

TOWN OF COTTESLOE



RESERVES, PARKS AND PLAYGROUNDS COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
12.00PM, TUESDAY, 10 APRIL 2018

MAT HUMFREY
Chief Executive Officer

18 April 2018

TABLE OF CONTENTS

1.	Declaration of Meeting Opening / Announcement of Visitors	4
2.	Acknowledgement of traditional owners of the lands.....	4
3.	Record of Attendance / Apologies.....	4
4.	Confirmation of Minutes from Previous Meeting.....	4
5.	Declaration of Interests	4
6.	Officer Reports	4
6.1	Tree Valuation Project Brief.....	5
7.	Other Business	7
7.1	Bus Tour.....	7
7.2	Letter to Residents regarding Railway Street Playground.....	7
7.3	Dogs and Playgrounds	7
7.4	Appointment of Non-voting members	7
7.5	Playground Budget Items.....	7
7.6	Draft Committee Charter	8
7.7	Proposed Meeting Dates	8
8.	New Business of an Urgent Nature Introduced by Elected Members / Officers by Decision of Meeting.....	8
9.	Next Meeting	8
10.	Meeting Closure	8

1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS

Cr Boulter declared the meeting open at 12.00pm.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LANDS

Cr Boulter acknowledged the Traditional Owners of the Lands of Cottesloe and on which the Committee meets today, and paid respect to their Elders – past, present and emerging.

3. RECORD OF ATTENDANCE / APOLOGIES**Committee Members Present**

Cr Sandra Boulter	Presiding Member
Cr Helen Sadler	Deputy Member
Ms Natalie Kendal	Community Representative
Mr James Atkinson	Community Representative

Officers Present

Mr Nicholas Woodhouse	Manager Engineering Services
Ms Amie Hill	Administration Officer

Apologies

Cr Rob Thomas	Elected Member
Cr Melissa Harkins	Elected Member
Mr Mat Humfrey	Chief Executive Officer

4. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

The February 2018 Committee minutes were not confirmed at this meeting.

5. DECLARATION OF INTERESTS

Cr Boulter advised the Committee that Mr Humfrey is speaking with the Department of Local Government and Communities regarding declaration of interests and organising training for Staff, Elected Members and Committee Members. Cr Boulter declared impartiality interest on behalf of Mr Atkinson due to the funding and grant opportunities available from the Department of Local Government, Sport and Culture Industries. Cr Boulter asked Mr Woodhouse to follow up with Mr Humfrey.

6. OFFICER REPORTS

6.1 TREE VALUATION PROJECT BRIEF

File Ref:	SUB/2602
Attachments:	Tree Valuation Project Brief
Responsible Officer:	Mat Humfrey, Chief Executive Officer
Author:	Denise Tyler-Hare, Project Manager
Proposed Meeting Date:	10 April 2018
Author Disclosure of Interest:	Nil

SUMMARY

The Committee is requested to endorse the Project Brief for a tree valuation.

BACKGROUND

To ensure Council is compliant with statutory regulations and WA Local Government Circular Number 02-2016, a comprehensive revaluation of Council's infrastructure assets will be due as at 30 June 2018. The Town prepared a Project Brief for these works, and as part of the process, determined that trees could not be valued under this survey, as they are part of the land asset, and can't be sold. It was, therefore, determined to undertake a separate valuation for the valuation and management of trees throughout the Town.

A Project Brief for development of a tree valuation model specific to Cottesloe, using said model to undertake the valuation and preparation of a management plan, has been prepared.

STRATEGIC IMPLICATIONS

There are no strategic implications arising from the Officer Recommendation.

POLICY IMPLICATIONS

The following policies will be applicable:

- Asset Management; and
- Street Trees.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Regulations 1996

FINANCIAL IMPLICATIONS

There is currently no budget for this project, so a budget amendment will be required. It is anticipated that the project will cost approximately \$100,000.

STAFFING IMPLICATIONS

There are no perceived staffing implications arising from the Officer Recommendation.

SUSTAINABILITY IMPLICATIONS

Valuation and asset management form a large part of sustainable tree planting and maintenance practices, and it is anticipated that this project will have a large impact on improving the Town's sustainability.

CONSULTATION

Town of Cottesloe Staff
Elected Members

STAFF COMMENT

The Project Brief is recommended to be accepted.

VOTING

Simple Majority

COMMITTEE RECOMMENDATION

Moved Cr Sadler, seconded Mr Atkinson

That the Reserves, Parks and Playground Committee recommend that Council ENDORSE the tree valuation Project Brief subject to the following:

- Inclusion of the Town's Mission Statement and Priority Area 5 (Providing sustainable infrastructure and community amenities) of the *Strategic Community Plan 2013 to 2023* in the Policy Implications of the Officer Report.
- The arborist qualification being Level 4 preferred/Level 5 highly desirable.

Carried 4/0

Moved Mr Atkinson, seconded Ms Kendal

That the Reserves, Parks and Playground Committee recommend that Council go to a public tender for the Tree Valuation Project Brief.

Carried 4/0

7. OTHER BUSINESS

7.1 Bus Tour

Cr Boulter discussed the idea of hiring a bus to tour Cottesloe reserves, parks and playgrounds with the Committee. The majority of the Committee members stated that they were already familiar with Cottesloe reserves, parks and playgrounds, and can visit in their spare time. Cr Boulter will check with Cr Harkins and Cr Thomas.

7.2 Letter to Residents regarding Railway Street Playground

Amendments suggested for the letter:

- Call for suggestions on types of infrastructure or associated facilities, not just play equipment (shade, lighting etc.)
- Include a section for people to provide their address and age of each family member.
- Change the catchment area of the letter to further south of Napier Street and down to Forrest Street.

Cr Boulter requested the letter be circulated to Committee members prior to being sent out.

7.3 Dogs and Playgrounds

Item deferred until the next Committee meeting. Cr Boulter asked that the previous Notice of Motion resolved about dog exercise areas be included in the next Agenda.

7.4 Appointment of Non-voting members

Item deferred until the next Committee meeting.

7.5 Playground Budget Items

Mr Woodhouse advised the Committee that there are two accounts in the 2017/2018 Budget for the Railway Street playground and tree planting. Dutch Inn, the Civic Centre and Andrews Place will be included in the 2018/2019 Budget. Cr Boulter requested that Harvey Field and the Foreshore be included as items at the next Committee meeting to discuss whether the playgrounds will be upgraded as part of the Cottesloe Oval Masterplan and Foreshore redevelopment. Cr Sadler advised the Committee that there will be a Briefing Session regarding the Foreshore at which questions can be asked about playgrounds.

7.6 Draft Committee Charter

Amendments suggested for the Charter:

- Change 5b under Terms of Reference to 'Develop a plan'.
- Add end notes for references to the *Local Government Act 1995*.
- Consider removing paragraph six under Membership regarding representatives from organisations, as it is not relevant to this Committee.

Cr Boulter requested consideration of the draft Charter be deferred to the next Committee Meeting.

COMMITTEE RESOLUTION

Moved Cr Sadler, Seconded Ms Kendal

That consideration of the draft Reserves, Parks and Playgrounds Committee charter be deferred.

Carried 4/0

7.7 Proposed Meeting Dates

The Committee decided to meet monthly rather than every second month while the Committee is in the early stages. The Committee discussed the preferred day at length and determined that the third Thursday of the month, with an early start time is desirable.

8. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS / OFFICERS BY DECISION OF MEETING

Action Item - Strategic Plan

Action Item – Financial Interests

9. NEXT MEETING

Thursday, 17 May 2018 at 9.00am.

10. MEETING CLOSURE

The Presiding Member announced the meeting closed at 1:20PM.