



Town of Cottesloe

I hereby certify that the minutes of the Council meeting held on

Tuesday, 24 March 2020

were confirmed as a true and accurate record by Council resolution.

Signed:

A handwritten signature in blue ink, appearing to be 'John', written over a horizontal line.

Presiding Member

Date: 28/4/2020

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

MINUTES

ORDINARY COUNCIL MEETING
HELD IN THE
Council Chambers, Cottesloe Civic Centre
109 Broome Street, Cottesloe
6:00pm Tuesday, 24 March 2020

NEIL HARTLEY
Acting Chief Executive Officer

31 March 2020

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

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:05pm.

2 DISCLAIMER

The Presiding Member drew attention to the Town’s Disclaimer.

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Mayor announced that the meeting is being recorded, solely for the purpose of confirming the correctness of the Minutes.

The Mayor made the following announcements:

-) The Shark Barrier will be coming out at the end of March as planned.
-) The Mayor has accepted on behalf of the Town, a beautiful sculpture from Sculptures by the Sea of a watsonia flower bulb (made of wood) and this will be displayed in the Office Foyer glass cabinet.
-) The Mayor advised we’re living in uncertain times, Australians are an enduring people and now we’re faced with the Coronavirus, but we’ll come through this if we all work together.
-) The Town of Cottesloe has put together a number of initiatives (including staff working from home) to minimise the risk of staff becoming infected and to keep the Town’s operations open for longer.

4 PUBLIC QUESTION TIME

4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Elected Members**

Mayor Philip Angers
Cr Lorraine Young
Cr Caroline Harben
Cr Helen Sadler
Cr Craig Masarei
Cr Melissa Harkins
Cr Michael Tucak
Cr Kirsty Barrett
Cr Paul MacFarlane

Officers

Mr Neil Hartley	Acting Chief Executive Officer
Mr Shane Collie	Manager Corporate Services and Governance
Ms Freya Ayliffe	Manager of Compliance and Regulatory Services
Mr Shaun Kan	Manager Engineering Services
Ms Mary-Ann Winnett	Governance Coordinator

6.1 APOLOGIES

Nil

Officers Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Mayor Angers declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "I'm the Patron of the Cottesloe Surf Club as part of my duties as Mayor. I'm not a member of the club."

Cr Sadler declared an IMPARTIALITY INTEREST in item 10.1.6 by virtue "I'm a member of West Cycles Advocacy Group."

Cr Tucak declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "The applicants are known to me."

Cr Masarei declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "One of the consultants, Mr Fred Chaney, is related to me by marriage."

8 CONFIRMATION OF MINUTES

1. That the Minutes of the Ordinary Meeting of Council held on Tuesday, 25 February 2020 be confirmed as a true and accurate record subject to the deletion of the duplication of Cr Sadler's declaration of IMPARTIALITY INTEREST at item 11.1, and to add the following declarations of IMPARTIALITY INTEREST made by Mr Kan (at items 10.1.1 Lot 16 (6) Rosser Street - Removal of Privacy Screen and item 11.1 Councillor Motion – 99 Napier Street):

Mr Kan declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "one of the tenants is known to me."

Mr Kan declared an IMPARTIALITY INTEREST in item 11.1 by virtue "Mr Rodda is known to me."

2. That the Minutes of the Special Meeting of Council held on Thursday 27 February 2020 be confirmed as a true and accurate record.
3. That the Minutes of the Special Meeting of Council held on Tuesday 17 March 2020 be confirmed as a true and accurate record.

Cr Tucak advised that in his declarations of IMPARTIALITY INTEREST for:

1. item 13.1.1 in the Ordinary Council Minutes of 25 February 2020; and
2. item 9.1.1 in the Special Council Meeting of 27 February 2020, where the word 'member' should have been 'donor'.

Cr Tucak also advised that his recollection of dealing with item 13.1.1 Sculpture by the Sea – Funding Request' in the Ordinary Council Minutes of 25 February 2020 as non-confidential was then listed as being discussed after Council moved into the confidential part of the meeting and the resolution for dealing with confidential items was listed as 'Carried 9/0' but he voted against that. Cr Tucak advised that the meeting remained open for consideration of item 13.1.1 Sculpture by the Sea – Funding Request' and he thought it was listed in the wrong order so asked if the confirmation of Minutes from the Ordinary Council Meeting of 25 February 2020 could be deferred.

COUNCILLOR MOTION AND COUNCIL RESOLUTION

Moved Cr Young

Seconded Mayor Angers

That Council DEFERS confirming the Minutes of the Ordinary Meeting of Council held on Tuesday, 25 February 2020 pending clarification (of the issues raised by Cr Tucak) from the Chief Executive Officer.

Carried 9/0

COUNCILLOR MOTION

Moved Mayor Angers Seconded Cr Sadler

That the Minutes of the Special Meeting of Council held on Thursday 27 February 2020 be confirmed as a true and accurate record subject to the minutes being corrected to replace the word 'member', with 'donor', in Cr Tucak's declaration of IMPARITALITY INTEREST at item 9.1.1.

Carried 9/0

COUNCILLOR MOTION

Moved Mayor Angers Seconded Cr Tucak

That the Minutes of the Special Meeting of Council held on Tuesday 17 March 2020 be confirmed as a true and accurate record.

Carried 9/0

9 PRESENTATIONS

9.1 PETITIONS

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

For the benefit of the members of the public present, the Mayor announced that items 10.1.1, 10.1.5 and 10.1.8 have been withdrawn for discussion. All other items will be dealt with en bloc.

10 REPORTS**10.1 REPORTS OF OFFICERS****PLANNING****10.1.1 LOT 322 (87) MARINE PARADE - EXTENSION AND REFURBISHMENT OF COTTESLOE SURF LIFE SAVING CLUB**

File Ref:	SUB/2798
Applicant(s) Proponents:	Taylor Robinson Chaney Broderick
Attachments:	10.1.1(a) 87 Marine Parade - ArborSafe - Arborist Report [under separate cover]
	10.1.1(b) 87 Marine Parade - Plans [under separate cover]
	10.1.1(c) 87 Marine Parade - Updated DA Presentation [under separate cover]
	10.1.1(d) 87 Marine Parade - Response to DA Queries [under separate cover]
Responsible Officer:	Neil Hartley, Acting Chief Executive Officer
Author:	Ed Drewett, Coordinator Statutory Planning
Author Disclosure of Interest:	Nil

Mayor Angers declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "I'm the Patron of the Cottesloe Surf Club as part of my duties as Mayor. I'm not a member of the club."

Cr Tucak declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "The applicants are known to me."

Cr Masarei declared an IMPARTIALITY INTEREST in item 10.1.1 by virtue "One of the consultants, Fred Chaney, is related to me by marriage."

SUMMARY

On 5 December 2019 a development application was received for the extension and refurbishment of the ground and first floors of the Cottesloe Surf Life Saving Club, with an additional storey added above the eastern part of the building for expanded community meeting rooms.

The proposed development affects land reserved under the Metropolitan Region Scheme (MRS) for 'Parks and Recreation' and therefore the application is to be determined by the Western Australian Planning Commission (WAPC), having due regard to the Council's recommendation.

The application appears to be entirely within the existing lot boundary. However, should any changes be required to the boundary then this would be negotiated between the applicant and the State (Crown), as the land is not vested in the Town.

Given the assessment that has been undertaken, the recommendation is to conditionally recommend approval. The WAPC has deferred determination of the application to no later than 10 April 2020.

PROPOSAL

The application proposes the following:

Ground floor

-)) Additions to the southern and western elevations to facilitate an increased area for the existing gym and associated amenities;
-)) Internal/external renovations.

First floor

-)) Additions to the southern and western elevations to facilitate an increased area for the existing function room and balcony.
-)) Internal/external renovations.

Second floor

-)) New addition of two multi-purpose rooms to facilitate other community groups' access.
-)) Area for mechanical equipment such as air-conditioners, to be screened and located on the western side.

BACKGROUND

Zoning	MRS:	Parks and Recreation
	LPS:	N/A
Use Class:		Club premises (surf club)
Development Scheme:		Local Planning Scheme No. 3 (LPS 3)
Lot Size:		929m ²
Existing Land Use:		Surf Life Saving Club
Value of Development:		\$3M
Owner:		Cottesloe Surf Life Saving Club



Fig 1: Site location



Fig 2: Existing view of Club from Marine Parade



Cottesloe Surf Club Rehabilitation
Axo view_From North West_3 Storey Option
Development Application

9022

TAYLOR
ROBINSON
CHANEY
BRODERICK

Fig 3: Impression of proposed development viewed from the north-west.

STRATEGIC IMPLICATIONS

There are no perceived strategic implications arising from the officer's recommendation having regard to the State Coastal Planning Policy and Council's Beach Policy.

POLICY IMPLICATIONS

There are no perceived policy implications arising from the officer's recommendation having regard to the State Coastal Planning Policy and Council's Beach Policy.

STATUTORY ENVIRONMENT

-)] Metropolitan Region Scheme;
-)] Planning and Development (Local Planning Schemes) Regulations 2015;
-)] State Planning Policy 2.6;
-)] State Planning Policy 7.0;
-)] Local Planning Scheme No. 3;
-)] *Heritage Act 2018*;
-)] Town of Cottesloe - Beach Policy.

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

The application was advertised in the 'Post' newspaper and on the Town's website for 14 days. Advertising closed on Friday 28 February 2020. No submissions were received.

The application was also referred to:

-)] Department of Planning, Lands & Heritage on 23 December 2019 (update sent 14 February 2020);
-)] State Heritage Office on 14 February 2020;
-)] Margaret Gidgup (Indigenous representative) on 14 February 2020; and
-)] The Town's Design Advisory Panel on 19 February 2020.

The Department of Planning, Lands & Heritage (DPLH) acknowledged receipt of the application on 8 January 2020, and on 21 February 2020 it advised the applicant and the Town that a decision on the application is deferred until no later than 10 April 2020 to provide time for the following matters to be resolved:

-)] *The Heritage Statement of Significance for the Cottesloe Beach Precinct and its direction of retention of Norfolk Island Pines onsite.*
-)] *The queries raised by the Town of Cottesloe relating but not limited to coastal planning and coastal hazard risk management, proposed community rooms, and the proposed removal of one of the Norfolk Island Pines to the southwest of the building.*
-)] *Assessment of the proposal by the Town's Design Review Panel and Council.*

At the time of writing this report, no response has been received from the State Heritage Office or Margaret Gidgup.

BRIEFING FORUM

The application was referred to the Council's Briefing Forum on 4 February 2020.

HERITAGE

The application was referred to the State Heritage Office on 14 February 2020 as the lot is adjoining the 'Cottesloe Beach Precinct' which is on the Heritage Council's Interim Listing.

The relevant 'Statement of Significance' advises:

Cottesloe Beach Precinct, the stretch of coastline on the west side of Marine Parade, running between Napier Street in the north and Jarrad Street in the south comprising the beach, groyne, tea rooms, change rooms, Norfolk Island Pines, landscaping and wading pools and

adjacent Cottesloe Reef extending into the Indian Ocean, has cultural heritage significance for the following reasons:

-) The place is a popular recreational area for locals and interstate tourists alike, has achieved widespread renown as an iconic beach, and is a prominent image used in the identification and portrayal of a distinctive Western Australian lifestyle;*
-) The strong landscaped features, including the mature Norfolk Island Pines and open spaces, coupled with distinctive buildings and other built elements, collectively form a cultural environment that contributes to the community's sense of place;*
-) The place's physical development reflects the increasing popularity of beach swimming in the early decades of the early 20th century, with remnant and replacement amenities illustrating changes in beach usage throughout the century;*
-) Following the place's successful promotion and establishment as Western Australia's premier recreational resort in the early 1900s, the beach strongly influenced the early development of Cottesloe as a holiday resort;*
-) Cottesloe Reef has educational and research values, providing school groups, universities and the general public the opportunity to observe the diversity of the reef ecosystem; and*
-) The place was the site of the first beach patrols in Western Australia following the formation of the Cottesloe Surf and Life Saving Club in 1909.*
-) While the Indiana Tea House represents the continuation of a historic use, the present building has little significance.*

The Heritage Assessment Documentation makes specific reference to the Surf Club site and, amongst other things, states:

The Cottesloe Life Saving and Athletic Club was formed in 1909, the first club of its type to form in Western Australia. It was immediately resolved to raise funds for club rooms. A two-storey wooden clubroom was erected on the beach in 1910....In 1961, the Cottesloe Surf Life Saving Club negotiated with the Cottesloe Roads Board to gain the reserve above Mudurup Rocks as a site for new clubrooms. In 1961, building went ahead on the new clubrooms designed by architects Oldham Boas Ednie Brown. The premises were opened in December 1961. Additions to the surf life saving club have taken place since that time.

Although no response has been received from the State Heritage Office at the time of writing this report, the WAPC will need to be satisfied that the matters identified in the Heritage Statement of Significance for the Cottesloe Beach Precinct and its direction of retention of Norfolk Island Pines onsite have been addressed prior to determining the application.

DESIGN ADVISORY PANEL REPORT AND RECOMMENDATIONS

On 19 February 2020, the application was considered by the Town's Design Advisory Panel and recommendations were made based on State Planning Policy 7.0 - Design Principles.


The following table provides each of the Design Principles, together with the Design Advisory Panel's comment and the applicant's response:

Design quality evaluation	
	Supported
	Pending further attention
	Not supported
Principle 1 - Context and character	Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
	<p><u>Design Advisory Panel comment</u></p> <p>Colour perspectives would be helpful to show how the proposed development will respond to the distinctive character of the location and integrate with the Norfolk Island Pines (NIPs) and Marine Parade (ie eastern elevation addressing the street, pedestrian approaches from south and north, and possibly from the water to the west).</p>
	<p><u>Applicant's Response</u></p> <p>Additional perspectives have been prepared for this submission and response. The updated formal treatment of the building presents a more materially consistent and complementary, limestone-coloured masonry skin as landscape 'backdrop' and extension of the limestone outcrops of Mudurup Rocks.</p>

	 <p data-bbox="475 786 596 824"> <small>Collaborative Urban Development View from North-East Development Application</small> </p> <p data-bbox="726 786 762 824"> <small>10 10/2020</small> </p> <p data-bbox="1061 786 1114 824"> <small>10/2020</small> </p> <p data-bbox="1295 763 1390 831"> <small>TAYLOR JOHNSON CHANEY BRIDGEWICK</small> </p>  <p data-bbox="475 1464 596 1503"> <small>Collaborative Urban Development View from South-East Development Application</small> </p> <p data-bbox="726 1464 762 1503"> <small>10 10/2020</small> </p> <p data-bbox="1061 1464 1114 1503"> <small>10/2020</small> </p> <p data-bbox="1262 1442 1356 1509"> <small>TAYLOR JOHNSON CHANEY BRIDGEWICK</small> </p>
<p>Principle 2 - Landscape quality</p>	<p>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</p>
	<p><u>Design Advisory Panel comment</u></p> <p>The removal of the Norfolk Island Pine to the south of the development is supported, based on the applicant having considered other options, and providing that 2 or 3 replacement Norfolk Island Pines are considered in a similar location, with shade and wind screening effects to be considered in planting locations.</p>

		<p><u>Applicant’s response</u></p> <p>The retention of the Norfolk Island Pine has been thoroughly investigated with the arborist and landscape architect. It was discovered that the existing building already encroaches more than 5m into the 9.6m tree protection zone, making a tree retention strategy for any additional built form in this location tenuous in terms of future viability of the tree. The preferred strategy discussed during the Design Panel Review would be the provision of additional replacement Norfolk Island Pines, further liaison with council on preferred locations was recommended by the landscape architect. A revised landscape plan with proposed locations can be provided prior to building permit application.</p>
Principle 3 - Built form and scale		<p>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</p>
		<p><u>Design Advisory Panel comment</u></p> <p>The massing and height of the development is supported, noting the 3rd storey ‘community room’ offers benefits under other Principles.</p>
Principle 4 - Functionality and build quality		<p>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</p>
		<p><u>Design Advisory Panel comment</u></p> <p>A detailed Parking and Traffic Impact Assessment and a Waste Study should be undertaken by the applicant for the proposed development.</p>

	<p><u>Applicant’s response</u></p> <p>We request that a Parking and Traffic Impact Assessment is prepared as part of the Building Permit phase of the project (and is made a condition of the issuing of the Building Permit.) The rationale for the parking provisions is as follows:</p> <ul style="list-style-type: none">- The expansion to the function room is relatively minor in proportional terms (+25%).- The expansion of operational club facilities including the gymnasium relate to fitness for purpose rather than expanded club membership.- The pattern of usage of the additional meeting rooms is not anticipated to typically coincide with major events in the function room.- The existing Forrest Street parking for beachgoers will also continue to operate in a complementary manner for evening events at the function room.
<p>Principle 5 - Sustainability</p>	<p>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</p>
	<p><u>Design Advisory Panel comment</u></p> <p>The west-facing glass facades may not optimise the sustainability of the development;</p> <p>The eave/roof overhang along the west elevation will not provide much shade or assist energy efficiency; and</p> <p>Details of the location and size of external fixtures such as air-conditioning units and solar panels should be included in the plans.</p>

	<p><u>Applicant’s Response</u></p> <p>The west facing glazing will be well protected during early to mid-afternoon daylight hours. The actual glazing will be low ‘e’, high performance glass and is likely to incorporate double glazing to meet new, updated code requirements.</p> <p>AC equipment locations have been incorporated into the updated plans.</p> 
<p>Principle 6 - Amenity</p>	<p>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</p>
	<p><u>Design Advisory Panel comment</u></p> <p>Public shower facilities on external parts of the building could be considered for greater amenity, and the ground floor be less visually enclosed to improve interaction with the public domain.</p>
	<p><u>Applicant’s Response</u></p> <p>External showers will be considered, but operational requirements and possible misuse are of concern to the club. Any misuse that might put the club members at risk would need to be carefully considered.</p>
<p>Principle 7 - Legibility</p>	<p>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</p>
	<p><u>Design Advisory Panel comment</u></p> <p>Connectivity to the public areas to the north could be explored.</p>

		<p><u>Applicant's Response</u></p> <p>We believe that the existing arrangements, which will be maintained, allow for an appropriate level of connectivity and definition of public and 'private' club space as required. The existing gate arrangements enable the courtyard to be opened up to the park, as often happens, and for the courtyard to be closed off when appropriate.</p>
Principle 8 - Safety		<p>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</p>
		<p><u>Design Advisory Panel comment</u></p> <p>Supported.</p>
Principle 9 - Community		<p>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</p>
		<p><u>Design Advisory Panel comment</u></p> <p>Supported.</p>
Principle 10 Aesthetics		<p>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</p>
		<p><u>Design Advisory Panel comment</u></p> <p>A softening of aesthetics, art elements (including integrated to built form), and community seating may be appropriate.</p>
		<p><u>Applicant's Response</u></p> <p>The proposed refurbishment presents a completely refashioned surf-club building to the surrounding public reserve and Marine Parade address, and also note that the proposed stained glass and tiled wall treatments to the southern elevation of the building have each been conceived as potential integrated art opportunities for the building redevelopment. Community seating will also be considered, but maintenance requirements and possible misuse will again need to be considered.</p>

Officer comment

The lot is reserved under the Metropolitan Region Scheme for 'Parks & Recreation' and so the application will be determined by the Western Australian Planning Commission (WAPC). Council approval is not required for the development.

The WAPC shall have regard to the purpose for which the land is reserved, the orderly and proper planning of the locality, and the preservation of the amenities of the locality.

SPP 2.6 – State Coastal Planning Policy

This state policy is to inform and guide the decision-maker and Council in respect to developments in the coastal area.

The objectives of SPP 2.6 are to:

1. *Ensure that development and the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria;*
2. *Ensure the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities;*
3. *Provide for public coastal foreshore reserves and access to them on the coast; and*
4. *Protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.*

Officer comment

The proposed development provides a relatively modest increase in the existing building footprint and is unlikely to have any significant effect on coastal processes, landform stability, coastal hazards, climate change and biophysical criteria or be contrary to the other objectives under the Policy, albeit that one Norfolk Island Pine is proposed to be removed.

SPP 2.6 - Building height limits

The provisions of this part of the policy apply to all development within 300 metres of the horizontal shoreline datum, but do not apply to industrial or resource development, transport, telecommunications and engineering infrastructure, and Port Works and Facilities (as defined by the *Port Authorities Act 1999*).

Maximum height limits should be specified as part of controls outlined in a local planning scheme and/or structure plan, in order to achieve outcomes which respond to the desired character, built form and amenity of the locality.

When determining building height controls in a local planning scheme and/or structure plan, building heights should have due regard to the following planning criteria:

- a. *development is consistent with the overall visual theme identified as part of land use planning for a locality or in an appropriate planning control instrument such as a local planning strategy;*
- b. *development takes into account the built form, topography and landscape character of the surrounding area;*
- c. *the location is part of an identified coastal node;*
- d. *the amenity of the coastal foreshore is not detrimentally affected by any significant overshadowing of the foreshore; and*
- e. *there is overall visual permeability of the foreshore and ocean from nearby residential areas, roads and public spaces.*

Applicant's response

- The proposal complements and enhances the coastal environment (visual, amenity, social and ecological values);
- The Club is dependent on its foreshore location and access to facilities and the development is not expected to increase its exposure to coastal hazards;
- The development takes into account the built form, topography and landscape character of the site;
- The location is part of an identified coastal node;
- The building parapet height is currently at 1m above the prescribed limit of 10m, but the overall roof height is still within the 11.5m maximum prescribed top of roof ridge height;
- The site is fortuitously located in that the additional height has minimal impact with regard to overshadowing and obstruction of residential views to the ocean;
- The elevated location protects the site and structure from coastal hazard. The expected rate of coastal erosion to rocky coasts is relatively low;
- Maintenance of the existing coastal reserve and beachfront through adaptive reuse.

Officer comment

The Town's Local Planning Scheme No. 3 has no specific building height requirements that apply to areas reserved under the Metropolitan Region Scheme (MRS). However, clause 30(1) of the MRS text requires having regard to orderly and proper planning and the preservation of the amenities of the locality, the majority of which will be subject to the Local Planning Scheme, including the building height provisions. It is therefore relevant to have regard to the building heights that apply to the surrounding area.

In this case, development on the east side of Marine Parade in the nearby Foreshore Zone is permissible to between 5 and 8 storeys so the proposed additional 3rd storey to the surf club is unlikely to be considered as contrary to orderly and proper planning and should still preserve the amenity of the locality.

SPP 2.6 – Surf Life Saving Clubs

Where there is a demonstrable need for coastal surf life saving club facilities including surf life saver lookouts in the public interest, preference should be given to clubs that are identified in a strategic plan and co-located with other facilities.

Applicant's response

The State Coastal Planning Policy notes that preference should be given to Surf Life Saving Clubs that are identified in a strategic plan and co-located with public recreation facilities.

Officer comment

The Town does not have a current strategic plan for this area and the site is situated outside the recently adopted Foreshore Masterplan. However, the existence of the surf club on this site is long recognised and it provides an important role in managing safety on Cottesloe beach.

COUNCIL'S BEACH POLICY

The Council's Beach Policy, adopted in May 2004, advises amongst other things that in respect to Building Control the policy of the Town shall be to limit the construction of any enclosed and roofed structures west of Marine Parade to replacement only without significant expansion of the footprint, height or mass of the structure. Any replacement program will only be considered following a public review of the need for the proposed facilities. Each proposal will be examined individually on its merits. Such a review will incorporate need, environmental and social impact, long term maintenance requirements and construction standards.

Applicant's response

- Minimal increased footprint and carefully considered location of the expansion would not reduce accessibility to the beach or negatively impact the sand dune and landscape rehabilitation zones;
- The Club's identity is synonymous with the beach precinct, it fulfills an integral role in maintaining the safety of beach users. The refurbishment and remodelling of the clubhouse will also improve passive surveillance of the public reserve in all directions around the club building;
- There would be no fundamental change to how the club interacts with the beach precinct, so there would not be any negative impact to the amenity of the beach reserve;
- The upgraded function spaces would increase venue bookings that have dwindled due to outdated and rundown facilities, increasing revenue streams and minimising maintenance requirements;
- Proposed additions would provide new and improved facilities, encouraging community based events and improved education and training;
- Improvements to both the visual and functional amenity of the precinct, including passive surveillance of the beach and coastal reserve;
- The new facility would maintain use of the club in its current function.

Officer comment

The proposed additions and renovations do not appear to constitute a significant expansion of the existing footprint and the massing and height of the development is supported by the Town's Design Advisory Panel. It is therefore considered that the application may be conditionally approved as having regard to the intent of the Council's Beach Policy.

PARKING

Under Local Planning Scheme No. 3, parking requirements for the expansion to the gym areas are based on 1 space to every 25m² gross floor area. All other uses may be determined by Council considering the likely demand for parking having regard to the nature of the proposed use, the likely volumes of goods & materials, and the number of people moving to

and from the land, and the likelihood of traffic congestion on roads or in public places in the locality.

Applicant's response

Additional gym area would increase parking requirements by 3 bays, other additional uses attributed to the development are not anticipated to overlap so significant additional strain on parking requirements is not expected. We request that a Parking and Traffic Impact Assessment is prepared as part of the Building Permit phase of the project (and is made a condition of the issuing of the Building Permit). The rationale for the parking provisions is as follows:

- The expansion to the function room is relatively minor in proportional terms (+25%);
- The expansion of operational club facilities including the gymnasium relate to fitness for purpose rather than expanded club membership;
- The pattern of usage of the additional meeting rooms is not anticipated to typically coincide with major events in the function room;
- The existing Forrest Street parking for beach goers will also continue to operate in a complementary manner for evening events at the function room.

Officer comment

As Council is not the determining authority for the application it cannot require parking to be provided in respect to the proposed development. However, as mentioned previously, under clause 30(1) of the Metropolitan Region Scheme text it requires regard to the orderly and proper planning and the preservation of the amenities of the locality, which could therefore include the impact of any additional demand for parking.

Currently, the site has approximately 4 car bays on the eastern side of the existing building with another 7 bays available on the grassed area.



Fig. 4 – Existing parking area on eastern side of clubroom

The applicant has agreed to the Design Advisory Panel's recommendation to provide a detailed parking and traffic impact assessment in respect to the proposed development and this has been conditioned to be required prior to the issue of a building permit thereby giving the Town a further opportunity to assess any identified parking difficulties before allowing the development to proceed.

LANDSCAPING

A consultant's report (ArborSafe) provided by the applicant recommends that a Norfolk Island Pine tree on the south side of the development be replaced, together with additional planting in accordance with the submitted landscape plan.

The Town's Engineering Department has advised:

The removal of the Norfolk Island Pine to the south needs to be carefully considered and it would be best to provide commentary justifying the removal and proving that all engineering solutions surrounding the need to remove has been exhausted. The findings within the arborist report does not warrant the removal even though it mentions a replacement tree of similar size is installed. Given the size of the replacement tree, this would be classed as a transplant and to my knowledge has very low survival rate and can be extremely costly to maintain. It would be best that the proponent further considers the design principles to retain the existing tree and if the decision would still be to replant, I would suggest the existing tree be relocated instead.

The proposed melaleuca trees along the footpath - not sure whether the root system would cause any damage to the footpath as we are currently experiencing such damages around Town and also height of planting could create sight distance issues further to the limitations caused by the parked vehicles along Marine Parade.

Applicant's response

The retention of the Norfolk Island Pine has been thoroughly investigated with the arborist and landscape architect. It was discovered that the existing building already encroaches more than 5m into the 9.6m tree protection zone, making a tree retention strategy for any additional built form in this location tenuous in terms of future viability of the tree.

The preferred strategy discussed during the Design Panel Review would be the provision of additional replacement Norfolk Island Pines, and further liaison with council on preferred locations was recommended by the landscape architect. A revised landscape plan with proposed locations can be provided prior to building permit application.

Officer comment

The Town does not usually permit the removal of Norfolk Island Pines to allow for proposed development. However, in this case the applicant appears to have carefully considered its retention but has concluded that it already encroaches into the desired tree protection zone.

The Town's Design Advisory Panel considered the removal of the tree and advised that it may be supported, based on the applicant having considered other options, and providing

that 2 or 3 replacement Norfolk Island Pines are considered in a similar location, with shade and wind screening effects to be considered in planting locations.



Fig. 5 – Norfolk Island Pine on southwestern side of the surf club - proposed to be removed

It is recommended that a condition be included requiring the applicant to further liaise with the Town regarding the submission of a detailed landscaping plan for the site prior to any removal of trees, or the issue of a building permit.

CONCLUSION

To improve the current facilities for its members and the public the proposed alterations and renovations are considered necessary by the club, including extensions to the ground floor gym, first floor function room, the north-facing balcony area, and construction of an additional storey over the eastern part of the building.

The proposal is generally supported by the Town's Design Advisory Panel, including the removal of one Norfolk Island Pine if necessary, and it appears to satisfy the requirements of the Metropolitan Region Scheme in terms of having regard to the purpose for which the land is reserved, the orderly and proper planning of the locality, and the preservation of the amenities of the locality. It also can be supported having regard to the State Coastal Planning Policy, Local Planning Scheme No. 3, Council's Beach Policy, and the Planning and Development (Local Planning Schemes) Regulations 2015.

No objections were received during the public advertising period and, as a comparison, Council previously approved significant alterations and additions to the North Cottesloe Surf Life Saving Club in 2009/2010 which were also located to the west of Marine Parade and on land reserved under the Metropolitan Region Scheme for 'Parks & Recreation'.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That, subject to the Western Australian Planning Commission (WAPC) being satisfied that the matters identified in the Heritage Statement of Significance for the Cottesloe Beach Precinct and its direction of retention of Norfolk Island Pines onsite have been addressed, Council with respect to the proposed alterations and renovations to the Cottesloe Surf Life Saving Club on Lot 322 (87) Marine Parade, Cottesloe, as shown on the plans date-stamped received 5 December 2019 and 6 March 2020 advises the WAPC that the application is SUPPORTED, subject to the following conditions and advice notes:

1. All construction work being carried out in accordance with the Environmental Protection (Noise) Regulations 1997, Regulation 13. - Construction sites.
2. The external profile of the development as shown on the approved plans not being changed, whether by the addition of any service plant, fitting, fixture or otherwise, except with the written consent of the Town.
3. All water draining from roofs and other impermeable surfaces being directed to garden areas, sumps or rainwater tanks within the development site, where climatic and soil conditions allow for the effective retention of stormwater on-site.
4. The Club in conducting its activities, events and social functions having due regard to minimising impacts on the amenity of the locality, including nearby businesses and the surrounding public foreshore area, footpaths/steps and roads.
5. The Building Permit plans and supporting documentation being formulated, in liaison with and to the satisfaction of the Town, and shall include amongst other things:
 - a) The design and functionality of access, service areas and bin stores;
 - b) A Construction Management Plan that shall address (amongst other things): traffic management and safety for the street and site worker parking, including off-site parking and protection of trees;
 - c) A detailed schedule of materials and finishes which is respectful of the surrounding natural environment and incorporating art elements where possible;
 - d) Relevant Building and Environmental Health requirements, including compliance with the Health (Public Building) Regulations 1992;
 - e) A detailed Parking and Traffic Impact Assessment, and a Waste Study addressing amongst other things, the likely demand for parking having regard to the nature of the proposed uses, the likely volumes of goods, materials and waste, the number of people moving to and from the site, and the likelihood of traffic congestion on roads or in public places in the locality; all to the satisfaction of the Town;
 - f) Details of all plant and equipment, including air-conditioning units, being designed, positioned and screened so as to be visually concealed and treated as may be necessary so as to ensure that sound levels emitted shall not exceed those specified in the Environment Protection (Noise) Regulations 1997;

- g) A detailed Landscaping Management Plan including all areas and trees directly on and adjacent to the site (prior to removal of any trees).

Advice Notes:

1. The applicant is responsible for ensuring that all lot boundaries shown on the approved plans are correct and that the proposed development is constructed entirely within the owner's property.
2. The applicant is responsible for applying to the Town for a Building Permit and obtaining approval prior to undertaking the development.
3. The applicant is advised that the removal of any hazardous materials/substances, including asbestos, is required to be undertaken in accordance with the relevant regulations and procedures, with approval being sought by the Town prior to its removal.
4. The applicant is requested to consider public shower facilities on external parts of the building for greater amenity, and the ground floor to be less visually enclosed to improve interaction with the public domain.

COUNCILLOR MOTION AND COUNCIL RESOLUTION

Moved Cr Sadler

Seconded Cr Masarei

That, subject to the Western Australian Planning Commission (WAPC) being satisfied that the matters identified in the Heritage Statement of Significance for the Cottesloe Beach Precinct and its direction of retention of Norfolk Island Pines onsite have been addressed, Council with respect to the proposed alterations and renovations to the Cottesloe Surf Life Saving Club on Lot 322 (87) Marine Parade, Cottesloe, as shown on the plans date-stamped received 5 December 2019 and 6 March 2020 advises the WAPC that the application is PROVISIONALLY SUPPORTED, subject to the following conditions and advice notes:

1. **All construction work being carried out in accordance with the Environmental Protection (Noise) Regulations 1997, Regulation 13.-Construction sites.**
2. **The external profile of the development as shown on the approved plans not being changed, whether by the addition of any service plant, fitting, fixture or otherwise, except with the written consent of the Town.**
3. **All water draining from roofs and other impermeable surfaces being directed to garden areas, sumps or rainwater tanks within the development site, where climatic and soil conditions allow for the effective retention of stormwater on-site.**
4. **The Club in conducting its activities, events and social functions having due regard to minimising impacts on the amenity of the locality, including nearby businesses and the surrounding public foreshore area, footpaths/steps and roads.**
5. **The Building Permit plans and supporting documentation being formulated, in liaison with and to the satisfaction of the Town, and shall include amongst other things:**
 - a) **The design and functionality of access, service areas and bin stores;**
 - b) **A Construction Management Plan that shall address (amongst other things): traffic management and safety for the street and site worker parking, including off-site parking and protection of trees;**

- c) A detailed schedule of materials and finishes which is respectful of the surrounding natural environment and incorporating art elements where possible;
- d) Relevant Building and Environmental Health requirements, including compliance with the Health (Public Building) Regulations 1992;
- e) A detailed Parking and Traffic Impact Assessment, and a Waste Study addressing amongst other things, the likely demand for parking having regard to the nature of the proposed uses, the likely volumes of goods, materials and waste, the number of people moving to and from the site, and the likelihood of traffic congestion on roads or in public places in the locality; all to the satisfaction of the Town, ensuring that this assessment meets the needs of pedestrians and other vulnerable road users;
- f) Details of all plant and equipment, including air-conditioning units, being designed, positioned and screened so as to be visually concealed and treated as may be necessary so as to ensure that sound levels emitted shall not exceed those specified in the Environment Protection (Noise) Regulations 1997;
- g) A detailed Landscaping Management Plan including all areas and trees directly on and adjacent to the site (prior to removal of any trees) recognising the strong desire of Council for visual softening of the building and increased tree canopy to shade pedestrians and vehicles. If removal of any tree is required, the applicant shall plant enough new trees in the surrounding vicinity to ensure that the tree canopy is restored within 5 years, the location and species selection being done in consultation with the Town of Cottesloe.

Advice Notes:

1. Council's strong desire is that the concerns and issues raised by the Design Advisory Panel meeting dated 19 February 2020 are fully and adequately reflected in the final design. Council therefore requests that the final design as approved by WAPC adequately addresses all of these concerns and issues.
2. The applicant is responsible for ensuring that all lot boundaries shown on the approved plans are correct and that the proposed development is constructed entirely within the owner's property.
3. The applicant is responsible for applying to the Town for a Building Permit and obtaining approval prior to undertaking the development.
4. The applicant is advised that the removal of any hazardous materials/substances, including asbestos, is required to be undertaken in accordance with the relevant regulations and procedures, with approval being sought by the Town prior to its removal.
5. The applicant is requested to consider public shower facilities on external parts of the building for greater amenity, and the ground floor to be less visually enclosed to improve interaction with the public domain.

Carried 8/1

COUNCILLOR RATIONALE:

To achieve the best design outcome, it is important to ensure that all the recommendations of the Town of Cottesloe's Design Advisory Panel are considered by WAPC.

This needs to be strongly encouraged to maximise the opportunity for the advice of the Town's experts to be reflected in the final development.

The additions made in this alternate motion, strengthen the alignment between the design and the Town's Community Strategic Plan.

Tree removal may occur due to the proximity of one Norfolk Island Pine to the building. Root preparation and pruning would be challenging for the same reason. The Town of Cottesloe places a high priority on its tree canopy. This motion will maximise the maintenance (and increase) in the tree canopy. It will also provide some confidence to the community about the Council's approach to tree preservation.

10.1.2 PLANNING APPLICATIONS DETERMINED UNDER DELEGATION

File Ref: SUB/2798
Applicant(s) Proponents: Nil
Attachments: 10.1.2(a) List of Open DA's for Council 17 March 2020
[under separate cover]
Responsible Officer: Neil Hartley, Acting Chief Executive Officer
Author: Ed Drewett, Coordinator Statutory Planning
Author Disclosure of Interest: Nil

SUMMARY

This report provides details of the planning applications determined by officers acting under delegation for the month of February 2020.

BACKGROUND

Pursuant to Local Planning Scheme No. 3, Council has delegated its power to determine certain planning applications to the Chief Executive Officer and the Coordinator, Statutory Planning. This provides efficiency in processing applications, which occurs on a continual basis.

Following interest expressed from within Council, this report serves as a running record of those applications determined during each month.

STRATEGIC IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

CONSULTATION

Nil

OFFICER COMMENT

During February 2020 the following planning applications were determined under delegation:

Address	Owner	Applicant	Description	Delegation Notice	Date Determined
31C Curtin Avenue	R & C Taylor	J Wigham	Front Carport	13 January 2020	3 February 2020
17 Griver Street	S Raven	Stannard Group Pty Ltd	Pool store, site works & retaining walls at rear	13 January 2020	4 February 2020
10B Bird Street	D & K Burges	P Cook	Patio	13 January 2020	3 February 2020
14 Mann Street	S & C Owen	C Palleschi	Carport & Garage	13 January 2020	6 March 2020
18/16 Napoleon Street	J A Property – Steven Ross Ahern	D Gaspar	Pilates studio (one-on-one classes)	13 January 2020	11 February 2020

Please note that Council will be provided with an up-to-date list of all outstanding Development Applications with the OCM Agenda.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Angers Seconded Cr Young

THAT Council RECEIVES this report on the planning applications determined under delegation for the month of February 2020.

Carried En Bloc 9/0

ADMINISTRATION**10.1.3 LOCAL GOVERNMENT HOUSE TRUST - DEED OF VARIATION**

File Ref:	SUB/2798
Attachments:	10.1.3(a) Email - Acting Chief Executive Officer_FW_ Local Government House Trust- Deed of Variation [under separate cover]
	10.1.3(b) Attachment 1 Deed of Variation Local Government House Trust [under separate cover]
	10.1.3(c) Attachment 2 Clause 12 of Trust Deed 1994 [under separate cover]
Responsible Officer:	Neil Hartley, Acting Chief Executive Officer
Author:	Shane Collie, Manager Corporate Services and Governance
Author Disclosure of Interest:	Nil

SUMMARY

Council's consent is sought to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Town of Cottesloe is a unit holder and beneficiary to the Local Government House Trust, holding 6 units as advised in the attached correspondence from the WA Local Government Association (WALGA) received on 19 February 2020.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Town of Cottesloe is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, for the Trustee to formally execute the Deed of Variation.

BACKGROUND

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade, West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072. The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

There are no relevant financial implications upon the Town's Budget or Long Term Financial Plan.

170 Railway Parade, where WALGA is located, is owned by a Trust set up by WALGA. The Town of Cottesloe owns six (6) units in the Trust that owns the premises, which were valued at \$17,517.11 each (as at 30/6/18 as advised by WALGA). The Town's asset register reflects these units. Supporting the Deed of Variation will only strengthen WALGA's financial position of which the Town is a financial member.

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

There is no consultation required on this matter.

OFFICER COMMENT

WALGA is the peak local government representative body in the State and the Town has been an active member and advocate for the organisation for many years. The Trust deed amendments contained in the attached documentation are based on legal advice and are intended to assist the Trust's income tax exempt status by strengthening the position that the Trust is a State/Territory body.

There is nothing unusual in the request received and the request appears to be a relatively straight forward administrative matter.

The first two amendments remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries, Cottesloe being one of these.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Angers

Seconded Cr Young

THAT Council ADVISES the WA Local Government Association that it consents to the proposed changes to the Trust arrangements for the Deed of Variation for the Local Government House Trust as set out in their email of 19 February 2020.

Carried En Bloc 9/0

10.1.4 VOLUNTEER OF THE YEAR 2020

File Ref: SUB/2798
Attachments: Nil
Responsible Officer: Shane Collie, Manager Corporate Services and Governance
Author: Gabrielle Hall, Events Coordinator
Author Disclosure of Interest: Nil

SUMMARY

Council holds the Volunteers Sundowner annually which forms part of the National Volunteer Week. The Town of Cottesloe invites Volunteer Recognition Award nominations from the community, for local volunteers to be recognised for their contribution. Awards are presented at the Volunteers Sundowner on the fourth Wednesday every May and this is held in the War Memorial Hall, Cottesloe Civic Centre.

Representatives from each Town of Cottesloe community group are invited to attend the function as an overall acknowledgment of thanks on behalf of the Town.

The Town of Cottesloe host two award programs annually; Volunteer of the Year and Citizen of the Year. In light of the lower number of nominations received over the last few years, it is suggested an alternative format for honouring volunteers be considered.

BACKGROUND

The 2019 Volunteer of the Year received four nominations, one nominee was awarded Volunteer of the Year and the other three nominees received a certificate of recognition.

The 2020 Citizen of the Year received three nominations for the Citizen of the Year Category, there were no nominations received from Senior, Youth or Group Citizen of the Year categories. Citizen of the Year is a state wide awards program through Auspire - Australia Day Council of Western Australia. The Town of Cottesloe allocates \$2,000 funding towards Youth Citizen of the Year as prize money.

Additionally service awards for retiring Elected Members have previously been presented at the Volunteer of the Year Sundowners such as these every two years.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 1: Protecting and enhancing the wellbeing of residents and visitors

Major Strategy 1.4: Continue to improve community engagement.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 1: Protect and enhance the wellbeing of residents and visitors.

Major Strategy 1.4: Continue to improve community engagement.

POLICY IMPLICATIONS

Rescind the Volunteer of the Year Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation. Volunteer Sundowner 57.9000.952 2019-2020 budget is \$9,000.

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

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

There is no consultation required.

OFFICER COMMENT

As a small community it is recommended that the Citizen of the Year Awards should be the main awards program for acknowledging volunteers services.

It is recommended that the Volunteer of the Year Award program is transitioned to a 'Thank a Volunteer' event, where all volunteers within the Cottesloe volunteer community can be invited to attend. Town of Mosman Park historically ran an event similar to the Town of Cottesloe. They no longer have an awards program for Volunteer Week and now acknowledge long serving volunteers (10+ years) at their casual sundowner.

Service Awards provided to former Elected Members would not be presented at an event of this nature. It is recommended these are presented at the Mayoral Christmas Dinner.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Angers

Seconded Cr Young

THAT Council:

- 1. DISCONTINUES the Volunteer of the Year Awards program and the Volunteer Recognition Awards Policy.**
- 2. APPROVES to host a casual 'Thank a Cottesloe Volunteer' event with the 57.9000.952**

Volunteers Sundowner budget.

3. **APPROVES** Former Elected Members Service Awards be presented at the Mayoral Christmas Dinner.

Carried En Bloc 9/0

10.1.5 CAROLS BY CANDLELIGHT 2020

File Ref: SUB/2798
Attachments: 10.1.5(a) Urban Church - Expression of Interest [under separate cover]
Responsible Officer: Shane Collie, Manager Corporate Services and Governance
Author: Gabrielle Hall, Events Coordinator
Author Disclosure of Interest: Nil

SUMMARY

Officers are seeking approval to appoint an alternate community group to facilitate the carols performance on the Main Lawn, Cottesloe Civic Centre on Sunday, 13 December 2020 as part of the Town annual events portfolio.

BACKGROUND

The 2019 Carols by Candlelight event was cancelled. Prior to 2019 the event curation has been facilitated by St Philips Church for 25 years. St Philips no longer has the congregation resourcing to continue its involvement in the Towns Carols by Candlelight.

Carols by Candlelight is a key event in the Town of Cottesloe annual event portfolio. The community responds positively to the event which has attracted approximately 3,000 event patrons in previous years. The Town of Cottesloe is the event organisers and subcontract the curation of the carols performers.

At Council's Briefing Forum of 3 March 2020 options were canvassed whether to call for Expressions of Interest for the curation of the carols performers, or whether to accept an approach from Urban Church, Mosman Park, to provide the carols performers. Council requested further information regarding Urban Church.

Urban Church was planted in 2013 by Ps Steve and Ps Ally Cawthorn under the spiritual direction of Ps David Storer and the support of the HarvestNet group of churches. Urban began meeting at Swanbourne Primary School. The community seeks to host the Presence of God in their Sunday gatherings as their primary purpose. The church grew and expanded in 2017 and moved into facilities in the Mosman Park/ North Fremantle area. In 2019 Urban Church grew again to offer a second Sunday service. They have a network of ministries bringing healing and transformation into people's lives.

Urban Church is affiliated with the Australian Christian Churches (ACC) and is governed by a Board and Eldership team, whose members are selected from their Urban congregation. They provide legal oversight, financial accountability and spiritual guidance to the leadership and ministries of the church. Board Members receive no income from the association unless employed in a salaried position. The organisation is audited each year by Shreeve & Carslake Pty Ltd, and audited financial statements are available on request or via The Australian Charities Not for Profits Commission website.

This has occurred with the following noted:

-)] Urban Church has been recommended by St Phillips Church who have presented the carols for the past 25 years.

-)] The provision of the carols is at no cost to the Town.
-)] A video of a past performance has been circulated which shows a high standard of performance.
-)] A formal reference is pending from Malcolm Potts from St Phillips Church.
-)] The proposal would be considered a trial with a review taking place following the event.
-)] It is unclear if the event would proceed at all given the current COVID – 19 situation.

On the basis of the above it would appear appropriate to have Urban Church provide the carols should the event proceed in December 2020.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 1: Protecting and enhancing the wellbeing of residents and visitors

Major Strategy 1.3: Identify places to host more cultural events and activities.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 1: Protect and enhance the wellbeing of residents and visitors.

Major Strategy 1.4: Continue to improve community engagement.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

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

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

No community consultation or public call for "Expressions of Interest" has been undertaken.

OFFICER COMMENT

The Town has received an expression of interest from Urban Church, Mosman Park to provide the performance free of charge. Urban Church is affiliated with the Australian Christian Churches (ACC) and is governed by a Board and Eldership team, whose members are selected from their Urban congregation. They provide legal oversight, financial accountability and spiritual guidance to the leadership and ministries of the church.

It is recommended that Town invites Urban Church to facilitate the curation of the carols for the 2020 Carols by Candlelight without calling for community Expressions of Interest. The 2020 event is proposed to be conducted as a trial with Urban Church.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council:

1. APPROVES Urban Church, Mosman Park being appointed as the community group to facilitate the carols performance on the Main Lawn, Cottesloe Civic Centre on Sunday, 13 December 2020 as part of the Town annual events portfolio.
2. REVIEWS the event facilitation following the 2020 event.

COUNCILLOR MOTION AND COUNCIL RESOLUTION

Moved Cr Harkins

Seconded Cr MacFarlane

THAT Council:

1. Approves Urban Church, Mosman Park being appointed as the community group to facilitate the carols performance on the Main Lawn, Cottesloe Civic Centre on Sunday 13 December 2020 as part of the Town/s annual events portfolio.
2. Requests that the Town's Event Manager or Manager of Corporate Services approve the nature, style and general content of the event to ensure that the event meets the Town's desire for a family friendly carols event.
3. Reviews the event facilitation following the 2020 event.

Carried 8/1

COUNCILLOR RATIONALE:

The carols event is a much loved event at the Town due to the unique nature of the venue (Civic Centre).

St Philips has run the event in the same manner for 25 years. Now that they are no longer able to run the event, this is an excellent time to re-visit the style of the carols service that the town is financially supporting (\$21,618 in budget).

It may be time to support a purely carols style event rather than one that incorporates a

children's 'play'.

- J The Town has a similar condition number 2 above written into its approvals of other large events at the Town such as the 'By the C' concert.

ENGINEERING**10.1.6 LONG TERM CYCLE NETWORK COMMUNITY ENGAGEMENT PLAN**

File Ref:	SUB/2798
Attachments:	10.1.6(a) Minutes - Bike Planning Committee 13 August 2019 [under separate cover]
	10.1.6(b) Cottesloe - Long Term Cycle Network - A3 [under separate cover]
	10.1.6(c) TOC Community Engagement Plan [under separate cover]
	10.1.6(d) LTCN Route Classification Description [under separate cover]
	10.1.6(e) Long Term Cycle Network - 2018 Community Engagement Outcomes Report [under separate cover]
	10.1.6(f) Active Transport Working Group - Member Feedback 2018 LTCN Community Engagement Outcomes [under separate cover]
Responsible Officer:	Neil Hartley, Acting Chief Executive Officer
Author:	Shaun Kan, Manager, Engineering Services
Author Disclosure of Interest:	Nil

Cr Sadler declared an IMPARTIALITY INTEREST in item 10.1.6 by virtue "I'm a member of West Cycles Advocacy Group."

SUMMARY

Council at the September 2019 Ordinary Council Meeting endorsed Cottesloe's draft Long Term Cycle Network (LTCN) for submission to the Department of Transport (DoT) for consideration. The State Government supported plan will be put out for comment before being finalised within the Western Australian Transport Strategy.

Following previous resolutions made on the item, Council is asked to approve to the Community Engagement Plan for the last round of consultations.

Council is asked to note that a late item will be brought to the April 2020 Ordinary Council Meeting to meet the Department of Transport's adoption timeframes.

BACKGROUND

In August 2019, a draft LTCN was developed based on the results from a resident route aspiration survey. The results were discussed with DoT and considered by the committee before recommending a proposed plan to Council.

Council then endorsed the plan in September 2019 with a resolution for a Community Engagement Plan to be brought back to a subsequent Council Meeting for adoption before the draft LTCN attached is advertised. The community will be invited to provide feedback through written submissions as a structured survey was carried out during the initial development of the plan.

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 1: Protecting and enhancing the wellbeing of residents and visitors

Major Strategy 1.1: Develop an 'integrated transport strategy' that includes cycling, park and ride, Cott Cat, public transport and parking management strategies to meet the needs of pedestrians, cyclists and other non-vehicular traffic.

This report is consistent with the Town's *Corporate Business Plan 2017 – 2021*.

Priority Area 1: Protect and enhance the wellbeing of residents and visitors.

Major Strategy 1.1: Develop an 'integrated transport strategy' that includes cycling, park and ride, Cott Cat, public transport and parking management strategies to meet the needs of pedestrians cyclists and other non-vehicular traffic.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation. Co-contribution grant funding is available from the DoT. Applications will be made once the LTCN is finalised by the State Government.

STAFFING IMPLICATIONS

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

The works will be completed either by contractors or consultants.

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

The project will promote cycling as a sustainable option for travel.

CONSULTATION

Town of Cottesloe Staff

Elected Members

Cottesloe residents and the wider community

Department of Transport

OFFICER COMMENT

Council's acceptance of the attached Engagement Plan will allow for final community feedback for further consideration by Elected Members at the April 2020 Ordinary Council

Meeting before the DoT to incorporate the final LTCN into the State Government's Transport Strategy. Applications for grants can then be made by the Town in late 2020 to progressively fund the implementation of these routes.

Given that a questionnaire was used to determine aspirations to develop the initial LTCN, it is recommended that the final round of feedback be obtained through an invitation for submissions. This would allow the community to provide more specific suggestions should they wish to do so. The information can then be considered by both Council and the DoT.

This style of consultation is suggested to occur because:

-)) The LTCN adoption will form part of a long term State Government Transport strategy that will be used to assess any grant applications; and
-)) Any proposed modifications could also compromise the opportunity of receiving such funding;
-)) Given these implications, it would be difficult to support any changes at the time.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Angers

Seconded Cr Young

THAT Council:

- 1. APPROVES the attached Community Engagement Plan for the final round of public consultation;**
- 2. NOTES that the public consultation will occur in April 2020 through an invitation for written submission and;**
- 3. NOTES that a report summarising any feedback received will be provided to Council at the April 2020 Ordinary Council Meeting as a late item for consideration.**

Carried En Bloc 9/0

FINANCE**10.1.7 FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2019 TO 29 FEBRUARY 2020**

File Ref: SUB/2798
Attachments: 10.1.7(a) Monthly Financial Statements For The Period 1 July 2019 to 29 February 2020 [under separate cover]
Responsible Officer: Neil Hartley, Acting Chief Executive Officer
Author: Wayne Richards, Finance Manager
Author Disclosure of Interest: Nil

SUMMARY

It is a requirement of the *Local Government Act 1995* that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Town's finances and ensure that income and expenditure are compared to budget forecasts.

The attached financial statements and supporting information are presented for the consideration of Elected Members. Council staff welcome enquiries in regard to the information contained within these reports.

BACKGROUND

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

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

STRATEGIC IMPLICATIONS

This report is consistent with the Town's *Strategic Community Plan 2013 – 2023*.

Priority Area 6: Providing open and accountable local governance

Major Strategy 6.2: Continue to deliver high quality governance, administration, resource management and professional development.

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with the existing budgetary allocation.

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

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

Senior staff

OFFICER COMMENT

The following comments and/or statements provide a brief summary of major financial/budget indicators and are included to assist in the interpretation and understanding of the attached Financial Statements.

-)] The net current funding position as at 29 February 2020 was \$5,204,246 as compared to \$4,174,511 this time last year. This is due to a range of factors including, but not limited to, year to date capital expenditure being less than year to date budget and also a larger brought forward surplus from 2018-2019 due mainly to uncompleted capital works projects.
-)] Rates receivables at 29 February 2020 stood at \$1,033,718 as shown on page 24 of the attached Financial Statements.
-)] Operating revenue is more than year to date budget by \$174,277 with a more detailed explanation of material variances provided on page 21 of the attached Financial Statements. Operating expenditure is \$486,330 less than revised year to date budget with a more detailed analysis of material variances provided on page 21.
-)] The Capital Works Program is shown in detail on pages 32 to 35.
-)] Whilst Salaries and Wages are not reported specifically, they do represent the majority proportion of Employee Costs which are listed on the Statement of Financial Activity (by Nature and Type) on page 7 of the attached Statements. As at 29 February 2020 Employee Costs were \$167,859 less than the budgeted year to date amount. However when agency staff payments are taken into account the Town has spent more on salaries and wages by approximately \$56,000. The main program areas that are over budget are Administration, Town Planning and Compliance and Regulatory Services. As part of the 2020/2021 Budget process we will be creating new separate general ledger codes for agency staff in each program which will be categorised as other employee

costs (and not contractors which is currently the case). This will make budget comparisons easier to identify.

-)] The balance of cash backed reserves was \$9,808,975 as at 29 February 2020 as shown in note 6 on page 26 of the monthly financial statements.

List of Accounts for February 2020

The List of Accounts paid during February 2020 is shown on pages 36 to 42 of the attached Financial Statements. The following significant payments are brought to Council's attention:

-)] \$77,946.00 to the Australian Taxation Office for the monthly business activity statement.
-)] \$81,657.26 to Solutions 4 Building Pty Ltd for construction works at the new depot site.
-)] \$164,507.20 to the Grove Library being a quarterly contribution for library services.
-)] \$34,362.56 to Surf Life Saving WA for surf life saving services.
-)] \$113,252.17 & \$111,559.66 to the Town of Cottesloe staff for fortnightly payrolls.

Investments and Loans

Cash and investments are shown in note 4 on page 23 of the attached Financial Statements. The Town has approximately 49% of funds invested with National Australia Bank, 29% with Commonwealth Bank of Australia and 22% with Westpac Banking Corporation. A balance of \$9,808,975 was held in reserve funds as at 29 February 2020.

Information on borrowings is shown in note 9 on page 29 of the attached Financial Statements and shows Council had total principal outstanding of \$3,599,914 as at 29 February 2020.

Rates, Sundry Debtors and Other Receivables

Rates revenue information is shown in note 8 on page 28 of the attached Financial Statements. Rates outstanding are shown on note 5 on page 24 and show a balance of \$1,033,718 as compared to \$1,138,378 this time last year.

Sundry debtors are shown on note 5, page 24 of the attached Financial Statements. The sundry debtors show that 7% or \$11,163 is older than 90 days. Infringement debtors are shown on note 5 page 25 and stood at \$503,330 as at 29 February 2020.

Budget Amendments

The budget amendments are listed on pages 12, 13 and 26 of the Financial Statements. Please note that due to time constraints the numerous budget amendments as a result of the mid year budget review have not yet been downloaded to the reporting system and therefore most reports compare to the original budget figures. This work is scheduled to take place later in March 2020 in time for the next monthly financial report.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION

Moved Mayor Angers

Seconded Cr Young

THAT Council RECEIVES the Financial Statements for the period 1 July 2019 to 29 February 2020 as submitted to the 24 March 2020 meeting of Council.

Carried En Bloc 9/0

EXECUTIVE SERVICES**10.1.8 ANNUAL ELECTORS' MEETING 2019 - RECEIPT OF MINUTES**

File Ref: SUB/2798
Attachments: 10.1.8(a) Minutes - Annual General Meeting of Electors - 27 February 2020 [under separate cover]
Responsible Officer: Neil Hartley, Acting Chief Executive Officer
Author: Shane Collie, Manager Corporate Services and Governance
Author Disclosure of Interest: Nil

SUMMARY

Following the Annual General Meeting of Electors, held on Thursday 27 February 2020, it is recommended that Council accept the minutes of the meeting, as attached.

BACKGROUND

At its 4 February 2020 Special Council Meeting, Council resolved to '*Set the Annual General Meeting of Electors for 6:00 PM on Thursday, 27 February 2020 in the War Memorial Hall.*'

The meeting was attended by eight electors as well as Elected Members and staff.

STRATEGIC IMPLICATIONS

Presenting the minutes of the Annual General Meeting of Electors to Council aligns with priority area six of the *Strategic Community Plan 2013 – 2023 'Providing open and accountable local governance.'*

POLICY IMPLICATIONS

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

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

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

5.32. Minutes of electors' meetings

The CEO is to —

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

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

FINANCIAL IMPLICATIONS

There are no perceived financial implications arising from the Officer's recommendation.

STAFFING IMPLICATIONS

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

ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS

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

CONSULTATION

Nil

OFFICER COMMENT

There was only one motion passed by the Electors Meeting which was to receive the Annual Report for the year ended 30 June 2019. It is not considered that this motion is a decision requiring Council's specific determination.

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

THAT Council ACCEPTS the Minutes of the Annual General Meeting of Electors held on 27 February 2020, as attached.

COUNCILLOR MOTION

Moved Cr Tucak

Seconded Cr Young

THAT Council:

1. ACCEPTS the Minutes of the Annual General Meeting of Electors held on 27 February 2020, as attached.
2. REQUESTS the next Annual Report to electors include photographs from the Town's current sculpture collection, with attribution of artist and photographer.
3. REQUESTS future Annual Reports acknowledge Committee and Working Group's volunteer community members.

PROCEDURAL MOTION

Moved Cr Young

Seconded Cr Sadler

That the Question be Now Put.

Carried 9/0

SUBSTANTIVE MOTION AND COUNCIL RESOLUTION

THAT Council:

- 1. ACCEPTS the Minutes of the Annual General Meeting of Electors held on 27 February 2020, as attached.**
- 2. REQUESTS the next Annual Report to electors include photographs from the Town's current sculpture collection, with attribution of artist and photographer.**
- 3. REQUESTS future Annual Reports acknowledge committee and working group's volunteer community members.**

Carried 9/0

COUNCILLOR RATIONALE:

1. Opportunities to promote the Town's sculpture collection help build community appreciation of it, and acknowledge the work by sculptors that provides the community with this amenity.
2. The volunteer work contributed by many community members should be recognised, particularly in light of proposed changes to the Volunteer Awards and related Policy.

10.2 RECEIPT OF COMMITTEE MINUTES**10.2.1 RECEIPT OF COMMITTEE MINUTES**

Attachments: 10.2.1(a) Unconfirmed Minutes - Audit Committee - 5 March 2020 [under separate cover]

Moved Mayor Angers Seconded Cr Young

THAT Council receive and endorse the below recommendations as contained within the Audit Committee meeting minutes of 5 March 2020.

Carried En Bloc 9/0

8.1.1 MEETING DATES 2020**OFFICER AND COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION**

Moved Mayor Angers Seconded Cr Young

THAT the Audit Committee recommends to Council that the following meeting schedule be observed for the 2020 calendar year and that the dates be advertised on the Town of Cottesloe website:

Wednesday 4 March at 4pm;

Wednesday 3 June at 4pm;

Wednesday 2 September at 4pm; and

Wednesday 2 December at 4pm (TBC by Audit Committee Chair)

Carried En Bloc 9/0

8.1.2 2019 COMPLIANCE AUDIT RETURN**COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION**

Moved Mayor Angers Seconded Cr Young

That the Town of Cottesloe Audit Committee recommend to Council the ADOPTION of the 2019 Compliance Audit Return, noting the areas of non-compliance and authorise the Mayor and Acting Chief Executive Officer to certify the Return so that it may be returned to the Department of Local Government and Communities by the due date of 31 March 2020.

The Committee requested the Administration to undertake the following presentation to the next Audit Committee meeting:

- 1. Update the Audit Committee with progress made on the Corporate Compliance Calendar to ensure future timely review of all legislative requirements including the Corporate Business Plan (Integrated Planning and Reporting s5.56 Admin Reg 190A (4)).**
- 2. To determine whether or not the current purchase thresholds are acceptable, provide a sample analysis of at least three months of payments made to determine the percentage of payments greater and less than the purchasing policy thresholds**

(Tenders for Providing Goods and Services 27 F&G Reg 11A).

3. To provide an explanation for the response made on Disclosure of Interest Returns Register s5.88(3).

Carried En Bloc 9/0

10.3 REPORTS OF COMMITTEES

Nil

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:**12.1 ELECTED MEMBERS**

Nil

12.2 OFFICERS

At this point in the meeting the En Bloc items were moved and resolved.

COUNCILLOR MOTION

Moved Mayor Angers Seconded Cr Young

That Council adopts en-bloc the following Officer Recommendations contained in the Agenda for the Ordinary Meeting of Council 24 March 2020:

Item#	Report Title
10.1.2	Planning Applications Determined Under Delegation
10.1.3	Local Government House Trust - Deed Of Variation
10.1.4	Volunteer of the Year 2020
10.1.6	Long Term Cycle Network Community Engagement Plan
10.1.7	Financial Statements for the Period 1 July 2019 to 29 February 2020
10.2.1	Receipt of Committee Minutes 8.1.1 Meeting Dates 2020 8.1.2 2019 Compliance Audit Return

Carried 9/0

13 MEETING CLOSED TO PUBLIC**13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED****MOTION FOR BEHIND CLOSED DOORS****Moved Mayor Angers Seconded Cr Young**

That, in accordance with Standing Orders 15.10, Council discuss the confidential reports behind closed doors.

Carried 9/0

The public and members of the media were requested to leave the meeting at 6:27pm.

13.1.1 INFORMATION TECHNOLOGY SUPPORT AND DEVELOPMENT

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

File Ref: SUB/2792

**Attachments: 13.1.1(a) Request for Tender T01/2020 [CONFIDENTIAL]
[UNDER SEPARATE COVER]**

**13.1.1(b) Authority (Civica) Software Modules and
Applications [CONFIDENTIAL] [UNDER
SEPARATE COVER]**

Responsible Officer: Neil Hartley, Acting Chief Executive Officer

Author: Shane Collie, Manager Corporate Services and Governance

Author Disclosure of Interest: Nil

OFFICER RECOMMENDATION**Moved Cr Young Seconded Cr Barrett**

THAT Council:

1. APPROVES awarding Tender T01/2020 to provide Information Technology Support and Development for the Town of Cottesloe to Mr Brenton Pember inclusive of the following details:
 -)] Hourly rate of \$165, based on 800 hours per year (2 days per week);
 -)] Initial two year term, with further options of two years and then one year at the discretion of the Chief Executive Officer;
 -)] Professional Indemnity Insurance to be set at a minimum of \$2 million per claim with an aggregate of \$4 million per year;
 -)] AUTHORISE the Chief Executive Officer to make minor variations in the goods and services supplied if required in accordance with Clause 20 of the Local Government (Functions and General) Regulations 1996.
2. AUTHORISES the Mayor and/or Chief Executive Officer to sign the Contract and affix the Town's Common Seal (if required)

PROCEDURAL MOTION

Moved Cr Young

Seconded Cr Sadler

That the Question be Now Put.

Carried 9/0

SUBSTANTIVE MOTION AND COUNCIL RESOLUTION**THAT Council:**

1. **APPROVES** awarding Tender T01/2020 to provide Information Technology Support and Development for the Town of Cottesloe to Mr Brenton Pember inclusive of the following details:
 - Ñ1 Hourly rate of \$165, based on 800 hours per year (2 days per week);
 - Ñ1 Initial two year term, with further options of two years and then one year at the discretion of the Chief Executive Officer;
 - Ñ1 Professional Indemnity Insurance to be set at a minimum of \$2 million per claim with an aggregate of \$4 million per year;
 - Ñ1 **AUTHORISE** the Chief Executive Officer to make minor variations in the goods and services supplied if required in accordance with Clause 20 of the Local Government (Functions and General) Regulations 1996.
2. **AUTHORISES** the Mayor and/or Chief Executive Officer to sign the Contract and affix the Town's Common Seal (if required).

Carried 9/0

13.1.2 PARKING MANAGEMENT SYSTEM TENDER RECOMMENDATION

This item is considered confidential in accordance with the *Local Government Act 1995* section 5.23(2) (e(i)) as it contains information relating to a matter that if disclosed, would reveal a trade secret.

File Ref: SUB/2792

Attachments:

- 13.1.2(a) Overall Assessment - Parking Management System Tender **[CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 13.1.2(b) Qualitative scores - Parking Management system Tender **[CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 13.1.2(c) Total Costs - Parking Management System Tender **[CONFIDENTIAL] [UNDER SEPARATE COVER]**

Responsible Officer: Neil Hartley, Acting Chief Executive Officer**Author:** Freya Ayliffe, Manager Compliance and Regulatory Services**Author Disclosure of Interest:** Nil

OFFICER RECOMMENDATION**Moved Cr Young****Seconded Cr Masarei**

THAT Council:

1. APPROVES awarding Tender T15/2019 to Database Consultants Australia (DCA) for the supply, installation, commissioning, maintenance and product support for an integrated parking technology management system, for a five year period. Initial capital cost to be funded from the Smart Parking System Capital Works allocation (\$325,000) and the balance (\$144,800) from the 2019/20 end of year surplus.
2. AUTHORISES the Mayor and/or Chief Executive Officer to sign the contract and affix the Town's common seal (if required).
3. NOTES that a recommendation will be incorporated into the 2020-2021 budget to include a Parking Facilities Reserve allocation to reflect future cost coverage of the eventual replacement parking management system.
4. AUTHORISES the Chief Executive Officer to make minor variations in the goods and services supplied if required in accordance with clause 20 of the *Local Government (Functions and General) Regulations 1996*.

PROCEDURAL MOTION**Moved Cr Young****Seconded Mayor Angers****That the Question be Now Put.****Carried 9/0****SUBSTANTIVE MOTION AND COUNCIL RESOLUTION**

THAT Council:

1. APPROVES awarding Tender T15/2019 to Database Consultants Australia (DCA) for the supply, installation, commissioning, maintenance and product support for an integrated parking technology management system, for a five year period. Initial capital cost to be funded from the Smart Parking System Capital Works allocation (\$325,000) and the balance (\$144,800) from the 2019/20 end of year surplus.
2. AUTHORISES the Mayor and/or Chief Executive Officer to sign the contract and affix the Town's common seal (if required).
3. NOTES that a recommendation will be incorporated into the 2020-2021 budget to include a Parking Facilities Reserve allocation to reflect future cost coverage of the eventual replacement parking management system.
4. AUTHORISES the Chief Executive Officer to make minor variations in the goods and services supplied if required in accordance with clause 20 of the *Local Government (Functions and General) Regulations 1996*.

Carried 8/1

MOTION FOR RETURN FROM BEHIND CLOSED DOORS

Moved Cr Sadler

Seconded Cr Harkins

In accordance with Standing Orders 15.10 the meeting be re-opened to members of the public and media.

Carried 9/0

The public and members of the media returned to the meeting at 6:31pm.

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

13.1.1 INFORMATION TECHNOLOGY SUPPORT AND DEVELOPMENT

The resolution for item 13.1.1 was read to the media by the CEO.

13.1.2 PARKING MANAGEMENT SYSTEM TENDER RECOMMENDATION

The resolution for item 13.1.2 was read to the media by the CEO.

14 MEETING CLOSURE

The Mayor announced the closure of the meeting at 6:31pm.