

TOWN OF COTTESLOE



ATTACHMENTS

ORDINARY COUNCIL MEETING – 23 APRIL 2024

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TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.1A:
MONTHLY FINANCIAL REPORT 1 JULY 2023 TO 29
FEBRUARY 2024**

TOWN OF COTTESLOE



MONTHLY FINANCIAL STATEMENTS

FOR THE PERIOD 1 JULY 2023 TO 29 FEBRUARY 2024

PRESENTED TO THE COUNCIL MEETING
ON 23 APRIL 2024

TOWN OF COTTESLOE
MONTHLY FINANCIAL REPORT
For the Period Ended 29 February 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Town of Cottesloe
Compilation Report
For the Period Ended 29 February 2024

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided as part of the the Monthly Summary Information. No matters of significance are noted.

Statement of Financial Activity by reporting program

This shows a surplus as at 29 February 2024 of \$6,332,280.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

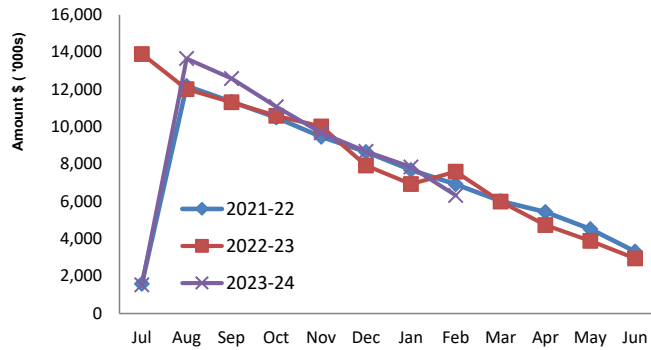
Prepared by: Wayne Richards

Reviewed by: Shane Collie

Date prepared: 25/03/2024

Town of Cottesloe
Monthly Summary Information
 For the Period Ended 29 February 2024

Liquidity Over the Year (Refer Note 3)



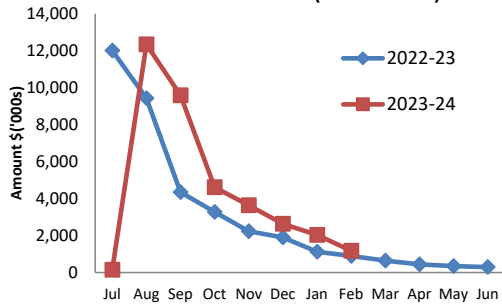
**Cash and Cash Equivalents
as at period end**

Unrestricted	\$ 6,404,297
Restricted	\$ 9,148,679
	\$ 15,552,976

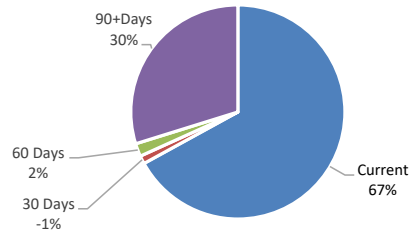
Receivables

Rates	\$ 1,181,349
Other	\$ 1,608,800
	\$ 2,790,149

Rates Receivable (Refer Note 6)



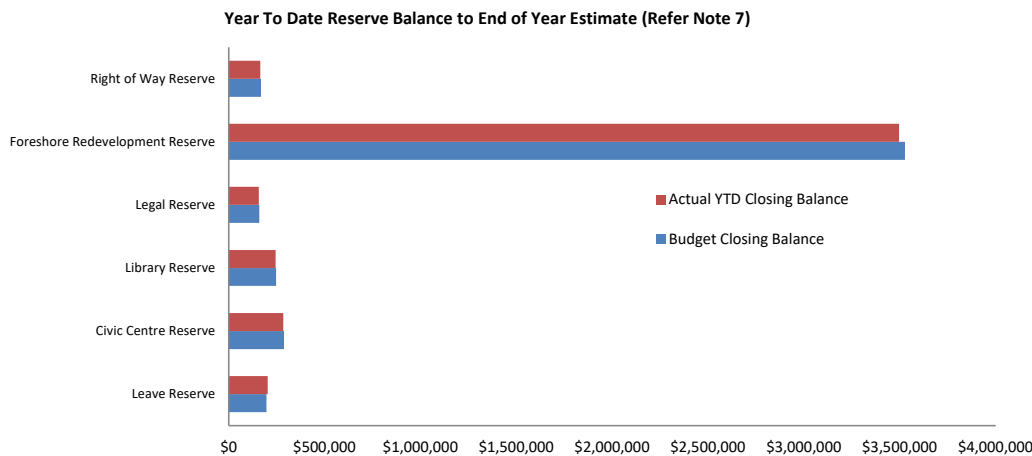
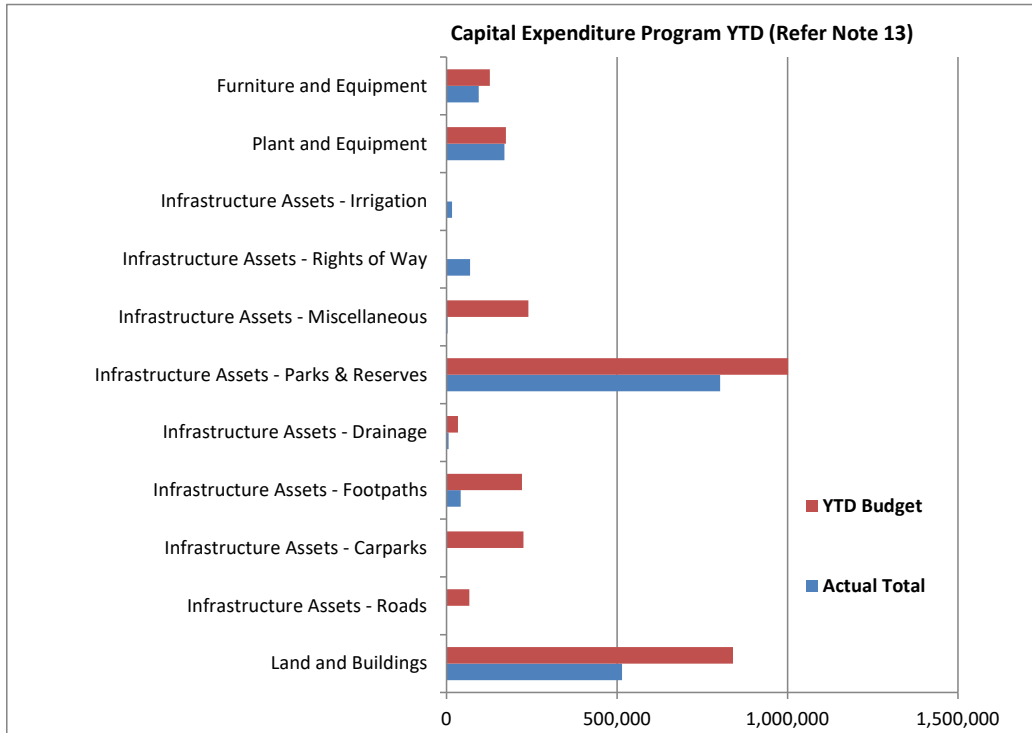
**Accounts Receivable Ageing (non-rates)
(Refer Note 6)**



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

Town of Cottesloe
Monthly Summary Information
 For the Period Ended 29 February 2024

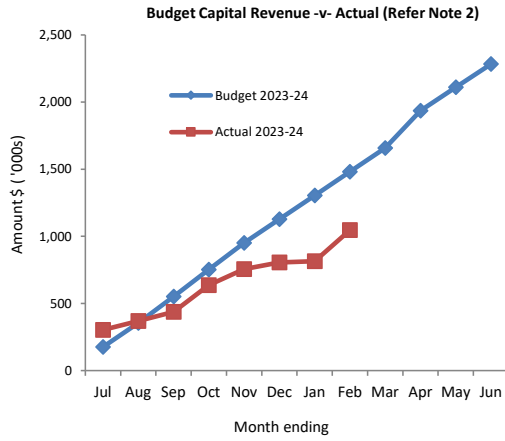
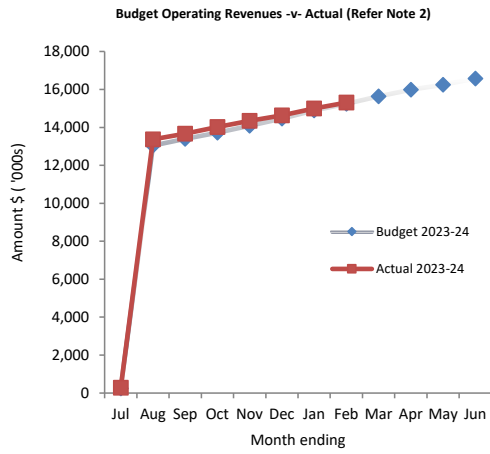


Comments

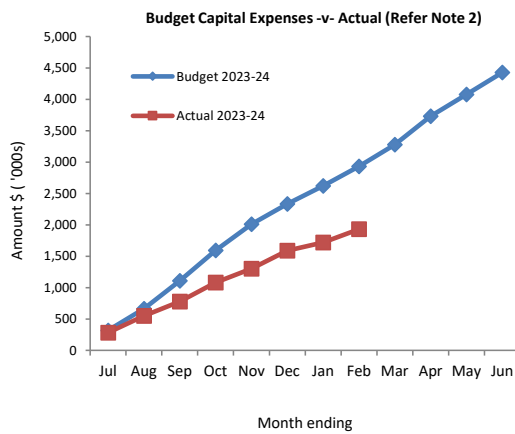
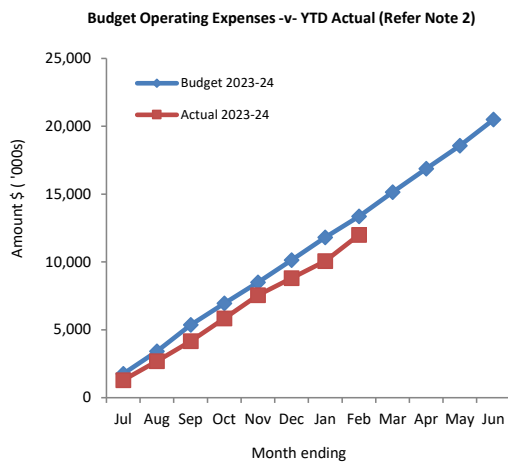
This information is to be read in conjunction with the accompanying Financial Statements and notes.

Town of Cottesloe
Monthly Summary Information
 For the Period Ended 29 February 2024

Revenues



Expenditure



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 29 February 2024

		YTD Actual (b)	YTD Budget (a)	Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note		\$	\$	\$	\$	%
Operating Revenues						
Rates	9	12,435,026	12,417,290	12,417,290	17,736	0%
Operating Grants, Subsidies & Contributions	11	90,871	139,242	186,351	(48,371)	(35%)
Fees and Charges		2,136,010	2,179,522	3,166,373	(43,512)	(2%)
Interest Earnings		524,464	429,568	623,572	94,896	22%
Other Revenue		51,895	80,137	182,987	(28,242)	(35%)
Profit on Disposal of Assets	8	67,021	0	0	67,021	
Total Operating Revenue		15,305,287	15,245,759	16,576,573	59,528	
Operating Expense						
Employee Costs		(4,492,468)	(4,719,887)	(7,274,850)	227,419	5%
Materials and Contracts		(4,604,796)	(5,558,721)	(8,681,565)	953,925	17%
Utility Charges		(178,167)	(245,627)	(377,714)	67,460	27%
Depreciation on Non-Current Assets		(2,077,942)	(2,174,299)	(3,261,295)	96,357	4%
Interest Expenses		(136,300)	(124,585)	(186,872)	(11,715)	(9%)
Insurance Expenses		(148,456)	(160,439)	(246,011)	11,983	7%
Other Expenditure		(357,172)	(308,943)	(465,284)	(48,229)	(16%)
Loss on Disposal of Assets	8	0	0	0	0	
Total Operating Expenditure		(11,995,301)	(13,292,501)	(20,493,591)	1,297,200	
Funding Balance Adjustments						
Add back Depreciation		2,077,942	2,174,299	3,261,295	(96,357)	(4%)
Adjust (Profit)/Loss on Asset Disposal	8	(67,021)	0	0	(67,021)	
Other Provisions		(114,500)	0	0	(114,500)	
Net Cash from Operations		5,206,407	4,127,557	(655,723)	1,078,850	
Capital Revenues						
Grants, Subsidies and Contributions	11	920,850	1,381,887	2,134,341	(461,037)	(33%)
Proceeds from Disposal of Assets	8	125,467	99,341	149,000	26,126	26%
Total Capital Revenues		1,046,317	1,481,228	2,283,341	(434,911)	

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 29 February 2024

		YTD Actual (b)	YTD Budget (a)	Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note		\$	\$	\$	\$	%
Capital Expenses						
	Furniture and Equipment	13	(94,769)	(127,331)	(131,000)	32,562 26%
	Land and Buildings	13	(626,818)	(840,000)	(1,190,000)	213,182 25%
	Plant and Equipment	13	(213,616)	(174,150)	(261,210)	(39,466) (23%)
	Infrastructure - Roads	13	0	(66,950)	(66,950)	66,950 100%
	Infrastructure - Car parks	13	(12,754)	(225,756)	(241,133)	213,002 94%
	Infrastructure - Footpaths	13	(43,511)	(221,366)	(332,031)	177,855 80%
	Infrastructure - Drainage	13	(5,528)	(33,335)	(50,000)	27,807 83%
	Infrastructure - Parks & Reserves	13	(843,777)	(1,002,023)	(1,790,829)	158,246 16%
	Infrastructure - Miscellaneous	13	(3,290)	(240,266)	(240,266)	236,976 99%
	Infrastructure - Rights of Way	13	(69,730)	0	(104,000)	(69,730)
	Infrastructure - Irrigation	13	(16,435)	0	(20,000)	(16,435)
	Total Capital Expenditure		(1,930,228)	(2,931,177)	(4,427,419)	1,000,949
	Net Cash from Capital Activities		(883,911)	(1,449,949)	(2,144,078)	566,038
Financing						
	Self-Supporting Loan Principal		0	33,912	67,823	(33,912) (100%)
	Transfer from Reserves	7	0	0	1,464,952	0
	Repayment of Debentures/Leases		(398,971)	(244,367)	(428,330)	(154,604) (63%)
	Transfer to Reserves	7	(176,745)	(200,004)	(567,224)	23,259 12%
	Net Cash from Financing Activities		(575,716)	(410,459)	537,221	(165,257)
	Net Operations, Capital and Financing		3,746,780	2,267,149	(2,262,580)	1,479,631
	Opening Funding Surplus(Deficit)	3	2,585,500	2,585,500	2,262,580	0 0%
	Closing Funding Surplus(Deficit)	3	6,332,280	4,852,649	0	1,479,631

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 29 February 2024

	2023-2024 YTD Actual	2022-2023 Actual
	\$	
CURRENT ASSETS		
Receivables - Rates		
Rates	1,061,877	172,211
Emergency Services Levies	603,923	44,112
Rates and ESL Rebates	210,911	0
Receivables - Sundry Debtors		
Accounts Receivable - Debtors	144,378	60,100
Provision for Doubtful Debts - Debtors	(25,797)	(17,495)
Accounts Receivable - Infringements	487,704	460,952
Provision for Doubtful Debts - Infringements	(354,294)	(293,563)
LSL from other LG's	41,133	41,133
LEMAC funding	0	(36,165)
Other	2,838	98,627
Accrued Income	165,634	273,998
Prepayments	305,690	124,431
Loans		
Self Supporting Loans	67,813	67,813
Inventories		
Inventories	31,820	31,820
Provision for Obsolescence - Inventories	(22,700)	(22,700)
Other	2,445	(45)
Cash Assets		
Municipal Account	2,357,302	3,381,795
Till Floats & Petty Cash	1,300	1,300
Term Investments	4,045,695	2,026,947
Restricted - Reserves	8,460,171	8,283,427
Restricted - Trust Deposits	688,508	679,727
TOTAL CURRENT ASSETS	18,276,351	15,378,425
CURRENT LIABILITIES		
Payables	1,026,209	965,735
Trust	688,508	679,727
Accrued Expenses	195,453	445,552
Accrued Payroll	17,969	49,124
Accrued Interest	0	139,044
Income in Advance	283,292	1,069,957
ATO Liabilities	0	0
Bonds - other creditors	835,987	734,465
Interest Bearing Liabilities	17,184	352,460
Lease Liability	2,058	61,069
Long Service Leave to other LG's	21,803	21,803
Provisions	1,311,841	1,301,256
TOTAL CURRENT LIABILITIES	4,400,304	5,820,192

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 29 February 2024

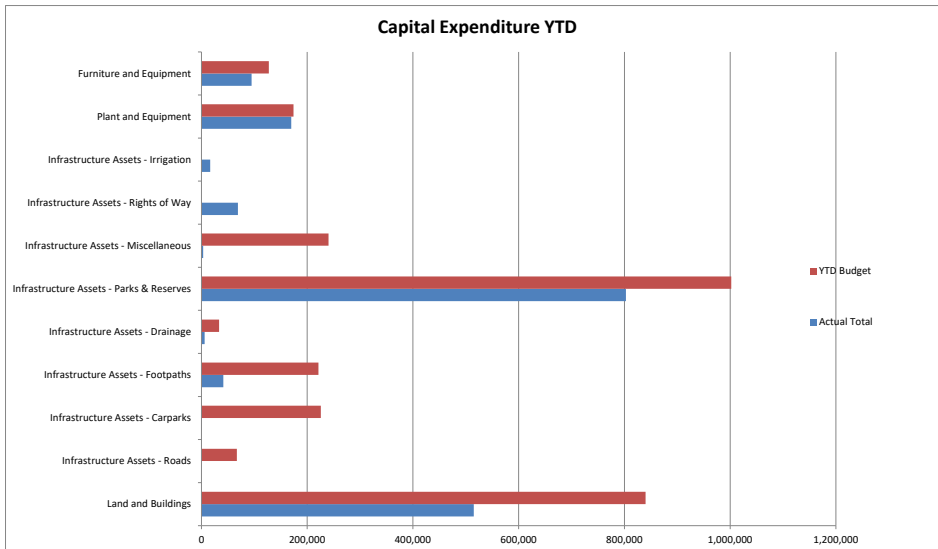
	2023-2024 YTD Actual	2022-2023 Actual
	\$	
NON CURRENT ASSETS		
Receivables		
Deferred Rates	119,472	119,472
Deferred ESL	17,388	17,388
Self Supporting Loans	143,778	143,778
Long Service Leave from other LG's	69,277	69,277
Financial Assets at fair value through profit and loss		
Units in WALGA House Trust	122,234	122,234
Right of Use Assets	1,127,572	1,125,700
Property Plant and Equipment		
Furniture and Equipment	756,816	728,053
Land and Buildings	70,272,059	70,195,602
Plant and Equipment	761,093	739,241
Equity Investments	601,527	601,527
Infrastructure		
Roads	33,356,946	33,923,442
Car Parks	3,447,415	3,521,545
Footpaths	6,162,460	6,224,240
Drainage	9,326,354	9,413,158
Parks and Reserves	6,031,685	5,315,856
Miscellaneous	8,342,926	8,616,203
Street Furniture	390,056	415,132
Right of Ways	2,211,837	2,175,750
Irrigation	96,477	91,250
TOTAL NON CURRENT ASSETS	143,357,372	143,558,848
NON CURRENT LIABILITIES		
Payables	56,897	171,397
Interest Bearing Liabilities		
Debentures	2,108,097	2,108,097
Lease Liabilities	1,136,348	1,136,348
Long Service Leave to other LG's	0	0
Provisions	109,248	109,248
TOTAL NON CURRENT LIABILITIES	3,410,590	3,525,090
NET ASSETS	153,822,829	149,591,991
EQUITY		
Reserves - Cash Backed	8,460,171	8,283,427
Reserves - Asset Revaluation	113,983,880	113,983,880
Retained Surplus	31,378,778	27,324,684
TOTAL EQUITY	153,822,829	149,591,991
RESERVES - CASH BACKED		
Opening Balance	8,283,426	8,267,063
Transfer to Reserves	176,745	1,007,539
Transfer from Reserves	0	(991,176)
TOTAL RESERVES - CASH BACKED	8,460,171	8,283,426
RESERVES - ASSET REVALUATION		
Opening Balance	113,983,880	113,983,880
TOTAL RESERVES - ASSET REVALUATION	113,983,880	113,983,880
RETAINED SURPLUS		
Opening Balance	27,324,685	28,051,787
Change in Net Assets from Operations	4,230,838	(710,739)
Transfer from Reserve	0	991,176
Transfer to Reserve	(176,745)	(1,007,539)
TOTAL RETAINED SURPLUS	31,378,778	27,324,685
TOTAL EQUITY	153,822,829	149,591,991

TOWN OF COTTESLOE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
 For the Period Ended 29 February 2024

Capital Acquisitions	Note	Actual New /Upgrade (a)	Actual (Renewal) Expenditure (b)	Actual Total (c) = (a)+(b)	YTD Budget (d)	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	497,709	17,250	514,959	840,000	1,190,000	(325,041)
Infrastructure Assets - Roads	13	0	0	0	66,950	66,950	(66,950)
Infrastructure Assets - Carparks	13	0	864	864	225,756	241,133	(224,892)
Infrastructure Assets - Footpaths	13	30,273	11,073	41,346	221,366	332,031	(180,020)
Infrastructure Assets - Drainage	13	0	5,884	5,884	33,335	50,000	(27,451)
Infrastructure Assets - Parks & Reserves	13	797,370	5,380	802,750	1,002,023	1,790,829	(199,273)
Infrastructure Assets - Miscellaneous	13	0	3,290	3,290	240,266	240,266	(236,976)
Infrastructure Assets - Rights of Way	13	68,980	0	68,980	0	104,000	68,980
Infrastructure Assets - Irrigation	13	0	16,435	16,435	0	20,000	16,435
Plant and Equipment	13	0	169,760	169,760	174,150	261,210	(4,390)
Furniture and Equipment	13	43,409	51,360	94,769	127,331	131,000	(32,562)
Capital Expenditure Totals		1,437,741	281,296	1,719,037	2,931,177	4,427,419	(1,212,140)

Funded By:

Capital Grants and Contributions	920,850	1,381,887	0	461,037
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	125,467	99,341	0	26,126
Own Source Funding - Cash Backed Reserves				
Property Reserve	0	0	615,370	0
Active Transport Reserve	0	0	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	615,370	0
Own Source Funding - Operations	672,720	1,449,949	3,812,049	(1,699,303)
Capital Funding Total	1,719,037	2,931,177	4,427,419	(1,212,140)



Comments

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	33 to 159 years
Furniture and equipment	2 to 15 years
Plant and equipment	2 to 10 years
Infrastructure Assets	
- Roads - Formation/Subgrade	Not depreciated
- Roads - Pavement	60 to 100 years
- Roads - Seal	20 to 35 years
- Roads - Kerbing	60 to 80 years
- Right of Ways - Formation/Subgrade	Not depreciated
- Right of Ways - Pavement	60 to 100 years
- Right of Ways - Seal	20 to 35 years
- Right of Ways - Kerbing	60 to 80 years
- Car Parks - Formation/Subgrade	Not depreciated
- Car Parks - Pavement	60 to 100 years
- Car Parks - Seal	20 to 35 years
- Car Parks - Kerbing	60 to 80 years
- Drainage	80 to 100 years
- Footpaths	20 to 60 years
- Lighting and Electrical	20 years
- Parks & Ovals	10 to 40 years
- Streetscapes	15 to 25 years
- Miscellaneous	25 to 60 years
- Irrigation	20 to 100 years
Right of use - plant and equipment	Based on the remaining lease

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Town has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Town expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Town does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

In order to discharge its responsibilities to the community, the Town has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

"To preserve and improve Cottesloe's natural and built environment and beach lifestyle by using sustainable strategies. Members of the community will continue to be engaged to shape the future for Cottesloe and strengthen Council's leadership role."

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed.

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, e.g. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services and food quality control.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

COMMUNITY AMENITIES

Sanitation, stormwater drainage, protection of the environment, public conveniences and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, foreshore and public halls.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 2: EXPLANATION OF MATERIAL VARIANCES (> \$25,000 and 15%)

Reporting Program	Var. \$ YTD	Var. %	Timing/ Permanent	Explanation of Variance
Operating Revenues				
Operating Grants, Subsidies & Contributions	(48,371)	(35%)	Timing	Timing of operating grants and contributions
Fees and Charges	(43,512)	(2%)	Permanent	Extra revenue from town planning and work zone permits etc offset by reduced revenue from infringement revenue and building applications.
Interest Earnings	94,896	22%	Permanent	Extra revenue from interest on investments due to higher than anticipated interest rates.
Other Revenue	(28,242)	(35%)	Timing	Timing of reimbursements.
Profit on Disposal of Assets	67,021		Non Cash	Non cash variance from disposal of assets.
Capital Revenues				
Grants, Subsidies and Contributions	(461,037)	(33%)	Timing	Timing of non operating grant monies for the skatepark, east cottesloe playground and Harvey Field playground upgrade. The Harvey Field playground is likely to be carried forward to next financial year.
Proceeds from Disposal of Assets	26,126	26%	Timing	Timing of asset disposals.
Total Revenue Variance	(401,509)			
Operating Expenses				
Materials and Contracts	953,925	17%	Timing	Reduced expenditure on waste collection disposal costs along with various projects including the ERP and Town Planning projects. Some of these variances are timing differences within the financial year that are expected to align by year end, and others are projects that have been delayed and will be carried forward into the next financial year. such as the ERP and Cottesloe Village Precinct Plan. There is some associated contribution monies from another Shire that will also carry forward to next financial year.
Utility Charges	67,460	27%	Timing	Timing of expenditure on utilities.
Other Expenditure	(48,229)	(16%)	Timing	Timing of other expenditure.
Capital Expenses				
Furniture and Equipment	32,562	(26%)	Timing	Reduced expenditure on parking sensors, purchase of new photocopiers to be carried forward to the next financial year
Land and Buildings	213,182	(25%)	Timing	Delays resulting in reduced expenditure on Anderson Pavilion.
Plant and Equipment	(39,466)	23%	Timing	Timing of plant purchases.
Infrastructure - Roads	66,950	(100%)	Timing	Timing of road construction works.
Infrastructure - Car parks	213,002	(94%)	Timing	Timing of expenditure on car park construction.
Infrastructure - Footpaths	177,855	(80%)	Timing	Timing of expenditure on Eric Street shared use path.
Infrastructure - Drainage	27,807	(83%)	Timing	Timing of expenditure on drainage construction.
Infrastructure - Parks & Reserves	158,246	(16%)	Timing	Timing of expenditure on East Cottesloe Playground (ahead of budgeted timing) and the Skate park (behind budgeted timing). The Harvey Field playground project is likely to be carried forward to next financial year with only design works occurring in this financial year.
Infrastructure - Miscellaneous	236,976	(99%)	Timing	Timing of expenditure on beach access paths and cottesloe groyne.
Infrastructure - Rights of Way	(69,730)		Timing	Timing of expenditure on Right of Way projects.
Total Expenditure Variance	2,298,149			
Financing				
Self-Supporting Loan Principal	(33,912)	(100%)	Timing	Delays in raising sundry debtor invoices.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 3. DETERMINATION OF SURPLUS OR DEFICIT	2023/24	2022/23 (30 June 2023 Carried Forward)
(a) Non-cash amounts excluded from operating activities		
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to operating activities		
Less: Profit on asset disposals	(67,021)	(123,661)
Less: Non-cash grants and contributions for assets	0	(4,995)
Less: Fair value adjustments to financial assets at fair value through profit or loss	0	(5,529)
Less: Share of net profit of associates and joint ventures accounted for using the equity method	0	(69,758)
Add: Loss on disposal of assets	0	2,085
Add: Loss on revaluation of fixed assets	0	97,542
Add: Prior year adjustment for write-back of depreciation	0	317
Add: Prior year adjustment for non-current lease liability	0	15,099
Add: Depreciation	2,077,942	3,219,500
Non-cash movements in non-current assets and liabilities:		
Pensioner deferred rates	0	(14,888)
Employee benefit provisions	0	(30,113)
Other provisions	(114,500)	114,500
Non-cash amounts excluded from operating activities	1,896,421	3,200,099
(b) Non-cash amounts excluded from investing activities		
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to investing activities		
Movement in non-current capital expenditure provisions	0	436,260
Non-cash amounts excluded from investing activities	0	436,260
© Surplus or deficit after imposition of general rates		
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.		
Adjustments to net current assets		
Less: Reserve accounts	(8,460,171)	(8,283,426)
Less: Financial assets at amortised cost - self supporting loans	(67,813)	(67,813)
Add: Current liabilities not expected to be cleared at end of year		
- Current portion of borrowings	17,184	352,460
- Current portion of lease liabilities	2,058	61,069
- Employee benefit provisions	964,975	964,975
Total adjustments to net current assets	(7,543,767)	(6,972,735)
Net current assets used in the Statement of Financial Activity		
Total current assets	18,276,351	14,660,976
Less: Total current liabilities	(4,400,304)	(5,102,740)
Less: Total adjustments to net current assets	(7,543,767)	(6,972,735)
Surplus or deficit after imposition of general rates	6,332,280	2,585,500

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 4: CASH AND INVESTMENTS

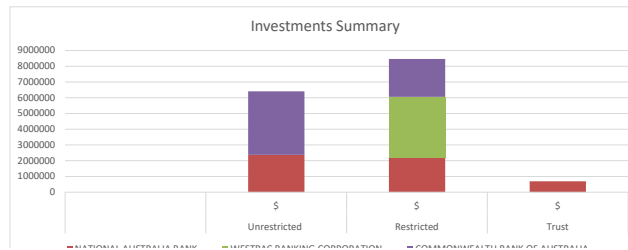
- (a) **Cash Deposits**
Municipal Bank Account
- (b) **Term Deposits**
Term Deposit xx-xxx-3360
Term Deposit xx-xxx-9802
Term Deposit xx-xxx-6659
Term Deposit (ESGTD)
Term Deposit (ESGTD)
Term Deposit xx-xxx-1864
Term Deposit xx-xxx-5968
Term Deposit (ESGTD)
Term Deposit (ESGTD)
Term Deposit xx-xxx-2215
Term Deposit xx-xxx-9233
Term Deposit xx-xxx-2839
Term Deposit xx-xxx-2683

Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
Variable	2,357,302			2,357,302	NAB	At Call
5.05%			688,508	688,508	NAB	12-Mar-24
5.15%	6,828			6,828	NAB	08-Jun-24
5.15%	6,758			6,758	NAB	08-Jun-24
4.59%	2,000,000			2,000,000	CBA	25-Mar-24
4.41%	2,032,109			2,032,109	CBA	03-Apr-24
4.10%		1,929,302		1,929,302	WBC	15-Jun-24
5.10%		1,945,993		1,945,993	WBC	06-Dec-24
4.85%		696,694		696,694	CBA	25-Mar-24
5.05%		1,704,536		1,704,536	CBA	02-Apr-24
5.05%		287,534		287,534	NAB	26-Mar-24
5.10%		982,200		982,200	NAB	30-Apr-24
5.05%		102,180		102,180	NAB	26-Apr-24
5.10%		811,732		811,732	NAB	25-Mar-24
Total	6,402,997	8,460,171	688,508	15,551,676		

SUMMARY OF FUNDS INVESTED IN TERM & CASH DEPOSITS

BANK	Unrestricted \$	Restricted \$	Trust \$	Total \$	Total Amount \$	Total %
NATIONAL AUSTRALIA BANK	2,370,888	2,183,647	688,508	5,243,043		33.7%
WESTPAC BANKING CORPORATION	0	3,875,295	0	3,875,295		24.9%
COMMONWEALTH BANK OF AUSTRALIA	4,032,109	2,401,230	0	6,433,339		41.4%
TOTAL	6,402,997	8,460,171	688,508	15,551,676	0	100%

Comments/Notes - Investments



TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

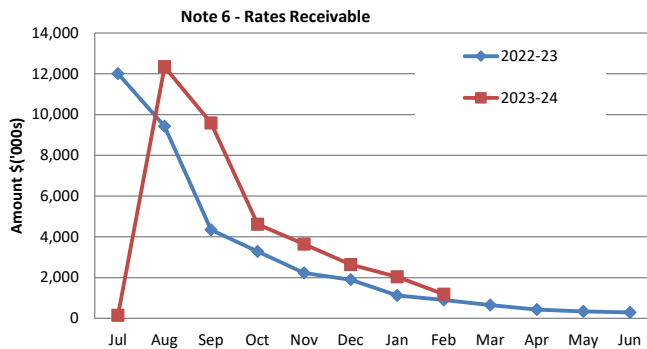
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash
				\$	\$	\$
20.1136.2	Removal of bore pump at Harvey Field	24 October 2023 - OCM213/2023	Capital expenditure		20,000	
35.4190.2	New project - Shine Community Centre - Air Conditioning	24 October 2023 - OCM213/2023	Capital expenditure			17,300
40079.226.21	New project - Shine Community Centre - Air Conditioning - Transfer from reserves	24 October 2023 - OCM213/2023	Transfer from reserves		7,300	
20.4191.2	New Project - - Bore Pump - near Ocean Beach Hotel	24 October 2023 - OCM213/2023	Capital expenditure			10,000
40.1126.2	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing	24 October 2023 - OCM213/2023	Capital expenditure			289,470
10131.8.13	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing - MRRG funding	24 October 2023 - OCM213/2023	Capital revenue		192,980	
40079.226.21	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing - Transfer from reserves New Project -	24 October 2023 - OCM213/2023	Transfer from reserves		96,490	
				0	289,470	289,470

TOWN OF COTTESLOE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 29 February 2024

Note 6: RECEIVABLES

Receivables - Rates

	YTD 29 February 2024	YTD 29 February 2023	30 June 2023
	\$	\$	\$
Opening Arrears Previous Years	291,684	228,952	228,952
Levied this year	12,435,026	11,956,487	12,019,493
Less Collections to date	(11,545,361)	(11,286,017)	(11,956,762)
Equals Current Outstanding	1,181,349	899,422	291,683
Net Rates Collectable	1,181,349	899,422	291,683
% Collected	90.72%	92.62%	97.62%



Comments/Notes - Receivables Rates

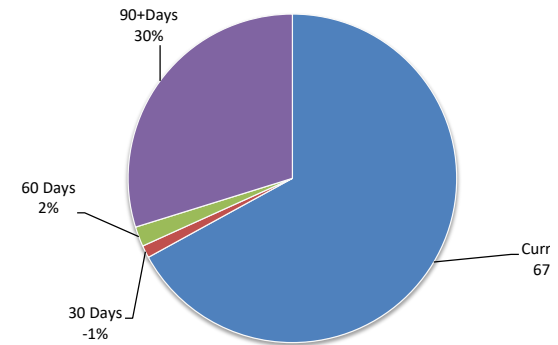
Rates were issued on 11 September in 2023 and 12 August in 2022.

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	99,186	(1,811)	2,899	44,104
Total Receivables General Outstanding				144,378

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 6: RECEIVABLES (Continued)

Itemised Listing of Sundry Debtors greater than \$1,000 and older than 90 days not on a complying payment arrangement

Debtor No	Debtor Name	>90 days \$	Total \$	Narration
1105	Sinclair Product Management (WA) Pty Ltd	\$ 1,270.89	\$ 1,270.89	Commercial Waste Charges
556	Ocean Group Cottesloe Pty Ltd	\$ 2,198.75	\$ 2,219.43	Health licence fees & Food Act Infringement
255	TG Lyons	\$ 1,000.00	\$ 1,000.00	Building Act Infringement
369	T Wood	\$ 2,880.20	\$ 2,898.81	Health licence fees
649	Love Story	\$ 2,105.55	\$ 2,513.48	Commercial Waste Charges
1555	Station Street Partners	\$ 5,793.64	\$ 5,890.60	Scheme amendment
1493	Lambodar Pty Ltd t/as Two Fat Uncles	\$ 3,232.15	\$ 3,835.60	Commercial Waste Charges & Health Licence Fees
1592	Howdy Howdy Pty Ltd atf Lets Get Rowdy Trust	\$ 2,929.25	\$ 2,979.85	Health Licence Fees

Comments/Notes - Receivables General

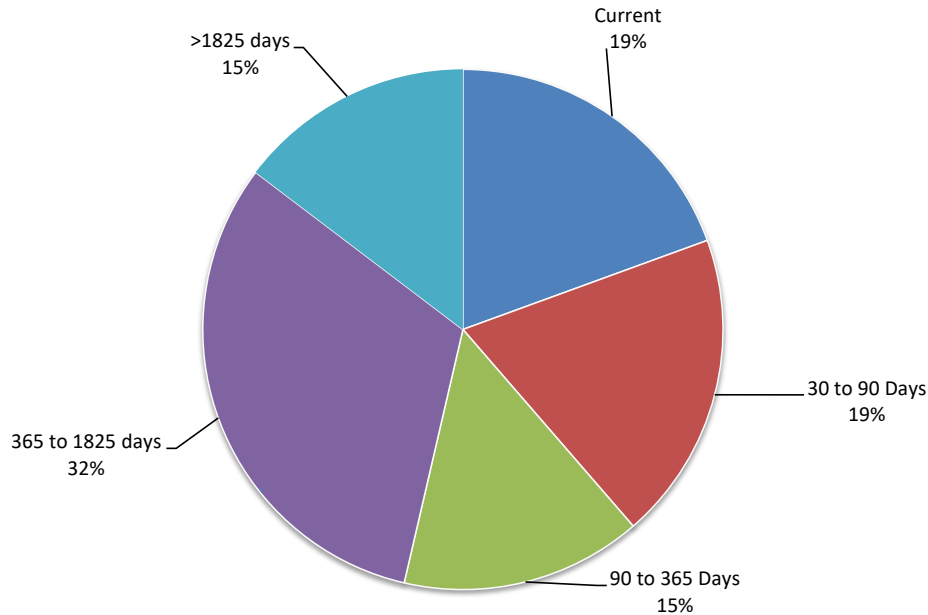
TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 6: RECEIVABLES (Continued)

Receivables - Infringements	Current	30 to 90 Days	90 to 365 Days	365 to 1825 days	>1825 days
	\$	\$	\$		\$
Receivables - Infringements	94,800	93,650	73,095	154,583	71,576
Total Receivables General Outstanding					<u>487,704</u>

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable - Infringements



Comments/Notes - Receivables Infringements

The majority of infringement debtors over ninety days are with Fines Enforcement Registry for collection.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 7: Cash Backed Reserve

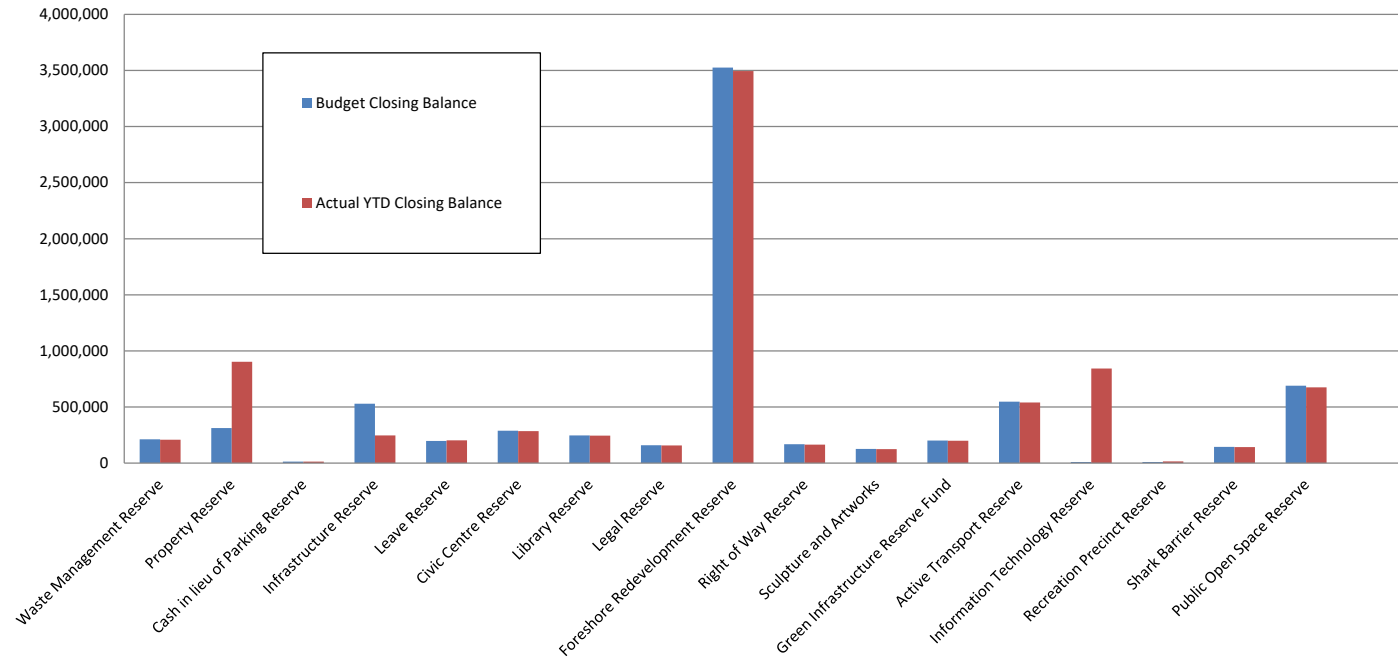
Name	Sub Account	Opening		Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Actual Transfers		Budget Closing Balance	Actual YTD Closing Balance
		Balance Budget	Balance Actual					Out (-)	Out (-)		
Waste Management Reserve	219	\$ 204,537	\$ 204,373	\$ 6,758	\$ 4,361	\$ 0	\$ 0	\$ 0	\$ 0	\$ 211,295	\$ 208,734
Property Reserve	220	882,257	883,794	45,238	18,858	0	0	(615,370)	0	312,125	902,652
Cash in lieu of Parking Reserve	221	12,082	12,073	400	258	0	0	0	0	12,482	12,331
Infrastructure Reserve	226	242,875	241,233	7,286	5,954	278,469	0	0	0	528,630	247,187
Leave Reserve	227	190,552	199,595	6,286	3,452	0	0	0	0	196,838	203,047
Civic Centre Reserve	228	278,792	278,569	9,211	5,944	0	0	0	0	288,003	284,513
Library Reserve	229	239,265	239,107	7,913	5,102	0	0	0	0	247,178	244,209
Legal Reserve	262	153,946	153,824	5,086	3,282	0	0	0	0	159,032	157,106
Foreshore Redevelopment Reserve	273	3,413,620	3,422,663	112,822	73,029	0	0	0	0	3,526,442	3,495,692
Right of Way Reserve	276	162,885	161,614	5,336	3,448	0	0	0	0	168,221	165,062
Sculpture and Artworks	299	121,546	121,449	4,016	2,591	0	0	0	0	125,562	124,040
Green Infrastructure Reserve Fund	307	195,186	195,031	6,449	4,161	0	0	0	0	201,635	199,192
Active Transport Reserve	308	529,324	528,903	17,489	11,285	0	0	0	0	546,813	540,188
Information Technology Reserve	309	830,892	825,500	27,474	17,614	0	0	(849,582)	0	8,784	843,114
Recreation Precinct Reserve	310	9,825	14,642	325	312	0	0	0	0	10,150	14,954
Shark Barrier Reserve	323	139,307	139,196	4,603	2,970	0	0	0	0	143,910	142,166
Public Open Space Reserve	384	667,745	661,861	22,063	14,122	0	0	0	0	689,808	675,983
		8,274,636	8,283,427	288,755	176,744	278,469	0	(1,464,952)	0	7,376,908	8,460,171

Comments/Notes - Reserves

TOWN OF COTTESLOE
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 29 February 2024

Note 7: Cash Backed Reserve (Continued)

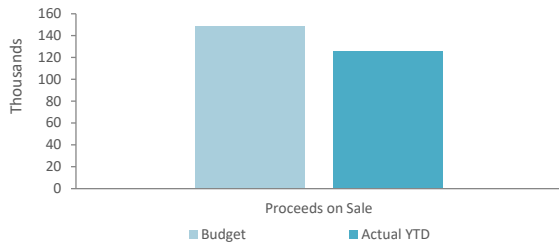
Note 7 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 8: CAPITAL DISPOSALS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	
	Plant and equipment								
Various	Plant and equipment	149,000	149,000	0	0	0	0	0	
	Passenger Vehicle - Asset 1550			0	0	3,787	28,000	24,213	0
	Passenger Vehicle - Asset 1585			0	0	18,673	35,500	16,827	0
	Passenger Vehicle - Asset 1611			0	0	17,620	30,287	12,667	0
	Passenger Vehicle - Asset 1612			0	0	18,366	31,680	13,314	0
		149,000	149,000	0	0	58,446	125,467	67,021	0



Comments/Notes - Asset Disposals

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$
RATE TYPE								
Differential General Rate								
GRV - Residential Improved (RI)	0.06337	3,149	161,985,763	10,265,038	26,254	-1,653	10,289,639	10,265,038
GRV - Residential Vacant (RV)	0.06337	76	4,379,920	277,556	28	5,334	282,918	277,556
GRV - Commercial Improved (CI)	0.06337	56	7,894,898	500,300	(13,752)	0	486,548	500,300
GRV - Commercial Vacant (CV)	0.06337	3	216,500	13,720	0	0	13,720	13,720
GRV - Commercial Town (CT)	0.07581	95	10,588,574	802,720	0	0	802,720	802,720
GRV - Industrial (I)	0.06337	1	27,780	1,760	0	0	1,760	1,760
Sub-Totals		3,380	185,093,435	11,861,093	12,530	3,681	11,877,304	11,861,094
Minimum Payment								
GRV - Residential Improved (RI)	1,312	382	6,548,380	501,184	0	0	501,184	501,184
GRV - Residential Vacant (RV)	1,312	4	1,238	5,248	1,312	315	6,875	5,248
GRV - Commercial Improved (CI)	1,312	16	238,600	20,992	0	0	20,992	20,992
GRV - Commercial Town (CT)	1,328	25	352,275	33,200	0	0	33,200	33,200
Sub-Totals		427	7,140,493	560,624	1,312	315	562,251	560,624
Concession							12,439,555	12,421,718
Amount from General Rates							(4,529)	(4,428)
Ex-Gratia Rates							12,435,026	12,417,290
Specified Area Rates							0	0
Totals							12,435,026	12,417,290

Comments - Rating Information

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Loan 105 - Community Organisation	19,070	0	19,070	19,070	0	0	593	593
Loan 107 - Joint Library Project	2,336,253	0	299,252	299,252	2,037,001	2,037,001	153,608	147,298
Loan 108 - Community Organisation	105,234	0	16,954	34,148	88,280	71,086	1,584	2,622
	2,460,557	0	335,276	352,470	2,125,281	2,108,087	155,785	150,513

Loan numbers 105 and 108 are financed from community organisations. Loan number 107 is financed by general purpose revenue.

(b) New Debentures

No new debentures are budgeted during 2023/24.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details	Grant/Contribution Provider		2023-24 Annual Budget	Operating	Capital	2023-24 YTD Actual	Not Received
			\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
Grants Commission - General Purpose	WA Local Government Grants Commission	10007.89.14	0	0		6,764	0
Grants Commission - Local Roads	WA Local Government Grants Commission	10008.89.14	0	0		4,901	0
GOVERNANCE							
ANZAC day	RSL	10186.86.11	200	200		0	0
LAW, ORDER & PUBLIC SAFETY							
CCTV Project		10055.89.14	15,000	15,000		0	15,000
EDUCATION AND WELFARE							
Contributions	Various		3,700	3,700		0	3,700
COMMUNITY AMENITIES							
Food Organic Garden Organics	Department of Water & Environmental Regulation	10177.89.14	2,651	2,651		2,581	0
RECREATION AND CULTURE							
Coastal degradation (CHRMAP)	Department of Planning, Lands and Heritage	10180.89.14	50,000	50,000		0	50,000
Cottesloe Skatepark	Department of Planning, Lands and Heritage				0		0
Coastal Monitoring	Department of Planning, Lands and Heritage	10180.89.14	18,000	18,000		0	18,000
East Cottesloe Playground	POS Cash in lieu	Various	429,841		429,841	0	429,841
East Cottesloe Playground	Department of Transport	10191.8.13	20,000		20,000	5,000	15,000
Skatepark	Lotterywest	10207.244.72	743,900		743,900	400,000	343,900
Anderson Pavilion		10191.8.13	300,000		300,000	200,000	100,000
Anderson Pavilion Fit out	Cottesloe Junior Football Club	10207.244.72			9,091	9,091	
Playground Upgrade	Various		303,767		303,767	62,261	241,506
Contribution to Cottesloe Cat	Public Transport Authority	10181.89.14	13,000	13,000		0	13,000
Contributions	Various	10108.86.11				10,527	0
TRANSPORT							
Ackland Road Road Construction		10131.8.13	66,950		66,950	0	0
Eric Street Shared Path		10131.8.13	269,883		269,883	167,306	0
Direct Grant		10190.89.14	26,800	26,800		27,863	0
Marine Parade Road Rehabilitation - Budget Amendment			192,980		192,980	77,192	115,788
Developer Contributions		10140.86.11	45,000	45,000		33,735	11,265
Street Light Subsidy and Other Contributions		10134.86.11	12,000	12,000		0	12,000
ECONOMIC SERVICES							
ROW Contributions				0	0	4,500	(4,500)
TOTALS			2,513,672	186,351	2,336,412	1,011,721	1,364,500

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 12: TRUST FUND

Funds held at balance date over which the Town has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 23	Amount Received	Amount Paid	Closing Balance 29-Feb-24
	\$	\$	\$	\$
Cash in lieu of public open space	671,603	31,658	(15,158)	688,103
Cash in lieu - abandoned vehicles	0	405	0	405
	671,603	32,063	(15,158)	688,508

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Annual Budget	YTD Variance (Under)/Over
	Car Parks					
	Implementation of Parking Strategy	5.5021.2	0	75,000	75,000	(75,000)
	Jarrad Street Carpark	5.1023.2	0	50,000	50,000	(50,000)
	Carpark No 1	5.5010.2	0	70,000	70,000	(70,000)
○	ACROD Bays Installation and Upgrade	5.9000.2	12,754	30,756	46,133	(18,002)
○	Car Parks Total		12,754	225,756	241,133	(213,002)
	Drainage/Culverts					
○	Drainage Various	10.9000.2	5,528	33,335	50,000	(27,807)
	Drainage/Culverts Total		5,528	33,335	50,000	(27,807)
	Footpaths					
○	Eric Street Shared Path	15.1051.2	30,273	208,032	312,031	(177,759)
●	Various (Missing Links), Pram Ramp upgrades and kerb replacement	15.9000.2	13,238	13,334	20,000	(96)
○	Footpaths Total		43,511	221,366	332,031	(177,855)
	Irrigation					
○	Replacement of Reticulation Pump at Ocean Beach Hotel	20.1136.2	0	0	20,000	0
	Replacement of Reticulation Pump at Ocean Beach Hotel (BA OCM 213/2023)	20.4191.2	6,024	0	0	6,024
	Irrigation Construction - Jasper Green	20.6110.2	10,411	0	0	10,411
●	Irrigation Total		16,435	0	20,000	16,435
	Right of Ways					
●	ROW 7	24.2021.2	56,530	0	86,000	56,530
●	ROW 49	24.2055.2	13,200	0	18,000	13,200
●	Right of Way Total		69,730	0	104,000	69,730
	Parks and Ovals					
●	East Cottesloe Playground Upgrade (cash in lieu) (C/F)	30.7035.2	453,530	402,441	603,629	51,089
●	Skatepark	30.7045.2	387,467	579,582	848,433	(192,115)
○	Shade Sails	30.4085.2	2,780	0	15,000	2,780
○	Harvey Field Playground Upgrade	30.9000.1141	0	0	303,767	0
○	Replace Jasper Green Playground Softfall	30.6110.2	0	20,000	20,000	(20,000)
●	Parks and Ovals Total		843,777	1,002,023	1,790,829	(158,246)

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Annual Budget	YTD Variance (Under)/Over
	Buildings					
○	Civic Centre	35.4050.2	0	0	55,000	0
●	Anderson Pavillion Development	35.4010.2	609,568	840,000	1,050,000	(230,432)
	Anderson Pavillion Fitout	35.4011.2	0	0	15,000	0
○	Barchetta Toilet Renewal	35.4019.2	0	0	70,000	0
	Shine Air Conditioning (BA OCM 213/2023)	35.4190.2	17,250	0	0	17,250
○	Buildings Total		626,818	840,000	1,190,000	(213,182)
	Roads					
○	Ackland Way	40.1146.2	0	66,950	66,950	(66,950)
○	Roads Total		0	66,950	66,950	(66,950)
	Miscellaneous Infrastructure					
○	Beach Access Path Upgrades & Modifications	45.4131.2	2,941	165,266	165,266	(162,325)
	Renewal of Shade Shelters	45.1047.1142	0	25,000	25,000	(25,000)
	Groyne Disability Access Ramp	45.6040.2	0	50,000	50,000	(50,000)
	Foreshore Development	45.6080.50	349	0	0	349
	Smart Parking - Zone Controllers	45.1138.2	0	0	0	0
○	Miscellaneous Infrastructure Total		3,290	240,266	240,266	(236,976)
	Plant , Equipment & Vehicles Total					
●	Plant, Machinery & Equipment	47.9000.2	213,616	174,150	261,210	39,466
●	Plant , Equip. & Vehicles Total		213,616	174,150	261,210	39,466
	Furniture & Office Equip.					
○	Photocopier	49.9000.16	0	25,000	25,000	(25,000)
○	CCTV Upgrade	49.9000.8	0	7,331	11,000	(7,331)
●	Parking sensors	49.9000.20	51,360	45,000	45,000	6,360
●	Live streaming of meetings - hardware/software	49.9000.28	43,409	50,000	50,000	(6,591)
○	Furniture & Office Equip. Total		94,769	127,331	131,000	(32,562)
○	Capital Expenditure Total		1,930,228	2,931,177	4,427,419	(1,000,949)

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<u>EFT and Cheque Payments</u>				
1/02/2024	2295.2-01	Australian Services Union	Payroll deductions	\$ 212.00
1/02/2024	2295.3-01	Department of Human Services	Payroll deductions	\$ 576.33
1/02/2024	2294.2575-01	SuperChoice Services Pty Ltd	Superannuation contributions	\$ 38,396.31
1/02/2024	2295.3505-01	Fleet Choice Pty Ltd	Payroll deductions	\$ 374.57
1/02/2024	2295.4062-01	Remuneration Services (QLD) Pty Ltd	Payroll deductions	\$ 1,048.34
1/02/2024	2296.98000-01	Australian Taxation Office	Payroll tax deductions	\$ 57,547.00
2/02/2024	2297.22-01	Landgate - VGO	Gross rental valuations	\$ 145.24
2/02/2024	2297.62-01	Bunnings Group Ltd	Paint materials	\$ 37.12
2/02/2024	2297.77-01	Galvins Plumbing Supplies	Plumbing services	\$ 50.33
2/02/2024	2297.79-01	Perth Irrigation Centre	Reticulation parts	\$ 1,635.95
2/02/2024	2297.85-01	Western Metropolitan Regional Council	Waste collection services	\$ 24,211.21
2/02/2024	2297.88-01	Managed IT Pty Ltd	Computer hardware	\$ 9,382.76
2/02/2024	2297.89-01	Major Motors Pty Ltd	Vehicle services	\$ 1,719.08
2/02/2024	2297.105-01	Active Transport & Tilt Tray Services WA	Vehicle services	\$ 220.00
2/02/2024	2297.188-01	Bob Jane T-Mart	Tyres	\$ 280.00
2/02/2024	2297.210-01	Hays Specialist Recruitment (Aust.)	Temporary staff	\$ 12,356.32
2/02/2024	2297.526-01	Zipform Pty Ltd	Printing services	\$ 4,062.07
2/02/2024	2297.544-01	B M Pember	IT support	\$ 8,910.00
2/02/2024	2297.660-01	Dawson's Garden World	Citizenship ceremony - kangaroo paws	\$ 299.00
2/02/2024	2297.661-01	T-Quip	General plant supplies	\$ 856.70
2/02/2024	2297.951-01	Melville Subaru	Vehicle accessories	\$ 447.20
2/02/2024	2297.988-01	Securex Pty Ltd	Security services	\$ 114.40
2/02/2024	2297.1147-01	The Trustee for Chesterton Unit Trust T/as Cygent West	Consultancy services	\$ 15,840.00
2/02/2024	2297.1245-01	Nu-Trac Rural Contracting	Cleaning services	\$ 15,477.00
2/02/2024	2297.1479-01	Environmental Wastewater C S Pty Ltd	Clean sweeping services	\$ 5,348.20
2/02/2024	2297.1503-01	Diamond Hire	Cherry picker hire	\$ 922.00
2/02/2024	2297.1509-01	Mastec Australia Pty Ltd	Waste bins	\$ 3,008.15
2/02/2024	2297.1672-01	Environmental Health Australia (WA)	Membership fees	\$ 205.00
2/02/2024	2297.1912-01	Totally Workwear Fremantle	Work wear	\$ 1,318.63
2/02/2024	2297.1985-01	Julieman Pty Ltd T/A Complete Build	Plumbing supplies	\$ 404.80
2/02/2024	2297.1997-01	Stone Supplies WA Pty Ltd T/A Creation Landscape Supplies	Street maintenance	\$ 276.30
2/02/2024	2297.2017-01	Clark Equipment	Bobcat hire	\$ 3,100.26

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/02/2024	2297.2034-01	ColleaguesNagels Pty Ltd	Printing services	\$ 1,057.00
2/02/2024	2297.2067-01	Rico Enterprises P/L atf Rico Family Tst T/as Solo Resource Recovery	Waste collection services	\$ 89,400.95
2/02/2024	2297.2078-01	Pipeline Irrigation	Reticulation repairs	\$ 4,510.00
2/02/2024	2297.2083-01	StrataGreen	Horticulture supplies	\$ 1,806.92
2/02/2024	2297.2248-01	Coastline Mowers	Plant parts	\$ 2,984.50
2/02/2024	2297.2296-01	HiTech Security (WA) Pty Ltd	Security services	\$ 239.25
2/02/2024	2297.2408-01	AJ Loo Investments Pty Ltd ATF AJ Loo Investments	Catering	\$ 135.27
2/02/2024	2297.2504-01	The Fruit Box Group Pty Ltd	Catering supplies	\$ 274.08
2/02/2024	2297.2555-01	Borsa Pty Ltd Trading As S & A Smash Repairs	Vehicle repairs	\$ 300.00
2/02/2024	2297.2601-01	Sea Containers WA Pty Ltd	Sea container hire	\$ 272.80
2/02/2024	2297.2644-01	Integrated Management Consultants Pty Ltd Trading as Melville Mzda	Vehicle services	\$ 370.05
2/02/2024	2297.2664-01	Vigilant Traffic Management Group Pty Ltd	Traffic management plan services	\$ 726.00
2/02/2024	2297.2674-01	Ricoh Australia Pty Ltd	Photocopying charges	\$ 1,036.61
2/02/2024	2297.2702-01	Office of the Auditor General	Audit services	\$ 108,350.00
2/02/2024	2297.2725-01	AMPAC Debt Recovery (WA) Pty Ltd	Debt recovery commission costs	\$ 11.00
2/02/2024	2297.2772-01	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 2,876.25
2/02/2024	2297.3254-01	Ultimo Catering & Events Pty Ltd	Catering	\$ 297.95
2/02/2024	2297.3382-01	Woodlands Distributors Pty Ltd	Animals costs	\$ 2,752.20
2/02/2024	2297.3727-01	Helene Pty Ltd T/as LO-GO Appointments	Temporary staff	\$ 3,009.60
2/02/2024	2297.3730-01	Robert Walters Pty Ltd	Temporary staff	\$ 772.92
2/02/2024	2297.3866-01	Woolworths Group Limited	Catering supplies	\$ 108.05
2/02/2024	2297.3963-01	Miltom Pty Ltd T/as Classic Hire	Portable toilet hire	\$ 5,016.00
2/02/2024	2297.3976-01	The Trustee for Upton Family Trust T/as Terravac Vacuum Excavations	Drain educting services	\$ 4,467.38
2/02/2024	2297.4027-01	DCR Nominees Pty Ltd T/A Hygiene Concepts	Hygiene services	\$ 708.95
2/02/2024	2297.4039-01	Ruiter-Dawson Linda Robyn T/as The Connected Endeavour	Consulting Fee - ERP	\$ 5,200.00
2/02/2024	2297.4045-01	The Trustee for Richesrules Family Trust T/as AB Trees	Landscaping services	\$ 3,410.00
2/02/2024	2297.4076-01	The Trustee for MAJ Trust T/as Sheridan's badges and engraving	Engraving services	\$ 49.50
2/02/2024	2297.4077-01	Nudge Foundation Ltd	Training course	\$ 4,400.00
2/02/2024	2297.4094-01	Liu, Xuanchi T/as Struts West	Bobcat parts	\$ 66.00

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
2/02/2024	2297.4124-01	Gardner Autos Pty Ltd T/as Gardner Isuzu Ute	Vehicle purchase	\$ 48,494.80
2/02/2024	2297.4125-01	R Richards	Refund	\$ 42.50
2/02/2024	2297.4126-01	Western Ag Pty Ltd	Purchase ride-on mower	\$ 39,988.99
2/02/2024	2297.4127-01	S Copson	Refund	\$ 1,960.00
2/02/2024	2297.4128-01	SJF Work Advice Pty Ltd	Consultancy services	\$ 5,500.00
2/02/2024	2297.4129-01	K McGee	Event bond refund	\$ 1,066.00
9/02/2024	2298.32-01	D Derwin	Reimbursement - staff member	\$ 141.85
9/02/2024	2298.37-01	Winc Australia Pty Limited	General office supplies	\$ 894.88
9/02/2024	2298.41-01	Baileys Fertilisers	Fertiliser	\$ 1,215.50
9/02/2024	2298.62-01	Bunnings Group Ltd	Hardware supplies	\$ 452.34
9/02/2024	2298.77-01	Galvins Plumbing Supplies	Plumbing supplies	\$ 43.07
9/02/2024	2298.85-01	Western Metropolitan Regional Council	Waste disposal	\$ 23,472.52
9/02/2024	2298.88-01	Managed IT Pty Ltd	IT services	\$ 26,564.65
9/02/2024	2298.113-01	Telstra Corporation Limited	Telecommunication charges	\$ 1,794.65
9/02/2024	2298.146-01	Bring Couriers	Courier services	\$ 36.47
9/02/2024	2298.561-01	Perth Region NRM	Coastal and marine program	\$ 8,250.00
9/02/2024	2298.563-01	Kelyn Training Services	Whitecard/Basic traffic management train	\$ 990.00
9/02/2024	2298.642-01	David Gray & Co Pty Ltd	Supply bins	\$ 880.00
9/02/2024	2298.784-01	Western Australian Electoral Commission	Conduct the Town of Cottesloe ordinary election	\$ 38,864.43
9/02/2024	2298.941-01	Boatshed Market Pty Ltd T/A Boatshed Fresh Food	Catering	\$ 435.00
9/02/2024	2298.976-01	PRW Contracting Pty Ltd T/A Claremont Asphalt	Street maintenance	\$ 12,430.00
9/02/2024	2298.988-01	Securex Pty Ltd	Security services	\$ 333.96
9/02/2024	2298.1074-01	Freiberg Office Solutions Pty Ltd	Cabinetry work	\$ 3,517.30
9/02/2024	2298.1245-01	Nu-Trac Rural Contracting	Cleaning services	\$ 15,477.00
9/02/2024	2298.1503-01	Diamond Hire	Cherry picker hire	\$ 250.00
9/02/2024	2298.1663-01	General Lighting Services WA	Lighting - supply and service	\$ 1,526.25
9/02/2024	2298.1672-01	Environmental Health Australia (WA)	Conference fees	\$ 1,100.00
9/02/2024	2298.1812-01	A J Lemonnier	Reimbursement - staff member	\$ 328.85
9/02/2024	2298.1924-01	Technology One Ltd T/A Digital Mapping Solutions	Software licence fees	\$ 4,207.50
9/02/2024	2298.1949-01	West Coast Shade Pty Ltd	Repairs to shade sail	\$ 440.00
9/02/2024	2298.2028-01	Bug Busters	Pest control	\$ 759.00
9/02/2024	2298.2240-01	S Ritchie	Event bond refund	\$ 200.00
9/02/2024	2298.2340-01	M Harkins	Elected member allowance	\$ 4,337.50
9/02/2024	2298.2341-01	Electricity Generation and Retail	Electricity charges	\$ 6,047.89
9/02/2024	2298.2345-01	L Young	Elected member allowance	\$ 13,500.00

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/02/2024	2298.2346-01	H B Sadler	Elected member allowance	\$ 6,087.50
9/02/2024	2298.2354-01	CSCH Pty Ltd t/as Charles Service	Cleaning services	\$ 12,288.28
9/02/2024	2298.2424-01	Corsign WA Pty Ltd	Signage services	\$ 311.30
9/02/2024	2298.2512-01	Trustee for Fiford Family Trust T/As WA Heritage Tree Surgeons	Landscaping services	\$ 4,235.00
9/02/2024	2298.2555-01	Borsa Pty Ltd Trading As S & A Smash Repairs	Vehicle repairs	\$ 300.00
9/02/2024	2298.2570-01	Greenshed Pty Ltd Trading as Living Turf	Soil testing	\$ 643.50
9/02/2024	2298.2612-01	Instant Toilets & Showers Pty Ltd T/as Instant Products Hire	Portable toilet hire	\$ 1,279.10
9/02/2024	2298.2663-01	Officeworks Ltd	Office supplies	\$ 476.95
9/02/2024	2298.2674-01	Ricoh Australia Pty Ltd	Photocopying charges	\$ 307.14
9/02/2024	2298.2682-01	Scotswood Pty Ltd Trading as E-Qual Disability Consultants	Consultancy services	\$ 3,850.00
9/02/2024	2298.2886-01	Quadiant Finance Australia Pty Ltd	Folding machine lease	\$ 411.40
9/02/2024	2298.2899-01	E Group Holdings Pty Ltd Trading As E-Fire & Safety	Fire safety monthly service	\$ 205.15
9/02/2024	2298.2955-01	M C Bulbeck	Elected member allowance	\$ 4,337.50
9/02/2024	2298.3394-01	The Space Station (Australia) Pty Ltd	Community engagement and healthy streets project	\$ 3,712.50
9/02/2024	2298.3497-01	Councillor B Wylenko	Elected member allowance	\$ 4,337.50
9/02/2024	2298.3560-01	ASV Sales & Services (WA) Pty Ltd	Bobcat hire	\$ 286.00
9/02/2024	2298.3614-01	Valrose Pty Ltd	Consulting fee - ERP	\$ 5,388.06
9/02/2024	2298.3663-01	Jaycar Electronics	Electrical items	\$ 111.85
9/02/2024	2298.3700-01	Averna Pty Ltd t/as Averna Homes	Infrastructure bond refund	\$ 1,500.00
9/02/2024	2298.3727-01	Helene Pty Ltd T/as LO-GO Appointments	Temporary staff	\$ 7,159.68
9/02/2024	2298.3730-01	Robert Walters Pty Ltd	Temporary staff	\$ 1,075.36
9/02/2024	2298.3779-01	FJ Fitz & Co Pty Ltd T/A FJ Fitzsimmons & Co	Street maintenance	\$ 825.00
9/02/2024	2298.3816-01	L A Clegg	Infrastructure bond refund	\$ 1,500.00
9/02/2024	2298.3869-01	Scorer, Heather Joy T/as Design With Joy	Design work	\$ 175.00
9/02/2024	2298.3940-01	Filippone, John Frank T/as Procurement Plus	Procurement advisory subscription	\$ 1,273.80
9/02/2024	2298.3976-01	The Trustee for Upton Family Trust T/as Terravac Vacuum Excavations	Drain educting services	\$ 3,213.38
9/02/2024	2298.4045-01	The Trustee for Richesrules Family Trust T/as AB Trees	Landscaping services	\$ 1,650.00
9/02/2024	2298.4072-01	Councillor M S Thomas	Elected member allowance	\$ 4,337.50
9/02/2024	2298.4073-01	Councillor J R Irvine	Elected member allowance	\$ 4,337.50
9/02/2024	2298.4075-01	Councillor K J Mason	Elected member allowance	\$ 4,337.50
9/02/2024	2298.4076-01	The Trustee for MAJ Trust T/as Sheridan's badges and engraving	Engraving services	\$ 816.64

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/02/2024	2298.4081-01	S L N Heath	Elected member allowance	\$ 4,337.50
9/02/2024	2298.4101-01	Body Majic	Event bond refund	\$ 500.00
9/02/2024	2298.4130-01	Danny Psaros Builders	Infrastructure bond refund	\$ 1,500.00
9/02/2024	2298.4131-01	J Leckie	Event bond refund	\$ 1,000.00
9/02/2024	2298.4132-01	K Birch	Event bond refund	\$ 500.00
9/02/2024	2298.4133-01	M V Prater	Planning bond refund	\$ 312.00
9/02/2024	2298.4134-01	L A Parker	Infrastructure bond refund	\$ 1,000.00
9/02/2024	2298.4135-01	S MacPherson	Event bond refund	\$ 500.00
9/02/2024	2298.4136-01	R Ryan	Event bond refund	\$ 500.00
9/02/2024	2298.4137-01	S Jain	Event bond refund	\$ 2,000.00
9/02/2024	2298.4138-01	K Smith	Event bond refund	\$ 500.00
9/02/2024	2298.4139-01	M Spadaccini	Event bond refund	\$ 1,000.00
9/02/2024	2298.4142-01	V M Finlayson	Event bond refund	\$ 1,000.00
9/02/2024	2298.4144-01	The Trustee for PC Trust T/as Price Consulting Group	Consultancy services	\$ 13,200.00
9/02/2024	2298.4145-01	Elizabeth Reiss & Associates	Rates refund	\$ 388.92
9/02/2024	2298.4146-01	V A Taranto	Rebate - Native water wise verge	\$ 500.00
9/02/2024	2298.4147-01	Mondoluce (Aust) Pty Ltd	Lighting - supply and service	\$ 1,954.88
9/02/2024	2298.4148-01	Market Creations Agency Pty Ltd	Website services	\$ 3,300.00
9/02/2024	2298.4150-01	M Cleggett	Refund	\$ 100.00
15/02/2024	2300.2-01	Australian Services Union	Payroll deductions	\$ 212.00
15/02/2024	2300.3-01	Department of Human Services	Payroll deductions	\$ 576.33
15/02/2024	2299.2575-01	SuperChoice Services Pty Ltd	Superannuation contributions	\$ 38,091.59
15/02/2024	2300.3505-01	Fleet Choice Pty Ltd	Payroll deductions	\$ 374.57
15/02/2024	2300.4062-01	Remuneration Services (QLD) Pty Ltd	Payroll deductions	\$ 1,048.34
15/02/2024	2301.98000-01	Australian Taxation Office	Payroll tax deductions	\$ 46,235.00
16/02/2024	2302.19-01	McLeods Barristers & Solicitors	Legal services	\$ 7,307.85
16/02/2024	2302.24-01	ZircoDATA Pty Ltd	Storage fees	\$ 515.53
16/02/2024	2302.37-01	Winc Australia Pty Limited	General office supplies	\$ 1,137.13
16/02/2024	2302.62-01	Bunnings Group Ltd	Hardware supplies	\$ 813.02
16/02/2024	2302.77-01	Galvins Plumbing Supplies	Plumbing supplies	\$ 1,188.11
16/02/2024	2302.84-01	West Australian Local Government Association	Traineeship course	\$ 1,072.50
16/02/2024	2302.113-01	Telstra Corporation Limited	Telecommunication charges	\$ 7,279.80
16/02/2024	2302.210-01	Hays Specialist Recruitment (Aust.)	Temporary staff	\$ 4,744.35
16/02/2024	2302.231-01	A1 Pools Pty Ltd	Infrastructure bond refund	\$ 1,000.00
16/02/2024	2302.544-01	B M Pember	IT support	\$ 12,276.00

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
16/02/2024	2302.656-01	Surf Life Saving Western Australia	Life guard services	\$ 37,356.37
16/02/2024	2302.800-01	Kleen West Distributors	Vehicle engine maintenance items	\$ 317.79
16/02/2024	2302.941-01	Boatshed Market Pty Ltd T/A Boatshed Fresh Food	Catering	\$ 455.00
16/02/2024	2302.988-01	Securex Pty Ltd	Security services	\$ 114.40
16/02/2024	2302.1042-01	Iron Mountain Australia Group Pty Ltd	Records storage	\$ 518.79
16/02/2024	2302.1159-01	Light Application Pty Ltd	Reprogram Dynalite system - general syst	\$ 440.00
16/02/2024	2302.1219-01	Cartridge World - Bull Creek	Photocopier cartridges	\$ 535.61
16/02/2024	2302.1361-01	Department of Transport	Disclosure of information fees	\$ 2,560.80
16/02/2024	2302.1479-01	Environmental Wastewater C S Pty Ltd	Clean sweeping services	\$ 9,831.25
16/02/2024	2302.1503-01	Diamond Hire	Cherry picker hire	\$ 433.00
16/02/2024	2302.1911-01	Civiq Pty Ltd	Water filters	\$ 528.85
16/02/2024	2302.1994-01	West Australian Newspaper Ltd	Newspaper subscription	\$ 181.20
16/02/2024	2302.1997-01	Stone Supplies WA Pty Ltd T/A Creation Landscape Supplies	Materials for street maintenance	\$ 260.10
16/02/2024	2302.2028-01	Bug Busters	Pest control	\$ 198.00
16/02/2024	2302.2056-01	Scotts Scrubbing & Sweeping Services	Cleaning services	\$ 4,290.00
16/02/2024	2302.2083-01	StrataGreen	Horticulture supplies	\$ 1,991.40
16/02/2024	2302.2296-01	HiTech Security (WA) Pty Ltd	Security services	\$ 407.00
16/02/2024	2302.2341-01	Electricity Generation and Retail	Electricity charges	\$ 40,703.41
16/02/2024	2302.2466-01	TenderLink	Advertising services	\$ 177.10
16/02/2024	2302.2512-01	Trustee for Fiford Family Trust T/As WA Heritage Tree Surgeons	Landscaping services	\$ 5,830.00
16/02/2024	2302.2514-01	Element Advisory Pty Ltd	Heritage consultant	\$ 2,750.00
16/02/2024	2302.2556-01	Water Technology Pty Ltd	Consultancy services	\$ 13,022.86
16/02/2024	2302.2570-01	Greenshed Pty Ltd Trading as Living Turf	Fertiliser	\$ 1,022.45
16/02/2024	2302.2601-01	Sea Containers WA Pty Ltd	Sea container hire	\$ 255.20
16/02/2024	2302.2644-01	Integrated Management Consultants Pty Ltd Trading as Melville Mzda	Vehicle services	\$ 930.25
16/02/2024	2302.2664-01	Vigilant Traffic Management Group Pty Ltd	Traffic management plan services	\$ 1,331.00
16/02/2024	2302.2725-01	AMPAC Debt Recovery (WA) Pty Ltd	Debt recovery commission costs	\$ 5.50
16/02/2024	2302.2777-01	Phase 3 Landscape Construction Pty Ltd	Skate park project	\$ 47,691.26
16/02/2024	2302.2899-01	E Group Holdings Pty Ltd Trading As E-Fire & Safety	Fire safety services	\$ 205.15
16/02/2024	2302.3254-01	Ultimo Catering & Events Pty Ltd	Catering	\$ 441.95
16/02/2024	2302.3534-01	Moore Australia (WA) Pty Ltd	Strategic planning services	\$ 9,900.00
16/02/2024	2302.3663-01	Jaycar Electronics	Vehicle items	\$ 678.00
16/02/2024	2302.3684-01	R Peters	Refund	\$ 2.40

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
16/02/2024	2302.3774-01	Datacom Solutions (AU) Pty Ltd	Software licence fees	\$ 7,970.60
16/02/2024	2302.3779-01	FJ Fitz & Co Pty Ltd T/A FJ Fitzsimmons & Co	Street maintenance	\$ 4,070.00
16/02/2024	2302.3801-01	Hames Sharley (WA) Pty Ltd	Consultancy services	\$ 7,801.31
16/02/2024	2302.3928-01	Sylex Distributors Pty Ltd T/as Sylex Ergonomics C/- Sylex Distributor	Office hardware	\$ 559.90
16/02/2024	2302.4008-01	Omnicom Media Group Australia Pty Ltd	Advertising services	\$ 405.53
16/02/2024	2302.4027-01	DCR Nominees Pty Ltd T/A Hygiene Concepts	Hygiene services	\$ 708.95
16/02/2024	2302.4039-01	Ruiter-Dawson Linda Robyn T/as The Connected Endeavour	Consulting Fee - ERP	\$ 5,200.00
16/02/2024	2302.4149-01	SAI Global Australia Pty Ltd	Subscription costs	\$ 4,276.54
16/02/2024	2302.4152-01	V Wilson	Event bond refund	\$ 500.00
16/02/2024	2302.4153-01	R Goldberg	Rates refund	\$ 201.64
20/02/2024	2305.3722-01	Flexi Staff Group Pty Ltd T/as Flexi Staff	Temporary staff	\$ 12,123.10
23/02/2024	2306.22-01	Landgate - VGO	Gross rental valuations	\$ 151.78
23/02/2024	2306.37-01	Winc Australia Pty Limited	Miscellaneous supplies	\$ 851.19
23/02/2024	2306.45-01	Town of Mosman Park	Seniors week activities - contributions	\$ 1,266.98
23/02/2024	2306.62-01	Bunnings Group Ltd	Hardware supplies	\$ 828.51
23/02/2024	2306.79-01	Perth Irrigation Centre	Reticulation parts	\$ 439.45
23/02/2024	2306.85-01	Western Metropolitan Regional Council	Waste disposal	\$ 35,816.64
23/02/2024	2306.86-01	Midshore Pty Ltd T/as Statewide Line Marking	Road markings	\$ 750.75
23/02/2024	2306.88-01	Managed IT Pty Ltd	Software licence fees	\$ 931.39
23/02/2024	2306.113-01	Telstra Corporation Limited	Telecommunication charges	\$ 1,659.02
23/02/2024	2306.139-01	Australia Post	Postal services	\$ 1,651.10
23/02/2024	2306.210-01	Hays Specialist Recruitment (Aust.)	Temporary staff	\$ 7,106.83
23/02/2024	2306.449-01	Webb & Brown Neaves Pty Ltd	Infrastructure bond refund	\$ 1,500.00
23/02/2024	2306.551-01	Australasian Performing Right Association limited	Licence fee	\$ 368.28
23/02/2024	2306.602-01	WA Treasury Corporation	Loan payments	\$ 223,274.72
23/02/2024	2306.661-01	T-Quip	General plant services	\$ 793.00
23/02/2024	2306.941-01	Boatshed Market Pty Ltd T/A Boatshed Fresh Food	Catering	\$ 445.00
23/02/2024	2306.976-01	PRW Contracting Pty Ltd T/A Claremont Asphalt	Street maintenance	\$ 2,200.00
23/02/2024	2306.1199-01	Drainflow Services Pty Ltd	Drain cleaning services	\$ 3,833.50
23/02/2024	2306.1626-01	Young's Plumbing Service Pty Ltd	Plumbing services	\$ 328.45
23/02/2024	2306.1863-01	Perth Aquatic, Seed, & Ecological Services Pty Ltd	Pond pump	\$ 629.00
23/02/2024	2306.1933-01	Moore Stephens Perth	Audit services	\$ 660.00
23/02/2024	2306.2028-01	Bug Busters	Pest control	\$ 187.00

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
23/02/2024	2306.2078-01	Pipeline Irrigation	Reticulation repairs	\$ 437.80
23/02/2024	2306.2296-01	HiTech Security (WA) Pty Ltd	Security services	\$ 2,233.00
23/02/2024	2306.2512-01	Trustee for Fiford Family Trust T/As WA Heritage Tree Surgeons	Landscaping services	\$ 770.00
23/02/2024	2306.2570-01	Greenshed Pty Ltd Trading as Living Turf	Fertiliser	\$ 1,584.00
23/02/2024	2306.2644-01	Integrated Management Consultants Pty Ltd Trading as Melville Mzda	Vehicle services	\$ 1,208.60
23/02/2024	2306.2664-01	Vigilant Traffic Management Group Pty Ltd	Traffic management plan services	\$ 1,790.80
23/02/2024	2306.2772-01	Department of Mines, Industry Regulation and Safety	Building services levy collection	\$ 18,390.46
23/02/2024	2306.2782-01	Classic Contractors Pty Ltd	Anderson Pavilion development	\$ 123,044.76
23/02/2024	2306.3470-01	R R de Wit	Reimbursement - staff member	\$ 736.14
23/02/2024	2306.3560-01	ASV Sales & Services (WA) Pty Ltd	Bobcat hire	\$ 286.00
23/02/2024	2306.3614-01	Valrose Pty Ltd	Consulting fee - ERP	\$ 4,377.80
23/02/2024	2306.3632-01	Higgo Nominees Pty Ltd T/as Midland Sands & Soils Supplies	Materials for street maintenance	\$ 2,266.00
23/02/2024	2306.3712-01	The Trustee for Green Family Trust T/as Kit Bag	Work wear	\$ 269.85
23/02/2024	2306.3779-01	FJ Fitz & Co Pty Ltd T/A FJ Fitzsimmons & Co	Street maintenance	\$ 660.00
23/02/2024	2306.4115-01	The Salvation Army Perth Fortress	Carols by Candlelight - donation	\$ 2,000.00
23/02/2024	2306.4140-01	N Gregoriadis	Event bond refund	\$ 500.00
23/02/2024	2306.4141-01	I Fletcher	Event bond refund	\$ 500.00
23/02/2024	2306.4154-01	A C Y Woo	Infrastructure bond refund	\$ 1,500.00
23/02/2024	2306.4155-01	J Welsh	Event bond refund	\$ 1,000.00
23/02/2024	2306.4156-01	Vergola WA	Infrastructure bond refund	\$ 1,000.00
23/02/2024	2306.4157-01	N Lavis	Event bond refund	\$ 500.00
29/02/2024	2308.2-01	Australian Services Union	Payroll deduction	\$ 212.00
29/02/2024	2308.3-01	Department of Human Services	Payroll deduction	\$ 576.33
29/02/2024	2307.2575-01	SuperChoice Services Pty Ltd	Superannuation contributions	\$ 37,780.02
29/02/2024	2308.3505-01	Fleet Choice Pty Ltd	Payroll deduction	\$ 374.57
29/02/2024	2308.4062-01	Remuneration Services (QLD) Pty Ltd	Payroll deduction	\$ 1,048.34
29/02/2024	2309.98000-01	Australian Taxation Office	Payroll deduction	\$ 46,167.00
01/02/2024		Town of Cottesloe Staff	Fortnightly payroll	\$ 174,110.37
05/02/2024		Commonwealth Bank of Australia	Bank fees	\$ 325.26
12/02/2024		Refund - Eftpos	Reverse incorrect entry	\$ 100.00
15/02/2024		National Australia Bank	Bank fees	\$ 38.78

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
15/02/2024		Town of Cottesloe Staff	Fortnightly payroll	\$ 148,206.61
16/02/2024		Westnet	Bank charges	\$ 1.49
19/02/2024		National Australia Bank	Bank fees	\$ 25.08
28/02/2024		National Australia Bank	Bank fees	\$ 16.81
29/02/2024		National Australia Bank	Bank fees	\$ 359.74
29/02/2024		National Australia Bank	Bank fees	\$ 520.68
29/02/2024		National Australia Bank	Bank fees	\$ 1,811.90
29/02/2024		Town of Cottesloe Staff	Fortnightly payroll	\$ 148,955.48
SUB - TOTAL EFT'S AND CHEQUES				\$ 2,198,211.83
Credit Card payments				
16/02/2024	2303.1098-01	National Australia Bank Business Visa	Credit Card - January 2024	
			- Adobe - Software licence charges	\$ 11.29
			- Adobe - Software licence charges	\$ 29.99
			- Adobe - Software licence charges	\$ 769.80
			- Adobe - Software licence charges	\$ 79.99
			- Mailchimp - Software licence charge	\$ 59.75
			- Bunnings - gift item	\$ 260.00
			- Bunnings - miscellaneous items	\$ 58.20
			- Woolworths - Australia Day Ceremony Gift pack items	\$ 179.74
			- WA Hino - Vehicle service	\$ 426.25
			- Witivio - Software licence charges	\$ 34.82
			- Adobe - Software licence charges	\$ 21.10
			- Car Care (WA) Fremantle	\$ 110.00
			- NAB - credit card fees	\$ 10.04
Credit Card Total - January 2024				\$ 2,050.97
29/02/2024	2319.1098-01	National Australia Bank Business Visa	Credit Card - February 2024	
			- Adobe - Software licence charges	\$ 29.99
			- Adobe - Software licence charges	\$ 804.79
			- Kmart - Kitchen supplies for the War Memorial Hall	\$ 120.00
			- Adobe - Software licence charges	\$ 79.99

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

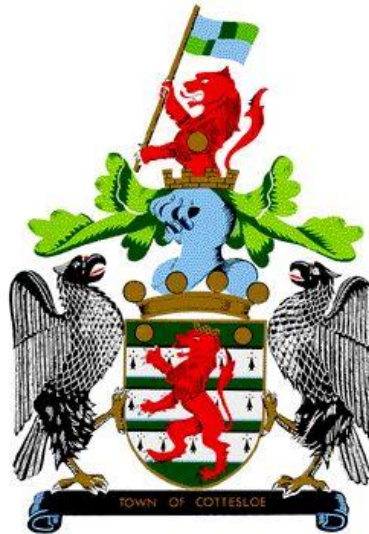
<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	
			- Mailchimp - Software licence charge	\$	60.02
			- Witivio - Software licence charges	\$	34.69
			- Reimbursement: Fraud reversal	-\$	270.23
			- Reimbursement: Fraud reversal	-\$	1,000.00
			- Credit card fees	\$	10.04
		Credit Card Total - February 2024		-\$	130.71

TOWN OF COTTESLOE

LIST OF ACCOUNTS PAID DURING FEBRUARY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 APRIL 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Fuel Card Payments				
19/02/2024	2304.1721-01	Business Fuel Cards Pty Ltd	Fleet fuel cards - January 2024	
		- Card number 604519	Fuel purchases - Registration COT Diesel	\$ 135.53
		- Card number 635876	Fuel purchases - Registration 1GIB711	\$ 191.47
		- Card number 505588	Fuel purchases - Registration 1GXJ065	\$ 339.14
		- Card number 567760	Fuel purchases - Registration 1HRH174	\$ 169.42
		- Card number 821985	Fuel purchases - Registration 1GVU588	\$ 214.15
		- Card number 877557	Fuel purchases - Registration 1HTF613	\$ 197.79
		- Card number 046269	Fuel purchases - Registration Depot Small	\$ 184.13
		- Card number 233800	Fuel purchases - Registration 1GCL860	\$ 130.49
		- Card number 996786	Fuel purchases - Registration 1HWL927	\$ 486.38
		- Card number 056580	Fuel purchases - Registration 1HWK612	\$ 607.09
		- Card number 150205	Fuel purchases - Registration 1HND285	\$ 548.34
		- Card number 632038	Fuel purchases - Registration 1HOH345	\$ 583.46
		- Card number 055484	Fuel purchases - Registration 1GXV805	\$ 77.22
		- Card number 009506	Fuel purchases - Registration 1HVS060	\$ 6.37
		- Card number 339944	Fuel purchases - Registration 1HZF134	\$ 214.88
		- Card number 346915	Fuel purchases - Registration 1HZF136	\$ 334.74
		- Card number 481597	Fuel purchases - Registration 1HZM771	\$ 596.06
		- Card number 537239	Fuel purchases - Registration 1HIY954	\$ 258.77
		- Card number 739306	Fuel purchases - Registration 1HJT268	\$ 498.19
		- Card number 739744	Fuel purchases - Registration 1HJJ843	\$ 558.50
		- Card number 633177	Fuel purchases - Registration 1GRD368	\$ 291.83
		- Card number 859715	Fuel purchases - Registration 1EXZ241	\$ 314.81
		- Card number 661788	Fuel purchases - Registration 1GCT757	\$ 137.78
		- Card number 746258	Fuel purchases - Registration 1GWK670	\$ 93.35
		- Card number 033920	Fuel purchases - Registration 1HRG905	\$ 425.23
		- Card number 051731	Fuel purchases - Registration 1GIZ365	\$ 307.25
		- Card number 919881	Fuel purchases - Registration 1HLN796	\$ 236.89
		Purchases - January 2024		\$ 8,139.26
		GRAND TOTAL		\$ 2,208,271.35

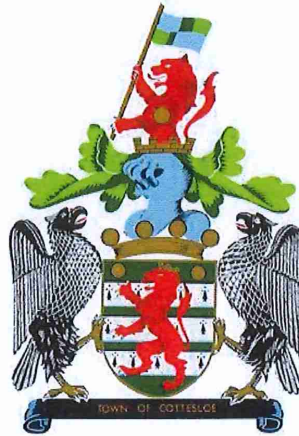
TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.2A: ANNUAL GENERAL MEETING OF ELECTORS MINUTES

TOWN OF COTTESLOE**ANNUAL GENERAL MEETING OF ELECTORS****UNCONFIRMED MINUTES**

WAR MEMORIAL HALL, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, WEDNESDAY, 20 MARCH 2024

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

MATTHEW SCOTT
Chief Executive Officer
5 April 2024

ANNUAL GENERAL MEETING OF ELECTORS

1. Declaration of Meeting Open

The Presiding Member, Mayor Young opened the meeting at 6:04 pm

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. Attendance

Elected Members Present

Mayor Young
Cr Sadler
Cr Wylynko
Cr Mason
Cr Irvine
Cr Heath
Cr Harkins

Electors Present

Clare McLaren	Cottesloe Elector
Philippa & Chris Wiggins	Cottesloe Elector
Gabor Bedo	Cottesloe Elector
Greg & Mary Prout	Cottesloe Elector
Chris Gilmour	Cottesloe Elector
Barb Dobson	Cottesloe Elector
Kim Leunig	Cottesloe Elector
Phil Paterson	Cottesloe Elector
Ken Macintyre	Cottesloe Elector

Staff Present

Matthew Scott
Shaun Kan
Shane Collie
Steve Cleaver
Jacquelyne Pilkington

Media

Brett Christian

POST Newspapers

3. Apologies**Elected Members**

Cr Bulbeck

Cr Thomas

Electors

Stephen Mellor

Cottesloe Elector

4. The Mayor's Welcome

The Presiding Member welcomed everyone to the meeting.

5. Confirmation of Minutes**Moved Phil Patterson****Seconded Cr Wylenko****That the Minutes of the Annual General Meeting of Electors held on Wednesday, 17 May 2023 be confirmed.****Carried 9/0****6. Discussion of the 2022/23 Annual Report for the Town of Cottesloe**

- a. The Mayor's Message
- b. The Chief Executive Officer's Report
- c. Statutory Reports
- d. Integrated Planning and Reporting
- e. Financial Statements
- f. The Auditor's Report

ATTACHMENT: 2022/23 Annual Report for the Town of Cottesloe

ELECTOR MOTION**Moved Cr Harkins****Seconded Cr Irvine****That the Meeting receives the 2022/2023 Annual Report for the Town of Cottesloe.****Carried 9/0**

7. Public Question Time (Annual Report)

Nil

8. Public Question Time (General Business)

Chris Gilmour

Q1. When did Council move to hand back to the Crown ROW 20A and 20B?

R1. The Town of Cottesloe has progressed the transfer of Rights of Ways (ROWs) to the Crown over many years. At the 21 February 2023 Special Council Meeting, Council confirmed this position as part of resolution SCM009/2023.

“THAT Council:

3. Instruct the CEO, in order to mitigate future adverse possession claims, to:

b. To continue to progress the transfer of any and all remaining ROWs currently in the name to the Town of Cottesloe to the Crown;”

Q2. If this motion was made behind closed doors, can the motion be made public in writing?

R2. The Resolution is available via the Minutes of the 21 February 2023 SCM, available at: <https://www.cottesloe.wa.gov.au/council-meetings/special-council-meeting/21-february-2023-special-council-meeting/325>.

Q3. What was the basis for making this decision?

R3. The principal aim of the Right of Way (ROW) strategy is to transfer the remaining ROWs to the Crown so that no future Adverse Possession claims can arise and the land will remain available for the benefit of the entire community. This can only be achieved once all encumbrances (encroachments) have been removed to the Crown’s satisfaction. An additional benefit is to provide clear title to impacted residents.

Barb Dobson

Q1. Why is the Council giving away these laneways to the Crown?

R1. The principal aim of the Right of Way (ROW) strategy is to transfer the remaining ROWs to the Crown so that no future Adverse Possession claims can arise and the land will remain available for the benefit of the entire community. This can only be achieved once all encumbrances (encroachments) have been removed to the Crown’s satisfaction. An additional benefit is to provide clear title to impacted residents.

Q2. And is it related to, or paving the way for the government's future proposed urban infill?

- R2. The ROW Strategy is unrelated to the infill targets within the Local Planning Strategy, which will be available for Public comment subject to WAPC approval. Prior to any infill being permitted the Local Planning Strategy (LPS) needs to be adopted by the WAPC (after public consultation) and the Local Planning Scheme zonings need to be updated, which could take several years. One of the reasons for the large areas identified for further investigation within the LPS is to allow a sympathetic interphase between higher density (close to the Railway Stations) and current single residential zoning (further away from the Railway Stations), similar to what has been achieved in Claremont through the adoption of a similar approach.
- Q3. I have another question, it's in regard to gaining access to the outcome, [of the ROW encroachment survey].
- R3. A decision is still to be made as to whether the entire Survey can be provided.

Phil Paterson

- Q1. Reading what's happened in Nedlands, I was just wondering if the staff understands the new accounting system?
- R1. The Town is unable to comment as to what is occurring in the City of Nedlands. However the Administration is acutely aware of the problems associated with changing over Information [accounting] systems and has incorporated various measures (Project and Change Managers, long time frames, etc) to mitigate any risks and situations that may or may not cause the problems being experienced by the City of Nedlands.
- Q2. Are you [The Council] happy with the communications and availability of staff to ask questions?
- R2. Elected Members regularly put questions to the Administration regarding the Town's finances, and the Administration is good at providing responses.
- Q3. Will WALGA or someone prepare a report on any lessons learned [regarding what has occurred at the City of Nedlands] that will be distributed around to different councils to make sure the [Town of Cottesloe] is not making any of the errors that the City of Nedlands have previously made?
- R3. It is not unusual for WALGA or relevant Government Agencies to provide advice to the Local Government Sector on how to avoid issues, similar to what may have occurred at the City of Nedlands, once the causes creating these issues have been properly identified. This matter was recently discussed at a recent Audit Committee Meeting.

Chris Wiggins

- Q1. What's the current status of the planning for the central business district, [especially] in regards to the old Hotel?
- R1. The Town of Cottesloe and the Shire of Peppermint Grove are developing a Precinct Structure Plan for the Town Centre. Last year there was community consultation in relation to this Precinct Structure Plan. There will be further consultation once the Precinct Structure Plan is finalised. Once finalised the Precinct Structure Plan will be incorporated into either the existing Local Planning Scheme (No.3) or the new Local Planning Scheme No.4. The Albion Hotel is on the State Heritage List, which provides additional protection from possible redevelopment in the future.
- Q2: [How is the Albion Hotel) recognised by Council?
- R2. Being on the State Heritage List provides greater protection than the Town can provide.

Kim Leunig

- Q1. I wish to know what the Council will do about its encroachments [installed by the Town] on our laneway [ROW] which have brought the laneway down to 3 metres in places and have made it difficult to navigate?
- R1. As the ROWs are currently vested in the Town, anything installed by the Town on the ROW are not classified as an encroachment. If what has been installed is restricting access by residents, the Town can consider if it needs to be removed.

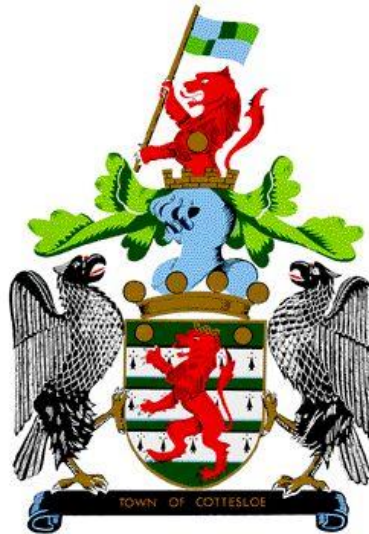
9. Public Statement Time

Mr Leunig then made a statement expressing concern about the treatment of ROW20 compared to other ROWs. He provided a brief history of how ROW 20 evolved and explained that the adverse possession legislation is managed by Landgate, which applies strict rules in determining whether adverse possession exists, and that the Town (or resident groups) cannot overrule Landgate decisions.

10. Closure of the Meeting

The Presiding Member closed the meeting at 6:49pm.

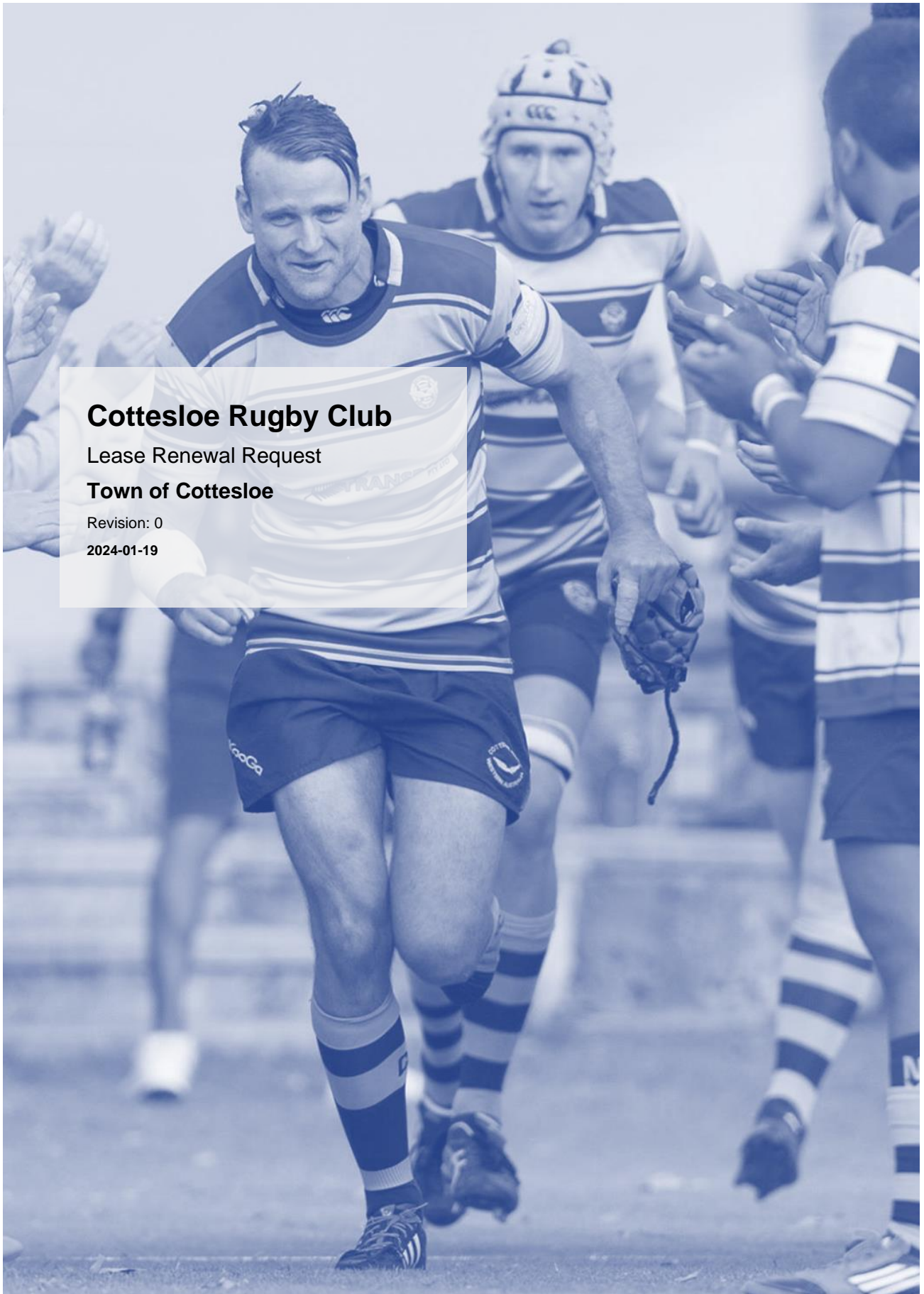
TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.3A:
COTTESLOE RUGBY CLUB LEASE RENEWAL
29012024 FINAL**



Cottesloe Rugby Club

Lease Renewal Request

Town of Cottesloe

Revision: 0

2024-01-19



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Appendices





1 Executive Summary

Cottesloe Rugby Union Football Club has a lease agreement with the Town of Cottesloe ending 31 December 2024. The Club is seeking a 5 year extension of the lease, to 31 December 2029. This extension will enable the club to prepare a Detailed Masterplan by the end of year 3, discuss and agree on details of the proposed master plan in year 4, followed by a new lease at the end of year 5. We are not seeking any change to the terms and conditions of that lease.

Cottesloe Rugby Union Football Club is the oldest rugby club in Western Australia, having been founded in 1893. The club enjoys the use of arguably one of the most beautiful setting and grounds of any sporting club in the world. It overlooks the Indian Ocean with uninterrupted 180 degree views out to Rottnest Island and is set amongst some prime real estate in the middle of Cottesloe forming a hub of community and sporting activities.

Cottesloe RUFC "Cottesloe Rugby" prides itself on developing home-grown talent and in making new members welcome, from across the community and internationally. The club boasts a large playing group of more than 2200 senior members and players and 220 junior players, across 16 teams, in both senior (men's & women's) and junior competitions. Over the past 130 years, the club has accumulated a tremendous history and won many accolades, both on and off the field.

As a not-for-profit organisation, the success of the club is closely tied to our relationship with Town of Cottesloe and our existing lease at Harvey Field on Broome St. The clubs committee works closely with council staff reporting at annual meetings with the CEO and Mayor as well as regular interactions with the maintenance and gardens team.

This report sets out the benefits of this lease arrangement to both Town of Cottesloe & Cottesloe Rugby Club. The report outlines our history, the impact we are making in community sport, our investment in the asset (past and future planned) and the mutual benefits Cottesloe Rugby and Town of Cottesloe with this lease arrangement.





2 About Cottesloe Rugby Club

2.1 Club History

Cottesloe Rugby was originally formed in 1893 and were known as 'The Pirates', a name now proudly adopted by our Junior club. Cottesloe is the only original club still in existence in WA and is older than the WARU (or RugbyWA as it's now known).

Cottesloe Rugby moved to our home at Harvey Field in 1930, taking on the Two Blue strip and becoming known as the Seagulls, or simply 'the Gulls', as clearly illustrated in our club logo. Cottesloe have a strong and distinguished history with continual growth, starting from a single team to now fielding 4 Men's, a Women's side, along with an established Juniors club with the largest junior numbers of any clubs in the western suburbs. Training has been on Tuesdays and Thursdays for the last 50 years and the club and the local residents have always enjoyed a positive relationship ensuring both parties can enjoy the facilities.

Recent times have seen Cottesloe regularly fielding 4 Mens, a Women's team, making us one of the largest clubs in the WA competition. Our recent successes include winning the Premier Grade Competition for 3 years in a row (2019-2021) as well as multiple competitions for our Women's Team, affectionately known as the SheGulls.

Cottesloe has long been a breeding ground for Australia's finest rugby players with State, Super Rugby and International representatives from both Cottesloe men's and women's teams in 15s and 7s Rugby throughout the years. Most recently Dane Haylett-Petty (Australia Wallabies, Western Force), Ollie Hoskins, Ryan Louwrens, and Junior Rasolea (2016 Western Force), Rebecca Clough, Mhicca Carter (Australia Walleroos), Natasha Haines (Australia Walleroos and International 7s). Cottesloe are also lucky to have distinguished international representatives in our coaching squad with Richard Brown (Ex Australia Wallaby) and Patrick Dellit (Western Force) taking regular coaching slots.





PREMIERSHIP FLAGS

1967 - 1st division Colts	2001 - 1st grade
1974 - 4th grade	2003 - 3rd grade
1976 - 2nd division 1st	2005 - Women
1977 - 3rd grade	2006 - Women
1979 - 1st grade	2008 - 3rd grade
1982 - 1st grade	2009 - 1st grade
1983 - 1st grade	2010 - Colts, U18, 4th grade, Club Championship,
1984 - 1st grade, 2nd grade, 4th grade and Club Championship	2011 - 4th grade, Club Championship
1985 - 1st grade	2012 - 4th grade
1986 - 2nd grade	2013 - 5th grade, Women, Club Championship
1987 - 2nd grade, 3rd grade, 4th grade	2014 - 5th grade
1988 - 1st grade	2015 - 4th grade
1990 - 3rd grade	2017 - Women
1992 - 1st grade, 2nd grade	2019 - 1st Grade, 2nd Grade, Club Championship
1993 - 2nd grade	2020 - 1st Grade, 2nd Grade, Club Championship
1994 - 2nd grade, 3rd grade	2021 - 1st Grade, Women
1995 - 4th grade	2022 – Women
1998 - 4th grade, Women	2023 – 2nd Grade

2.2 Community Engagement

A strong community and social spirit are what drives Cottesloe Rugby, and underlines our values, and when combined with our pursuit of excellence on the field, makes us a cornerstone in our local Cottesloe Community.

The Club is available as a venue for hire for the local community and has been utilised for everything from weddings to wakes, book launches to business networking events and everything in between. These events are undertaken at a considerable cost saving to members and the Community and allows members and the Community to enjoy the views and general atmosphere that Cottesloe has to offer.

For a number of years, the club has facilitated Yoga classes on the pitch on Saturday mornings, which is available to both members and the broader community. We have also held a Juniors movie night with great success on the pitch. Our women's team are currently running a 6-week social touch rugby tournament, which is open to anyone to join in, as part of their preseason preparations. We will also be running a "Family Fun Day" this season with games and bouncy castle for kids which again is open to the broader community. We will be advertising such events on social media and in the local "Post" newspaper.

We ensure that these events do not have any impact on neighbours and the other general use of the field such as dog walkers.



The club has participated at various community fairs, pitching a stall and bringing along fun engaging games and props for families to enjoy. We have used the facilities at Cottesloe Surf Club for end of year awards nights and this coming year, we are running at golf day at Sea View Golf Club. These activities allow us to support other community organisations in the council area.

The club has strong connections with our governing body (RugbyWA) as well as the local professional side (Western Force) and visiting professional sides. We have hosted training sessions for both the Western Force and visiting sides on several occasions. We have also hosted games in the Super W women's rugby competition with great success. Some of these games have been broadcast live on STAN sports and/or livestreamed with presenters regularly commentating on the uniqueness of the grounds and views.

In addition, we have built strong connections with both the Western Australia Police Force (WAPOL) Wasps rugby team and Defence teams and have hosted several games between the two as well as hosting visiting defence forces teams, such as the USS Carl Vinson team. The club, with its stunning views and atmosphere, has become a preferred location for visiting teams and competitions.

Game days can see games from 8am through to 5pm with both juniors and seniors alike enjoying the facilities. To provide a welcoming environment for all visitors to the club, we provide a refrigerated water fountain, plus water for furry visitors. We are proud that these facilities are used daily by residents walking their pets and by people undertaking exercise looking for hydration.

Cottesloe RUFC is backboned by numerous past players and longstanding members who take a hand in the responsible governance of the club.

The Club continues to engage with local schools such as North Cottesloe and Cottesloe Primary and is heavily involved in Scotch College assisting in the running of the rugby program. The local community also really appreciated hearing the famous Scotch Pipe Band playing throughout the year with many local residents asking for it to continue.

The Club works closely with all local residents, especially those residing in close proximity of the Club. All of these residents fully support the extension of the lease being -

- James Gallucio
- David and Amanda Paganin
- The Day family



2.3 Council Engagement

The club works closely with the Council to ensure building compliance is maintained and ensuring regular repairs and maintenance is completed. The club also works closely with the Grounds Department of the council to ensure the fields quality is maintained surrounds such as carparks are in the best state as possible for all community and club members to enjoy. Post the 2023 season, the Club has worked closely to have part of the carpark on Broome Street segregated so that the grass can be repaired. In addition, this was also undertaken on Pearse Street. This rectification was undertaken in consultation with residents and Council to ensure an improved environment for residents and members.

2.4 Juniors

The Junior club has seen significant growth over the last few years, with 2024 expected to be again in excess of 200 players. Approximately 20% of these registrations come from the Cottesloe Community. This number is impressive given the small catchment and the fact that rugby is not the major winter sport in WA. The club provides an important service to local parents with a safe, fun and health environment where families are made feel welcome. Thursday nights are always a huge success with the parents of 1 team providing a healthy meal of lasagne, nachos, spaghetti or the like to all players. This allows the parents to socialise and enjoy themselves knowing their children are in a safe environment. Again, all this is undertaken with residents in mind.





2.5 Club Membership

The club is comprised of a diverse membership from both the local area and further afield. Our membership is made up of Senior Player (Male & Female), Junior Players (Boys & Girls), Social Members and Life Members.

Significantly our Women's programme has been a fulcrum of our stability and success. The club has had a women's team running continuously since the competition started 27 years ago, with many premiership flags secured and players going on to higher accolades at State and National level (7's and 15's) as well as on international contracts. The team attracts players from all over the world, who choose Perth and Cottesloe Rugby Club as a home away from home.

Member Type	Number of Members
Senior Players and Members	150
Junior Players	220
Social Members	30
Life Members	30
Total	430



2.6 Facilities

Cottesloe Rugby Club clubhouse is made up of a bar, storage rooms, 2 x change rooms with shower areas, toilet facilities, a physio room and storage shed. The club also has a covered patio area with BBQ facilities. Harvey field has a rugby union pitch and an oval which is shared with the Cottesloe Magpies and Roosters Football club.

Between 2022-2023, the Clubs Committee have invested almost \$200,000 in upgrades to the existing facility. These upgrades included the following:

- Creation of a dedicated female change room with showers and seating
- Upgrades to the female toilets
- New floorboards on the main bar level
- New patio
- New seating in men's change room
- New storage cupboards
- New water fountain
- Internal walls all painted
- External walls on patio painted
- Native garden – recent years has seen the upgrade of the garden on the north side of the premises into what is now a lush native garden

The club also pay for all ongoing repairs to ensure the asset is maintained. The Club believes that the above will ensure the Clubhouse has and will continue to be in a better shape than it was when the lease was granted.



3 Master Plan

The Cottesloe Rugby Club, subject to extension, will create a “Master Plan Committee” to oversee the future strategic planning and masterplan for the facility. This will involve the development of a comprehensive plan that outlines the vision and key directions for club. During this stage, several tasks will be performed to ensure the successful completion of the masterplan. These tasks typically include:

- Stakeholder engagement: Engaging with key stakeholders including Town of Cottesloe, adjacent land use, neighbours, community members, other relevant parties and our members to gather input, address concerns, and ensure their buy-in for the masterplan.
- Context analysis: Conducting a thorough analysis of the existing conditions, including environmental factors, infrastructure, social context, and community needs. This analysis will help shape the masterplan by identifying issues and opportunities.
- Concept development: Developing and refining concept options for the masterplan based on the identified objectives and stakeholder input. This will involve exploring various design ideas, spatial arrangements, and functional layouts.
- Value for money assessment: Assessing the value and cost-effectiveness of the proposed masterplan options to ensure that it aligns with the budget constraints and delivers maximum benefits within the allocated resources.
- Feasibility studies: Conducting feasibility studies to analyse the technical, economic, and logistical feasibility of the masterplan options. This includes evaluating the site's capacity, conducting risk assessments, and considering relevant regulatory requirements.
- Design coordination: Coordinating the design activities across multiple disciplines involved in the project, such as architecture, engineering, landscape design, and urban planning, to ensure seamless integration of various elements within the masterplan.
- Documentation and reporting: Documenting the masterplan including all stakeholder engagements, analysis findings, and design decisions. This documentation helps in communicating the masterplan to the stakeholders, and regulatory authorities.



The financial viability of the master plan will be detailed in the report at the end of year 3 though is expected to be funded from the following:

- Sponsorship
- Membership funding
- Fund raising
- Grants
- Consultation with Council on low interest loans

Overall, the masterplan stage will be a collaborative and iterative process that combines stakeholder input, comprehensive analysis, and design development to create a strategic blueprint for the project's future development.

3.1 Ongoing upgrades

While the masterplan is being developed, the club will continue to invest in the maintenance and upgrade of the existing asset, and it's surrounds. We have engaged with an Architect to help prepare these plans ensuring consideration of how these plans will further enhance the offering to our members and the local community. These plans will be continually checked against the masterplan to minimise abortive work whilst ensuring the club remains fit for purpose during the period of both developing an executing the masterplan.

These plans (broadly and yet to be documented and costed) include the following:

- Patio Area – Upgrade patio area to ensure greater safety and improve seating and viewing especially around the pine tree adjacent to the front door. This will ensure
 - Improved viewing for spectators
 - Improved seating for local dog walkers who stop for a drink for themselves and their dog
 - Improved aesthetics
 - Improved cooking facilities
- Entrance to patio area – Aesthetic improvement of the current entrance given it is made up of recycled wood. We envisage, we will be able to provide and aesthetically pleasing entrance to the Club for both members, spectators and residents.
- Equipment Shed – the current equipment shed is located at the entrance to the main patio. It is relatively small for the number of years and requires all equipment to be carried down to the field, and after training and games, transferred back up. The Club would be seeking approval to relocate the shed to ground level so that equipment can be rolled out on field. See attached photos of the proposed location which would not be visible to any resident as it would be inserted into the sloping hill. This initiative has been raised with residents and has been received positively. The relocation would allow for the current shed to be used as a storage area for tables, chairs and other such equipment for the running of the Club.



- Limestone seating – aside from standing room at the Club, a large part of the viewing area is on grass bank on Broome Street. This is on an angle and whilst it provides a great vantage point, it poses a potential hazard. The Club proposes to have limestone seating which would provide seating and a safer environment for spectators and a great viewing point for residents to enjoy the sunset.
- General upgrade of the facility as based on the structural review.

Internal

- Front Windows – the current front windows are essentially solid glass windowpanes with minimal ventilation. As with all items, subject to costing and planning approval, we would propose the following:
 - Solid pane of glass at bottom to approximately 4 feet
 - Concertina windows at the top
 - This would allow for seated viewing for spectators and also to allow the free flow of breeze on the appropriate days
- Air conditioning through club
- Upgrade women's away changeroom. With the growth of the women's game, this is another essential upgrade.
- Gym – install a small gymnasium for members to aide in rehabilitation and general strength and conditioning. This would be located in the front corner of the "old house" on the corner of Broome and Pearse Streets
- General upgrade of facility from carpets, tiling, toilets and showers to "modernise" the facility.

The town of Cottesloe will have no obligation and again, the premises will be enhanced both aesthetically and residents' enjoyment will be enhanced.



3.2 Sponsors

The club has an enviable group of Companies who provide financial support and will continue to support the proposal above. These include

SLW Transport	Transport
Capital Limited	Mining
Argonaut	Financial Services
AIC Mines	Mining
Lockton	Financial Services
Neometals	Mining
Curtin Heritage	Aged Care
Vasse felix	Wine
Gooding Partners	Financial Services
Morgans	Financial Services
Franmarine	Commercial shipping
H & B Mining	Mining
HSG Group	Recruitment



4 The Lease

As outlined above, Cottesloe RUFC are seeking a 5 year extension of the current lease to 31 December 2029. We are not seeking any change to the current lease terms. As part of this arrangement, we would also like to reconfirm our access to the newly constructed oval facilities when required on larger game and final days. These facilities allow us to meet the requirements from RugbyWA to host such event by providing sufficient change and shower facilities to female teams and referees.

This extension will enable the club to prepare a Detailed Masterplan by the end of Year 3, discuss and agree on details of the proposed master plan in Year 4, followed by a new lease at the end of Year 5.

This Detailed Masterplan would include

- **Masterplan Report:** This report outlines the overall plan and approach for the desired future of the club facility. It includes key directions, objectives, and strategies for development, land use, infrastructure, and public spaces.
- **Concept Plans and Designs:** Concept plans that illustrate the proposed layout, structures, and amenities of the facility. These plans provide visual representations of the intended development and help stakeholders understand the vision.
- **Implementation Strategy:** An implementation strategy or plan will developed as part of the masterplan process. This strategy outlines the phasing, timelines, and key actions required to implement the masterplan vision and achieve the desired outcomes.
- **Cost Plans:** Cost plans will be prepared to provide estimates of the financial requirements for implementing the masterplan. These plans help stakeholders understand the financial implications and feasibility of the proposed development.

The final Masterplan report will be developed in Year 4. This report is an updated version of the initial masterplan report, incorporating feedback and inputs from Town of Cottesloe, stakeholders, consultants, and the community. It presents the final version of the masterplan, reflecting all the refinements and adjustments made throughout the process.



Appendix A

References



 **David Paganin** <pago@bkcorp.com.au>
to president@cotrugby.com, pago@steinpag.com.au, me ▾

Wed, Nov 15, 1:14 PM

Thanks **David**.

Cottesloe Rugby Club - Lease renewal

This email serves as confirmation that :

1. Amanda and I (45 Broome Street Cottesloe) support the CRC lease renewal ;+
2. we have only ever experienced excellent communication with the CRC who we see as good neighbours; and
3. we consider the CRC as constructive Cottesloe community members.

Kind regards

David

David Paganin
Director
Blueknight Corporation Pty Ltd

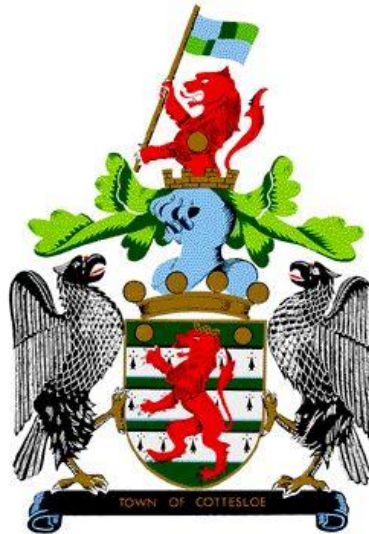


Document prepared by

Cottesloe Rugby Club
47 Broome St
Cottesloe
WA 6011

T: 0407220314
E: info@cotrugby.com
W: www.cotteugby.com

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.4A: OCCUPATIONAL HEALTH AND SAFETY POLICY

TOWN OF COTTESLOE POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY**1. Background****2. Purpose**

The Occupational Safety and Health Policy (OSH Policy) sets out general principles and procedures in relation to the management of occupational safety and health.

3. Scope

The OSH Policy applies to all Town of Cottesloe employees, including Elected Members, contract employees and volunteers.

4. Objective

The Town is committed to providing a safe and healthy work environment for employees, contractors and visitors, which is dependent upon the combined effort and contribution of Management and all staff. The Town demonstrates its commitment through its health and safety management system.

5. Responsibility

The Chief Executive Officer and Executive Management are responsible for providing; maintaining and promoting a safe working environment to ensure employees are not exposed to hazards.

6. Policy Statements

The Town's Chief Executive Officer, Management, Occupational Safety and Health Committee and employees will collectively contribute to achieving a high standard in occupational safety and health management in the workplace and will ensure the Town:

- Complies with relevant health and safety laws, regulations and standards.
- Provides and maintains a safe work environment and a safe system of work.
- Maintain equipment in a safe, usable condition.
- Store harmful substances in a safe and secure manner.
- Provides adequate facilities for the welfare of all employees at the workplace.
- Provides adequate information, instruction, training, PPE and supervision as is reasonably necessary to ensure that each employee is safe from injury and risks to health.
- Provides adequate information, instruction, PPE and training to supervisory personnel so that they can fulfil their responsibilities to their staff.
- Monitors the health and welfare of employees where necessary.
- Encourage active participation, consultation and cooperation of all employees.
- Establish clear targets and objectives to improve health and safety in the workplace.

7. Legislation

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- Relevant Standards and Codes

TOWN OF COTTESLOE POLICY

8. Review

The OSH Policy shall be reviewed every two years.

Authorised by:

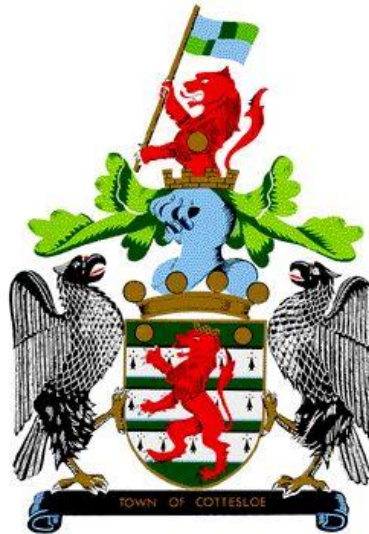
Date

Mat Humfrey
Chief Executive Officer

27 November 2018

Adopted	26 March 2006
Reviewed	28 March 2011
Reviewed	27 November 2018
Expected date of review	

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.4B:
WORKPLACE HEALTH AND SAFETY POLICY -
DRAFT**

Work Health and Safety (WHS) Policy



This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy affirms the Person Conducting a Business Undertaking (PCBU) commitment, to, so far as reasonably practicable, to provide a safe and healthy workplace.
- 1.2. To complement and consolidate relevant Work Health and Safety (WHS) references in the Council Plan 2023-2033.
- 1.3. To comply with internal and external Health and Safety Audit measures.

2. Policy Scope

- 2.1. This Policy applies to all workers and workplaces with the Town of Cottesloe as defined in the WHS Act 2020.
- 2.2. As provided in the Council Plan 2023 – 2033 *“Provide a Healthy and Safe Workplace for our Town Employees and Council Members.”*

3. Policy Principles

- 3.1 It is recognised that a safe and healthy workplace underpins the delivery of the Town’s strategic objectives and is consistent with the overall Council Plan, Vision and Values.
- 3.2 It is expected that all workers fulfil their duties as prescribed in the *WHS Act 2020* and take reasonable care of their own health and safety and consult, identify and report workplace hazards and any incidents or harm to health.
- 3.3 The CEO and all members of the Executive Leadership Team (ELT) are deemed Officers of the PCBU who carry prescribed due diligence duties, and, through appropriate delegation, these duties extend to all staff for implementation.
- 3.4 The Town fosters and supports a workplace culture where a high level of WHS related consultation, engagement, awareness and positive behaviour is demonstrated.
- 3.5 Comply with and strive to go beyond applicable legislative requirements.
- 3.6 Develop and improve systems of work to identify, assess and control Physical and Psychosocial hazards.
- 3.7 Provide reasonable resources to reduce risk, implement structures to provide for adequate supervision, and deliver information, instruction and training to enable workers to effectively identify, assess and control hazards.
- 3.8 Maintain and support well understood and rehearsed Emergency Response and Recovery Plans for all reasonably foreseeable emergency events.
- 3.9 Provide prompt, confidential, and compassionate support and assistance for any worker who may experience a work related or non-work-related injury or harm to health episode

and ensure that there is a fair, consistent and confidential rehabilitation and support process to facilitate prompt recovery.

4. Exemptions

- 4.1 There are no exemptions to this Policy.

5. Definitions (*Work Health and Safety Act 2020*)

- 5.1 **PCBU:** Person Conducting a Business or Undertaking alone or with others, whether or not for profit or gain. A PCBU can be a sole trader (for example, a self-employed person), each partner within a partnership, company, unincorporated association or government department of a public corporation (including a Local Government).
- 5.2 **Officer:** An officer within the meaning of section 9 of the Corporations Act 2001 (Commonwealth), other than each partner within a partnership. Broadly, an officer is a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the organisation's activities. This does not include an elected member of a local government acting in that capacity or a minister of a State, Territory or the Commonwealth.
- 5.2 **Worker:** Any person who carries out work for a PCBU, including work as an employee, sub-contractor, self employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a "host" employer and volunteers.

6. Legislation

- 6.1 *Work Health and Safety Act 2020*
 6.2 *Work Health and Safety Regulations 2021*
 6.3 *Workers Compensation and Injury Management Act 2023*

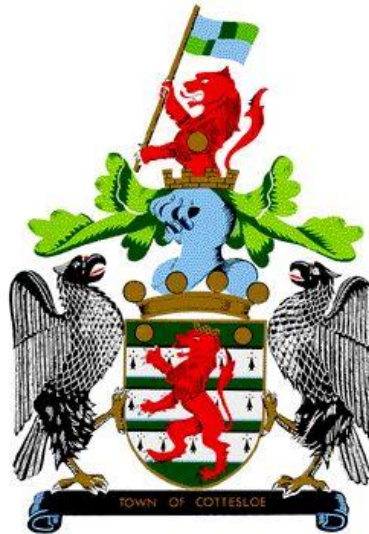
7. Other Relevant Procedures / Key Documents

- 7.1 Council Plan 2023-2033

Council Policy Number:	POL/	Council Adoption Date:	23/04/2024
Policy Area:	Office of CEO	Version Number:	V2
Responsible Officer:	Director Corporate and Community Services	Amendment Dates:	04/04/2024
		Next Review Date:	04/04/2029 or if required earlier

Reference: *Council Plan 2023-2033*

TOWN OF COTTESLOE



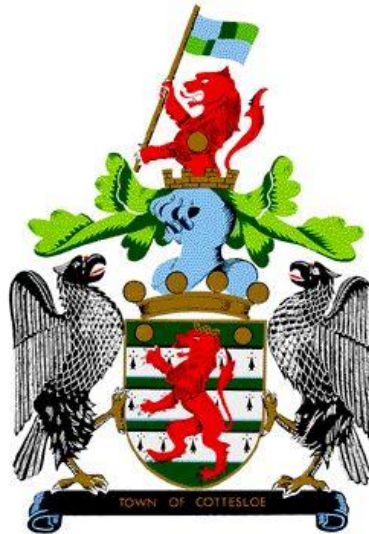
ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.5A:
ATTACHMENT A - ASSET MANAGEMENT
STRATEGY**

ASSET MANAGEMENT STRATEGY (2023 TO 2033)				
OBJECTIVE	DESCRIPTION	KEY RESULT AREA (KRA)	SUCCESS INDICATOR (SI)	ACTION PLAN (AP)
1	Well Defined Management Responsibilities	Asset Manager Assignment Allocate corporate responsibility to deliver the Asset Management Strategy to ensure performance in the provision of services and infrastructure.	KRA 1.1: Asset Ownership Responsibilities	SI 1.1: All Asset Classes are assigned an Asset Manager AP 1.1: Engage with different Directorates to assign custodians to various assets
2	Strategic Approach	Asset Management Processes Processes are in place for a consistent and coordinated whole of organisation approach to asset management and achieve corporate objectives Funding Financial plans are in place to avoid funding gaps for asset renewals People and Systems Capability Staff are sufficientlt equipped and trained to deliver the Asset Management Strategy	KRA 2.1: Asset Register Accuracy KRA 2.2: Compliance Audits KRA 2.3: Asset Management Best Practice KRA 2.4: Financial Sustainability	SI 2.1: Quantum, remaining life (condition) and value of all assets are kept up to date SI 2.2: Satisfactory auditors report at 5 yearly infrastructure revaluation assessments SI 2.3: Processes SI 2.4: A balanced Asset Management Plan and Long Term Financial Plan AP 2.1: Asset disposal and capitalisation process for the asset register maintenance AP 2.2: Asset Rationalisation and Reduction Plan AP 2.3: A Grants and Contribution Management Plan AP 2.4: A Reserve Management Plan AP 2.5: Determine sufficiency of current systems to delivery the Asset Management Strategy and include resources needed within the Workforce Plan (technology and staff capability)
3	Effective Decision Making	Value for Money Project Investments Whole of life costings, risk, stakeholder expectations and community benefits underpin any benefit to cost analysis to determine project outcomes Service Levels Policies and informing plans are in place to provide guidance to staff on asset planning and management to the agreed standards	KRA 3.1: Service Levels KRA 3.2: Asset Strategies and Operating Plans KRA 3.3 Policies KRA 3.4: Value for Money Investment Outcomes	SI 3.1: Service levels are agreed SI 3.2: All major assets are covered by a strategy with supporting plans for their sub-asset classes SI 3.3: A contemporary policy is adopted SI 3.4: Services and infrastructure are provided to the agreed standard within approved strategies and informing plans SI 3.5: Optimal community benefit is delivered from investments and services provided AP 3.1: Review Council Plan community consultation results to determine standards for different services and infrastructure provided AP 3.2: A Major Asset Framework that appropriately categorises the different sub-asset classes under an overarching significant Infrastructure Strategy AP 3.3: Review and update asset management policy AP 3.4: Implement all strategies and plans for operating functions, budget development and project delivery AP 3.5: A Project Management Framework that translates each strategy community benefits through the concept, development and implementation phases and verified at project finalisation
4	Risk Management and Mitigation	Risk Management A logical process that selects treatment plans and management actions to protect the community against unacceptable risks. Risk Identification and Rating Identifies credible risks, the happening likelihood and the occurrence consequences that determines risk rating, Risk Mitigation Develop of a risk treatment plan for non-acceptable risks and repeat the rating process to determine its residual Asset Management Context Generally applies to critical assets that have severe failure consequence causing significant loss or reduction of service. Investigative activities, condition inspection programs, maintenance and capital expenditure plans are targeted at critical assets to prevent this. The asset management plan would typically include a review of all failure modes identified against critical assets.	KRA 4.1: Risk Management Plan	SI 4.1: Well defined critical asset risk with effective mitigation in place that minimises residual risk AP 4.1: Identification of critical assets, their risk profile as a result of their failure and preventive measures to mitigate against this
5	Continuous Improvement and Innovation	Self Assessment and Analysis Ongoing performance reviews to ensure services and infrastructure provided continue to meet standards in an efficient, innovative and community beneficial way	KRA 5.1: Community expectations KRA 5.2: Continuous Improvement KRA 5.3: Innovation	SI 5.1: Community feedback are rationalised and considered where possible to determine improvement opportunities SI 5.2: System is always improving SI 5.3: innovation is the primary means to meet any temporary increase in expectations as opposed to permanent service level changes AP 5.1: An updated learning register recording community feedback to determine improvement opportunities AP 5.2: A self assessment and analysis proactive improvement process

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.6A: GENERIC ADOPT-A-SPOT LG MOU



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LETTER OF INTENT

BETWEEN

LOCAL GOVERNMENT
AND

KEEP AUSTRALIA BEAUTIFUL COUNCIL

The **LOCAL GOVERNMENT (ABBREV)** and Keep Australia Beautiful Council (KABC) (the 'parties') have decided to enter into a project partnership in support of the Adopt-a-Spot program (AAS), promoting the participation of residents in regular litter clean-up activities. The parties wish to take a collaborative approach to promoting the Adopt-a-Spot program to the communities within the **LOCAL GOVERNMENT**. This letter of intent sets out the intentions of the parties with respect to the project partnership.

1. The parties do not intend to enter into a contractual relationship. Nothing contained or implied in this letter of intent is legally binding on, or legally enforceable by or against, the parties.
2. This letter of intent will take effect from the date of signature of the parties, with an annual review to ensure a successful ongoing relationship.

In regard to the Adopt-a-Spot program partnership, it is the intention of the parties that:

3. The **LOCAL GOVERNMENT** agrees to:
 - Nominate an officer/position in the **LOCAL GOVERNMENT** to manage and oversee the partnership responsibilities
 - Train frontline staff from the **RELEVANT DEPARTMENT** to distribute AAS clean up packs to adopting groups or individuals with support from KABC.
 - Keep accurate data and monitor distribution via evaluation tools provided by KABC.
 - Communicate effectively with KABC staff to ensure resources are accessible and available at all times.
 - Promote the Adopt-a-Spot program with direct links from the **LOCAL GOVERNMENT** website to the KABC registration page.

- Include the KAB WA logo to promote anti-litter initiatives and KABC via its existing channels that may include:
 - electronic newsletters
 - community events
 - media releases
 - Coordinate the placement and collection of rubbish after group clean-ups
4. Keep Australia Beautiful WA agrees to:
- Provide clean up resource materials to all distribution sites and provide information as required for reporting. (Approximately 20 pairs of gloves, 250 litter clean-up bags, 20 pairs of tongs, 10 syringe containers)
 - Promote the **LOCAL GOVERNMENT** partnership on the KABC website.
 - Provide electronic Adopt-a-Spot promotional materials on request.
 - Liaise with **LOCAL GOVERNMENT** marketing team to provide information and support for program promotion if applicable.
 - Communicate as required with the **LOCAL GOVERNMENT** designated officer and provide support if required.
 - Provide resource materials for events and electronic promotion materials for electronic communication channels where required.
 - Provide yearly reports to the **LOCAL GOVERNMENT** regarding clean-ups that have occurred within the **LOCAL GOVERNMENT** locale or on request.
 - Provide content for media releases as appropriate on request.
 - Review progress and actions under the agreement every two years.
5. Any activities undertaken under this letter of intent will be carried out in accordance with any applicable legislation and regulations and the policies of the parties.
6. Opportunities for media exposure (e.g. print, radio, and TV) may arise in regards to this project partnership. Communications, including media releases, interviews, web page postings, etc require agreement of both signatories.
7. Any costs and expenses of the parties in negotiating, finalising and implementing this letter of intent, or any arrangement arising out of it, will be borne by the party incurring the cost or expense. Exceptions to this may arise but will be the subject of separate future negotiations between the parties.
8. Nothing in this letter of intent affects a party's ability to:
- (a) conduct programs independently of the other party;
 - (b) continue existing commitments, or make new ones; or

- (c) conduct business in the usual manner.
9. This letter of intent will only be amended by agreement in writing once signed by both parties. Either party, upon 7 days written notice to the other party, may terminate the project partnership.
10. Any doubt or ambiguity as to the interpretation of this letter of intent will be resolved by mutual negotiations in good faith between the parties.
11. The primary contacts for each party for this project partnership are:
- (a) **KABC**: Anna Cross, Programs Officer, Keep Australia Beautiful Services.
Ph: 6364 6942; email: adoptaspot@kabc.wa.gov.au
- (b) **CONTACT DETAILS FOR LOCAL GOVERNMENT**

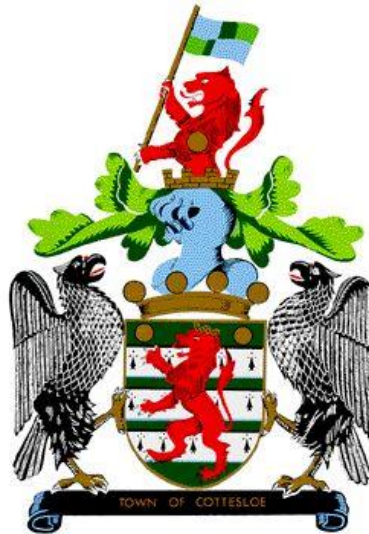
Nominated delegate
Title
LOCAL GOVERNMENT

Michael Aspinall
Chair
Keep Australia Beautiful Council

Date: _____

Date: _____

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.6B:

**ADOPT-A-SPOT - KEEP AUSTRALIA BEAUTIFUL
COUNCIL - LOCAL GOVERNMENT PROPOSAL**

Keep Australia Beautiful Council Adopt-a-Spot Program Proposal to Local Governments



INTRODUCTION

Keep Australia Beautiful Council (KABC) seeks to collaborate with Western Australian local governments on its Adopt-a-Spot program, first launched in June 2009.

This document outlines the objectives of the Adopt-a-Spot program, background information and the ways in which WA local governments can support KABC in this litter management program. Local Government support will assist in the successful development and implementation of the program and the engagement of community members in keeping their local communities litter free. The program not only addresses the objectives of KABC in reducing litter, but will also provide a focus for local governments to promote environmental stewardship, litter prevention and community action to their residents.

ABOUT ADOPT-A-SPOT

Adopt-a-Spot is an enjoyable and educational litter program that gives local communities the opportunity to contribute to a healthier and cleaner environment. It engages volunteers (individuals, community groups, business groups, schools) to undertake coordinated litter cleanups of designated sites in their communities as an ongoing project. Sites include but are not limited to, roadsides, streets, parks, waterways, bush trails, beaches and wetlands.

The program aims to engage communities to take personal responsibility for keeping their local communities clean while educating them on the impacts of littering and encouraging environmental stewardship.

Adopt-a-Spot is modeled on successful national and international programs, many of which are long-term programs that have contributed enormously to reducing litter in those areas and preserving the environment.

PROGRAM OBJECTIVES

- To promote community participation in litter collection and prevention in Western Australia.
- To increase awareness of the serious impacts of littering and the importance of litter management (including recycling).
- To develop strategic partnerships with key stakeholders in litter management.
- To promote environmental stewardship amongst community participants and key stakeholders.

BACKGROUND INFORMATION

Litter is an ongoing problem faced by every community in Western Australia. Litter in our public spaces and waterways has a range of effects on our community. Not only is it aesthetically unsightly but it also impacts our environment and our health.

The Keep Australia Beautiful Council is the statutory authority responsible for overseeing the activities of KABC and the Litter Act 1979. KAB WA activities are guided by the Litter Prevention Strategy, which sets out a framework for effective litter prevention and management and provides strategic direction for combined and consistent efforts of community, industry and government throughout the state. KABC aims to change littering behaviour through programs, education, infrastructure, enforcement, incentives and communication strategies



HOW THE ADOPT-A-SPOT PROGRAM WORKS

Any interested individual, business, school or community group can adopt a 'spot' and participate in the program. Adopting groups must decide on what area they would like to adopt and register by completing an KABC Adopt-a-Spot Registration Form. Adopting groups agree to commit to looking after their site for two years, and coordinate clean ups at least four times a year.

Depending on the site, there may be some requirement to check suitability with individual local government authorities before inclusion in the program.

Each adopting group will be issued with an Adopt-a-Spot Resource Kit that includes: gloves, tongs, litter bags, safety guidelines, signage, and safety vests and sharps containers (if applicable).

Adopters will be required to carry out their activities on a regular basis and to provide a written report after each activity which can be submitted online.

HOW CAN YOUR LOCAL GOVERNMENT SUPPORT THE PROGRAM?

Required support for the Adopt-a-Spot program includes:

- The provision of local government contact person to:
 - Provide a communication pathway between KABC and your local government regarding Adopt-a-Spot activities.
 - Approve suggested sites.
 - Allow groups to liaise directly with your local government to arrange litter collection following litter clean-ups.
 - Assist in disseminating information about Adopt-a-Spot to local government contacts and networks to promote the program.
- To respond to groups requiring litter collection at their designated sites after a clean up event and allow groups to access a waste disposal drop off point to dispose of full sharps containers as required.
- To promote the Adopt-a-Spot program via Local Government websites and link to the KABC registration page.
- To communicate with KABC the opportunities to promote the program at local events, community days and meet community members.
- Provide KABC with a list of 'litter hot-spots' to give your community members the opportunity to focus on areas in need of adoption.

RESOURCES THAT KABC PROVIDES

- KABC is responsible for the overall program management and administration including registration, implementation and evaluation processes.
- KABC provides: resource kits, volunteer insurance as required, reward and recognition systems and ongoing group support for all Adopt-a-Spot volunteers.

BENEFITS TO LOCAL GOVERNMENTS

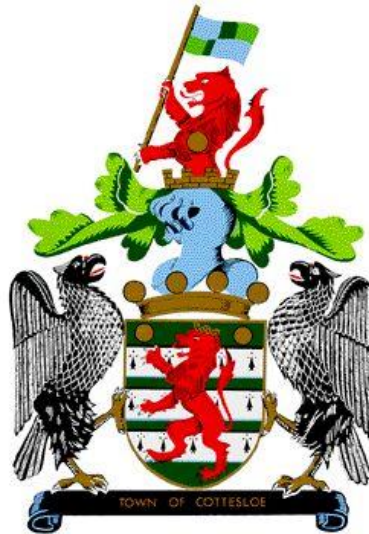
- Enjoy strong branding with Keep Australia Beautiful Council
- The opportunity to align your local government with the principles of social and environmental sustainability and stewardship.
- Demonstrate a commitment to enhancing and preserving local community assets and the WA environment.
- Recognition for leadership in the prevention of litter and environmental action in WA.
- The opportunity to engage local residents in the program and encourage environmental responsibility in your local community.

CONTACT US

Adopt-a-Spot Coordinator, Anna Cross
Email: anna.cross@kabc.wa.gov.au Ph: 6364 6942



TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.8A:
SEA VIEW GOLF COURSE - CLUB HOUSE
REDEVELOPMENT STRATEGY**

Sea View Golf Club, 2 Jarrad Street, Cottesloe

Sea View Golf Club Facilities Strategy

1 Preamble

The Town of Cottesloe (Town) wishes to explore and comprehend the process of investigation, consultation and decision criteria in respect to the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities.

The Town has prepared a draft strategy outlining potential stages and deliverables to assess the commerciality and viability for the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities.

The Town has engaged Cygnet West to review and expand upon the Town's draft strategy and provide a final draft strategy. The requested review scope is framed to include:

1. Develop a detailed redevelopment strategy based on the draft strategy and identify additional requirements or stages.
2. Provide advice on potential project team members and specify their involvement in delivering the detailed strategy.
3. Offer practical timeframes for each stage of the detailed redevelopment strategy.
4. Provide estimated costs per stage of the detailed redevelopment strategy.

2 Basis of Review

Cygnet West inspected the Sea View Golf Course Facilities Saturday, 2 December 2023.

In undertaking the review, Cygnet West has in addition to the draft strategy, considered:

1. The Land:
 - a. Lot 401 (2 Jarrad Street) on Deposited Plan 34252 being Crown Land Reserve 6613 (A Class - I825431), and being the whole of the land north of the Jarrad Street alignment, and
 - b. Lot 501 on Deposited Plan 58314 being Crown land Reserve 1664 (A Class - L031703), and being the whole of the land south of the Jarrad Street alignment.
2. Land Tenure:
 - a. Lot 401: The Primary Interest Holder is the Town of Cottesloe. The land is held as a 'Reserve Under Management Order' (I825432) with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.
 - b. Lot 501: The Primary Interest Holder is the Town of Cottesloe. The land is held as a 'Reserve Under Management Order' (L031704) with the power to lease for any term not exceeding 21 years, subject to the consent of the Minister for Lands.

3. Statutory Land Use.

Both parcels of land are reserved Parks and Recreation "Restricted" under the Metropolitan Region Scheme. These lands are not reserved under the Town of Cottesloe Local Planning Scheme No. 3.

Refer WAPC, 2017, Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space. The "Restricted" designation, on simple application, refers to reserved land designated to incorporated sporting clubs and / or community groups, and / or, certain private businesses that provide services to the public and that are ancillary and incidental to the primary purpose of the reservation.

4. Lease to Seaview Golf Club for a term of 21 years commencing 1 July 2005 and expiring 30 June 2026, which as of 1 January 2024, renders a remaining term of 2.5 years.
5. Seaview Golf Club Inc, Management Plan 1 July 2021 to 30 June 2024.
6. PVA Western Australia, September 2022, Sea View Gold Club Rental Assessment.
7. AECOM, April 2018, Cottesloe Recreation Precinct Master Plan.
8. Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting.
9. Town of Cottesloe, September 2013, Draft Strategic Community Plan 2013 – 2023.
10. Town of Cottesloe, undated, Draft Council Plan 2023 – 2033.
11. A wider market purview, acknowledging local market activity in tourism and hospitality as well as observed change in local public golf course facilities with Wembley Golf Course and Claremont Golf Course setting case study examples of opportunity for change.

3 Seaview Golf Club Facilities Strategy

3.1 Strategy Purpose

The strategy purpose as set out in the brief is: *comprehend the process of investigation, consultation and decision criteria in respect to the adaptive re-use and / or complete redevelopment of the Sea View Golf Club Facilities.*

"Facilities", in the context of the existing lease, is taken to mean the "Building" as defined in the lease, being *the clubhouse and all permanent buildings and structures on the Land from time to time.*

This strategy purpose evolves from the Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting Item 10.1.12 Seaview Golf Club Lease Renewal.

Accordingly, the strategy is required to guide and inform a decision to an appropriate land use and tenure framework for the Sea View Golf Course that optimises the Town and community need.

Moreover, the final outcome and deliverable of the strategy is arguably a Business Case for the future tenure and land use(s) to be applied to the Sea View Golf Course.

Seaview Golf Club Facilities Strategy
March 2024

Cygnets West's draft strategy review has been made with the Business Case as the strategy conclusion. The basis for this stems from the statutory requirement for local government in Western Australia to prepare a business case for Major Land Transactions and the potential lease renewal or new lease for the Sea View Golf Course is deemed a Major Land Transaction.

Importantly, the aforementioned minutes, establish the baseline measure for the strategy and final business case.

3.2 Strategy Need

The strategy needs and basis is established by several core considerations:

1. The Town has custodianship of the Land and therein the golf course, building and associated facilities.
2. The golf course is heritage listed and with that; options for redesign, redevelopment and re-purposing of the Land may be limited. Notwithstanding, interpretation of the heritage listing suggests the clubrooms and curtilage land are not pertinent to the listing ("*...of little significance...*") other than for possibly scale and therein the reasonable retention of the aesthetic and landscape character of the golf course.
3. The Seaview Golf Course is a limited nine-hole golf course affecting wider market participation and therein membership and financial performance.
4. The club house and associated facilities are functional but dated; described (Heritage Council of Western Australia) as being in fair to poor condition. Observations drawn with Cygnets West's site inspection is that superficially, the Buildings are more reasonably in "good to fair" condition for their age, however the primary question at hand is one of functional obsolescence that reasonably is impacting the operational and financial performance of the Golf Course and therein the Golf Club.
5. The Sea View Golf Course is subject to an existing lease that expires 30 June 2026 (2.5 years as of 1 January 2024).
6. The existing Sea View Golf Course lease provides for no Rent payable to the Town with the Lessee responsible for Outgoings, maintenance and repair of the golf course inclusive of the Building, the greens, fairways and associated facilities.
7. The majority of club membership is non-Cottesloe residents.
8. Items 3 to 7 above signal limited direct rate payer and community benefit, and no financial benefit to the Town.
9. Notwithstanding the above, the golf course provides an aesthetic landmark quality that reasonably contributes to the public open space landscape and community sense of place, both locally and with a character widely recognised in metropolitan Perth.
10. The Sea View Golf Club's profitability has improved markedly through and post Covid-19, with cash at bank of circa \$1,000,000 (Sea View Golf Club Financial Statements December 2021).
11. The Seaview Golf Club is seeking a lease extension of 21 years with a capital works commitment of circa \$500,000 (Sea View Golf Club, May 2021, Request for Lease Extension).
12. Anticipated market rent for the Golf Course is \$90,000 to \$125,000 per annum net plus Outgoings and plus GST (PVA, September 2022, Sea View Gold Club Rental Assessment and Consultancy Advice).
13. The Town's draft Strategic Community Plan (2013 – 2023) indicates a community aspiration for sustainable development, providing sustainable community amenities, and to maximise the return to the community from assets under the Town's control.

3 | P A G E

14. The "Town's draft Council Plan (2033 – 2033)" fields a similar emphasis, and in respect to the community ideals of draft Strategic Community Plan (2013 – 2023) and this strategy, it is noted that "Parks / gardens / reserves (public open space)" were ranked "High Importance | High Satisfaction" where "Financial management" ranked "High Importance | Low Satisfaction".
15. Further, and importantly, in respect to this strategy, the Town's General Principles (Town of Cottesloe, 23 September 2023, Unconfirmed Minutes Ordinary Council Meeting) for the future of the golf course and this strategy are cited as:
 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 (being Class "A" Crown Reserves 6613 and 1664) is under the control and management of the Town of Cottesloe for the purposes of Parklands (R6613 - being the whole of the land north of the Jarard Street alignment) and Recreation (R1664 - being the whole of the land south of the Jarard Street alignment).*
 - b. *The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the associated crown reserves.*
 - c. *As Public Open Space, 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 by the Town of Cottesloe, 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, public safety, and community benefit outcomes for the Cottesloe Community.*
 2. *PROVIDES in principle support for:*
 - a. *A ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club;*
 - b. *The inclusion in the new lease of a redevelopment clause at the discretion of Council, exercisable upon a six (6) month notice period; and*
 - c. *The redevelopment clause (point (2)(b)) to be removed from new lease should Council resolve that it is satisfied with the progress of investigating redevelopment opportunities of the existing club rooms and associated facilities prior to expiry of the current lease, 30 June 2026.*
16. Moreover, it is understood that Council's in principal support for the ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club, is subject to:
 - 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.*

3.3 Strategy Objectives

The primary strategy objectives should reflect an outcomes-based approach in ranking, which then frames the Business Case proposition.

The Town has custodianship of the land and therein the golf course and associated facilities.

To this end the Town is responsible for the overall positioning of the golf course for the betterment of the community of rate payers and Town as a whole. This should be considered in two parts:

- A. the first being the local amenity and social dividend it brings the local community, and then,
- B. the second being the cost benefit to the Town, this is the operational net benefit or disbenefit, which requires an investigation into operational overheads and returns, and questioning of value for money against the current status quo, being the existing Sea View Golf Club lease and operation of the golf course and then considered against Item A above.

Having established the two key "needs" requirements, a baseline measure of the operational requirements and performance of the golf club should be made. This should then be overlain the existing golf course and associated facilities to understand the functional strengths and weaknesses in the operation of a golf club, and with this measure, identify initial opportunities for improvement (efficiency based) and alternate complementary facilities (return based: community and financial – asset management).

Having developed the baseline, the next objective should be to investigate operational alternatives for the golf club and associated facilities, and with this a process of workshopping alternative options for the golf club and associated facilities to meet the needs requirements at objective 1. The Town has expressed a desire for three alternatives however this may in fact be defined by available capital, both in terms of the Town and existing Lessee, but also more broadly if wider private sector engagement is considered. This is expanded upon further at Section 4.5 below with an example of five possible scenarios that consider not just the "Building" but land tenure, land use and capital sources.

Therefore, the objectives should be re-ranked and reframed as follows:

Objective 1

- Establish the community need and desirable outcomes for the utilisation and operation of the Golf Course.
- Establish the Town's operational cost benefit and explore the alternatives to the current operation and lease arrangement.
- Explore and establish acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.

Objective 2

- Evaluate the baseline structural, physical and operational condition of the golf club and associated facilities, plant, equipment and fitment, 'as is'.
- Evaluate the functional condition of the facilities, opportunities and redundancies; the efficiency and fit for purpose test.
- Examine and evaluate the adaptability (or not) of the facilities to accommodate acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.

Objective 3

- Establish the acceptable balance between Objective 1 and Objective 2, and then frame a probable range of utilisation parameters for the existing and contemplated facilities. Define conceptually by use(s) and operation, and then by visualisation in plan and 3D.
- Define measurable performance outcomes for the agreed conceptual use and adaption or redevelopment of the existing facilities.
- Evaluate the cost and returns of the agreed concept against the defined performance outcomes, both in qualitative and objective terms.
- Evaluate the appetite for change and financial commitment of the existing Lessee against wider market interest, market entrepreneurial and financial appetite.

3.4 Stakeholders

The first question that arises is the purpose of stakeholder engagement, why is each stakeholder relevant to informing the objectives of this strategy and Business Case?

The second question, is to how the stakeholder engagement will be structured to inform the objectives of this strategy and Business Case?

Seaview Golf Club Facilities Strategy
March 2024

The third factor and question is, at what point is stakeholder engagement implemented to:

- Gain opinion and information,
- To deliver information and influence opinion,
- To resolve a balanced position?

The stakeholder engagement is critical as it establishes the baseline for the strategy performance measure.

Cygnets West has explored the stakeholder list and tabled roles, purpose and recommendations.

Stakeholder List	Information/Role/Purpose
Town of Cottesloe Council	Factual / Opinion. Primary Interest Holder responsible for the Land. Principal and Lessor. Asset, capital and financial information. Required returns, market measures.
Sea View Golf Club	Factual / Opinion. Lessee. Responsible for Outgoings, golf course management and operation, including maintenance and repairs. Incorporated club responsible to existing membership.
Golf Course users	Opinion. Members and wider Public. Needs assessment.
Cottesloe Community	Opinion. Public open space (limited), coastal landscape and aesthetic amenity.
Heritage Council of Western Australia (HCWA)	Factual / Opinion. Extent of re-use / re-development options.
Western Australian Planning Commission (WAPC)	Factual. Extent of application of WAPC, 2017, Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space.
Department of Planning, Lands and Heritage (DPLH)	Factual. Land Tenure and ability to lease for a term greater than 21 years.
Any other State Government Agency required	State Solicitors Office – as above. Servicing Authorities – can be dealt with during built form consultation. Aboriginal Heritage.

Seaview Golf Club Facilities Strategy
 March 2024

Additional Considerations – Stake holder or Consultant (Information)	
<p>How is a public golf course run: minimum and optimum requirements and expectations? How is the golf club information and proposition benchmarked?</p>	<p>Golf Western Australia. Golf Course Expert. Business Analyst. Other public golf course case studies. Market Sounding – is there another way and does the presentation of the golf club’s financial data provide a full picture?</p>
<p>Commercial alternatives - opportunities.</p>	<p>DC Policy 5.3 Section 6 sub paragraph 3 tables: 3. The use of reserved land is restricted to: (a) incorporated sporting clubs and/or community groups, which: (i) have a constitution which does not restrict membership (by way of sex, race or creed); (ii) provide public access to sporting facilities; (iii) includes provision for finance and membership of club/ organisation; and (iv) includes wind up provisions for the club; and (b) private businesses, which: (i) are in accordance with a management plan endorsed by the WAPC; (ii) are open to and provide services for the public; and (iii) have a purpose which is ancillary and incidental to the primary purposes of the reservation.</p> <p>The 2020 and 2021 financial statements indicate the golf course operations are quite profitable with returns of circa 20% plus. The bar, catering and function activities appear heavily subsidised by the golf course operations where in 2021 Bar sales equated to bar costs with a net return on bar revenue of 1.3% and 0.3% on total revenue. This is reasonably a function of membership benefits and the not-for-profit incorporation of the club. In 2021, Bar, Catering & Function revenue is \$641,090 being 35.3% of total revenue (\$1,818,683) but yet only contributed 16.2% to total profit. Arguably, there is an argument to lessen membership subsidy on bar and catering to improve profitability and enable a ground rent payment. Notwithstanding this factor, the 2021 financial statements suggest capacity to pay a ground rent to the Town 'as is' of circa \$145,000 per annum. The further questions rising, is whether the golf course operations can be partitioned from the Bar, Catering & Function to a private sector provider under a tavern licence with shared facilities and still maintain member subscription fees and a predefined member benefit whilst improving the public amenity and overall profitability. Setting this aside to an option for consideration requires WAPC consent to a "private business" as tabled above (direct engagement). Therein the direct engagement with DPLH as a stakeholder with the obvious risk the DPLH will seek a ground rent component to the State. The above option analysis then requires inclusion of local bars, hotels and cafe / restaurants into the stakeholder list.</p>

Seaview Golf Club Facilities Strategy
March 2024

Having regard to the above and relating this to Strategy Objectives, it reaffirms Objective 1.

The strategy requires a baseline for performance measurement.

This baseline is presently non-existent without the wider stakeholder consultation.

Moreover, embarking on Objective 2 without the agreed guidance of stakeholder consultation, may result in misdirection of resources, incorrect scope definition and unnecessary cost expenditure.

Accordingly, under the Town's Strategy Stages, the Needs Analysis should be prioritised ahead of the Site Analysis.

The stakeholder consultation should be two pronged; the first dealing with direct technical enquiries and furtherance of information as touched on above, inclusive of establishing the Town's desired and measurable community and financial outcomes; and the second, framed towards the local community, the wider public community, club membership, and local businesses. This may include a soft market sounding exercise to test private sector interest, entrepreneurship and capital and other resources.

The facilitation, implementation and analysis of consultation is reasonably a 20-week process. Subject to the Town's required consultation parameters, initial inquiry indicates probable cost may be between \$50,000 and \$80,000.

The recommendation is the parameters and scope for the consultation be defined and agreed, and then three submissions be sought from appropriately qualified consultation experts.

3.5 Strategy Stages

The Town's proposed Strategy Stages are well structured and succinctly defined.

The Strategy Stages are in effect the Project Plan. It sets out the steps required to solve the desire and intent of the Strategy and then the foundation for a Business Case.

The only recommended change is the prioritisation of stakeholder engagement to establish the baseline. The baseline is not necessarily a single point concept reference or measure. The baseline may reflect a number of broadly acceptable possibilities for further investigation but with well-defined measurable deliverables.

This requirement creates a conundrum for the baseline definition and stakeholder consultation.

Experience suggests that 'open ended' stakeholder consultation fails to narrow a weighted stakeholder and public consensus. The preferred approach to stakeholder and public consultation is to frame considered 'book ends', setting for example, low and high concept approaches for consideration, for example, for this strategy and project plan, refer five possibilities overleaf that also address permutations on tenure and capital sources in addition to simply the Building.

Seaview Golf Club Facilities Strategy
 March 2024

Experience would indicate stakeholders, community and public respond better to visualisations. Therefore, in terms of Strategy Stages, consideration must be given to a preliminary Site Analysis and Design Concept to assist and guide the stakeholder consultation process.

This being the case, the Site Assessment remains where it is in the project plan but also incorporates a preliminary design element to enable sketch concepts for the Stakeholder Consultation. In respect to the Site Assessment stage, it is recommended the Environmental Impact Assessment stage be implemented as a sub task to the Site Assessment Stage.

Similarly, in respect to the Cost Estimation stage, this should become a sub task under the Feasibility Study as in isolation it is meaningless.

To this end the project stages may become:

Proposed Strategy Stages	
1	<p>Site Assessment (Concurrent with Needs Analysis):</p> <ul style="list-style-type: none"> a. Source from archives approved architectural and structural drawings, and if available, as built drawings. b. Prepare an identification survey for building(s), associated infrastructure including carpark and accessways, and 'peg' an assessment quadrant. c. Prepare as built internal floor area survey. d. Environmental assessment building, land and curtilage land (includes hazardous materials assessment). e. Identify existing utility servicing: location and capacity. May require subterranean survey for service line identification. f. Prepare a structural survey including assessment of existing integrity and remaining life, and adaptable load capacity. g. Engage Golf Course and Hospitality consultant for review of existing facilities design, function and operation, and make operational and design recommendations. h. Prepare preliminary design concepts having regard to the Town's land tenure, land use and built form descriptive concepts, operational and design consultant recommendations, and deliverables of Site Assessment a – f above.
1	<p>Needs Analysis:</p> <ul style="list-style-type: none"> a. Direct Stakeholder Engagement. <ul style="list-style-type: none"> i. Heritage Council of WA ii. WAPC. iii. DPLH/Minister. iv. Sea View Golf Club. b. Local community and wider public consultation. <ul style="list-style-type: none"> i. Cottesloe Community. ii. Cottesloe Businesses. iii. Golf club membership and users. iv. General Public. c. Analyse and Report Findings. d. Workshop and agree three 'consensus' land tenure, land use, built form and operational design concepts. e. Market Sounding Exercise. <ul style="list-style-type: none"> i. Explore alternate golf course operator and partnering opportunities for delivery and operation of associated facilities such as kiosk, bar, catering and function services. ii. Explore alternate lease (Rent), capital and funding models.

Table 1 Part 1

Seaview Golf Club Facilities Strategy
March 2024

Proposed Strategy Stages	
2	<p>Feasibility Study.</p> <ul style="list-style-type: none"> a. Develop three design concepts; plan view, elevations and 3D perspectives, with sufficient detail for lettable area analysis, operational analysis, construction and project costing. b. Prepare construction and project cost plans including professional fees, headworks, approvals and civil servicing of the proposals. c. Prepare financial analysis measuring returns to the Town incorporating various tenure and lease scenarios, together with variations on capital funding sources and concomitant pre-conditions and assumptions. d. Prepare a social and community cost benefit analysis; social impact measurement. e. Prepare summary report with presentation of findings and recommendations to the Town. Workshop findings and recommendations, acknowledge assumption set and requested change, confirm final report structure and presentation of findings and recommendations. f. Prepare final draft report.
3	<p>Re-engagement with Direct Stakeholders.</p> <p>Seek feedback, confirm in principle support:</p> <ul style="list-style-type: none"> a. Heritage Council of WA b. WAPC. c. DPLH/Minister. d. Sea View Golf Club. e. Others as required. f. Amend Final Draft Report as Required.
4	<p>Community Endorsement.</p> <p>Publish Draft Report to Town's web site for comment and submission.</p>
5	<p>Final Report</p> <p>Amend and Final Report as required, convert to Business Case.</p>

Table 1 Part 2

3.6 Project Team

In terms of the potential project team, the above (Table 2) recommended strategy delivery stages (project plan) is set out below with anticipated consultant support and simple scope. The tabled resources reflect what is reasonably necessary to develop the Business Case. The resourcing is indicative and **will be subject to the level of investigative detail and consultation the Town desires to pursue and then the Town's final agreed and final adopted strategy, and therefore may change materially.**

The overarching requirement is centralised coordination and delivery, which will entail the appointment of a project manager by the Town internally or externally.

Proposed Strategy Stages		Consultant	Scope
1	Site Assessment:	Project Manager	General coordination and direction.
		Property Consultant	Scope information requirements for financial feasibility.
		Golf Course Consultant	Scope information requirements for design concepts and financial feasibility. Provide overview of existing golf course operational opportunities and constraints, and provide design input to architect.
		Town Planner (Town)	Design Concepts.
		Architect	Design Concepts.
		Building Compliance Consultant	Building and associated facilities compliance audit: universal access, electrical, lighting, fire, plant and equipment, general safety, energy efficiency and sustainability.
		Structural Engineer	Building and associated facilities structural state, compliance, and capacity.
		Geotechnical Engineer	Site geology and capacity.
		Civil servicing Engineer	Review existing utility services and a capacity.
		Surveyor	Site identification survey, building survey, utility services survey.
		Environmental Scientist	Site environmental assessment.
		Building Consultant	Building hazardous materials assessment.
		Heritage Consultant	Liaison and coordination of heritage matters in respect to land uses, adaption and redevelopment design concepts.
		Legal Services (Town)	Land Tenure: Management Order and encumbrances, existing Lease and obligations, actual or imputed to sitting Lessee.

Table 3 Part 1

Seaview Golf Club Facilities Strategy
March 2024

Proposed Strategy Stages		Consultant	Scope
1	Needs Analysis:	Project Manager	General coordination and direction
		Workshop Facilitator	Stakeholder consultation
		Property Consultant	Market Sounding Exercise
2	Feasibility Study:	Project Manager	General coordination and direction. Strategy Report compilation. Presentation of findings, recommendations and draft report to the Town.
		Town Planner (Town)	Design Concepts
		Architect	Design Concepts
		Landscape Architect	Design Concepts
		Heritage Consultant	Design Concept review
		Waste Management Consultant	Design Concepts
		Acoustic Consultant	Design Concepts and local impact assessment
		Quantity Surveyor	Built form Cost Plans
		Civil Engineers	Civil Service Cost Plan
		Traffic Engineer	Local traffic impact assessment, access ways and parking
		Social Scientist/Economist	Measure and report social and community benefit.
		Golf Course Consultant	Operational Input to Feasibility assumptions as to operational aspects of the golf course.
		Legal (Town)	Land Tenure assumptions
Property Consultant	Land tenure and land use-based feasibility analysis reporting financial returns to the Town. Presentation of findings, recommendations and draft report to the Town.		
3	Re-engagement with Direct Stakeholders, seek feedback, confirm in principle support:	Project Manager	General coordination and direction.
		Property Consultant	Land tenure and land use-considerations and affects on feasibility analysis and conclusions.
		Legal (Town)	Land tenure confirmation and application to feasibility.
4	Publish Draft Report to Town's web site for comment and submission.	Project Manager	General coordination and direction. Final Draft Strategy Report compilation of findings, recommendations and draft report to the Town.
5	Amend and Final Report as required	Project Manager	General coordination and direction.
		All	Amend report assumptions, input / output, analysis recommendations and final export reports to appendices.

Table 2 Part 2

Seaview Golf Club Facilities Strategy
March 2024

3.7 Practical Timeframes

A high-level program anticipated for the above Strategy and Business Case delivery is set out at **Appendix A**.

The programme assumes the Towns endorsement for the strategy delivery is obtained first quarter 2024 with project commencement set at 1 April 2024. The project duration including preparation of business case is forecast to be 56 weeks ending April 2025.

It is important to note that this is subject to the level of investigative detail and consultation the Town desires to pursue together with the Town's desired level of engagement and reporting requirements, and then the Town's final agreed and final adopted strategy, and therefore may change materially and significantly.

3.8 Strategy Cost Plan

An indicative strategy cost plan is set out below.

The overall external delivery cost is estimated at \$250,000 plus GST.

Stage	Consultant	Budget
Preliminary Design Input		
1	Needs Assessment	\$20,000
1	Site Assessment	\$20,000
Feasibility Study		
2	Heritage Consultant	\$6,000
2	Architect	\$24,000
2	Civil Engineer	\$5,000
2	Structural Engineer	\$8,500
2	Geotechnical Engineer	\$4,500
2	Environmental Consultant - Site	\$5,000
2	Environmental Consultant - Building	\$7,500
2	Quantity surveyor	\$15,000
2	Social Consultant/Economist	\$15,000
2	Building Consultant - Compliance	\$12,500
2	Property Consultant - Property and Feasibility	\$35,000
2	Property Consultant - Market Sounding	\$25,000
2	Landscape Architect	\$4,500
2	Waste Management Consultant	\$7,500
Major Land Transaction and Final Lease		
3 / 4	Re-Engagement with Stakeholders and Final Report	\$10,000
5	Legal Services	\$10,000
5	Business Case	\$15,000
		\$250,000

Table 3

Seaview Golf Club Facilities Strategy
March 2024

It is important to note that:

- this estimate is subject to the level of investigative detail and consultation the Town desires to pursue and then the Town's final agreed and final adopted strategy, and therefore may change materially and significantly,

and following from this,
- the cost estimates are highly indicative with basis founded on experience and limited enquiry. The professional fee estimates are highly dependent on the final service scope requested and detail therein, and therefore may change materially and significantly.

4 Close

The Sea View Golf Course Lease is due to expire in 2.5 years.

The Sea View Golf Club has approached the Town of Cottesloe seeking a lease renewal on terms that appear to add little value to the Golf Course and therein benefit to the Town and local community.

The lease proposal is heavily weighted in favour of the Golf Club and its members.

The Town seeks to investigate and understand the asset opportunities centred on the Golf Course Club Rooms and continued operation of the golf course.

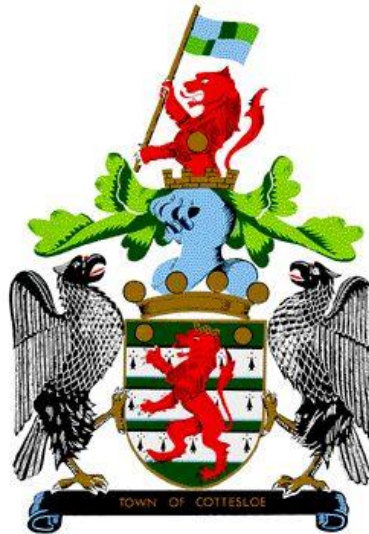
To this end the Town prepared a draft strategy that in effect outlines a process of investigation to fully inform the Town and the community of the opportunities and cost of effecting a better asset value and social/community dividend.

Seaview Golf Club Facilities Strategy
March 2024

Appendix A

Anticipated Project Program

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

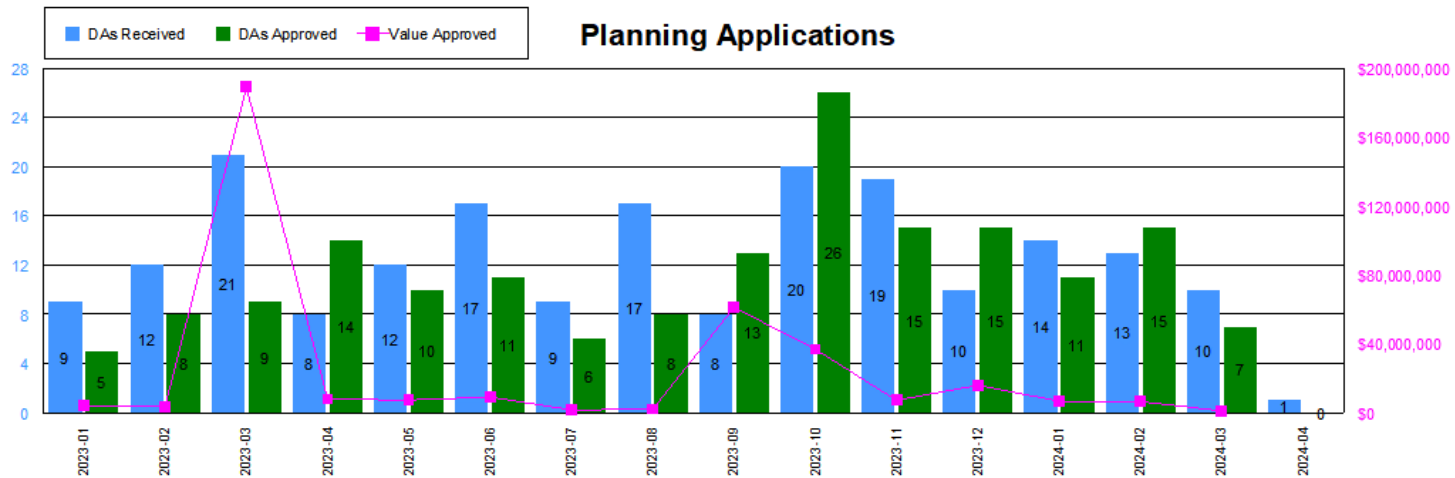
ATTACHMENT

**ITEM 10.1.9A:
QUARTERLY INFORMATION BULLETIN - MARCH
2024**

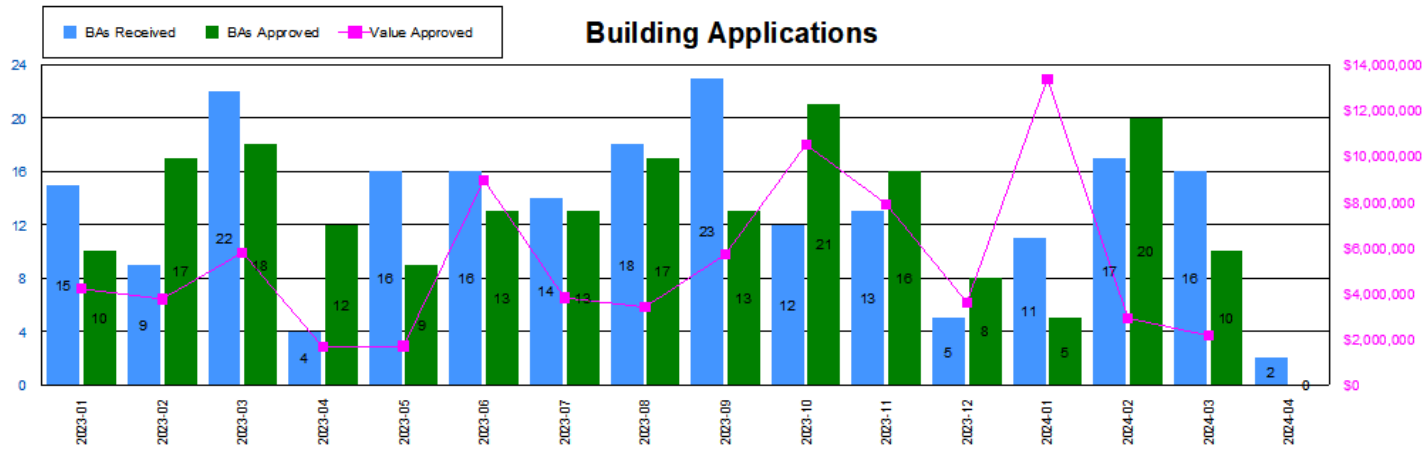
TOWN OF COTTESLOE CEO QUARTERLY REPORT TO COUNCIL – MARCH 2024

In order to keep the Council informed of the operational statistics of the Town, the Chief Executive Officer will provide Elected Members with the statistical data of corporate activity across the directorates, each quarter.

PLANNING APPLICATIONS



BUILDING APPLICATIONS



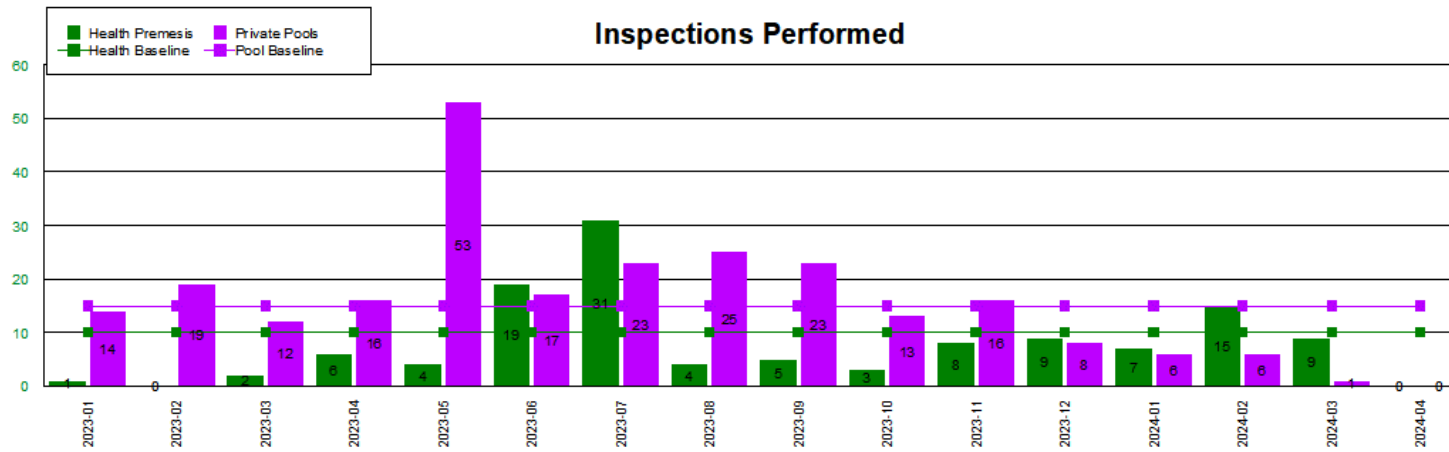
SDAU APPLICATIONS

ADDRESS	DESCRIPTION	COMMENT
94 Marine Parade (Seapines)	Residential apartments with restaurant/café, shops and short stay accommodation	Formal referral not received at this stage; Prior to formal consultation the application will be considered by SDRP; Administration has provided preliminary, high level comments to SDRP
7-11 Station Street	Residential apartments, restaurants, shops, small bar and offices	SDAU application lodged with WAPC; Formal referral not received at this stage

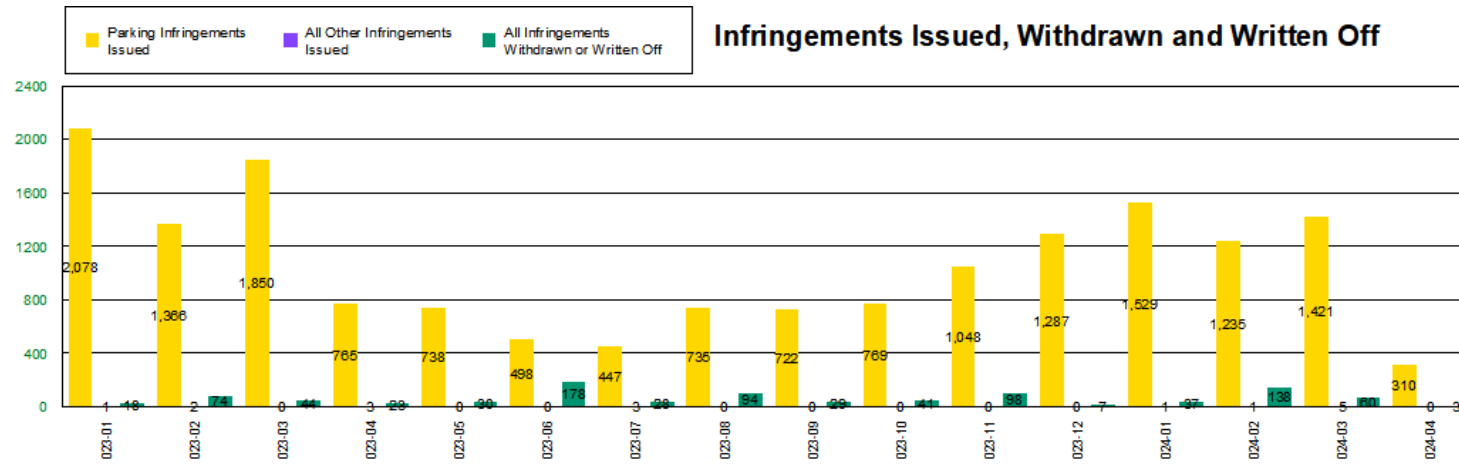
JDAP APPLICATIONS

ADDRESS	DESCRIPTION	COMMENT

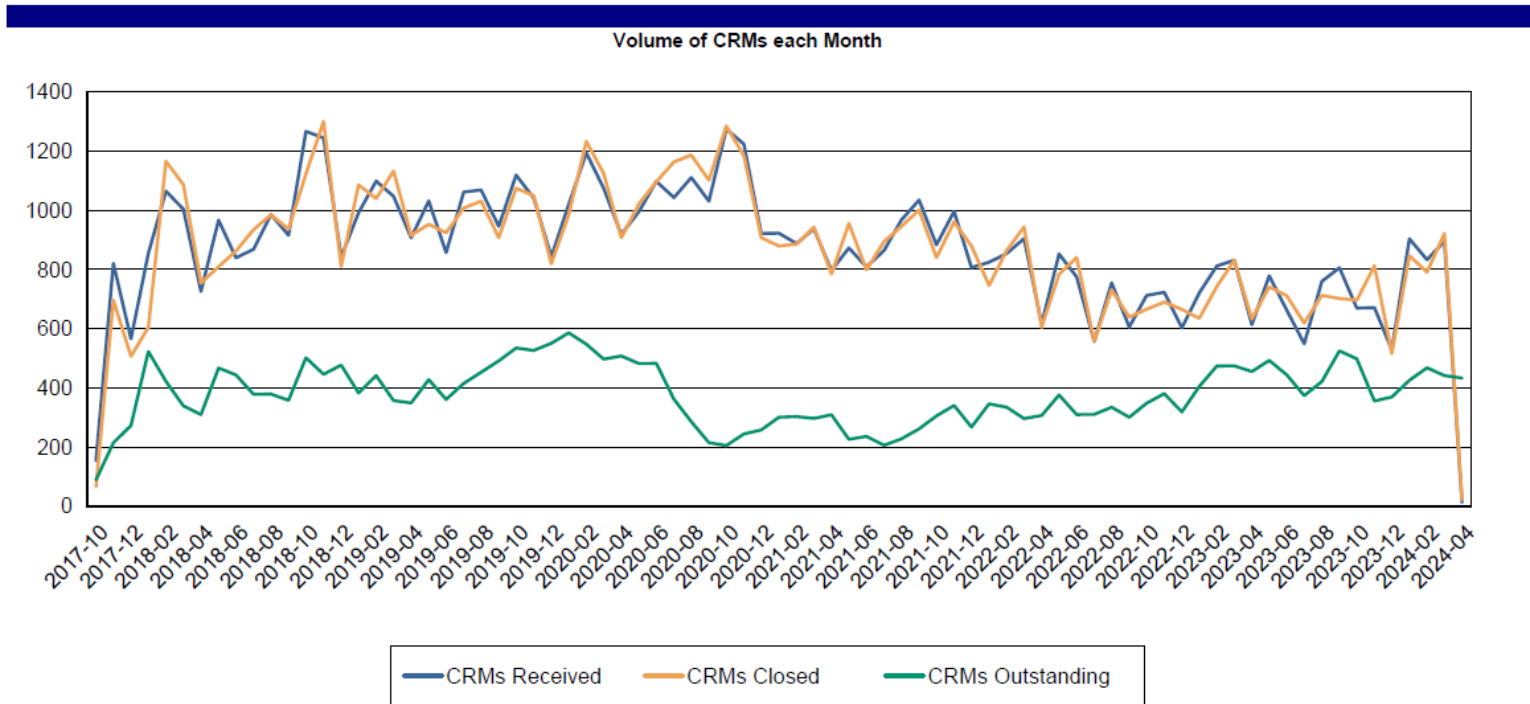
HEALTH & POOL INSPECTIONS



INFRINGEMENTS



March 2024 - CRM STATISTICS



MEDIA STATISTICS

2024

Media	January	February	March	Total
Posts made/shared to the Town's Facebook page	14	18	18	50
Posts made to the Town's Instagram page	6	5	8	19
MailChimp mailout (e-newsletter/consultation)	2	5	3	10
Media Release sent to the newspapers	1	0	0	1

CAPITAL WORKS REPORT

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Annual Budget	YTD Variance (Under)/Over
	Car Parks					
	Implementation of Parking Strategy	5.5021.2	0	75,000	75,000	(75,000)
	Jarrad Street Carpark	5.1023.2	0	50,000	50,000	(50,000)
	Carpark No 1	5.5010.2	0	70,000	70,000	(70,000)
○	ACROD Bays Installation and Upgrade	5.9000.2	12,754	30,756	46,133	(18,002)
○	Car Parks Total		12,754	225,756	241,133	(213,002)
○	Drainage/Culverts					
	Drainage Various	10.9000.2	5,528	33,335	50,000	(27,807)
	Drainage/Culverts Total		5,528	33,335	50,000	(27,807)
	Footpaths					
○	Eric Street Shared Path	15.1051.2	30,273	208,032	312,031	(177,759)
⊙	Various (Missing Links), Pram Ramp upgrades and kerb replacement	15.9000.2	13,238	13,334	20,000	(96)
○	Footpaths Total		43,511	221,366	332,031	(177,855)
	Irrigation					
○	Replacement of Reticulation Pump at Ocean Beach Hotel	20.1136.2	0	0	20,000	0
	Replacement of Reticulation Pump at Ocean Beach Hotel (BA OCM 213/2023)	20.4191.2	6,024	0	0	6,024
	Irrigation Construction - Jasper Green	20.6110.2	10,411	0	0	10,411
⊙	Irrigation Total		16,435	0	20,000	16,435
	Right of Ways					
⊙	ROW 7	24.2021.2	56,530	0	86,000	56,530
⊙	ROW 49	24.2055.2	13,200	0	18,000	13,200
⊙	Right of Way Total		69,730	0	104,000	69,730
	Parks and Ovals					
⊙	East Cottesloe Playground Upgrade (cash in lieu) (C/F)	30.7035.2	453,530	402,441	603,629	51,089
⊙	Skatepark	30.7045.2	387,467	579,582	848,433	(192,115)
○	Shade Sails	30.4085.2	2,780	0	15,000	2,780
○	Harvey Field Playground Upgrade	30.9000.1141	0	0	303,767	0
○	Replace Jasper Green Playground Softfall	30.6110.2	0	20,000	20,000	(20,000)
⊙	Parks and Ovals Total		843,777	1,002,023	1,790,829	(158,246)

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29 February 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Annual Budget	YTD Variance (Under)/Over
	Buildings					
○	Civic Centre	35.4050.2	0	0	55,000	0
●	Anderson Pavillion Development	35.4010.2	609,568	840,000	1,050,000	(230,432)
	Anderson Pavillion Fitout	35.4011.2	0	0	15,000	0
○	Barchetta Toilet Renewal	35.4019.2	0	0	70,000	0
	Shine Air Conditioning (BA OCM 213/2023)	35.4190.2	17,250	0	0	17,250
●	Buildings Total		626,818	840,000	1,190,000	(213,182)
	Roads					
○	Ackland Way	40.1146.2	0	66,950	66,950	(66,950)
○	Roads Total		0	66,950	66,950	(66,950)
	Miscellaneous Infrastructure					
○	Beach Access Path Upgrades & Modifications	45.4131.2	2,941	165,266	165,266	(162,325)
	Renewal of Shade Shelters	45.1047.1142	0	25,000	25,000	(25,000)
	Groyne Disability Access Ramp	45.6040.2	0	50,000	50,000	(50,000)
	Foreshore Development	45.6080.50	349	0	0	349
	Smart Parking - Zone Controllers	45.1138.2	0	0	0	0
○	Miscellaneous Infrastructure Total		3,290	240,266	240,266	(236,976)
	Plant , Equipment & Vehicles Total					
●	Plant, Machinery & Equipment	47.9000.2	213,616	174,150	261,210	39,466
●	Plant , Equip. & Vehicles Total		213,616	174,150	261,210	39,466
	Furniture & Office Equip.					
○	Photocopier	49.9000.16	0	25,000	25,000	(25,000)
○	OCTV Upgrade	49.9000.8	0	7,331	11,000	(7,331)
●	Parking sensors	49.9000.20	51,360	45,000	45,000	6,360
●	Live streaming of meetings - hardware/software	49.9000.28	43,409	50,000	50,000	(6,591)
●	Furniture & Office Equip. Total		94,769	127,331	131,000	(32,562)
●	Capital Expenditure Total		1,930,228	2,931,177	4,427,419	(1,000,949)

COUNCIL PLAN UPDATE

OUR COMMUNITY – Connected, engaged and accessible

Community Feedback

Our community values its relaxed, outdoor lifestyle and the natural environment. Looking forward, our community wants Cottesloe to be a welcoming place for locals and visitors of all backgrounds, ages and abilities. Community events and initiatives are welcomed to enhance our vibrant coastal community, with the style and scale of events to suit Cottesloe’s character.

Our Strategies

- Our high level strategies to progress these objectives:
1. Supporting an active, healthy and inclusive community culture, our residents enjoy access to a range of social, cultural and recreation activities
 2. Providing accessible and inclusive community spaces and facilities

Deliverable	Timeframe	Role	Directorate	Comments
Encourage health and wellbeing through recreation initiatives	Short Term	Partner	DCCS	No action at this point.
Implement the Disability Access and Inclusion Plan	Short Term	Deliver	DCCS	Plan currently being reviewed by Consultant. Meeting 29/4/24.
Review and update the Town’s Public Open Space and Playground Strategy	Short Term	Deliver	DES	This will commence after Council adopts the Asset Management Strategy (April 2024 OCM)
Identify and support opportunities for community participation	Short Term	Partner	DCCS	Ongoing.
Review and implement the Town’s Events Policy	Short Term	Deliver	DCCS	Not commenced.
Implement the Reconciliation Action Plan	Short Term	Deliver	DCCS	Second stage of Plan to be developed. First completed.
Develop a Public Health Plan	Short Term	Deliver	DDRS	Requirements under review
Develop a Community Youth Inclusion Strategy	Short Term	Deliver	DCCS	Not commenced.
Develop a Community Development Strategy	Short Term	Deliver	DCCS	Not commenced.

OUR TOWN - Healthy natural environs and infrastructure meeting the needs of our community

Community Feedback

Sustainability is important to our community. Our urban canopy, natural areas and recreation facilities are a priority for community wellbeing. Our community wants to see Cottesloe's heritage celebrated and balanced with appropriate planning and development.

Looking forward, our community want to see Cottesloe and Swanbourne Villages as thriving accessible community hubs. Our public amenities (including public ablutions) are a priority for our community, to enhance accessibility for everyone. Our Town

Our Strategies

Our high level strategies to progress these objectives:

1. Town infrastructure is well planned, effectively managed and supports our community, whilst protecting and promoting our unique heritage and character
2. Engage with external stakeholders to create connectivity throughout the Town.
3. Future population growth is planned to enhance community connectivity, economic prosperity as well as the built and natural environment.
4. Work collaboratively to protect, enhance and increase our natural assets and green canopy.

Deliverable	Timeframe	Role	Directorate	Comments
Review and implement the Town Planning Scheme	Short Term	Deliver	DDRS	Initial work can commence once Local Planning Strategy has been approved for advertising. Workshop with Council planned to discuss priorities.
Review, update and implement asset management planning	Short Term	Deliver	DES	Develop an asset management strategy that incorporates major strategies, delivery plans for the Council Plan priorities and management process to inform the asset management plan. This is expected to commence after Council adopts the Asset Management Strategy (April 2024 OCM)
Adopt and implement the Cottesloe Village Precinct Structure Plan	Short Term	Deliver	DDRS	Consultant engaged to complete final document.
Progress the Foreshore Masterplan, including Carpark 2 re-visioning	Short Term	Partner	DES	Develop a staged approach for the Foreshore Redevelopment to continue seeking government contributions and grants to progressively deliver various components over the duration of the Council Plan. Develop and implement a Council approved delivery strategy for the Carpark 2 Redevelopment. Element have been appointed for the works and Council will be progressively briefed throughout the strategy implementation process.
Review and implement Coastal Hazard Risk Management and Adaptation Plan	Short Term	Deliver	DES	Work with the CHRMAP Steering Committee and community to finalise the CHRMAP for this to inform the asset management

Implement Green Infrastructure Plan	Short Term	Deliver	DES	<p>plan. The development of the final chapter is in progress and under internal review.</p> <p>Complete the community consultation for Council to adopt the Strategy for implementation. Consultant being engaged for the engagement process.</p>
Develop Recreation Precinct Strategy	Short Term	Deliver	DES	<p>Finalise the Recreation Precinct Masterplan</p>
Develop Foreshore and Beach Strategy	Short Term	Deliver	DES	<p>Develop an affordable investment strategy for Council to implement the plan</p> <p>Consult with Council to understand the priority elements of the adopted Foreshore Redevelopment Masterplan</p>
Review and update the Integrated Transport Strategy	Short Term	Deliver	DES	<p>Update the alternative long term investment strategy to deliver the priorities over 10 years</p> <p>Continue to lobby other levels of Government for funding in line with the Business Case</p> <p>Review all transport related operating and management plan to update the strategy</p> <p>Council adopts strategy to inform the asset management plan</p> <p>This will commence after Council adopts the Asset Management Strategy (April 2024 OCM)</p>

OUR PROSPERITY - A vibrant and sustainable place to live, visit and enjoy

Community Feedback

Our community highly values Cottesloe's relaxed coastal character. It is important to our community that this be retained and that Cottesloe is a place where locals and visitors are welcomed and enjoy the experience.

Thriving connected village hubs are important to our community.

There is clear acknowledgement of Cottesloe as a world-renowned tourism destination -the Cottesloe foreshore and coast need to meet the expectations of locals, as well as visitors from around Australia and internationally.

Our Strategies

Our high level strategies to progress these objectives:

1. Activating Cottesloe and Swanbourne town centres and increasing their appeal, attracting more local business and visitors.
2. Partner with other stakeholders to create beautiful and diverse locations that celebrate our natural cultural and built heritage.
3. Partner with other stakeholders to promote Cottesloe more widely, attracting visitors seeking a quality coastal experience.

Deliverable	Timeframe	Role	Directorate	Comment
Lobby and advocate for increased east-west connectivity	Short Term	Advocate	DES	Continue to lobby the State Government to upgrade Congdon Street and Eric Street Bridge Upgrade
Implement the Cities Power Partnership Commitments	Short Term	Deliver	DES	Develop a sustainability strategy with different informing plans that deliver the CPP outcomes
Implement the Beach Access Plan	Short Term	Deliver	DES	An implementation plan developed for Council's endorsement for this to then inform the Asset Management and Long Term Financial Plan to guide the development of future budgets. This will commence after Council adopts the Asset Management Strategy (April 2024 OCM)
Review and update the Cottesloe Long Term Cycle Network Strategy	Short Term	Deliver	DES	An implementation plan developed for Council's endorsement for this to then inform the Asset Management and Long Term Financial Plan to guide the development of future budgets. This will commence after Council adopts the Asset Management Strategy (April 2024 OCM)
Implement Natural Asset Management Plan	Short Term	Deliver	DES	Council adopts the NAMPs following its public consultation Projects are implemented in line with the plan The plan is used to inform the Asset Management and Long Term Financial Plan to guide future budgets
Maintain and update the Cottesloe Local Heritage List	Short Term	Partner	DDRS	Initial work can commence once Local Planning Strategy has be approved for advertising.

Advocate for strategic transport infrastructure development, maintenance and improvement	Ongoing	Advocate	CEO	Currently organising a forum with the City of Fremantle, Town of Mosman Park and Shire of Peppermint Grove to discuss Strategic Priorities for the Stirling Highway and Fremantle Railway transport corridors.
Implement the adopted Cottesloe Village Precinct Structure Plan	Short Term	Partner	DDRS	Will commence once Cottesloe Village Precinct Structure Plan is completed and endorsed by Council.
Local Planning Strategy and Scheme	Short Term	Deliver	DDRS	Local Planning Strategy awaiting approval for formal advertising. Initial work on Local Planning Scheme will commence once Local Planning Strategy has been approved for advertising.
Explore partnership opportunities for the delivery of services to our community and visitors	Short Term	Partner	CEO	The Western Suburb Alliance CEO group is actively investigating possible shared partnership of various services.
Develop a Public Space Activation Strategy	Short Term	Partner	DES	This is incorporated within the Public Open Space Strategy review
Advocate for development and maintenance of community infrastructure, supporting our local community and the large number of visitors	Ongoing	Advocate	CEO	Ongoing discussions with State and Federal Government on the infrastructure needs of the community when the opportunity presents itself
Develop strategies and policies to assist local business become more sustainable	Medium	Deliver	CEO	No progress on this deliverable at this stage.
Continue collaboration with neighbouring local governments, supporting tourism development	Ongoing	Partner	CEO	The Town continues to support and attend ProCott Meetings.

OUR LEADERSHIP AND GOVERNANCE - Strategic leadership providing open and accountable governance

Community Feedback

Community engagement and timely communication is a high priority for our community. Our community values transparent, strategic leadership and forward planning. Our community deserves and requires legislative compliance and financial responsibility.

Our Strategies

Our high level strategies to progress these objectives:

1. Engage, inform and actively involve our community in Council decision making.
2. Work innovatively and collaboratively with government, industry, business and community to deliver positive outcomes.
3. Deliver open, accountable and transparent governance.

Deliverable	Timeframe	Role	Directorate	Comment
Review and implement Council's long term strategic planning	Medium	Deliver	CEO	Council Plan adopted by Council in December'23. Workshop to be arrange to prioritise deliverables.
Review and implement Council's communication plan / strategy	Short Term	Deliver	CEO	Review of the Town's communication plan will commence in 2024.
Advocate and lobby on behalf of our community	Short Term	Advocate	CEO	Ongoing as opportunities occur. Meeting with local State Member to discuss various Local issues.
Provide strategic leadership, deliver financially responsible governance and maintain legislative compliance	Ongoing	Deliver	CEO	Annual Report included in February OCM agenda. Compliance Return and Mid Year Budget Review to be put to Audit and Risk Committee, to be then put to March OCM.
Provide regular public communications, updating our community of Council activities	Ongoing	Deliver	CEO	Responses to media enquiries, social media posts and monthly newsletter issued.
Engage with community on satisfaction with the level of service delivery	Ongoing	Partner	CEO	Service delivery survey completed as part of the development of Council Plan. To be reissued every 2 years as part of Council Plan review.
Use existing and develop new partnerships to improve services and efficiencies for the Town including but not limited to WESROC, Joint Library Agreement	Ongoing	Partner	CEO	Working with the Western Suburbs Alliance (formally WESROC) CEO initiative to improve services across the Western Suburbs Local Governments. Current focus is Infrastructure, Procurement, Communications and Human Resources.
Review and maintain the implementation of business continuity planning	Short Term	Deliver	DCCS	Not commenced. Plan is a year in.

Maintain emergency management partnership and planning	Ongoing	Partner	DDRS	Ongoing membership of the Western Suburbs LEMC, which meets every quarter. Meeting regularly with local emergency services, ie WA Police.
Provide a healthy and safe workplace for our Town employees and council members	Ongoing	Deliver	DCCS	Ongoing. Fire drill held 12/2/24.

MAJOR PROJECTS FUNDING ACTIONS

Project	Actions
Foreshore Redevelopment & Car Park No.2	<p>18 January 2022- Meeting with Tourism WA to discuss funding</p> <p>28 January 2022 – Meeting with Deputy Premier Roger Cook Chief of Staff</p> <p>18 February 2022 – Meeting with Dr Katrina Stratton MP on various issues including Foreshore Redevelopment.</p> <p>21 February 2022 – Meeting with Minister for Lands and Local Government, John Carey regarding Foreshore Redevelopment and reclassification for Car Park no.2</p> <p>1 March 2022 – Meeting with Minister for Planning regarding Foreshore Redevelopment Design.</p> <p>14 March 2022 – Celia Hammond Listing Post Meeting regarding Foreshore Redevelopment</p> <p>18 March 2022 – Meeting with Sculpture by the Sea regarding Foreshore Redevelopment Design.</p> <p>12 April 2022 – Meeting with Federal candidate Yannick Spencer regarding Foreshore and other TOC projects. 12</p> <p>April 2022 – Meeting with Federal candidate, Kate Chaney regarding Foreshore and other TOC projects.</p> <p>20 April 2022 – Meeting with Deputy Premier regarding Funding opportunities fro Foreshore Redevelopment</p> <p>28 April 2022 – Celia Hammond MP announces \$7m commitment to Foreshore should the coalition be related.</p> <p>29 April 2022 – Letter sent to State Premier requesting meeting to discuss funding for Foreshore Redevelopment. 21</p> <p>May 2022 – Federal Election, change in Government.</p> <p>June 2022 – Follow up to inquiry with Premier regarding request to meet, Premier overseas.</p> <p>August 2022 – Met with senior representatives from DPLH and WAPC and provided a project update.</p> <p>September 2022 – Meet with the Premier’s Senior Policy Advisor and provided update on project and discussed funding options.</p> <p>Nov-Dec 2022 – Several meetings with DPLH to discuss the introduction of Developer Contributions to assist with foreshore funding</p> <p>Dec 2022 – request meeting with Deputy Premier.</p> <p>Mar 2023 - meet with Deputy Premier Chief of Staff.</p> <p>Mar 2023 – Council resolved to develop a strategy for Car Park No. 2 as a priority</p> <p>June 2023 – Council adopted Car No.2 Strategy (and published on website)</p> <p>September 2023 – Preparation of Specifications to engage specialist consultant</p> <p>December 2023 – RFQ advertised for the Engagement of specialist consultant</p> <p>March 2023 – Element appointed as design consultant</p>

Skate Park	<p>4 December 2021 – Community Workshops held on Concept Design February 2022 – Council adopted preferred concept design March 2022 – Meetings with Perth NRM and Cottesloe CoastCare to develop revegetation plan April 2022 – Council adopts John Black Dune Park Masterplan. 9 May 2022 – State NRM grant submitted for Revegetation component. May 2022 – Business Case/funding application meeting with consultant. June 2022 – Council briefed on proposed Lotterywest application main points, application to be submitted early July. July 2022 – Lotterywest application formally submitted. September 2022 – Town advised of unsuccessful State NRM revegetation grant application. September 2022 – Tour of John Black Dune Park with representatives from Lotterywest, Cottesloe Coastcare, Perth NRM and Town of Cottesloe. Oct-Dec 2022 Provided additional information to Lotterywest regarding funding application Dec 2022 Lotterywest advised application to be considered at February'23 Board Meeting. December 2022 – Lotterywest funding decision was deferred February 2023 - \$743,900 in Lotterywest funding received March 2023 – Council endorsed the design and construct tender April 2023 – Tender advertised May 2023 – Council presented with a recommendation June 2023 – Council awarded the tender to Phase 3 July 2023 – Design commenced October 2023 – Design completed and endorsed by Council November 2023 – Construction commence December 2023 – pump track completed Jan-March 2024 – Construction underway, tour by Elected Members March 2024 – Landscape design consultant engaged, meetings with ToC, Coastcare and Perth NRM April 2024 – Workshop Carpark No.2 strategy with Consultant</p>
Anderson Pavilion	<p>October 2021 – Contract Awarded and prestart meetings November 2021 – December 2021 – Detailed Design progressed. March/April 2022 – Existing Pavilion demolished, Building Permit Issued June/July 2022 – Contract Variation requested due to increase in construction material prices, under review. September 2022 – Council resolved Contract Variation, Contracted advised and new delivery program developed November 2022 – recommencement of construction December 2022 – Site work occurring, slab planned for January/February'23. February 2023 – Full issue for construction design completed for the application of a building permit March 2023 – Slab down</p>

	April 2023 – bricks laid July 2023 – commenced the installation of the roof structure October 2023 – Completion of roof structure November to December 2023 – Fitout January 2024 – Lockup achieved. Feb - March 2024 – Building Construction finalised April 2024 – Building Handed over and an official opening.
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OUTSTANDING RESOLUTIONS

Outstanding Resolutions

Council Meeting Date	Item #	Resolution No.	Item Title	Resolution	Complete (Y/N)	Comments
26/03/2024	13.1.1	OCM035/2024	53 JOHN STREET DOSCAS LANE ENCROACHMENT	<p>THAT Council</p> <p>1. NOTES legal advice obtained; and</p> <p>2. DEFERS any further action to allow the removal of the Doscas Lane encroachments to the agreement principles mentioned under the preferred approach (Option 1) within the officer's comment section;</p> <p>3. AUTHORISE the Mayor and Chief Executive Officer to sign the final agreement and affix the Town's Common Seal (if required), PROVIDED the final agreement is consistent with the principles approved in point 2; and</p> <p>4. REQUIRES the matter to return to the April 2023 Ordinary Council Meeting should there be any changes to the principles approved by Council.</p>	N	Proponent has been advised of Council's resolution

26/03/2024	13.1.3	OCM034/2024	120 - 122 MARINE PARADE LICENCE AGREEMENT	<p>THAT Council</p> <ol style="list-style-type: none"> 1. NOTES legal advice obtained; 2. ENDORSES the attached agreement; and 3. AUTHORISE the Mayor and Chief Executive Officer to sign the attached agreement and affix the Town's Common Seal (if required), SUBJECT to the proponent paying all legal cost to prepare the attached document. 	N	Licence Agreement awaiting to be signed.
26/03/2024	13.1.2	OCM033/2024	T01/2024 - STREET SWEEPING - TENDER	<p>THAT Council</p> <ol style="list-style-type: none"> 1. AUTHORISES the Chief Executive Officer to award the Street Sweeping Services Tender to TENDERER B mentioned in the Officer Recommendation in Brief Section; 2. AUTHORISES the: <ol style="list-style-type: none"> a. Mayor and Chief Executive Officer to sign the Contract and affix the Town's Common Seal (if required); b. Chief Executive Officer or delegate to manage the Street Sweeping contract, including the provision of possible variations (provided the variation is necessary in order for the goods or services to be supplied, does not change the general scope of the contract and is managed within the allotted budget allocation); and c. Mayor, Elected Members and the Town's Administration to disclose the identity of the successful Tenderer 	Y	Contract has been signed

26/03/2024	10.1.3	OCM030/2024	STREET TREE MASTERPLAN	<p>THAT Council: 1. NOTES the changes to the 2017 Street Tree Masterplan to include only the street species that have been previously approved by Council (summarised in table 1 within the officer's comment) for the purpose of public consultation; 2. INSTRUCTS the Chief Executive Officer (CEO) to prepare an Engagement Plan for community consultation on: a. Green Infrastructure Strategy (as noted in the July 2023 OCM Minutes); b. Natural Area Management Plan (as noted in the September 2023 OCM Minutes); c. The Street Tree Masterplan (as noted in point 1); Inclusive of discussing the various matters raised within the officer's commentary of this report and cost and amenity impacts associated with various options available with to regards to Norfolk Island Pines (NIPs) 3. INSTRUCTS the CEO to circulate the Engagement Plan to Elected Members and consider any feedback prior to initiating community consultation; and 4. REQUESTS the CEO to organise a workshop with Elected Members to review the feedback received from the community consultation</p>	N	<p>Community engagement consultant being engaged. Anticipate that draft Community Engagement Plan circulated to Council in May 2024 for consultation to occur in June.</p>
26/03/2024	10.1.4	OCM029/2024	COUNCIL PLAN DELIVERABLE TIMEFRAMES	<p>THAT Council ADOPT the attached Deliverable Timeframes associated with the Council Plan</p>	Y	<p>No further action required.</p>

26/03/2024	10.1.2	OCM028/2024	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 31 JANUARY 2024	THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2023 to 31 January 2024 as submitted to the 26 March 2024 meeting of Council.	Y	No action required.
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26/03/2024	10.1.1	OCM027/2024	LEASE OF PART RESERVE 3235 (LOT 37) NAPIER STREET, COTTESLOE TO WAVECONN FOR THE PLACEMENT OF A TEMPORARY MOBILE PHONE TOWER	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. NOTE the four(4) submissions received (as attached) in regards to the proposed disposition, by way of lease, of a 66m2 Portion of Reserve 3235 Napier Street; 2. AGREE to formally dispose of by way of Lease a 66m2 portion of Reserve 3235 Napier Street as depicted in this Report and located on the enclosed Plan for the purposes of siting a Mobile Phone Communications Tower providing reasons that the site and the consideration to be received are appropriate and best serve the community interest. 3. INSTRUCT the Chief Executive Officer (CEO) to develop the Lease document inclusive of the following: <ul style="list-style-type: none"> • Lease fee of \$30,000 per annum; • An annual increase in rent will be in line with CPI; • A two year option (at Council's discretion) Clause to be included; • A "make good" clause to be included; • The drafting of the Lease document to be at the Proponent's cost; • The issues raised by the Cottesloe Tennis Club to be communicated to the Proponent and included in the Lease document if deemed necessary by Council's solicitors to ensure the interests of the Club are satisfied. 4. INSTRUCT the CEO notify all submissioners of this decision 	N	Action underway. Site meeting 11/4/24. Applicant advised of outcome.
12/03/2024	9.1.1	SCM003/2024	ELECTED MEMBER APPOINTMENT	THAT Council by Absolute Majority: 1. APPOINTS Cr Sadler as a member of the Audit Committee	Y	Appointment confirmed.

			TO AUDIT COMMITTEE			
27/02/2024	13.1.3	OCM022/2024	PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2024	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. RESOLVES to undertake to the Joint Standing Committee on Delegated Legislation (JSCDL) that <ol style="list-style-type: none"> a. Within 6 months: <ol style="list-style-type: none"> i. State how Australian standard 1742.11-2016 and any symbol specified from time to time by Standards Australia for use in the regulation of parking can be accessed be the public free of charge; ii. Delete the definition in Clause 5.1 by removing the words: “disability parking permit has the meaning given in the Local Government (Parking for People with Disabilities) Regulations 2014;”; b. All consequential amendments arising from undertaking 2 will be made; c. Clause 1.5 will not be enforced in a manner contrary to undertaking 2; d. Where the local law is made publicly available by the Town, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking; 2. AUTHORISES the Mayor will provide a formal letter of undertaking to the JSCDL in respect of the matters prescribed in Point 1; and 3. PROVIDES local public notice that it proposes to make the Town of Cottesloe Parking and Parking Facilities Amendment Local Law 2024, as attached to this report, and invites public submissions on the proposal in accordance with Section 3.12 (3) (iii) of the Local Government Act 1995. 	Y	Action underway and advertising commenced.

27/02/2024	13.1.2	OCM021/2024	WALGA ENERGY SUSTAINABILITY AND RENEWABLE PROJECT - MEMORANDUM OF UNDERSTANDING STAGE 2	THAT Council: 1. AUTHORISES the CEO to sign the attached confidential Memorandum of Understanding and the data authority form to continue participating in the WALGA Sustainable Energy Project Phase Two and allow them to continue representing Council in the re-tender for an energy supplier; and 2. NOTES that a future item will be presented to Council to appoint the supplier recommended by WALGA at the completion of the tender process.	Y	Agreement is signed.
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27/02/2024	13.1.1	OCM020/2024	RIGHT OF WAY (ROW) 20 ENCROACHMENT S - LOCAL GOVERNMENT ACT (1995) SECTION 3.25 NOTICE	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. ADVISES residents to note that the primary purpose of addressing various encroachments is to allow the transfer of Council owned laneways to the Crown, provide setback certainty along the laneway in all future planning applications, and unless final property boundaries are established, it would be very difficult to ascertain the accuracy of any setback requirements; 2. NOTES the legal advice attached; 3. Approves the following pathway to progress resolution of ROW 20 encroachments of 100mm or greater that have been issued with the second letter (being the Local Government Act (1995) section 3.25 Notice); <p>STEP 1: REJECT all claims pertaining to the invalidity of the notice (Section 9.5 Objection to the October 2023 Council Decision);</p> <p>STEP 2: The Administration to assess the Scenario 3 situations to determine the likelihood that Adverse Possession rights already exist in respect of encroached land and explore ways to minimise the financial and other impacts on residents with likely Adverse Possession claims by contacting Landgate at a senior level to discuss whether, and how, the process can be streamlined and expedited and the costs to the residents minimised;</p> <p>STEP 3: Following step 2, the Administration meet the relevant owners to Encourage them to make an application for Adverse Possession, explaining clearly to the reasons why the Town seeks a resolution to the matter (including the reasons why</p>	N	Investigations in progress.
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				<p>the Town wishes to transfer title to the Crown) and the advantages to the residents of getting clean title namely, that any encroachments would need to be disclosed to any prospective purchaser and that the process to incorporate the land the subject of the encroachment is protracted and so is best started now;</p> <p>STEP 4: following step 3, bring the matter back to Council;</p> <p>4. NOTES that an item will be presented to a future Ordinary Council Meeting to decide the action taken against encroaching properties that maintain their refusal to comply with the Local Government Act (1995) Section 3.25 and the (Local Uniform Provisions) 1996 Regulations 7 and 17 at the end of the process mentioned in point 3; and</p> <p>5. DEFERS any action against all other encroachments below 100 millimetres until Council has had the opportunity for further Briefing.</p>		
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27/02/2024	10.1.11	OCM018/2024	PARKING RESTRICTION REQUESTS	<p>THAT Council</p> <ol style="list-style-type: none"> 1. DEFERS consideration of the proposed 'no stopping' yellow line marking parking restrictions on Deane Street as shown in Figure 1 until the April 2024 Ordinary Council Meeting for further investigation of the issues in this location; 2. APPROVES the proposed 'no stopping' yellow line marking parking restrictions on John Street as shown in Figure 3; and 3. REJECTS the 46 Grant Street resident's request. <p>RATIONALE: That Council wished to defer consideration of the proposed "no stopping" yellow line marking parking restrictions on Deane St for further investigation.</p>	N	John Street markings programmed for installation. Deane Street is still under investigations.
27/02/2024	10.1.9	OCM018/2024	HARVEY FIELD MEMORIAL BENCH REQUEST	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. DECLINE the request for a memorial bench to be installed on Harvey Field; 2. OFFER the applicants the alternative of planting a memorial tree in a suitable location at Harvey Field; and 3. NOTES: <ol style="list-style-type: none"> a) that the species of tree and location is to be agreed by the Town b) that the applicants would be required to pay for the cost of the tree and maintenance for the first two years of life c) memorial plaque honouring Fleur Arrow (nee Harvey) is to be included. 	N	Contacted resident and awaiting response

27/02/2024	10.1.8	OCM017/2024	RESIDENTIAL AND RECREATIONAL VERGE PLAY EQUIPMENT - BASKETBALL HOOP - 13 ANDREWS PLACE PROPOSAL	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. REJECTS the attached 13 Andrews Place Owner Proposal; and 2. REQUESTS the Administration to undertake a review of the Public Open Space Strategy and include in the review consideration of a basketball hoop at the micro park in that street. <p>Rationale:</p> <p>Permitting the concreting of any part of the verge to form part of the basketball play surface is contrary to the Town's Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001 . That Local Law permits permissible verge treatments including limited installation of one of the 4 acceptable materials 2.8(1), The Administration has advised that concrete is not an acceptable material. Nor is the use of concrete at a verge treatment consistent with the Town's Residential Verges Policy https://www.cottesloe.wa.gov.au/documents/1675/residential-verges-policy which requires compliance with the Local law and which permits paving, but does not permit concrete (4.5). Council is aware that some neighbours have expressed concern about significant amenity impacts from the use of the basketball hoop at this address. Although there are undoubtedly benefits in active play, there are aspect of basketball play which have the potential to cause nuisance to neighbours due to noise issues. A basketball hoop is located a short walk (800m) away from this property at Grant Marine Park. The applicant advises that the hoop is primarily used by</p>	Y	Resident has been informed. The future POS Strategy will consider the basketball court at Andrews Place Park.
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				<p>older children and during daylight hours. Older children, particularly active older children, can safely walk that short distance during daylight hours. The administration have advised councillors that a review of the POS strategy written in 2019, is due for review as some aspects affecting the strategy have changed since the time of writing such as the construction of the Dutch Inn, East Cottesloe and Vlamingh playgrounds and the construction commencement the Skate Park, which will cater for older children in the Town. No decision regarding upgrade of the Andrews Place micro park should be made in isolation of consideration of other competing priorities within the Town. Any decision regarding upgrade should be based on community consultation to determine priorities and to establish demand, if any, for this upgrade.</p>		
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27/02/2024	10.1.6	OCM014/2024	DRAFT LOCAL PLANNING STRATEGY - ENDORSEMENT TO ADVERTISE	<p>THAT Council</p> <ol style="list-style-type: none"> 1. ENDORSE the draft Local Planning Strategy dated 12 February 2024 for advertising; 2. REQUESTS the Chief Executive Officer to forward the draft Local Planning Strategy to the Western Australian Planning Commission (WAPC) for assessment with compliance with Regulation 11(2) of the Planning & Development (Local Planning Schemes) Regulations 2015; 3. INSTRUCTS the Chief Executive Officer to refer any significant modifications proposed by the Department of Planning, Lands & Heritage (DPLH) to Council for consideration prior to the presentation of the draft Local Planning Strategy document to the WAPC for certification for advertising; 4. REQUEST the WAPC to extend the advertising period to 35 days to provide a reasonable opportunity for stakeholders to comment on this important strategic planning document and help improve and refine it; 5. DELEGATE authority to the Chief Executive Officer to make minor modifications to the draft Local Planning Strategy as directed by the WAPC, prior to advertising; and 6. NOTE the process for WAPC lodgement, necessary amendments, public advertising and review of submissions provided in the Officer Comment. <p>RATIONALE: Council wanted to provide delegated authority (point 5) for only minor modifications.</p>	N	Document was lodged with DPLH for checking. Expected return May 2024
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27/02/2024	10.1.5	OCM013/2024	LEASE OF PART RESERVE 3235 (LOT 37) NAPIER STREET, COTTESLOE TO WAVECONN FOR THE PLACEMENT OF A TEMPORARY MOBILE PHONE TOWER	<p>THAT Council</p> <ol style="list-style-type: none"> 1. In accordance with Section 3.58 of the Local Government Act 1995 provide Local Public Notice that it proposes to dispose of by way of Lease a portion of Reserve 3235 as depicted in this Report and located on the attached Plan for the purposes of siting a Mobile Phone Communications Tower, inviting submissions to be made by Wednesday 13 March 2024; 2. That should no submissions be received opposing the location of the Mobile Phone Communications Tower, the Mayor and Chief Executive Officer be AUTHORISED to sign and seal a Lease document prepared by Council’s solicitors at the Proponent’s cost permitting the use of part Reserve 3235 for the locating of a temporary Mobile Phone Communications Tower as described in this Report; 3. REQUESTS the Administration to work to negotiate a clause in the lease for an annual increase in line with CPI; and 4. REQUEST the inclusion of a make good clause in the lease. <p>RATIONALE:</p> <ol style="list-style-type: none"> 1. The lease period may extend well beyond the initial 2 year period. The Town needs to ensure that rental income is not eroded by inflation. 2. While the area being leased is largely sand, the Town needs to ensure that all infrastructure is removed and that the condition of the area is returned to at least as it was prior to the installation of the tower, for safety and general amenity reasons. 	Y	See March'24 OCM Report
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				3. Adjustment for CPI and make good clauses are common and reasonable clauses that protect the Town's interests.		
27/02/2024	10.1.10	OCM012/2024	LADY LAWLEY COTTAGE VERGE PARKING PROPOSAL	<p>THAT COUNCIL</p> <p>1. REJECTS the attached Proposal and its exclusive use for Lady Lawley Verge Parking; and</p> <p>2. REQUESTS THAT the Town of Cottesloe administration to provide feedback to the proponent that they are encouraged to resubmit a proposal for visitor parking that does not increase the hardstand in front Lady Lawley Cottage and that a copy of this resolution and rationale is included in feedback to the Hames Sharley.</p>	Y	Applicant has been informed of the decision and are reconsidering other options.

27/02/2024	10.1.14	OCM010/2024	DONATION - PUBLIC ART "SANDBAR"	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. Seconded Cr Harkins PROVIDE In Principle support to accept the donation of the public art piece "Sandbar" (the artwork), by Artist James Rogers, from Hancock Prospecting and Roy Hill; 2. INSTRUCT the Chief Executive Officer (CEO) to: <ol style="list-style-type: none"> a. Form a working party of James Rogers (Artist), David Handley (Sculpture by the Sea), and the CEO to identify three (3) possible locations for the artwork's installation; b. Provide a future report to Council to consider a formal donation acceptance and determine where it should be installed 	N	Arranging a meeting with Location Selection Panel
27/02/2024	10.1.13	OCM009/2024	QUARTERLY INFORMATION BULLETIN	THAT Council notes the information provided in the Quarterly Information Bulletin	Y	No further action required.

27/02/2024	10.1.12	OCM008/2024	MARINE PARADE MRRG PROJECT CONCEPT	<p>THAT Council by absolute majority APPROVES Preferred Option B as shown in Attachment E subject to the following:</p> <ol style="list-style-type: none"> 1. A Grant Application for \$25,000 is made through the Road Safety Council for the construction of the raised plateau at Dutch Inn; 2. Should the Grant Application in Point 1 be unsuccessful, the funds be source through the Infrastructure Reserve, NOTING that this reserved will be replenish using surpluses either from the mid-year budget review or the end of the financial year; 3. Resurfacing works along Marine Parade between Curtin Avenue and Warton Street partially funded through the Metropolitan Region Roads Group (MRRG) is completed before 30 June 2024, noting the deteriorating pavement condition renewal is consistent with Council's approved February 2023 Asset Management Plan; 4. NOTES that the: <ol style="list-style-type: none"> a. Removal of the 16 parking bays and the construction of the offset bays on the western side of Marine Parade shown in Attachment E is only considered by Council after the Department of Transport contribution is received for the Marine Parade Shared Path Upgrade (Curtin Avenue to Forrest Street); b. Raised plateaus mentioned shown in Option B (Attachment E) close to Curtin Avenue is subject to Main Roads approving the signs and lines required; and c. A budget amendment will be requested for 	Y	Works being organised with the contractor
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				installation of additional street lighting for the raised plateau mentioned in point 4b should this be identified as a requirement during the detail design.		
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27/02/2024	10.1.7	OCM007/2024	PARKING SIGNAGE DETERMINATION - JOHN STREET	<p>THAT Council</p> <ol style="list-style-type: none"> 1. Determines that nine parking bays on John Street Cottesloe and known as JOS047, JOS048, JOS049, JOS050 JOS001, JOS002, JOS003, JOS004, JOS005 and shown in the attachments have a two hour (2P) parking restriction with residential parking permits exempted. 2. Instructs the Administration to install appropriate signage 	Y	Resolution actioned and closed out.
27/02/2024	10.1.4	OCM006/2024	DOGS AMENDMENT LOCAL LAW 2024	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. ADOPTS by Absolute Majority the Town of Cottesloe Dogs Amendment Local Law 2024 as attached to this Report; 2. AUTHORISES the Local Law's gazettal in the Government Gazette; 3. AUTHORISES the Local Public Notice advertisement, (after gazettal), of the making of the Local Law including the date upon which it is to come into operation; and 4. AUTHORISES the Mayor and the Chief Executive Officer to affix the Town's Common Seal to the Town of Cottesloe Dogs Amendment Local Law 2024. 	N	Action underway - gazettal to occur and final advertising to be undertaken.
27/02/2024	10.1.3	OCM005/2024	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023	<p>THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2023 to 31 December 2023 as submitted to the 27 February 2024 meeting of Council.</p>	Y	No action required.

27/02/2024	10.1.2	OCM004/2024	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 30 NOVEMBER 2023	THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2023 to 30 November 2023 as submitted to the 27 February 2024 meeting of Council.	Y	No action required.
27/02/2024	10.1.1	OCM003/2024	ACCEPTANCE OF THE 2022/2023 ANNUAL REPORT	That Council, by Absolute Majority: 1. ACCEPTS the ANNUAL Report for the Town of Cottesloe for the year ended 30 June 2023. 2. SETS the time and date of the General Meeting of Electors at 6pm, 20 March 2024 in the War Memorial Hall, and that the purpose of the meeting be - "to discuss the contents of the 2022/23 Annual Report (incorporating the 2022/23 Annual Financial Statements and Auditor's Report) and any other general business". 3. NOTES that local public notice will be issued on 28 February 2024, to ensure the minimum 14 days notice of the General Meeting of Electors is provided.	Y	Electors meeting held. Action complete.
12/12/2023	13.1.1	OCM259/2023	53 John Street - Doscas Lane Encroachment - Local Government Act (1995) - Section 3.25 (1) Notice	THAT Council 1. NOTES the legal advice attached; and 2. APPROVES the pathway mentioned in the officer's comment section of the report.	Y	Meet with owner on 25 January 2024 to discuss pathway. An item will be presented to Council in March 2024. See March'24 Resolution.

28/11/2023	13.1.2	OCM237/2023	Beach Access Path CT10 Upgrade	THAT Council; 1. REJECTS all tenders received; and 2. ENDORSES installation of sand bag supported steps design with a Fibre Reinforced Plastic landing at beach level as per option 2 within table 3 in the officer's comment section. 3. INSTRUCT the CEO to prepare an Implementation Plan within this financial year for upgrade, replacement and/or maintenance of beach access paths.	N	Tenderers have been informed. A consultant is being sourced to develop the building drawings for the approved concept
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28/11/2023	10.1.3	OCM231/2023	Seaview Golf Course Tee Box Relocation and Fairway Re-Alignment	<p>1. NOTES the pathway mentioned in the officer’s comment section of the report;</p> <p>2. NOTES the advice provided by the Golf Course Architects and the principle of Option 2 that converts the Seaview Golf Club Course hole 2 and 11 to a Par 3, fundamentally involve building a new green along the western edge of this fairway and a new tee box so that tee shots are directed away from Harvey Fields and Cottesloe Oval as shown in Richard Chamberlain Report and Diagram 4 within the Officer’s Comment Section;</p> <p>3. INSTRUCTS the CEO to engage with the Seaview Golf Club to obtain feedback from the Club on point 2 and determine how this fits into any future golf course improvements proposed by the Club;</p> <p>4. INSTRUCTS the CEO to report to Council on the Club’s insurance cover, whether and in what circumstances it covers injury to third parties caused by errant golf balls outside the boundaries of the Golf Course and whether the Golf Club’s insurers have confirmed that the Club’s preferred realignment option is sufficient mitigation of risk.</p> <p>5. REQUESTS for an item to be tabled no later than the March 2024 Ordinary Council Meeting on the matters mentioned above.</p>	N	<p>Draft Strategy developed and awaiting for opportunity discuss with Council.</p> <p>Meeting with SVGC arranged for early March'24.</p> <p>Report included in the May'24 OCM Agenda.</p>
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24/10/2023	10.1.8	OCM213/2023	Budget Amendment - Various Engineering Projects	<p>THAT Council by absolute majority :</p> <p>1. APPROVES the following budget amendment:</p> <p>a. Reduction of Harvey Field Bore Pump Replacement Project from \$20,000 to \$0;</p> <p>b. New Project – Marine Parade (Curtin Avenue to Warton Street) Road Resurfacing for \$289,470 that will be partially funded by a \$192,980 contribution from the Metropolitan Road Regional Group and the remaining \$96,490 through the Infrastructure Reserves;</p> <p>c. New Project – Shine Community Centre Air Conditioner Replacement for \$17,300 of which \$10,000 will be funded through a budget transfer from the Harvey Field Bore Pump Replacement Project mentioned in point 1 (a) and the remaining \$7300 funded through the Infrastructure Reserve;</p> <p>d. New Project – Ocean Beach Hotel Bore Pump for \$10,000 through a budget transfer from the Harvey Field Bore Pump Replacement Project mentioned in point 1 (a); and</p> <p>e. Subject to approval of points 1 (a) to (d), APPROVES a transfer of \$103,790 from the Infrastructure Reserves that has a balance of \$528,630 to fund the New Projects mentioned in points 1(b) and 1(c).</p>	N	<p>Repairs Shine Community Centre and OBH bore pump complete</p> <p>Marine Parade Project Concept pending Council approval (February 2024 OCM)</p>
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24/10/2023	10.1.4	OCM212/2023	Street Tree Masterplan	<p>That Council DEFERS the Endorsement of the attached Street Tree Masterplan for the purpose of public consultation so that issues including the following can be discussed at an Elected Members Workshop:</p> <ol style="list-style-type: none"> 1. Identification of 'heritage streets' and the legislative consequences in relation to the Town's Norfolk Island pines 2. Rationale for defining 'distributor' roads for succession and replacement planting 3. Information to be contained in the proposed contextual statement for the community consultation identifying the risks, costs and benefits of Norfolk Island Pine succession and replacement planting as opposed to planting alternate species. <p>That the item be brought back to the NOVEMBER 2023 Ordinary Council Meeting incorporating the outcomes of the above discussion into proposed changes to the Street Tree Masterplan and the officer comment to inform the community as fully as possible of the likely costs and risks associated with succession and replacement planting of Norfolk Island Pines.</p> <p>RATIONALE: There is agreement that the Street Tree Masterplan needs to be revised to remove reference to no longer existing wards. It is unclear how 'distributor', 'strategic roads' or 'roads of significance' are defined – the various terms used for 'distributor' roads listed in</p>	Y	<p>Council briefed on Heritage matters in February 2024. See March'24 OCM Resolution</p> <p>An item is scheduled for a future meeting of Council.</p>
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				<p>the table on page 23 of the agenda.</p> <p>Councillors have queried the heritage legislation implications on the Norfolk Island pines. One definition in the Street Tree Masterplan is 'Statutory Heritage Listing'. A second definition in the officer comment is streets that 'have heritage buildings (found either on the Town's heritage list or the State Register of Heritage Places'. There is a need for clarification concerning both the definition of 'heritage' pine trees/streets and any heritage protection requirements before proposing management decisions to the community.</p> <p>The consultant ArborCarbon clearly recommends that 'the City phases out the replanting of NIPs and replaces them with a suitable amenity species more resilient to environmental stressors'.</p> <p>ArborCarbon notes Norfolk Island Pines are not consistent with the Town's status as a waterwise council which will become more acute due to projected reductions in licensed water and groundwater supply.</p> <p>It is prudent for Councillors to be as fully informed as possible of the costs and risks of deciding not to follow ArborCarbon's advice. Relevant information includes the likely number of pines to be replaced over a period of time (e.g. 400 have been planted since 2019), the cost and availability of additional water, labour and other resource costs to maintain and replace the pines, likely survival rate of replaced pines and risks</p>		
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				<p>from pathogens and parasites of monoculture streets of trees. For the Cottesloe community to provide informed responses to the proposed Street Tree Masterplan as it relates to a subject closely identified with Cottesloe and dear to many residents, they need to understand the cost implications for their rates of proposed Norfolk Island Pine retention and replacement.</p>		
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24/10/2023	10.1.7	OCM207/2023	Eric Street Principal Shared Path Safety Audit Period	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. NOTES the attached Road Safety Report and the corrective actions recommended within, summarised in the officer’s comment section; 2. REQUEST that the Administration writes to Main Roads Western Australia asking them to: <ol style="list-style-type: none"> a. consider the traffic signal improvements mentioned in the officer’s comment section of the report; b. reconsider the give-way marking instead of the “Look” symbols; c. Install pedestrian crosswalk colored surface treatments at Curtin Avenue intersection to direct cyclist onto the Eric Street Shared Path; d. relocate any existing cyclist signs in the context of the new path; e. provide the rationale relating to the departure from the give-way standards mentioned within their technical documents for shared paths; and f. Subject to the APPROVAL of points 2 (a) to (d), NOTES that point (a) will be address separately from points (b) to (e); 3. REQUEST the Administration to investigate and install: <ol style="list-style-type: none"> a. A minimum of four 10 minute bays within the vicinity of the Ocean Beach Hotel either along Marine Parade or the carpark along Eric Street; and b. Wayfinding solutions along the Perth to Fremantle Principal Shared Path providing direction towards the Eric Street Shared Path. 	N	<p>Contractor being organised for the parking amendments</p> <p>Correspondence sent to MRWA and the Town is awaiting a response from the State Government</p>
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19/09/2023	10.1.12	OCM198 /2023	Seaview Golf Club Lease Renewal	<p>THAT Council;</p> <p>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:</p> <p>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;</p> <p>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);</p> <p>c. As Public Open Space, the public access to the Sea View Golf Course needs to be maintained</p> <p>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</p> <p>e. All activities on the Sea View Golf Course must provide positive environmental sustainability and public safety outcomes for the Cottesloe Community.</p> <p>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:</p> <p>a. The inclusion in the new lease of a redevelopment clause exercisable by Council upon a six (6) month notice period; or</p> <p>b. Council resolving that the progress of investigating redevelopment opportunities is sufficient to result in a redevelopment plan being incorporated into the lease.”</p>	N	<p>Sea View Golf Club has been formally advised of Council's resolution and requested a meeting with Mayor and CEO at the end of October'23. The CEO is currently preparing a request for quote to engage a project facilitator. Facilitator engaged and draft strategy developed. Awaiting an opportunity to discuss draft strategy with Council.</p>
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				<p>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</p> <p>4. INSTRUCTS the Chief Executive Officer to:</p> <ul style="list-style-type: none"> 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. 		
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25/07/2023	10.1.7	OCM154/2023	Green Infrastructure Strategy	<p>1. THAT Council NOTES the attached Green Infrastructure Strategy for the purpose of public consultation and that this will be advertised for a period of two weeks and;</p> <p>2. Prior to releasing the Green Infrastructure Strategy for public consultation AMENDS Objective 1, success indicator 1 '30% canopy cover by 2050. Net increase of canopy cover of 2% compared to each previous imaging cycle (imaging cycle to be completed every 3 to 5 years) To 30% canopy cover by 2040 in line with WALGA's Urban Forest Advocacy position. Net increase of canopy cover of 1% per annum, averaged as measured by an imaging cycle completed every 3-5 years.</p> <p>3. THAT Council NOTES the attached Green Infrastructure Strategy for the purpose of public consultation and requests the Administration to defer undertaking public consultation of the Green Infrastructure Strategy until Council has considered the Natural Areas Management Plan and the Street Tree Masterplan and so that these plans can then be advertised together for a period of two weeks</p>	N	This will be advertised for public consultation in the first quarter of 2024
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27/06/2023	10.1.11	OCM113/2023	Right of Way Policy	<p>That Council:</p> <ol style="list-style-type: none"> 1. ADOPTS the proposed changes to the Policy Pol/59 as attached; 2. REQUESTS the CEO to bring a Report to Council at least quarterly on progress in carrying out Council's resolution SCM 009/2023 (21 February 2023) dealing with Florence St ROW encroachments and the transfer to the Crown of all ROW's currently in the name of the Town; and 3. REQUESTS the CEO to include in his Quarterly Report to Council all complaints to the Town regarding ROW encroachments, pending the transfer to the Crown of all ROW's currently in the name of the Town 	N	Point 1 completed, Points 2 & 3 to be included in quarterly report. Report on various encroachments included in Oct'23 OCM agenda. Update on ROW 20 encroachments included in February OCM Agenda.
25/10/2022	13.1.1	OCM164/2022	BUS SHELTER ADVERTISING	<p>That Council:</p> <ol style="list-style-type: none"> 1. CONSIDERS the confidential legal advice; 2. NOTES the attached confidential proposal submitted; 3. NOTES that a tender will be advertised in early 2023 to allow time for an ideal set of specifications to be prepared for that process. 	N	Briefing item to be prepared for May 2023

27/09/2022	10.1.3	OCM139/2022	NORFOLK ISLAND PINE TREES	<p>THAT Council</p> <ol style="list-style-type: none"> 1. APPROVES the preferred options one and two mentioned in the officer’s comment section of the report; 2. Subject to point one, NOTES that the \$23,000 within Operating Account 57.9000.910 (Green Infrastructure Management Plan) will be redirected to option one for the collection of airborne data and analysis to determine the condition of the Norfolk Island Pine Trees within the district since 2020; and 3. NOTES that a future report will be brought to Council to provide an update on point two to determine whether there is the need to implement option three and any further intervention. 4. NOTES that the Norfolk Island Pine street tree planting will only recommence following the adoption of the Street Tree Masterplan. 5. Ask the CEO to bring an item to an elected member workshop upon the completion of point 2 and the review of the street tree master plan. 	N	Aerial overview will be carried out in March 2023. Street Tree Masterplan report prepared for Council's consideration.
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6/09/2022	12.1.1	SCM127/2022	INDIANA TEA HOUSE REDEVELOPMENT PROPOSAL - RECEIPT OF COMMENTS AND	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. NOTES the receipt of requested comment and specialist advice as required by Council Resolution OCM245/2021 (from the Ordinary Council Meeting of December 2021); 2. AUTHORISES the Chief Executive Officer to develop a Business Plan, as required under Section 3.59 of the Local Government Act 1995, taking account of the impact of the proposed redevelopment of the Indiana Teahouse and the relocation of the Cottesloe Surf Lifesaving Club boatshed on the financial, social, and environmental position of the town and cultural heritage of the site for Council's consideration to enable public consultation on the proposed redevelopment of the Indiana Teahouse and relocation of the boatshed, 3. INSTRUCTS the Chief Executive Officer to continue to engage with the Proponent and relevant State Government Agencies in order to develop the Business Plan required in Point 2, 4. NOTES that Council cannot commit to the proposal without informed Cottesloe Community consultation undertaken by the Town, as per Section 3.59, Local Government Act 1995. 	N	<p>Consultant appointed to prepare business plan. Business plan being developed as information is available. Council to updated on progress at June and Sept Council Briefing. Draft Plan in progressed, with aim of being presented to a Council workshop in first quarter 2024.</p>
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28/06/2022	10.1.5	OCM078/2022	RELOCATION OF TELECOMMUNICATIONS (TELSTRA AND OPTUS) TOWERS FROM OBH TO ANOTHER SUITABLE LOCATION IN COTTESLOE	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. NOTES the information provided by the applicant, including the reasons for the relocation of Telstra/Amplitel telecommunications infrastructure currently located at the Ocean Beach Hotel (OBH) site, and the proposed option of providing a temporary facility at Car Park No.2 while a permanent location for the infrastructure is investigated and determined. 2. ADVISES the applicant: <ol style="list-style-type: none"> a. The provision of a temporary facility at Car Park No.2 is not favoured as it would compromise the future redevelopment of Car Park No.2 in accordance with the approved Foreshore Masterplan. b. It is preferable that the temporary facility be located at John Black Dune Park given its close proximity to Car Park No.2 and the reduced impact on the redevelopment of Car Park No.2. 3. ENDORSES the Town's Administration continuing consultation with Telstra/Amplitel to determine a permanent replacement site in the Town of Cottesloe for the relocation of telecommunications infrastructure currently located on a rooftop at the OBH site. 	N	Discussions ongoing with Telstra however the Town understand telstra may have renewed lease with OBH. Proposed lease to considered at February OCM.
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28/06/2022	10.1.10	OCM086/2022	HARVEY FIELD RECREATION PRECINCT - PREFERRED CONCEPT FOR IMPLEMENTATION	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. THANKS the community for taking the time to provide feedback through the recent public consultation survey; 2. NOTES the public consultation results within the attached report; 3. RESPONDS to the public consultation by assessing the costs of a more informal car parking arrangement as compared with the proposal outlined in the preferred concept option (formalised asphalted bays for Jarrad Street and formalised reinforced grass paving bays off Broome and Pearse streets, and bench seating). 4. BRINGS a costed comparative proposal back to Council for further consideration of the parking improvement proposals and oval seating outlined in the concept proposal compared with appropriate operational and maintenance costs of the existing non-formalised approach, and with reinforced grass paving off Jarrad Street and off Broome Street. This costed comparison should cover capital or improvement outlays and ongoing maintenance costs for each option. 5. ENDORSES the following elements of the preferred concept option to be completed in the following order, subject to funding being available: <ol style="list-style-type: none"> a. completion of two asphalt ACROD bays near the Anderson Pavilion; b. Relocation of tee box; c. Playground upgrade as per the Public Open Space Strategy (2019) principles; 6. Upon completion of detailed design of the 30 	N	SVGC have been consulted on the proposed relocation of the teebox. Ongoing discussions. In discussions with Sea View Golf Club on preferred Tie Box 2 realignment.
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				<p>metre length of staggered fencing next to tee box 2, the detailed design drawings shall be brought back to Council for consideration.</p> <p>7. REQUESTS the Administration to monitor the effectiveness of the tee box relocation for a period of 12 months after completion of the works and report back to Council. If the step has not adequately improved safety in the vicinity, then Council will explore (with professional advice and in consultation with the Sea View Golf Club) possible relocation of the green to improve safety, rather than progressing the high north-south fence in Option 2 in the Public Consultation survey.</p> <p>8. REQUESTS the Administration to advise the Sea View Golf Club accordingly and to ensure that the issue is adequately addressed in discussions regarding the renewal of the Golf Club lease.</p>		
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23/11/2021	10.1.4	OCM222/2021	COTTESLOE PYLON RESTORATION APPEAL	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. REDEFINES the Cottesloe Pylon Restoration Appeal to broaden the scope to permit donations to be raised for the Cottesloe Beach Heritage Precinct. 2. RECEIVES a further report in due course on how an Appeal, which would include the raising of funds for the Cottesloe Beach Heritage Precinct, is proposed to operate. 	N	Point 1 complete, Point 2 being developed.
27/05/2021	10.1.7	OCM079/2021	LIGHTING STRATEGY	<p>COUNCILLOR MOTION AND COUNCIL RESOLUTION</p> <p>That Council:</p> <ol style="list-style-type: none"> 1. Defers addressing the Item 10.1.7 until such time that a Council briefing can fully address questions and issues arising, including the following; <ol style="list-style-type: none"> 1. The rationale for the current priority assigned to this matter by the Town officers and; 2. The extent of any planned upgrades to ensure compliance with what is effectively a non-mandatory Australian Standard and; 3. Sufficient justification for any expenditure either in the planning phase or the implementation phase. 	N	Will be reviewed in 2023/2024, post adoption of Asset Management Plan. Review to occur in 2024.

27/04/2021	11.2	OCM066/2021	COUNCILLOR MOTION - REQUEST FOR REPORT REGARDING RIDE-SHARE ARRANGEMENTS ON THE FORESHORE	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. REQUESTS that the administration brings a report to an elected member workshop regarding recommendations for ride-share arrangements in the Foreshore Precinct by October 2021; 2. REQUESTS that the administration uses priorities of the Foreshore Masterplan design brief as background to the report, including the desire to create a safe, low speed pedestrian friendly environment; 3. REQUESTS that the report address ride-share challenges faced by other coastal suburbs in Perth and possible solutions used in other locations; 4. REQUESTS that the option of designated ride-share pick-up locations be investigated with information regarding how this works in practice; 5. REQUESTS that information is sought from ride-share operators and the management of the Ocean Beach and Cottesloe Beach Hotels as part of the report; 6. NOTES that this report may be used as the basis for the Town developing a ride-share policy for the Foreshore Precinct or be integrated into the Town's Parking Strategy. 	N	Ongoing - subject to the final design of OBH, CBH and Indiana's
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ROW COMPLAINTS REGISTER

Ref Number	Complaint Summary	Date Received	Response to Customer	Date Responded	Trim Reference	Status
1	Encroaching wall from neighbouring property affecting easement rights and concerns with 40 and 48 Florence Street being approved	30/01/2023	40 and 48 Florence Street was approved in 2009. Other encroachments being investigated.	31/03/2023	D23/7702	CLOSED
2	Asbestos fence on laneway	2/02/2023	Fence is not fibrous	14/07/2023	D23/27099	CLOSED
3	Basketball hoop on laneway	31/05/2023	Town will investigate the matter and address this with the play equipment owner	6/06/2023	D23/22175	CLOSED
4	Encroaching brick wall	23/06/2023	The wall does not require planning approval	23/06/2023	D23/26719	CLOSED
6	42 Hawkstone St – Encroachment ROW13 – Requiring Assistance	22/12/23	Still pending	22/12/23	D23/48774	In progress
7	298 Marmion St – Requesting property documents	15/1/2024	Still pending	9/1/2024	D24/2205	In progress
8	296 Marmion St- Emailed letter	13/2/2024	Residents awaiting Council meeting to make Public Statement	22/12/2023	D24/5735	In progress
9	58 Eric St – FOI	29/1/2024	Still pending – gathering documents	29/1/2024	D24/3091	In progress