figure 1) that facilitates a whole of organisation approach to Asset Management. Council is to note that other policies may also be reviewed or created.

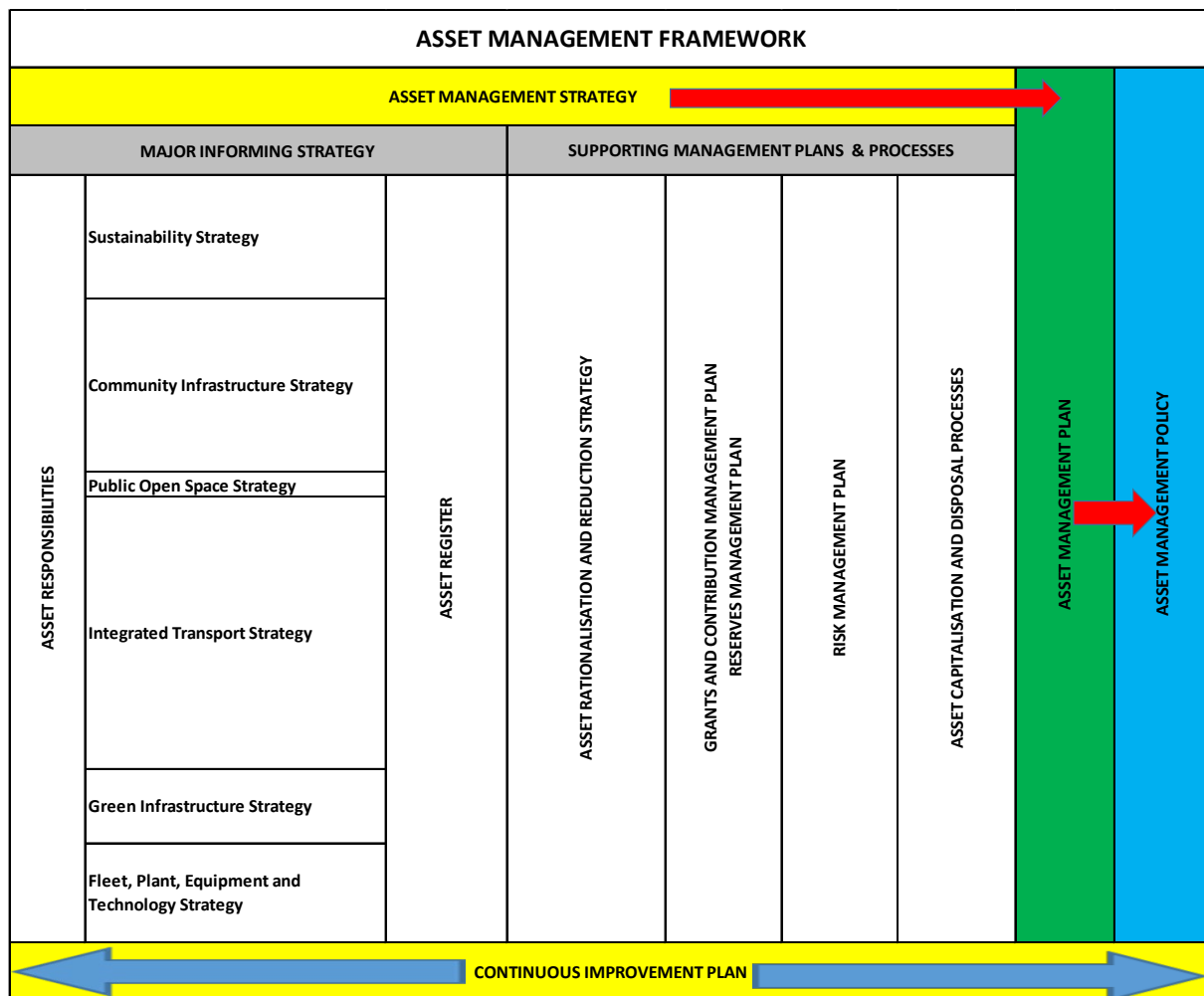


Figure 1: Asset Management Framework Summary

The Officer Comment section provides further details on the various Framework elements.

OFFICER COMMENT

Asset Management Strategy

The AMS links the organisation goals, community requirements and the various management plans for different assets (Major Asset Informing Strategies), addressing their performance and need. Once established the strategy will guide asset management practices and principles across the organisation. Key decisions regarding the creation of new assets and the sustainability of existing levels of service (renewal, upgrade and maintenance) will be driven by elements of the strategy.

The attached AMS (Attachment A) is developed based on the following Institute of Public Works Engineering Australia Principles (international standard ISO 55000) for asset Management:

- **Strategic Alignment** with the Council Plan priorities and informing plans;
- **Vision and Objective** that identifies AMS outputs and long term AM practices;
- **Self assessment and analysis** to ensure continuous improvements in AM practices;
- **Toolset** – Resources needed to deliver vision and improvements;

- **Actions** – Milestone that signify the improvements and vision;

The following objectives are identified from these principles:

- Objective 1: Well defined responsibilities
- Objective 2: Strategic approach
- Objective 3: Effective decision making
- Objective 4: Risk Management
- Objective 5: Continuous improvement and innovation

Attachment A provides further detail on performance parameters such as key result areas, and success indicators including management plans and processes required to achieve these objectives.

Council is to note the following Asset Management Informing Strategies and Plans (Table 1) establishes the level of service for new infrastructure plus the renewal, upgrade, and maintenance of these assets. The future Asset Management Plan will be developed based on this information.

The table 1 below provides a summary of these informing strategies that need development to commence the review of the AMP (with the exception of the Green Infrastructure Strategy and related plans that is already noted by Council for public consultation).

ASSET MANAGEMENT INFORMING STRATEGIES AND PLANS				
MAJOR STRATEGY	MAJOR ASSET STRATEGY DELIVERY, MANAGEMENT AND MAINTENANCE PLANS	SUB-ASSET DESCRIPTION AND PLANS		
Sustainability Strategy	Waste Management Plan	Service Provision and Bin Assets		
	Climate Change Action Plan	Environmental Sustainability Initiatives		
	Water Management Plan	Water sustainability initiatives		
	CHRMAs	Seawalls and Other Coastaline Protective Measures and Initiatives		
	Cities Power Partnership	Local Government Partnership National Program		
Community Infrastructure Strategy	Public Safety Plan	Lighting CCTV Community safety Initiatives		
	Public Health Plan	Public Health Initiatives		
	Property Management and Maintenance Plan	Sculpture Public Toilets Building Management Plan		
	Disability Inclusion Access Plan (DIAP)	All Disability Access		
	Beach Access Path Management and Maintenance Plan	Beach Access Paths		
	Playground Management Plan	Play Equipment and Furniture on Public Open Spaces		
Integrated Transport Strategy	Road Infrastructure Management and Maintenance Plan	Road Pavement and Kerb Streetscape Improvement (Placemaking and Space Activation) Street Furniture Drainage - pipe, soakwells and GPTs Right of Way Road Safety & Traffic Performance Improvement		
		Sustainable Transport Management and Maintenance Plan	Public Transport Management Plan (Includes Ride Share) Active Transport Services - E-bike Footpath Long Term Cycle Network	
			Parking Management and Maintenance Plan	All Parking Bays and Parking Sensor Infrastructure
			Street Tree Masterplan	Greening Management and Maintenance Plan
	Seaview Golf Course Management Plan		All Golf Course Green Areas	
	Green Infrastructure Strategy	Natural Areas Management Plan	All Natural Areas Maintenance within the NAMP noted by Council	
		Minor Plant and Equipment Management and Replacement Plan	Polesaws, Blowers, Chainsaws	
	Fleet, Plant, Equipment and Technology Strategy	Major Plant and Equipment Management and Replacement Plan	Trucks, Bobcat and Buggies, Bores and Pumps, Reticulation	
Fleet Management and Replacement Plan		Light vehicles (Sedans, Utes and SuVs)		
Information Technology Strategy		All computer systems, Telephone systems, Mobile Devices		

Table 1: Major Asset Management Informing Strategies and Plans

The following supporting management plan and processes within the Asset Management Framework shown in figure 1 adds value to asset management in a number of ways:

- **Asset Register**
Provides an inventory of all assets, their remaining life (condition), monetary value, and replacement cost. The value balance and replacement cost can vary following the 5 yearly statutory asset revaluation process.
- **Grants and Contribution Management Plan and Reserve Management Plan**
Identifies external grant opportunities and rates needed to reduce asset renewal funding gaps.
- **Asset Rationalisation and Reduction Strategy**
Identifies and rationalises duplicated assets for removal to avoid over-servicing;
- **Asset Disposal and Capitalisation**
Ensure the accuracy of asset registers by appropriately adjusting asset quantities and their associated remaining value. This is particularly important for the 5 yearly Asset Valuation required under Financial Regulations;
- **Risk Management Plan**
From an asset management perspective addresses issues pertaining to corporate responsibilities, critical asset failures including possible contingencies, prioritisation framework for decision making and emergency management processes; and
- **Continuous Improvement Plan**
Provides ongoing review of different Asset Management Framework elements for the long term effectiveness of asset management and decision making.

Asset Management Plan

Upon the completion of the documents in table 1, the AMP can then be developed.

In summary, an AMP holistically considers the various major and sub asset elements within the Asset Management Strategy (table 1) to predict the long term financial implications based on the level of service information (new assets, renewal, upgrade and maintenance) within these documents.

Financial sustainability are measured using the following key performance indicators (Table 2). For context, the March 2023 AMP ratios are provided within the table. It is expected that the Asset Management Framework and an iterative AMP development process will improve the Town's asset management performance, particularly in the area of asset renewals (Asset Sustainability Ratio).

Key Performance Indicator	Calculation Method	Minimum Standard	Preferred Range	Town of Cottesloe (December 2021)	Town of Cottesloe (February 2023)
Asset Consumption Ratio - measures the aged condition of a Local Government's physical stock of assets	Depreciated replacement cost (DRC) of assets (Written down value) divided by current replacements costs (CRC) of depreciable assets.	50% (0.5)	60% to 75% (0.6 to 0.75)	65% (0.65)	65% (0.65)
Asset Sustainability Ratio - indicates whether a local government is renewing or replacing existing assets at the same rate that its overall stock of assets is wearing out.	Capital expenditure on replacement or renewal of assets divided by the depreciation expense.	100% (1.0)	90% to 110% (0.9 to 1.1)	2022/2023 - 73% 10 yr Forecast - 49%	77% (0.77)
Asset Renewal Funding Ratio - indicates whether the local government has the financial capacity to fund asset renewal as required and can continue to provide existing levels of services in future, without additional operating income.	The net present value of planned capital expenditure on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period.	75% to 95% (0.75 to 0.90)	95% to 105% (0.95 to 1.05)	49% (0.49)	77% (0.77)

Table 2: Asset Management Key Performance Indicators

Council is asked to note that the Local Government Act (1995) Section 5.56 – Planning for the Future and the Local Government (Administration) Regulations 1996 Part 5 Division 3 Regulation 19DA 3(c) specifies the need for an Asset Management Plan (Integrated Planning Framework).

Whilst there is no requirement to report these ratios to the Department of Local Government, Council can still use its benchmarking as a decision making tool to ensure the long term sustainability of its current and future assets.

Asset Management Policy

Following the adoption of the AMP, the AM Policy is then reviewed to reflect key elements of the Asset Management Framework to provide best practice guidance for the administration of the various assets.

Asset Management Framework Timeframe

Proposed timeframe for their completion is as follows and Council is asked to note that this is prioritised based on public risk and the recently adopted Council Plan. This includes all plans that fall under each major asset strategy. The Green Infrastructure Management Strategy program covers the public consultation approved by Council at the March 2023 OCM.

Module	Major Strategy and Sub-Asset Plan	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1	Green Infrastructure Strategy									
2	Integrated Transport Strategy									
3	Community Infrastructure Strategy									
4	Public Open Space Strategy									
5	Sustainability Strategy									
	Asset Management Plan									

Table 3: Indicative Asset Management Framework Timeframe

As a guide, Council endorsement of module 2 to 5 will be similar to that of the Green Infrastructure Strategy. This will involve Council approving the overarching Major Strategies shown in table 3 before the Major Asset Strategy Delivery, Management and Maintenance Plans mentioned in table 1 is developed.

Council is to note that prioritising the implementation of the various major strategies including their associated sub asset plans is best determine when a draft AMP and an accompanying Risk Management Plan is available. It is not unusual for this to be an iterative process to achieve a balance in acceptable risk, level of service and affordability.

The combination of both documents allows Council to take a condition and risk based approach in making this determination. This then allows the development of a complementing Workforce Plan and the Long Term Financial Plan to identify the required resources needed to deliver the AMP.

Rather than carrying out public consultation for each module (refer to table 3), there is more merit doing this when the draft AMP is complete. This provides contextual information and an appreciation of implications with any changes to level of service from the established asset management performance ratios (refer to table 2) within the AMP.

Should Council support this approach, it is envisaged that the public consultation will occur around February 2025 and should take approximately 3 months to complete. The information can then return to Council to adopt a final AMP.

Notwithstanding this, there is sufficient community feedback within the recent Council Plan public consultation to provide a benchmark to develop these informing strategies and the draft AMP

In this way (holistic public consultation), the current Long Term Financial Plan can then be developed using the draft AMP which is expected to be ready in December 2024.

It could take up to an additional 8 months to publicly consult on individual major strategies. Other than a piecemeal and uninformed approach, the Long Term Financial Plan development commencement is delayed until August 2025.

ATTACHMENTS

10.1.5(a) Attachment A - Asset Management Strategy [under separate cover]

CONSULTATION

Elected Members were consulted on the Asset Management Framework at the April 2023 Workshop. Below are clarifications to queries raised:

Are there no assets envisaged by the Climate Change Action Plan, Water Management Plan or the Cities Power Partnership?

The Climate Change Action plan involves renewable energy related elements such as solar panels for Council properties and the cost of purchasing such forms of energy from a utility supplier (WALGA Renewable Energy MoU recently approved by Council).

The Water Management Plan is oriented towards operating maintenance that provides initiatives towards ensuring water resource sustainability. Examples of such solutions include water efficiency appliances in all Council buildings and approved developments. It also looks at other best practices for Council to maintain its Water Corporation Gold Waterwise Status such as reducing the amount of reticulated areas within the district (Eco-Zoning) and ongoing promotion of the resident's native waterwise program including the recharging of aquifers.

The Cities Power Partnership participation previously approved by Council forms the fundamentals of the Sustainability Strategy.

Why are street trees and verge vegetation not listed as assets in the street Tree Masterplan?

From a financial, accounting and asset management perspective, trees are not considered assets but rather a level of service in order to provide shade through the maintenance of a particular canopy cover over the District.

The Greening Management and Maintenance Plans will provide guidance as to where the planting is going to occur to achieve the canopy percentages specified within the Green Infrastructure Strategy and the level of service to which trees will be maintained (pruning, watering, health management and the like).

STATUTORY IMPLICATIONS

Local Government Act 1995

5.56 – Planning for the Future and the Local Government (Administration) Regulations 1996 Part 5 Division 3 Regulation 19DA 3(c) specifies the need for an Asset Management Plan (Integrated Planning Framework).

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 2.1: Town infrastructure is well planned, effectively managed and supports our community, whilst protecting and promoting our unique heritage and character

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

A budget allocation will be requested in the 2024/2025 budget for the development of the Asset Management Plan and the Public Open Space Strategy.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

The Sustainability Strategy and Integrated Transport Strategy will provide benefits for environmental sustainability.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council

- 1. NOTES the Asset Management Framework;**
- 2. APPROVES the various Strategies shown in table 1 and their development in the following order of priority:**
 - a. Priority One: Green Infrastructure Strategy, NOTING that this is already endorsed by Council for the purpose of public consultation;**
 - b. Priority Two: Integrated Transport Strategy;**
 - c. Priority Three: Community Infrastructure Strategy**
 - d. Priority Four: Public Open Space Strategy;**
 - e. Priority Five: Sustainability Strategy;**
- 3. NOTES that the Asset Management Plan will be developed progressively with the completion of the priorities mentioned in point 2;**
- 4. NOTES the indicative timeframe within table 3 of the Officer's Comment section for the completion of the priorities and Asset Management Plan; and**
- 5. NOTES that public consultation on the Asset Management Plan will only occur upon the completion of points 2 and 3.**

10.1.6 KEEP AUSTRALIA BEAUTIFUL COUNCIL ADOPT-A-SPOT PROGRAM

Directorate: Engineering Services
Author(s): Adeline Morrissey, Coordinator Environmental Projects
Authoriser(s): Shaun Kan, Director Engineering Services
File Reference: D24/14001
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider a Keep Australia Beautiful Council (KABC) partnership Memorandum of Understanding (MoU) with the Town of Cottesloe on its Adopt-a-Spot litter management program.

This KABC program engages volunteers (individuals, community groups, business groups, schools) to undertake ongoing coordinated litter clean-ups of designated sites in Cottesloe. They are also responsible for providing clean-up resources to the Town (i.e. gloves, litter clean-up bags, pairs of tongs, syringe containers) for volunteers to collect from the Administration Centre prior to undertaking a clean-up activity.

The Town and KABC would cross promote socials and publications about the program. Annual reports and data is provided by KABC for litter clean-ups and the Town would assist in collection and removal of rubbish bags from site.

OFFICER RECOMMENDATION IN BRIEF

That Council:

- ENDORSES participation in the Adopt a Spot program by entering the MOU; and
- AUTHORISE the Chief Executive Officer (CEO) to sign the MOU

BACKGROUND

KABC launched the Adopt-a-Spot program in June 2009. KABC has partnered with the Town of Cottesloe and North Cottesloe Surf Life Saving Club since 2019 for the annual beach clean up event at North Cottesloe and has now approached the Town to partner in the Adopt-a-Spot program. This new program will ensure ongoing community participation for beach clean-ups and litter collections within the Town throughout the year.

The attached MOU (Attachment A) is non-binding and annually reviewed to allow the Town to ensure it has the required resources each year to continue supporting the program.

Attachment B provides an outline of the Adopt-a-Spot program proposal for participating Local Governments.

OFFICER COMMENT

The Town's participation in the Adopt-a-Spot program will assist in the successful development and implementation of the community volunteer based program to keep

Cottesloe litter free. The program is beneficial for ongoing cleanliness and will promote environmental stewardship, litter prevention and encourage community participation amongst residents.

Furthermore, this program responds to recent media focusing on large amounts of plastics observed on the beach and supplements the beach litter pick up works done by Town staff.

In summary, the Adopt-a-Spot is an enjoyable and educational litter program that gives local communities the opportunity to contribute to a healthier and cleaner environment.

Council is to note that KABC will work with local community groups such as Cottesloe Coastcare to determine locations (spots) along the foreshore.

ATTACHMENTS

- 10.1.6(a) **Generic Adopt-a-Spot LG MOU [under separate cover]**
- 10.1.6(b) **Adopt-a-Spot - Keep Australia Beautiful Council - Local Government Proposal [under separate cover]**

CONSULTATION

Nil

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 2.4: Work collaboratively to protect, enhance and increase our natural assets and green canopy.

RESOURCE IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

The officer's recommendation continues to promote community participation towards the reduction of plastics and other litter items on the beaches to protect the ocean.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council AUTHORISES the Chief Executive Officer to sign the attached MOU to allow the Town to enter into partnership with Keep Australia Beautiful Council for the Adopt-a-Spot program within Cottesloe.

10.1.7 ANDERSON PAVILION PUBLIC TOILET FACILITY

Directorate: Engineering Services
Author(s): Shaun Kan, Director Engineering Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14976
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider an increased level of service to provide public toilet facilities at the new Anderson Pavilion.

OFFICER RECOMMENDATION IN BRIEF

That Council APPROVES for the Universal Access Toilet (UAT) at the Anderson Pavilion to be provided as a public toilet facility between the hours of 6am and 6pm for an initial trial period of 2 years. For budgeting purposes, this concludes 30 June 2026.

BACKGROUND

The new Anderson Pavilion is now complete. There has been a community request for public toilet facilities at this location. Given that this is an increase in the level of service, Council endorsement is needed before such an arrangement can occur.

Elected Members appear supportive towards this request and the purpose of this item is to formally endorse this service level increase. This can then be budgeted and included in Council's long term plans (Asset Management and Long Term Financial Plan).

OFFICER COMMENT

In addition to the 4 change rooms, there are another 3 toilets within the Anderson Pavilion comprising of men, ladies, and a UAT. It is proposed that the UAT becomes the public toilet and the 6am to 6pm access is controlled by a time lock. Council is to note that the design of this lock allows users to exit should they be in the toilet after 6pm. This avoids the risk of a lock in.

The cost of providing this increase in service level is within the financial implications section of this report. No budget amendment is required as these costs are already contained within the appropriate operating maintenance budget.

Council is to note the following comments following the Agenda Forum:

- Cost of installing the time lock (\$5000) and wayfinding signs (\$200) within the Resource Implications;
- It is open for Council to vary the officer's recommended opening hours with the season to match daylight;

- The approximate 2 year trial commences after the time locks are installed (anticipated before end May 2024) and due consideration is given to the security of the public toilet after the opening hours (movement sensors and alarms if door is kept open);
- Council can cease the trial at anytime should this be under performing and as a guide, these indicators can include but are not limited to vandalism and any other inappropriate use;

ATTACHMENTS

Nil

CONSULTATION

Elected Members

Cottesloe Community as part of the recent Council Plan development

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 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.

The approximate cost of providing this additional service is approximately:

- \$3000 per month that includes the daily cleaning (7 days) and the supply of required products (hand towels, soap and the like);
- The time locks installation cost \$5000.

The wayfinding signs costing \$200 are required regardless of this increase in service levels.

There is sufficient funds within the appropriate operating maintenance budget for the facility to cover this cost for the remainder of the 2023/2024 financial year.

The 2024/2025 budget will take into consideration the monthly maintenance cost.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council

1. **APPROVES** the increase in level of service and provides a public toilet facility at the new Anderson Pavilion for a 2 year trial period that concludes 30 June 2026 **after the installation of the time locks;**
2. **APPROVES** the opening hours of Monday to Sunday between 6am and 6pm, however authorises the CEO to amend these times subject to maximising availability due to season changes.
3. **NOTES** the additional cost of \$5000 to install the time locks and monthly toilet maintenance of \$3000; and
4. **NOTES** that an item will be brought to Council for consideration if this public toilet trial in the opinion of the Administration is underperforming.

10.1.8 SEAVIEW GOLF CLUB ROOMS REDEVELOPMENT STRATEGY

Directorate: Engineering Services
Author(s): Shaun Kan, Director Engineering Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/10803
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For Council to consider:

- Seaview Golf Club (SVGC) Rooms Redevelopment Strategy (SVGC Strategy) (Attachment A)
- Establishment of an Advisory Committee to allow the SVGC project participation; and
- A budget amendment to commence the needs and site assessment works this financial year.

OFFICER RECOMMENDATION IN BRIEF

That Council APPROVES :

- The SVGC Strategy;
- Establishment of a SVGC Redevelopment Advisory Committee; and
- A budget amendment to concurrently commence the following items this financial year:
 - (a) needs and aspiration analysis; and
 - (b) site assessment.

BACKGROUND

In September 2023, Council considered the 30 June 2026 expiring SVGC lease and resolved as follows (OCM198/2023):

THAT Council;

1. ADOPT the following key principles in relation to land associated with reserves 6613 and 1664, commonly referred to as the Sea View Golf Course:

a. The Sea View Golf Course is a Class "A" crown reserve(s), under the management of the Town of Cottesloe for the purposes of Park Lands and Recreation;

b. The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the crown reserve(s);

c. As Public Open Space, the public access to the Sea View Golf Course needs to be maintained

d. The continued use of the Sea View Golf Course as a golf course is supported, acknowledging its heritage significance to the Cottesloe and Greater West Australian Community; and

e. All activities on the Sea View Golf Course must provide positive environmental sustainability and public safety outcomes for the Cottesloe Community.

2. PROVIDES in principal support for a ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club, subject to either:

a. The inclusion in the new lease of a redevelopment clause exercisable by Council upon a six (6) month notice period; or

b. Council resolving that the progress of investigating redevelopment opportunities is sufficient to result in a redevelopment plan being incorporated into the lease.”

3. INVITES the Sea View Golf Club to continue to work with the Town of Cottesloe to investigate redevelopment options for the existing club rooms and associated facilities for the benefit of the Cottesloe Community and Sea View Golf Club members; and

4. INSTRUCTS the Chief Executive Officer to:

a. Arrange a workshop with Council by 1 March 2024 to consider and provide input on a new lease;

b. Subject to paragraph 4a, continue negotiations with the Sea View Golf Club with regards to the new lease, with the aim of developing a draft lease to be presented to the Council no later than 31 December 2024;

c. Engage an appropriately qualified Project Facilitator to assist the Town in defining a redevelopment investigation scope;

d. Invite the Sea View Golf Club to participate in the redevelopment investigation scoping exercise; and

e. Prepare a report on the redevelopment investigation scoping exercise for Council’s consideration no later than 31 December 2023.

In considering this item, Council is ask to note the following additional key points from the September 2023 OCM Officer’s Report and Council Resolution:

- The golf course, an important Community Public Open Space, existed since 1909 and is a heritage listed as the first links course established in the metropolitan area;
- The previous 15 year lease expired on 30 June 2005 and Council renewed this for a further 21 years (maximum term under the reserve orders) to 30 June 2026;
- Ongoing negotiations on a new lease since 2021 for a further 21 years with a minimum of 15 years for SVGC investment certainty toward major facility renovations (\$250,000 to \$500,000);
- Council’s approved principles for land to remain public open space and golf course is not negotiable; and
- SVGC has grown to over 350 members with a majority of them not Cottesloe residents.

OFFICER COMMENT**Progress of the September 2023 OCM Resolution**

- Cygnetwest (Project Facilitator Consultant) completed the Attachment A SVGC Strategy in January 2024 that provides Council with a project plan to redevelop the facility;
- Elected Members at their March 2024 Workshop were consulted on the SVGC Strategy; and
- A meeting with SVGC occurred on 7 March 2024 and the following feedback was provided:
 - (a) Being part of the project team;
 - (b) Input into the Stakeholder and Community Engagement Plan;
 - (c) Provided the entire Cygnetwest Report to be fully informed;
 - (d) Monthly progress meetings; and
 - (e) Lease negotiations occur parallel with the progress of different Strategy elements.

Council is ask to note that the Administration is not supportive of points (a) and (b) because:

1. There are no elected members on the project team;
2. SVGC should not be informed separately from Council on progress or any other matters pertaining to this project; and
3. Sets precedence - For example, all the users of the Anderson Pavilion were considered key stakeholders but that did not form part of the project team. They were only engaged as part of the public consultation process and only provided updates after Council was briefed.

Notwithstanding the above, the Administration recognises that any facility redevelopment has commercial implications for the SVGC and recommends allowing their participation through an Advisory Committee. This balanced solution avoids precedence and accommodates a majority of their requests.

- Elected Members were then briefed on the SVGC feedback at the April 2024 Workshop and were open the SVGC to participate in the project through an Advisory Committee; and
- The SVGC appeared supportive of the Advisory Committee approach when consulted on 10 April 2024

Recommended Approach

Given the September 2023 OCM Resolution, the recommended approach progresses a lease renewal that incorporates the facility redevelopment (resolution 2b).

- **Step 1: Publish the SVGC Strategy**
- **Step 2: Asks the CEO to establish an Advisory Committee;**

This allows collaboration transparency with the SVGC following the pathway within table 1 towards a preferred redevelopment concept and a lease renewal.

The Advisory Committee membership fundamentally comprises of 4 elected members and 2 SVGC representatives (non-employee) nominated by the SVGC committee. Due to the potential conflict of interest, the SVGC employees should not be part of the Committee. There is only quorum when a minimum of 3 elected members are present.

This arrangement then separates the SVGC from the project team and allows their participation at a strategic level with Council.

Should Council be open to this recommendation, it then asks the CEO to develop a charter specifying the terms of reference for Council’s approval in May 2024 and in the interim seek nominations from the SVGC.

In the meanwhile, the needs analysis and site assessment works can still proceed whilst this is occurring.

- **Step 3: Endorse a Redevelopment Preferred Design Option and Confirms a Lease Period**

Subject to the SVGC agreeing to a Council endorsed preferred redevelopment option, Council determines a lease renewal period for the Major Land Transaction process (Local Government Act 1995 Section 3.59);

- **Step 4: Section 3.59 Major Land Transaction**

Council instructs the CEO to commence the Business Plan process to consider public submissions to decide a new lease; and

- **Step 5: Council approves the new lease.**

This is subject to the outcome of the Major Land Transaction.

Table 1 below provides an indicative timeframe of step 2 to 5:

MILESTONE	STRATEGY STAGE	SUCCESS INDICATOR (SI)	2024										2025			
			April	May	June	July	August	September	October	November	December	January	February	March	April	
Concept	Stage 1 Stakeholder and Community Needs and Aspiration Analysis	SI 1: Redevelopment principles meets asset renewal requirements including stakeholder and community aspirations	Yellow	Yellow	Yellow											
	Site Assessment	SI 2: Council endorses redevelopment principles														
Development	Stage 2 Feasibility Assessment	SI 3: Identification of 3 viable options for feasibility assessment consistent with SI 2 SI 4: Preferred concept identified				Yellow	Yellow	Yellow								
	Stage 3 Re-engagement with Directly Impacted Stakeholders	SI 5: Community and stakeholder support the preferred option							Yellow							
	Stage 4 Community Endorsement	SI 6: Council endorses a preferred option, the final report and a renewed lease period								Yellow						
	Stage 5 Final Report										Yellow	Yellow	Yellow	Yellow		
	Stage 6 Major Land Transaction Process	SI 7: Council endorses a business plan consistent with the information within SI 5 SI 8: Council endorses a renewed lease														
Implementation	Stage 6 Major Land Transaction Process	SI 7: Council endorses a business plan consistent with the information within SI 5 SI 8: Council endorses a renewed lease														
Finalisation	Stage 7 Final Lease Agreement	SI 9: Lease is renewed														Yellow

Table 1: Project Delivery Model

ATTACHMENTS

10.1.8(a) Sea View Golf Course - Club House Redevelopment Strategy [under separate cover]

CONSULTATION

Seaview Golf Club

Elected Members

Cygnetwest

Participants of any future consultation and engagement is within Attachment A.

The Major Land Transaction process requires the State wide advertising of a Business Plan.

STATUTORY IMPLICATIONS***Local Government Act 1995***

Section 2.7 Role of Council

Section 3.59 Major Land Transaction

Section 6.8 - Expenditure from municipal fund not included in annual budget

Local Planning Scheme 3***Metropolitan Region Scheme******Heritage Act 2018*****POLICY IMPLICATIONS**

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

The needs and aspiration analysis process is consistent with the Community Engagement Policy.

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 4.1: Engage, inform and actively involve our community in Council decision making.

RESOURCE IMPLICATIONS

The total cost for the project (Table 1) is as follows:

STAGE	PROJECT PHASE	ESTIMATED COST
1	Needs and Aspiration Assessment	\$20,000
	Site Assessment	\$20,000
2	Feasibility Study	\$175,000
3, 4 and 5	Re-engagement with Stakeholder and Final Report	\$10,000
6 and 7	Major Land Transaction and Final Lease	\$25,000
Total		\$250,000

Table 2: Indicative Total Project Cost

The officer's recommendation requires a \$50,000 budget amendment to engage consultants and contractors to complete the site assessment including the needs and aspiration analysis by 30 June 2024 (table 1). The additional \$10,000 is for staff project management.

The proposal is to source funds from the surplus (approximately \$200,000) identified from the mid-year budget review.

The \$210,000 funds required for the remainder of the project (stages 2 to 7) forms part of the 2024/2025 budget request.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

The Council approved land use principles ensures the preservation of green public open space and the redevelopment will improve energy efficiency for the future built form.

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

THAT Council by absolute majority :

1. **THANKS** the Seaview Golf Club (SVGC) for providing feedback;
2. **APPROVES** the following strategy steps (as outlined in the attached Sea View Golf Club Facilities Strategy, Cygnet West) to progress the redevelopment of the SVGC Facilities:
 - a. **Step 1 - Site Assessment** including the Needs and Aspirations Analysis (undertaken concurrently);
 - b. **Step 2 - Feasibility Study**, inclusive of developing up to 3 concept designs;
 - c. **Step 3 - Re-engagement with direct stakeholders;**
 - d. **Step 4 - Community Endorsement;**
 - e. **Step 5 - Final Report and recommendation;**
3. **NOTES** that that progression to each subsequent step in point 2 will only occur once Council has adopted the outcomes of the preceding step (for example Step 2 can only proceed once Council has adopted the outcome of Step 1);

4. INSTRUCTS the Chief Executive Officer (CEO) to:
 - a. Prepare the terms of reference for a Seaview Golf Club Redevelopment Advisory Committee with the membership comprising of 4 elected members and 2 SVGC representative no later than the June 2024 OCM;
 - b. Invite the SVGC to nominate 2 representatives (non-employees) for Council's consideration as members of the proposed Seaview Golf Club Redevelopment Advisory Committee.
5. NOTES that the lease negotiation continues in conjunction with the Strategy implementation (point 2); and
6. APPROVES a budget amendment of \$50,000 from the mid-year budget review surplus to fund the Step 1 of the Strategy, by absolute majority, NOTING that an item will be included in the 2024/2025 budget considerations for the remaining strategy steps.

EXECUTIVE SERVICES**10.1.9 QUARTERLY INFORMATION BULLETIN**

Directorate: Executive Services
Author(s): William Matthew Scott, Chief Executive Officer
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/14545
Applicant(s):
Author Disclosure of Interest: Nil

SUMMARY

To provide Council information and statistics on key activities during the year on a quarterly basis, as requested by Council or recommended by the Administration.

OFFICER RECOMMENDATION IN BRIEF

THAT Council notes the information provided in the Quarterly Information Bulletin (Attachments).

BACKGROUND

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.

OFFICER COMMENT

Elected Members should be aware that the Council Plan deliverables do not currently have a priority rating. Deliverable priorities will be considered by Council at a future meeting. In the interim all deliverables have been commented on.

ATTACHMENTS

10.1.9(a) Quarterly Information Bulletin - March 2024 [under separate cover]

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995

5.41 Functions of CEO

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.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council notes the information provided in the Quarterly Information Bulletin

10.2 RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES

Nil

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

MOTION FOR BEHIND CLOSED DOORS

That, in accordance with Section 5.23(2) (d), Council discuss the confidential reports behind closed doors.

13.1.1 53 JOHN STREET DOSCAS LANE ENCROACHMENT

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (d) as it contains information relating to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

In accordance with Section 5.23 that the meeting be re-opened to members of the public and media, and motions passed behind closed doors be read out if there are any public present.

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14 MEETING CLOSURE