

# **TOWN OF COTTESLOE**



## **ORDINARY COUNCIL MEETING**

# **AGENDA**

**ORDINARY COUNCIL MEETING  
TO BE HELD IN THE  
Council Chambers, Cottesloe Civic Centre  
109 Broome Street, Cottesloe  
6:00 PM Tuesday, 25 November 2025**

# Town of Cottesloe

## ORDINARY COUNCIL MEETING

Notice is hereby given that the next Ordinary Council Meeting will be held in the Council Chambers, Cottesloe Civic Centre 109 Broome Street, Cottesloe on **25 November 2025** commencing at **6:00 PM**.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Mark Newman', is positioned above the printed name.

Mark Newman  
**Chief Executive Officer**

21 November 2025

## DISCLAIMER

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

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

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

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

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

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

Agenda and minutes are available on the Town's website [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)



Town of Cottesloe

## ***DISCLOSURE OF INTERESTS***

Agenda Forum ☐

Ordinary Council Meeting ☐

Special Council Meeting ☐

*Name of Person Declaring an interest*

*Position*

*Date of Meeting*

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

### **INTEREST DISCLOSED**

*Item No*

*Item Title*

*Nature of Interest*

*Type of Interest*

*Financial* ☐

*Proximity* ☐

*Impartiality* ☐

### **INTEREST DISCLOSED**

*Item No*

*Item Title*

*Nature of Interest*

*Type of Interest*

*Financial* ☐

*Proximity* ☐

*Impartiality* ☐

### **INTEREST DISCLOSED**

*Item No*

*Item Title*

*Nature of Interest*

*Type of Interest*

*Financial* ☐

*Proximity* ☐

*Impartiality* ☐

### **DECLARATION**

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

# DISCLOSURE OF INTERESTS

## Notes for Your Guidance

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

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

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

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

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

### INTERESTS AFFECTING FINANCIAL INTEREST

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

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

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

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

### **INTERESTS AFFECTING IMPARTIALITY**

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

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

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

### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

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

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

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**1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

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

**2 DISCLAIMER**

The Presiding Member directed the public's attention to the Disclaimer and the paragraph that advises that formal meetings of Council will be audio/visually recorded.

**3 ATTENDANCE****Elected Members**

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

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

**Officers**

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

**3.1 APOLOGIES****3.2 APPROVED LEAVE OF ABSENCE**

Cr Michael Thomas

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

That the Minutes of the Ordinary Meeting of Council held on Tuesday 28 October 2025 be confirmed as a true and accurate record.

**9 PRESENTATIONS****9.1 PETITIONS**

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

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

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

**9.2 PRESENTATIONS****9.3 DEPUTATIONS**

**10      REPORTS**

**10.1    REPORTS OF OFFICERS**

**COUNCIL RESOLUTION**

**That Council adopts the following en-bloc Officer Recommendations contained in the Agenda for the Ordinary Meeting of Council 25 November 2025:**

\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_

**CORPORATE AND COMMUNITY SERVICES****10.1.1 POLICY REVIEW - POLICIES RECOMMENDED FOR REVOCATION**

**Directorate:** Corporate and Community Services  
**Author(s):** Sally DeFreitas, Manager Community and Customer Services  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
**File Reference:** D25/63789  
**Applicant(s):**  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

Policies are reviewed regularly to ensure they remain current and relevant. The ongoing policy review has identified policies that are operational in nature or duplicating existing processes/legislation and subsequently are recommended for revocation.

**OFFICER RECOMMENDATION IN BRIEF**

That Council APPROVES the revocation of the following policies as presented in the attachments:

1. Email Management Policy
2. Disability Access and Inclusion Policy
3. Cottesloe Council News Policy

**OFFICER COMMENT****Email Management Policy**

The current policy was adopted by Council in 2009 and has not been reviewed since.

It is now considered redundant, as its provisions are fully addressed within the Town's 2024 Recordkeeping Policy and updated Recordkeeping Plan.

The current policy is shown in **Attachment (a)**.

**Disability Access and Inclusion Policy**

The current policy, adopted by Council in 2010, has not been reviewed since.

A standalone Disability Access and Inclusion Policy is no longer required, as its purpose and requirements are already embedded within legislation and existing corporate frameworks. Under the *Disability Services Act 1993 (WA)*, local governments are required to prepare, implement, and review a Disability Access and Inclusion Plan (DAIP) every five years. The DAIP, along with the Town's Council Plan 2023-2033, provides the necessary legislative and

operational framework to ensure accessibility and inclusion are integrated across all services and facilities, making a separate policy redundant.

The current policy is shown in **Attachment (b)**.

### **Cottesloe Council News Policy**

The current policy, adopted by Council in 1994, was reviewed in 2011.

This policy is no longer required as its objectives are already achieved through the Town's existing communication strategies and digital platforms. Council information and community updates are now disseminated through the Town's website, social media, print media, and other communication channels, making a standalone "Cottesloe Council News" policy redundant.

The current policy is shown in **Attachment (c)**.

### **ATTACHMENTS**

- 10.1.1(a)      Email Management Policy [under separate cover]**
- 10.1.1(b)      Disability Access & Inclusion Policy [under separate cover]**
- 10.1.1(c)      Cottesloe Council News Policy [under separate cover]**

### **CONSULTATION**

N/A

### **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

*Disability Services Act 1993 (WA)*

Section 28

*State Records Act 2000*

Section 19

Section 28

### **POLICY IMPLICATIONS**

Revoking these policies means they will no longer be used to guide decision-making. This action does not alter the intent or desired outcomes previously supported by Council. The relevant functions and responsibilities will continue to be managed in accordance with legislation, established operational procedures, and best practice. Removing the policies simply reduces duplication and clarifies that these matters are appropriately addressed through existing statutory frameworks and internal processes.

### **STRATEGIC IMPLICATIONS**

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

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

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

**RESOURCE IMPLICATIONS**

There are no resource implications with revoking these Council policies.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

There is very little risk in revoking these policies as there is no anticipated change to business processes.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**THAT Council REVOKES:**

- 1. The Email Management Policy as outlined in Attachment (a)**
- 2. The Disability Access and Inclusion Policy as outlined in Attachment (b)**
- 3. The Cottesloe Council News Policy as outlined in Attachment (c).**

**10.1.2 POLICY REVIEW - HARDSHIP POLICY**

**Directorate:** Corporate and Community Services  
**Author(s):** Vicki Cobby, Director Corporate and Community Services  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
**File Reference:** D25/71684  
**Applicant(s):**  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

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

**OFFICER RECOMMENDATION IN BRIEF**

That Council APPROVES the amended Hardship Policy as presented in Attachment (b).

**OFFICER COMMENT**

The current policy was adopted by Council in June 2020.

The amended policy gives reference to the Council Plan 2023-2033, replacing the Strategic Community Plan 2013-2023 and Community Business Plan 2020-2024 in the reference heading.

The current policy is limiting the policy to ratepayers, excluding other community members who may also experience genuine financial hardship, such as local business operators, tenants, sporting groups and others.

The current policy is outdated because it only applies to debts that were outstanding when it was adopted. As it hasn't been reviewed for five years, it hasn't been effective in supporting current ratepayers in hardship. While the policy should be reviewed every two years, this restriction makes it less useful. Adding the phrase "*and as subsequently levied*" would make the policy more practical and better suited to ongoing use. This is the wording used in the WALGA template.

The references to the Government (COVID-19 Response) Ministerial Order 2020 have been removed.

The CEO is responsible for approving Financial Hardship applications and will make the Financial Hardship application available on the Town's website. Each application will be carefully assessed to determine whether the circumstances are genuine.

**ATTACHMENTS**

- 10.1.2(a)** Draft Hardship Policy with tracked changes [under separate cover]  
**10.1.2(b)** Draft Hardship Policy [under separate cover]

**CONSULTATION**

Executive Team, Manager Finance.

**STATUTORY IMPLICATIONS**

*Local Government Act 1995*

Section 6.12

Section 6.49-51

*Local Government (Financial Management) Regulations 1996*

Regulation 68-71

*Rates and Charges (Rebates and Deferments) Act 1992*

Section 44

**POLICY IMPLICATIONS**

Approving the Officers recommendation will amend the policy without changing its original intent. The proposed changes align the policy more closely with the WALGA template while broadening its scope to include all community members who may be experiencing genuine hardship.

**STRATEGIC IMPLICATIONS**

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

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

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

**RESOURCE IMPLICATIONS**

Extended periods of outstanding debt can negatively impact the Town's cash flow. However, the Town's current level of outstanding debt is relatively low and is not having a significant impact on cash flow at this time. Implementing a hardship policy that allows debtors to enter into payment arrangements enables gradual debt recovery and can ultimately result in payments being received more promptly.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

The risk of not updating this policy is that the Town may be unable to provide appropriate support to community members genuinely experiencing financial hardship. There is also a significant reputational risk if the Town is perceived as unresponsive or lacking empathy.



**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**THAT Council APPROVES the amendment of the Hardship Policy as outlined in Attachment (b).**

**10.1.3 MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD ENDING 30 SEPTEMBER 2025**

**Directorate:** Corporate and Community Services  
**Author(s):** Sheryl Teoh, Finance Manager  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
Vicki Cobby, Director Corporate and Community Services  
**File Reference:** D25/71704  
**Applicant(s):** N/A  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

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

**OFFICER RECOMMENDATION IN BRIEF**

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

**OFFICER COMMENT**

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

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

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

- The net current funding position as at 30 September 2025 was \$11,319,254, compared to \$13,942,134 at the same time last year.
- Operating revenue exceeds the year-to-date budget by \$438,287, while operating expenditure is lower than the year-to-date budget by \$140,484.
- There is a material variance with the surplus at the start of the financial year, with the budget amount of \$1,273,963 being less than the actual amount of \$1,532,776. While this figure is still subject to audit, the variance of \$258,813 is due to an anticipated surplus in the closing figure for 2024/25.
- The balance of cash-backed reserves was \$8,341,979 as at 30 September 2025.

- The Town has 48.23% of funds invested with the Westpac Banking Corporation, 29.59% with the Commonwealth Bank of Australia, and 22.17% with the National Australia Bank.

The Town's investment policy stipulates that no more than 45% of funds may be held with any one A-1 short-term rated Authorised Deposit-Taking Institution (ADI). As a result, the balance held with Westpac as at 30 September 2025 constituted a breach of this policy. This position remained until 15 October 2025, when a new investment reduced the proportion held with Westpac to 39.19%, bringing the Town back into compliance. To mitigate the risk of future breaches, officers will ensure that investment approval requests identify upcoming maturing deposits and clearly outline the anticipated impacts on policy compliance.

### **ATTACHMENTS**

**10.1.3(a)      Monthly Financial Report 1 July 2025 to 30 September 2025 [under separate cover]**

### **CONSULTATION**

Internal

### **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

Section 6.4

*Local Government (Financial Management) Regulations 1996*

Regulation 34

### **POLICY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

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

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

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

### **RESOURCE IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

### **ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**THAT Council RECEIVES the Monthly Financial Statements for the period 1 July 2025 to 30 September 2025.**

**10.1.4 LIST OF PAYMENTS 1 TO 30 SEPTEMBER 2025**

**Directorate:** Corporate and Community Services  
**Author(s):** Sheryl Teoh, Finance Manager  
Gabriel Wani, Coordinator Finance  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
Vicki Cobby, Director Corporate and Community Services  
**File Reference:** D25/71706  
**Applicant(s):** Internal  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

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

**OFFICER RECOMMENDATION IN BRIEF**

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

**BACKGROUND**

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

**OFFICER COMMENT**

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

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

- \$235,670.55 and \$232,860.84 to the Town of Cottesloe staff for fortnightly payroll (includes ATO payments)
- \$174,460.20 to the Shire of Peppermint Grove for the contribution to the Grove Library and Infant Health MOU
- \$162,598.36 to ProCott Incorporated for the 2024/25 economic development contribution
- \$84,599.57 to The Trustee For Rico Family Trust T/As Solo Resource Recovery for waste collection services

- \$74,535.62 to the Western Metropolitan Regional Council for verge valet and waste station disposals
- \$52,200.76, \$50,612.42 and \$50,558.94 to SuperChoice Services Pty Ltd for Superannuation Payments
- \$37,542.54 to Managed IT for IT services and software licensing
- \$35,981.60 to Total Autos (Total Nissan) for new vehicle, Nissan XTrail
- \$32,829.10 to WALGA for Annual subscriptions and WALGA Convention 2025
- \$30,970.78 to DFS Industrial and Environmental Services for Gully eduction, street sweeping and traffic management.

**ATTACHMENTS**

**10.1.4(a) List of Payments - September 2025 [under separate cover]**

**CONSULTATION**

Internal

**STATUTORY IMPLICATIONS**

*Local Government Act 1995*

Section 6.10

*Local Government (Financial Management) Regulations 1996*

Regulation 13

**POLICY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

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

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

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

**RESOURCE IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

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

**EXECUTIVE SERVICES****10.1.5 COUNCIL MEETING DATES 2026**

**Directorate:** Executive Services  
**Author(s):** Jacquelyne Pilkington, Governance and Executive Office Coordinator  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
**File Reference:** D25/71726  
**Applicant(s):** Nil  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

The *Local Government Act 1995* (Act), requires a schedule for Ordinary Council Meetings for the 2026 calendar year to be published on the Town's website. The dates, times and locations for these meetings has been prepared and is presented to Council for approval. Once approved, the meeting information will be published on the Town's website.

It is not a statutory requirement to publish Agenda Forum dates; however, it is considered appropriate as it provides the opportunity for the public to plan around these dates also.

**OFFICER RECOMMENDATION IN BRIEF**

For Council to adopt the proposed meeting schedule for Agenda Forum and Ordinary Council Meetings for 2026.

**BACKGROUND**

The Local Government (Administration) Regulations 1996 require the CEO to publish on the Town's website before the beginning of 2026, the dates, times and locations for Ordinary Council Meetings to be held in 2026.

In addition to the Ordinary Council Meetings, it is recommended the Town also advertises the Agenda Forum dates as these are open to members of the public. There is no requirement for local public notice to publish Council meeting schedules; however, the Act requires them to be published on the Town's website.

Generally the Ordinary Council Meetings are scheduled for the fourth Tuesday of each month and the Agenda Forum on the third Tuesday. The exception to this in past years has been the January recess and the December meeting, where the meeting is brought forward one week.

Taking the above into account, a proposed Council Meeting schedule for the 2026 calendar year has been prepared and included in the recommendation.

**OFFICER COMMENT**

The Act requires Ordinary Council Meeting details to be published on the Town's website before the beginning of the year in which the meetings are to be held. The same requirement extends to committee meetings that have delegated authority. None of the

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Town's committees, including the Audit, Risk and Improvement Committee, have such authority, so have not been included on the Council meeting schedule.

It is recommended that:

- the December 2026 Ordinary Council meeting be brought forward one week from the normal cycle, to avoid clashing with the festive season; and
- Agenda Forum dates again be included in the Council meeting schedule to be published on the Town's website so residents have this information.

Any Special Council Meetings that may be required will be advertised in accordance with the requirements of the Act.

Listed below, for Council's benefit when considering the Council meeting schedule, are public holidays and school holidays in Western Australia for 2026:

**Public Holidays - 2026**

- 1 January - New Year's Day
- 26 January - Australia Day
- 2 March – Labour Day
- 3 April - Good Friday
- 5 April - Easter Sunday
- 6 April - Easter Monday
- 27 April - Anzac Day holiday
- 1 June – Western Australia Day
- 28 September - King's Birthday
- 25 December - Christmas Day
- 28 December - Boxing Day holiday

**School Holidays - 2026**

- Term 1 break – 3 April to 19 April
- Term 2 break – 4 July to 19 July
- Term 3 break – 26 September to 11 October
- Term 4 break - commences 18 December

**ATTACHMENTS**

Nil

**CONSULTATION**

As the requirement to annually publish Council meeting dates on the Town's website is a statutory requirement, no public consultation has taken place.

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

Section 5.25 - Regulations about council and committee meetings and committees.

***Local Government (Administration) Regulations 1996***

Regulation 12 - Publication of meeting details (Act s. 5.25(1)(g))

(2) *The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*

*(a) ordinary council meetings;*

*(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.*

**POLICY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Publishing meeting details annually on the Town's website ensures compliance and promotes transparency, strengthens public trust and demonstrates good governance. This is relevant to achieving the *Our Leadership and Governance* strategic objective in the *Council Plan 2023-2033*.

**RESOURCE IMPLICATIONS**

Resource requirements are in accordance with the existing budgetary allocation.

**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**THAT Council**

1. **APPROVES** a recess for January 2026, with no Ordinary Meeting of Council.
2. **APPROVES** the following Ordinary Council Meeting dates for 2026, which are to commence at 6.00pm in the Council Chambers, 109 Broome Street, Cottesloe;
  - Tuesday 24 February**
  - Tuesday 24 March**
  - Tuesday 28 April**
  - Tuesday 26 May**
  - Tuesday 23 June**
  - Tuesday 28 July**
  - Tuesday 25 August**
  - Tuesday 22 September**
  - Tuesday 27 October**
  - Tuesday 24 November, and**
  - Tuesday 15 December**
3. **APPROVES** the following Agenda Forum dates for 2026 which are to commence at 6.00pm in the Council Chambers, 109 Broome Street, Cottesloe;
  - Tuesday 17 February**
  - Tuesday 17 March**
  - Tuesday 21 April**
  - Tuesday 19 May**
  - Tuesday 16 June**
  - Tuesday 21 July**
  - Tuesday 18 August**
  - Tuesday 15 September**
  - Tuesday 20 October**
  - Tuesday 17 November, and**
  - Tuesday 8 December**

**10.1.6 GOVERNANCE REQUESTS**

**Directorate:** Executive Services  
**Author(s):** Kate Jones, Governance Coordinator  
**Authoriser(s):** Mark Newman, Chief Executive Officer  
**File Reference:** D25/72448  
**Applicant(s):**  
**Author Disclosure of Interest:** Nil

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**SUMMARY**

Council made appointments at its Ordinary Council Meeting on 28 October 2025, to the Town's committees, advisory and working groups. Some amendments to various Terms of Reference or Charters are required to ensure membership compositions match the number of appointments made. This report proposes recommendations that give effect to these amendments.

Following the appointments Council made on 28 October 2025, an amendment to the members of one group has been proposed and an appointment of a member for another. This report seeks Council approvals to give effect to these.

A recommendation is made in this report to amend Delegation 1.14 in the Council-approved 2025/26 Delegations Register to avoid the extent of the power delegated being misinterpreted.

**OFFICER RECOMMENDATION IN BRIEF**

This report recommends amendments to membership compositions in the Terms of Reference or Charters of the Public Open Space Working Group; Reconciliation Action Working Group; and Universal Access and Inclusion Community Reference Group.

Other recommendations are that relate to membership of the Sea View Golf Club Redevelopment Advisory Committee and the Reconciliation Action Working Group.

A further recommendation is made to avoid misinterpretation of the extent of powers Council has delegated in 2025/26 in Delegation 1.14, currently named *Waive, Grant Concessions or Write off Individual Debts*.

**BACKGROUND**

It is not uncommon for the membership of various committees, advisory and working groups to change during a two-year term between election cycles. That said, it is important that Terms of Reference or Charters that set out membership compositions of these groups stay up to date to reflect correct membership breakdowns and numbers. Council's appointment of members to its committees, advisory and working groups on 28 October 2025, require some amendments to membership compositions in some Terms of Reference or Charters to reflect correct membership compositions.

In addition, there have been some requests that, if approved, will affect the members who Council appoints to the Sea View Golf Club Redevelopment Advisory Committee and the Reconciliation Action Working Group.

A review of Delegation 1.14, the delegation of Council's power to the CEO to, as it is currently named, Waive, Grant Concessions or Write off Individual Debts has revealed some anomalies.

This report provides recommendations to Council to give effect to the above.

### **OFFICER COMMENT**

#### **1. Amendments to Various Terms of Reference/Charters**

On 28 October 2025, Council resolved to appoint various elected members and community members to the Town's committees, advisory and working groups. Some of these appointments require amendments to the relevant Terms of Reference or Charter to ensure the membership composition is correctly reflected.

To follow are amendments, indicated in **blue text**, to various Terms of Reference or Charters, that, if adopted, give effect to changes in membership compositions.

#### **Public Open Space Working Group (POSWG)**

The POSWG Charter currently provides the membership composition of the POSWG includes **three** Town of Cottesloe Elected Members. On 28 October 2025, Council appointed three elected members and an additional appointment of Cr Bulbeck as a deputy. To ensure the POSWG Charter correctly reflects this change to the membership composition, an amendment is proposed to (part of) clause 5 of the POSWG Charter, as follows:

##### **5. Membership**

*Membership of this Committee will generally comprise of:*

- *Three Town of Cottesloe Elected Members;*
- *One Town of Cottesloe Elected Member as Deputy;*
- *One Coastcare representative; and*
- *Up to two community representatives*

#### **Reconciliation Action Working Group (RAWG)**

The RAWG Terms of Reference currently provide the membership composition of the RAWG includes **three** elected members (including the Mayor or Deputy Mayor). On 28 October 2025, Council appointed three elected members and the appointment of Cr Sadler as a fourth member of the RAWG. To ensure the RAWG Terms of Reference correctly reflect this change to the membership composition, an amendment is proposed to (part of) clause 5 of the RAWG Terms of Reference, as follows:

##### **5. Membership**

*The Group shall consist of:*

- *~~Three (3)~~ Four (4) Elected Members (including the Mayor or Deputy Mayor)*
- *Town of Cottesloe CEO or nominated Director*

- *Up to five (5) community members including Aboriginal and Torres Strait Islander community members (to be invited by way of public advertisement).*

### **Universal Access and Inclusion Community Reference Group (UAICRG)**

The UAICRG Terms of Reference currently provide the membership composition of the UAICRG includes **one** elected member as Presiding Member. On 28 October 2025, Council appointed Mayor Harkins as a member of the Group and an additional appointment of Cr Irvine as a deputy member. To ensure the UAICRG Terms of Reference correctly reflect this change to the membership composition, an amendment is proposed to (part of) clause 5 of the RAWG Terms of Reference, as follows:

#### **5. Membership**

*Membership of this Group will generally comprise of:*

- *One Town of Cottesloe Elected Member (who will be the Presiding Member of the Group)*
- *One Town of Cottesloe Elected Member as Deputy;*
- *One Department of Communities representative*
- *One Curtin Heritage representative*
- *Up to four Community representatives*
- *Representatives from service providers as invited by the Town of Cottesloe*

### **2. Change to Current Community Member Appointments**

The Town has received a request, a copy of which is at **Attachment 1**, from the Sea View Golf Club to amend the membership of its representatives on the Sea View Golf Club Redevelopment Advisory Committee.

Council is requested to approve, by absolute majority, the change to community membership of the Sea View Golf Club Redevelopment Advisory Committee Sea View Golf Club has made.

### **3. Appointment to Reconciliation Action Working Group (RAWG)**

The Town has received a nomination from a community member to become a member of the RAWG. Nominee details are at **Confidential Attachment 2**.

The RAWG terms of reference provide for up to five community members, including Aboriginal and Torres Strait Islander community members. At the 28 October 2025, Ordinary Council Meeting, Council appointed three community members to the Group. Appointing an additional member will bring community membership numbers to four.

Officers have assessed the nominee's application at **Confidential Attachment 2** and consider them to be appropriate for membership. It is recommended Council approve the appointment.

**4. Appointment to Universal Access and Inclusion Reference Group (UAIRG)**

The Town has received a nomination from Curtin Heritage for a representative from the organisation to join the UAIRG as a member. The representative's details are at **Confidential Attachment 3**.

The UAIRG terms of reference provide for the inclusion of one Curtin Heritage representative as a member of the Group. There has only been one nomination from the organisation and the nominee representative's credentials at **Confidential Attachment 3** are assessed to be appropriate. It is therefore recommended that the representative Curtin Heritage has put forward be appointed to the UAIRG.

**5. Amendment to Council Delegation 1.14**

At the Ordinary Council Meeting on 24 June 2025, Council approved in absolute majority decision OCM092/2025, the Delegations Register for 2025/26. Amongst the delegations approved was Delegation 1.14, entitled:

*Delegation 1.14 – Waive, Grant Concessions or Write Off Individual Debts to a Maximum of \$1,000.*

Recent consideration of the delegation has noted two anomalies:

(a) The function delegated in Delegation 1.14 was to:

*Waive, grant concessions or write off individual debts to a maximum of \$5,000 in relation to any amount of money which is owed to the Town.*

The argument in the officer's commentary of the report to increase the limit of \$1,000 (as it was in 2024/25) to \$5,000 in 2025/26, was not challenged by Council and formed part of the approval for the amount given in OCM092/2025. The anomaly identified recently is the inconsistency between the limit of \$5,000 referred to in the delegated function and the limit in the title of \$1,000.

The amendment at **Attachment 4**, tracks a correction to change the title of Delegation 1.14 to ensure the approved amount of \$5,000 is referenced. It is recommended Council approve this amendment to change the limit of \$1,000 currently referred to in the title of Delegation 1.14 to \$5,000.

(b) Given that a recommendation has been proposed to the title of Delegation 1.14, it is an opportunity to recommend a further amendment to the wording of the title. Currently, the title does not match the wording of s.6.12 of the *Local Government Act 1995*, from which powers or duties are being delegated. Section 6.12 is worded:

*Defer, grant discounts, waive or write off debts*

The title of Delegation 1.14 is worded:

*Waive, Grant Concessions or Write off Individual Debts*

With statutory interpretation, there can be more than a semantic difference between a legislative reference and how it has been reworded. To avoid misinterpretation, it is recommended the title of Delegation 1.14 be amended to match the s.6.12 legislative

reference, so the title of the delegation reads - *Defer, grant discounts, waive or write off debts*.

An amendment has been tracked at **Attachment 4** to illustrate a change to the title of Delegation 1.14 so it is consistent with this wording. It is recommended the amended title be adopted.

### **ATTACHMENTS**

- 10.1.6(a) Request from Sea View Golf Club to change representatives on Sea View Golf Club Redevelopment Advisory Committee **[CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 10.1.6(b) Nomination from Community Member - Reconciliation Action Working Group **[CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 10.1.6(c) Nomination - Universal Access Inclusion Reference Group **[CONFIDENTIAL] [UNDER SEPARATE COVER]**
- 10.1.6(d) Delegation 1.14 with tracked changes [under separate cover]

### **CONSULTATION**

Given the nature of this report, there is no requirement for public consultation.

### **STATUTORY IMPLICATIONS**

*Local Government Act 1995*

*s.6.12 – Power to defer, grant discounts, waive or write off debts*

### **POLICY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

The strategic objective of *Our Leadership and Governance* in the Town's *Council Plan 2023-2033*, is furthered by ensuring:

- (a) appointments to the Town's committees, advisory and working groups are made in accordance with relevant Terms of Reference or Charters. Some information from nominees has been provided in confidential attachments. This is to ensure that privacy is protected; and
- (b) legislative references and financial limits referred to in powers or duties Council has delegated in Delegation 1.14 have been amended to avoid the possibility of misinterpretation.

### **RESOURCE IMPLICATIONS**

There are no resource implications associated with the recommendations of this report.



**ENVIRONMENTAL SUSTAINABILITY IMPLICATIONS**

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

**RISK MANAGEMENT IMPLICATIONS**

If the references in delegations of powers or duties are incorrect, a delegation may be legally invalid. This means any decision made under that delegation could be challenged or overturned.

If terms of reference do not reflect membership compositions approved by Council, it could lead to an imbalance in the contribution of diverse voices in decision making.

**VOTING REQUIREMENT**

Absolute Majority – appointments to committees and groups; and amendment to Delegation title

Simple Majority – Amendments to Terms of Reference

**OFFICER RECOMMENDATION**

THAT Council, by **absolute majority**, APPROVES:

1. The appointments of:
  - a. Nominee A \_\_\_\_\_ as a community member of the Sea View Golf Club Redevelopment Advisory Committee.
  - b. Nominee B \_\_\_\_\_ as a deputy community member of the Sea View Golf Club Redevelopment Advisory Committee.
2. An amendment to the title of Delegation 1.14 in the Delegations Register approved by Council in absolute majority decision OCM092/2025 on 24 June 2025, so it now reads:

*1.14 Defer, Grant Discounts, Waive or Write off Debts to a Maximum of \$5,000*

THAT Council, by **simple majority**, APPROVES:

3. The appointment of Nominee C \_\_\_\_\_ as a community member of the Reconciliation Action Working Group.
4. The appointment of Nominee D \_\_\_\_\_ as the Curtin Heritage representative to the Universal Access and Inclusion Reference Group.
5. Amendments to Terms of Reference or Charters of the Town's committees, advisory or working groups as follows:
  - a. The first paragraph of clause 5 of the Town of Cottesloe Public Open Space Working Group Charter, be amended to:

*5. Membership*

*Membership of this Committee will generally comprise of:*

- *Three Town of Cottesloe Elected Members;*
- *One Town of Cottesloe Elected Member as Deputy;*
- *One Coastcare representative; and*
- *Up to two community representatives*

- b. **The first paragraph of clause 5 of the Town of Cottesloe Reconciliation Action Working Group Terms of Reference, be amended to:**

**5. Membership**

*The Group shall consist of:*

- *Four (4) Elected Members (including the Mayor or Deputy Mayor)*
- *Town of Cottesloe CEO or nominated Director*
- *Up to five (5) community members including Aboriginal and Torres Strait Islander community members (to be invited by way of public advertisement).*

- c. **The first paragraph of clause 5 of the Town of Cottesloe Universal Access and Inclusion Reference Group Terms of Reference, be amended to:**

**5. Membership**

*Membership of this Group will generally comprise of:*

- *One Town of Cottesloe Elected Member (who will be the Presiding Member of the Group)*
- *One Town of Cottesloe Elected Member as Deputy;*
- *One Department of Communities representative*
- *One Curtin Heritage representative*
- *Up to four Community representatives*
- *Representatives from service providers as invited by the Town of Cottesloe*

**10.2 RECEIPT OF MINUTES AND RECOMMENDATIONS FROM COMMITTEES**

Nil

**11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

**12.1 ELECTED MEMBERS**

**12.2 OFFICERS**

**13 MEETING CLOSED TO PUBLIC**

**13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

**14 MEETING CLOSURE**