

TOWN OF COTTESLOE



ANNUAL GENERAL MEETING OF ELECTORS

UNCONFIRMED MINUTES

WAR MEMORIAL HALL, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, THURSDAY, 22 APRIL 2021

MATTEW SCOTT
Chief Executive Officer

4 May 2020

ANNUAL GENERAL MEETING OF ELECTORS

1. DECLARATION OF MEETING OPEN

Cr Lorraine Young, Presiding Member opened the meeting at 6:02pm and welcomed everyone to the meeting.

I would like to begin by acknowledging the Whadjuk Nyoongar people, Traditional Custodians of the land on which we meet today, and pay my respects to their Elders past and present. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

2. ATTENDANCE

Elected Members Present

Cr Lorraine Young
Cr Caroline Harben
Cr Melissa Harkins
Cr Craig Masarei
Cr Michael Tucak
Cr Kirsty Barrett

Officers

Mr Matthew Scott	Chief Executive Officer
Mr Shane Collie	Director Corporate and Community Services
Ms Freya Ayliffe	Director Development and Regulatory Services
Mr Shaun Kan	Director Engineering Services
Ms Mary-Ann Winnett	Governance Coordinator

Approved Leave of Absence

Mayor Philip Angers

Electors

Patricia Carmichael	4-116 Marine Parade, Cottesloe
Pamela Goff	116 Marine Parade, Cottesloe
Phil Paterson	18A Barsden Street, Cottesloe
Philippa Wiggins	50 John Street, Cottesloe
Gail Manton	5 Deane Street, Cottesloe
Gabor Bedo	69 John Street, Cottesloe
Natalie Kendal	33 Lyons Street, Cottesloe

Media

David Cohen	POST Newspapers
Jon Bassett	Western Suburbs Weekly

3. APOLOGIES

Elected Members

Cr Paul MacFarlane

Cr Helen Sadler (attending WALGA Zone Meeting)

4. THE MAYOR'S WELCOME

The Presiding Member advised that the Mayor's comments are in the annual report and relate to the 2020 year.

The Presiding Member summarised some of the achievements as follows:

- Covid-19
 - During the period covered in the annual report Covid-19 had some impact on the Town's operations but our Staff handled it very well so we were able to run business as usual, albeit some parts remotely for some functions.
 - Thanked the Town's Staff for their continued effort on behalf of the Town and in particular for the way they responded during the Covid-19 pandemic.
 - The pandemic impacted on residents and ratepayers and that was acknowledged to some extent in the Town's approach to rate setting, late collections, rental relief and relief from payments of some of the fees and charges paid by residents and businesses in our community.
 - During Covid-19 the State Government introduced the State Development Assessment Unit which effectively allows local input to be diluted in the interest of economic stimulation.
 - The Town has received an application for a 9 storey development on Marine Parade which was the subject of objection by the Council on many grounds. The community was able to provide submissions to the SDAU on the development.
 - The Town has now received a revised application for an 8 storey development on the site which is now open for submissions. Submissions close on 30 April – submissions on the previous 9 storey development will not be considered so the community is urged to consider making a submission to the SDAU on the revised plans.
- Foreshore Master Plan
 - Approved Foreshore Master Plan
 - Proceeded to detailed design
 - Accepted the final detailed design, which will be the basis for seeking State and Federal funding for the project.
 - The Foreshore Redevelopment will see a reimagined foreshore which is primarily enabled by the creation of a low speed and low traffic, Marine

Parade will be pedestrian, family and cycle friendly and improve access for all users of Cottesloe Beach.

- Acting CEO, Neil Hartley
 - During the 2020 year the Town was led by Acting CEO, Neil Hartley while Council undertook a selective recruitment process for a new CEO.
 - Council received a very healthy number of well qualified applicants for the role and ultimately selected Mr Matthew Scott to fill the role in May 2020 and he joined the Town in July 2020.
 - Mr Scott has successfully completed the probationary term in his contract of employment so he is now the fully fledged incumbent of the CEO role.
 - Mr Scott has settled into the role very quickly, and I congratulate him on his ability to quickly grasp the issues and areas of concern to Cottesloe and to hit the ground running in carrying out the role.

Mr Scott summarised some of the other achievements from the priority areas within the Town's Strategic Community Plan as follows:

- Shark Barrier
 - Installation of the Shark Barrier, which was extremely popular during the summer season and Council has received a number of compliments for providing that to both the local community and the greater Perth Metropolitan Area.
- Nature Discovery Space
 - Opening of the Nature Discovery Space near Vlamingh Memorial which was well attended.
- Mosman Park Depot
 - Opening of the Town's new depot as the Mosman Park Depot, which involved a huge amount of work internally in getting all the Town's equipment properly housed and is a credit to the Engineering Services Staff. It was undertaken very seamlessly and the interaction between the Staff of the Towns of Mosman Park and Cottesloe at that facility is good.
 - It has been a very busy year, particularly during Covid-19 and the Town has been able to maintain virtually all its services through that period, which is a credit, both for Council and to Staff.

5. DISCUSSION OF THE 2019/20 ANNUAL REPORT FOR THE TOWN OF COTTESLOE

- a. The Mayor's Message
- b. The Chief Executive Officer's Report

- c. Statutory Reports
- d. Integrated Planning and Reporting
- e. Financial Statements
- f. The Auditor's Report

ATTACHMENT: 2019/20 Cottesloe Annual Report for the Town of Cottesloe

Stephen Mellor – 8 Graham Court, Cottesloe

Mr Scott read out the following questions:

Annual Report

- Q1a. Why is there no acknowledgement of Country in the Annual Report? This is something now included at Council Meetings etc. and should feature whenever the mission statement is published. Can this be included before the 2019-2020 Annual Report is approved?
- A1a. In reference to Reconciliation Australia, an Acknowledgement of Country is an opportunity for anyone to show respect for Australia's Traditional Owners, and the continuing connection that Aboriginal and Torres Strait Islander peoples have to the land, sea, sky and waterways. An Acknowledgement of Country can be performed by an Indigenous or non-Indigenous person, and is generally offered at the beginning of a meeting, speech or formal occasion.

There are no set protocols or phrasing for an Acknowledgement of Country. As per Council Standing Orders, there was an Acknowledgement of Country at the commencement of the meeting.

As the Annual Report has been adopted by Council, it cannot be modified without it first being reconsidered by Council prior to being presented to the Annual Meeting of Electors.
- Q1b. Why are there no mini reports of the various Committees and Advisory Panels within the Annual Report? Apart from recognising the commitment of the members and community/professionals it is appropriate to report on their activities, achievements and future goals.
- A1b. The content of the Annual Report is prescribed by the *Local Government Act 1995* and associated regulations. These regulations do not require reports on Council Committees, Working Groups or Advisory Panels. All formal Committees meetings minutes are available on the Town's website should the general public be interested in their specific activities throughout the year.

**6. RECEIVAL OF THE 2019/20 ANNUAL REPORT FOR THE TOWN OF COTTESLOE
ELECTOR MOTION**

Moved Craig Masarei Seconded Melissa Harkins

That the Meeting receives the 2019/20 Annual Report for the Town of Cottesloe.

Carried 8/1 against

7. GENERAL BUSINESS

Stephen Mellor – 8 Graham Court, Cottesloe

Mr Scott read out the following questions:

Q2. Regarding items in the Integrated Planning and Reporting Framework

1.1c

Will the Town of Cottesloe Lobby for the completion of Section 2 of the PSP?

Stage 2 of the PSP connecting South Cottesloe at Victoria Street to Fremantle is currently in construction.

3.5c

What is the costing plan for the Car Park 2 redevelopment?

No costing plan has been developed at this stage as options for its “redevelopment” have not be formally considered by Council.

3.5h.

Please explain the funding of the CottCat agreement as the service was budget-cut in the current Financial Year. Has funding been secured for another five year ‘summer service’ agreement particularly with new routing required outlined in the new Parking Strategy?

Council determines the funding level for the CottCat each year and experience has shown that it is well utilised during Sculptures by the Sea however patronage is not sufficient to justify funding outside of that time. This can be reviewed by Council at any time.

5.4a.

What are the seven potential project funding opportunities that have been identified?

1. *Metropolitan Regional Roads Grant – Pavement Rehabilitation*
2. *Metropolitan Regional Roads Grant – Road Improvement Projects*
3. *Metropolitan Regional Roads Grant – Blackspot Program*
4. *Community Sports and Recreational Facilities Funds*
5. *Department of Transport Bike Infrastructure Grant*
6. *Roads to Recovery*
7. *Department of Planning and Heritage Coastwest Grant*

5.5e.

When will the Needs Analysis and Recreational Precinct Draft Plan be made available for public comment in 2021?

The Town is currently consulting direct stakeholders associated with the Draft Recreational Precinct Plan. Broader community consultation will occur in 2021, however a specific date or month has not be identified at this time.

General Business

Q3a. What stage is the Town of Cottesloe at with regard to developing and introducing a Reconciliation Action Plan (RAP)?

A3a. *Council and Staff have undertaken Cultural Awareness Training as an initial step in relation to preparing a Reconciliation Action Plan. Additional initiatives will be considered as budget allocations permit.*

Q3b. What stage is the Town of Cottesloe at with regard to the inclusion of the public in the annual budget setting development?

A3b. *The Town will be implementing the Auditors recommendation to provide minutes of Budget Workshops. There are no plans to have these workshop open to the public, consistent with previous practice.*

Will Town of Cottesloe be asking for budget submissions items?

The Town is not planning to request budget submissions from the Public, however will continue to accept and consider submissions throughout the year that may have budgetary implications.

What is the process and deadline for any such submissions?

As per the above response.

Q3c. Can the Town of Cottesloe please instigate asap electronic video and audio systems for the public, e.g. Zoom or Teams for all meetings where public are invited to attend, both in the meeting and for live streaming to attend off-site? With the Covid restrictions it is sometimes very hard to hear and to see at great distance the screen.

A3c. *The ultimate aim is to have Council meetings in Council Chambers. Livestreaming of Council meetings would require a Council resolution and additional resources to implement.*

Patricia Carmichael

Q1. Annual Report 2019/2020 – the operating surplus ratio. The Auditors Report showed an adverse trend for the years of 2017, 2018, 2019 and 2020 and I query why the Town of Cottesloe Auditors Report has reported this over the last three years. Has this negative trend of overspending, continued into 2021?

A1. *The operating surplus ratio and negative trend is not just an issue for the Town of Cottesloe but the majority of local governments. The ratio is calculated including depreciation but doesn't include non-operating grants. Most local governments are dependent on non-operating grants such as*

Roads to Recovery in their operations so there are a number of councils with the same issue. The Town has been recently advised by WALGA that they are working with State Government in regards to having those ratio calculations reviewed e.g. In Victoria most of the ratios include non-operating income/revenue in their calculation. The Town is aware of this trend – it is highlighted in the Auditor’s Statement and the Town is working on this but due to a change in accounting policy relating to depreciation it has created a spike and caused depreciation to rise and this has impacted on the Town’s operating ratios.

Q2. Did the Town’s Audit Committee, which comprises of Crs Masarei (Presiding Member), Barrett and MacFarlane raise this problem with full Council this year following the Audit Committee Meeting in February 2021? Point 7 refers to presentations, and financial ratio compilations on page 11. I failed to find the financial ratio compilation information in the Audit Report. Why is it not available or is it in a separate report. On the Town’s website there is a dropdown for ‘Audits’ followed by ‘Documents’ but there is no document displayed. Is it not mandatory to display separately the Auditors Report under the ‘Documents’ heading under ‘Audits’?

A2. *In regards to the Audit Committee Meeting held on 15 February 2021 to adopt the Annual Report, it needs to be appreciated that the Annual Report is made up of two documents, one being the audited financial statements and a number of reports that are required under the Local Government Act 1995, and sometimes page numbering can be a bit difficult to maintain, however all the ratios are in the Annual Report, as part of the annual financial statement, and are relatively easy to find once you read the entire document. With regards to the audit documentation on the website, I’m not aware of that, however it is general practice to include the Auditor’s opinion as an attachment to the financial statements to which they relate, so generally when you are reviewing financial statements you can determine whether or not the Auditor feels they are a true outcome for the year but I will check the Auditor’s page on the website to see what we can do to resolve the issue.*

8. CLOSURE OF THE MEETING

The Presiding Member closed the meeting at 6:31pm.