

TOWN OF COTTESLOE



RESERVES, PARKS AND PLAYGROUNDS COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
9.00AM, THURSDAY 17 MAY 2018

MAT HUMFREY
Chief Executive Officer

29 May 2018

DRAFT

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1. **DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS**
2. **ACKNOWLEDGMENT OF TRADITIONAL OWNERS OF THE LANDS**
3. **ATTENDANCE**

Committee Members Present

Cr Sandra Boulter	Presiding Member
Cr Rob Thomas	Elected Member
Cr Melissa Harkins	Elected Member
Ms Natalie Kendal	Community Representative
Mr James Atkinson	Community Representative

Officers Present

Mrs Denise Tyler-Hare	Manager of Projects
Ms Elizabeth Nicholls	Senior Administration Officer

Apologies

Mr Mat Humfrey	Chief Executive Officer
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4. **CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

The Committee requested that amendments be made to the Reserves, Parks and Playgrounds Committee minutes held 10 April 2018.

This included:

- 'Strategic Plan' be added as an Action Item under New Business of an Urgent Nature.
- 'Financial Interests' be added as an Action Item under New Business of an Urgent Nature.

Moved Ms Kendal, Seconded Mr Atkinson

The Minutes of the meeting of the Reserves, Parks and Playgrounds Committee minutes held 10 April 2018 be confirmed, subject to the above amendments.

Carried 5/0

Consideration of the Minutes of the meeting of the Reserves, Parks and Playgrounds Committee minutes held 13 February 2018 was deferred to the next meeting.

5. **DECLARATION OF INTERESTS**

Nil.

6. **OTHER BUSINESS**

6.1 Letter to Residents Regarding Railway Street Playground

Officers emailed the letter to the Committee which is to be posted to residents.

COMMITTEE RECOMMENDATION**Move Cr Harkins, Seconded Cr Thomas**

That the Reserves, Parks and Playgrounds Committee recommend that Council ENDORSE the letter to residents regarding Railway Street playground subject to amendments endorsed by the Committee and finalisation by the Chair in consultation with the Administration. The Committee notes that it prefers the catchment to be sent to residents within approximately 400m radius of the playground.

Carried 5/0

6.2 Dogs and Playgrounds

The Committee noted the Previous Notice of Motion was presented to Elected Members at the May 2018 Briefing Forum.

6.3 Outstanding Items

Officers to follow up items from the previous meeting:

- Potential playground sites (Harvey Field and the Foreshore)
- Playground renewal
- Tree planting
- Strategic plan

COMMITTEE RECOMMENDATION**Move Ms Kendal, Seconded Mr Atkinson**

That the Reserves, Parks and Playgrounds Committee recommend that Council ENDORSE a budget item of up to \$70,000 for a Public Open Space (Reserves and Playgrounds) Master Plan. The proposed brief is to be endorsed by the Reserves, Parks and Playgrounds Committee prior to tender.

Carried 4/1

For: Crs Boulter and Harkins, Ms Kendal and Mr Atkinson

Against: Cr Thomas

6.4 Draft Committee Charter

The Committee requested that changes be made to the Draft Charter. The Charter has been updated.

COMMITTEE RECOMMENDATION

That the Reserves, Parks and Playgrounds Committee recommend that Council ADOPT the draft Reserves, Parks and Playgrounds Committee Charter subject to the inclusion of the Regulations in Item 7.6.

Carried 5/0

7. GENERAL BUSINESS

7.1 Funding and Costing – Cr Thomas

Cr Thomas provided a statement to the Committee.

8. NEXT MEETING

Thursday, 28 June 2018 at 8.00am.

9. MEETING CLOSURE

The Presiding Member announced the meeting closed at 10.28am.

DRAFT

Our Ref: SUB/2566
Enquiries: Denise Tyler-Hare

18 May 2018

Xx
Xx
Xx

Dear xx

Playground Reserve Curtin Ave and Railway St (Purple Dinosaur Playground) – Community Consultation

On behalf of the Reserves, Parks and Playgrounds Committee, the Town of Cottesloe is seeking comment on the purple dinosaur playground reserve space, specifically requesting your suggestions for this playground and reserve space, including the age range the new playground infrastructure should be designed for.

Due to the vicinity of your property to the playground catchment, we are seeking your feedback on the form below. Please see enclosed map.

Written submissions close at **4.00pm on xx**, and should be addressed to the undersigned and sent to council@cottesloe.wa.gov.au or to PO Box 606, Cottesloe WA 6911 by the closing date. or to council@cottesloe.wa.gov.au

The Reserves, Parks and Playgrounds Committee encourage all residents to provide feedback even if they do not currently use the park. All residents are welcome to make a submission.

If you have any questions or would like to discuss this playground, please contact me on 9285 5000 during office hours or email to council@cottesloe.wa.gov.au

Yours sincerely



Denise Tyler-Hare
Manager of Projects

Response to community suggestions for the playground reserve on Curtin Ave and Railway Street

Name:

Address:

Email:

Suggestions for improvements to the reserve space	
Comments on what is currently done well in the reserve space	
Suggested age range for new playground infrastructure	
Do you currently use this park?	

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Reserves, Parks and Playgrounds Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

1. Name

The name of this Committee is 'Town of Cottesloe Reserves, Parks and Playgrounds Committee.' All references to 'Committee' in this charter mean 'Town of Cottesloe Reserves, Parks and Playgrounds Committee.'

2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

At the Ordinary Meeting of Council held 28 November 2017 it was resolved:

That Council:

1. *Note the preliminary findings and provide these to the Cottesloe resident(s) who presented the skatepark petition to Council.*
2. *Establishes a Town of Cottesloe 'Reserves, Parks and Playgrounds Committee' with nominations from Cr Boulter, Cr Thomas, Cr Harkins and Cr Sadler (Deputy) with a Charter to be developed by the Town of Cottesloe Administration that considers including the following:*
 - i. *identifying all the relevant places applicable to the Committee's deliberations;*
 - ii. *setting a program for the renewal and rejuvenation of playgrounds, and tree planting in the Cottesloe Reserves, Parks and Playgrounds; and*
 - iii. *the feasibility and priority of a skatepark in the Town of Cottesloe.*
3. *Requests that an advertisement be published within a month calling for community members who are interested in serving on the Town of Cottesloe 'Reserves, Parks and Playgrounds Committee.'*
4. *Requests that the first meeting of the Town of Cottesloe 'Reserves, Parks and Playgrounds Committee' be held before the February 2018 Council meeting.*

Carried 8/0

3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

4. Vision

To enhance, maintain and renew the Town of Cottesloe’s Reserves, Parks and Playgrounds infrastructure for now and the future.

5. Terms of Reference

- a. Identify all the relevant places applicable to the Committee’s deliberations.
- b. Develop a program for the establishment and renewal of Cottesloe’s Reserves, Parks and Playgrounds.
- c. Establish a five year rolling program for tree planting in Cottesloe’s Reserves, Parks and Playgrounds.
- d. Determine the feasibility and priority of a skatepark in the Town of Cottesloe.
- e. Develop a transparent Community Consultation Plan for the implementation of the Committee’s Terms of Reference.

Town of Cottesloe Mission Statement:

To preserve and improve Cottesloe’s natural and built environment and beach lifestyle by using sustainable strategies in consultation with the community.

6. Membership

At the Ordinary Meeting of Council held 28 November 2017 it was resolved that Cr Boulter, Cr Thomas and Cr Harkins be appointed as inaugural Members and Cr Sadler as the inaugural Deputy Member for the Reserves, Parks and Playgrounds Committee.

Membership of this Committee, as a guide, will comprise of Town of Cottesloe Elected Members and community representatives. As a guiding principle, there should always be one more Elected member than the total number of community representatives.

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

7. Meetings

7.1 Annual General Meeting

Nil

7.2 Agenda

Hard copies will be circulated to Elected Members at least four days before the applicable Committee meeting.

7.3 Committee Meetings

Meetings shall be held not more frequently than every month, unless a special meeting of the Committee is called for a specified purpose.

7.4 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting or non-voting) as endorsed by Council at the time of the meeting.

7.5 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

Non-voting members are able to be counted towards a quorum and may move and vote on the acceptance of the Minutes of the previous meeting only.

7.6 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

The content of minutes of a meeting of a council or a committee is to include —

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of 'action items', summarising the agreed actions.

7.7 Who acts if the Presiding Member is unavailable

Shall be in accordance with section 5.14 of the Act.

7.8 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

7.9 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time but generally speaking community members may attend to ask questions.

7.10 Members' Conduct

Council Members of the Committee shall be bound by the following;

- The provisions of section 5.65 of the Act;
- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*, with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

7.11 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required;
- Attend and record the Minutes of the meeting; and
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

7.12 Presiding Member

The members (voting) will elect a Presiding Member and Deputy Member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the Presiding Member and Deputy Member shall be in accordance with the provisions of section 5.12 of the Act.

7.13 Meeting attendance fees

Nil

8. Delegated Authority

This Committee has no delegated authority.

9. Endorsement

This Charter was endorsed by the Town of Cottesloe Reserves, Parks and Playgrounds Committee at its meeting on 17 May 2018.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on _____.