

TOWN OF COTTESLOE



ATTACHMENTS

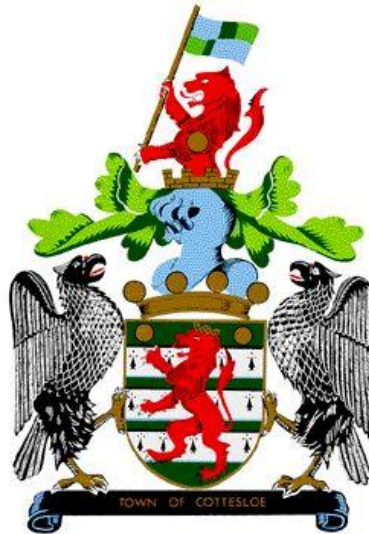
ORDINARY COUNCIL MEETING – 27 AUGUST 2024

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
10.1 REPORTS OF OFFICERS		
CORPORATE AND COMMUNITY SERVICES		
10.1.1	DISABILITY ACCESS AND INCLUSION PLAN 2024-2029	
	10.1.1(a) DRAFT DAIP 2024-2029	2
10.1.2	ANDERSON PAVILION THIRD PARTY USE - LICENCE AGREEMENT	
	10.1.2(a) ATTACHMENT A - EMAIL CORRESPONDENCE WITH COTTESLOE JUNIOR FOOTBALL CLUB (MAGPIES)	22
	10.1.2(b) LICENCE OF ANDERSON PAVILION - COTTESLOE JUNIOR FOOTBALL CLUB	32
10.1.3	MONTHLY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024	
	10.1.3(a) AGENDA ATTACHMENT - MONTHLY FINANCIAL REPORT 1 JULY 2023 TO 30 JUNE 2024	62
DEVELOPMENT AND REGULATORY SERVICES		
10.1.4	PARKING AND PARKING FACILITES AMENDMENT LOCAL LAW 2024	
	10.1.4(a) PARKING AND PARKING FACILITIES AMENDMENT LOCAL LAW 2024 (AMENDED)(25.07.2024)	106
10.1.5	EVENT APPLICATION ELECTRIC ISLAND 5 & 6 APRIL 2025	
	10.1.5(a) 2024 APPROVED PLAN (COTTESLOE BEACH - ELECTRIC ISLAND).....	110
ENGINEERING SERVICES		
10.1.6	PERTH NATURAL RESOURCE MANAGEMENT (NRM) - COASTAL PROGRAM PARTNERSHIP - MEMORANDUM OF UNDERSTANDING 2024/2025	
	10.1.6(a) PERTH NRM AND TOWN OF COTTESLOE MOU 2024-25	112
	10.1.6(b) PERTH NRM - COTTESLOE - ANNUAL REPORT 2023-24.....	120
10.1.7	SEAVIEW GOLF CLUB CLUBROOM REDEVELOPMENT - COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN AND BUILDING CONDITION ASSESSMENT REPORT	
	10.1.7(a) ATTACHMENT A - SVGC COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN (CSEP) AND INTERCEPT QUESTIONS	128
	10.1.7(b) ATTACHMENT B - SEA VIEW GOLF COURSE CLUBHOUSE - CONSULTANTS SITE ASSESSMENT REPORT.....	151

10.1.7(c)	ATTACHMENT C - MINUTES - SEA VIEW GOLF CLUB COMMITTEE MEETING - MONDAY, 29 JULY 2024	242
10.1.7(d)	ATTACHMENT D - SVGC - TOWNS MANAGER OF BUILDING & HEALTH INTERIM VIEW - BUILDING CONDITION REPORTS	256
10.1.8	NORTH STREET PARKING CHANGES	
10.1.8(a)	ATTACHMENT A - EMAIL CORRESPONDENCE WITH NORTH STREET STORE.....	259

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.1A:
DRAFT DAIP 2024-2029**



Town of Cottesloe



Disability Access and Inclusion Plan 2024-2029

This document replaces the Town of Cottesloe’s previous Disability Access and Inclusion Plan 2018-2023.

It is available in alternative formats upon request to the Town of Cottesloe.

Endorsed by the Universal Access and Inclusion Reference Group	
Date	
Adopted by Council	Date

ACKNOWLEDGEMENT OF COUNTRY

The Town of Cottesloe would like to acknowledge the Whadjuk Noongar people, Traditional Custodians of the land on which we live, work and play, and pays respect to Elders past and present. We extend that respect to Aboriginal and Torres Strait Islander peoples in our community.



CONTENTS

A MESSAGE FROM THE MAYOR 3

INTRODUCTION 4

DISABILITY ACCESS AND INCLUSION PLANS..... 4

THE TOWN OF COTTESLOE..... 5

TOWN OF COTTESLOE COMMUNITY STATEMENTS 5

WHAT IS DISABILITY?..... 6

DISABILITY DEMOGRAPHICS - COMMUNITY SNAPSHOT 6

OUR JOURNEY AND PARTNERSHIPS..... 7

DEVELOPING THE DAIP 2024-2029 8

IMPLEMENTING THE DAIP..... 9

OBJECTIVES 10

1. SERVICES AND EVENTS..... 10

2. BUILDINGS AND FACILITIES 11

3. INFORMATION 12

4. QUALITY SERVICE 15

5. FEEDBACK AND CONSULTATION 16

6. EMPLOYMENT 17

GLOSSARY..... 18

REFERENCES 18



A MESSAGE FROM THE MAYOR

The Town of Cottesloe is pleased to release its latest Disability Access and Inclusion Plan (DAIP), 2024 – 2029. The intention of this Plan is to address the ongoing barriers to access and social inclusion that people with disability and their carers face.

People with disability have a right to access services, buildings and events and to be treated with dignity and respect, which all people need in order to feel a sense of belonging and to live healthy, productive lives.

Local governments play a crucial role in ensuring an accessible and inclusive community, given the number and diversity of services provided, from the development of roads and pavements to Library Services and Community Development. It is Council's responsibility to optimise equality for people with disability and to make social inclusion part of our core business for all.

Over the past five years the Town has made steady progress with the implementation of many of the actions from the previous plan including streamlining the booking process for the beach wheelchairs; providing AUSLAN interpreters at events including Australia Day and ANZAC Day; ensuring Town events are wheelchair friendly (Carols by Candlelight); collaborating with Sculpture by the Sea event organisers on a disability friendly program of activities; and the launch of a new website for the Town with refreshed and easier to navigate content.

I would like to thank all of the community members, service providers and staff who have contributed their time and ideas to our consultation and review process as we prepared the new DAIP. It has been a pleasure to see and hear about the energy and commitment in the focus group sessions and other forums.

The Town of Cottesloe looks forward to working and collaborating with our residents and community groups in creating an accessible society for all.

**Lorraine Young,
Mayor
Town of Cottesloe**



INTRODUCTION

Local governments have unique personal knowledge and close connections with their communities. Interaction between residents and local government staff occurs at many levels and in many modes of life and settings. This enables the actions of a local government to be closely guided by its community and conversely, have direct impact on those who live within it.

The 2024-2029 Town of Cottesloe Disability Access and Inclusion Plan (DAIP or the Plan) has been created with input from Town of Cottesloe staff, contractors, disability service providers, community clubs and organisations, and people with disability and their families. The DAIP follows on from the 2018-2023 Town of Cottesloe DAIP by incorporating lessons learnt and identifying reoccurring themes from the community to ensure the Plan is relevant, useful and achievable. This DAIP aims to improve access and inclusion for all and includes not just people with a permanent disability, but also their carers, parents with young children, the elderly and people from cultural and linguistically diverse backgrounds, as well as community members who have a temporary injury.

DISABILITY ACCESS AND INCLUSION PLANS

It is a requirement of the WA Disability Services Act (1993) that all public authorities develop and implement a DAIP that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services. The DAIP must be lodged with the Department of Communities, reported on annually and reviewed at least every five years.

The DAIP supports a number of legislative and good practice initiatives that strive for human rights, equity and accessible and inclusive communities. Of particular relevance are the:

- [United Nations Convention on the Rights of Persons with Disabilities 2006](#)
- [Commonwealth Disability Discrimination Act 1992](#)
- [Western Australian Disability Services Act 1993](#)
- [State Disability Strategy 2020 – 2030](#)
- [Equal Employment Opportunity](#)
- [Building Act](#)
- [Standards Australia](#)
- [Centre for Universal Designs Australia](#)
- [Australian Building Codes Board](#)
- [National Construction Code](#)



THE TOWN OF COTTESLOE

The Town of Cottesloe (Town) is a coastal suburb covering an area of four square kilometres, located 12 kilometres from the Perth Central Business District. The main attractions in the Town are Cottesloe Beach, Cottesloe Civic Centre and the Cottesloe Town Centre. Local industry is concentrated in the retail, entertainment, restaurant and accommodation sectors. In 2021, Cottesloe's population was 7,970 people, comprising 49.5% male and 50.5% female residents

The Town of Cottesloe employ 85 staff (55 full time equivalent), and the Town's administration operates from the Civic Centre at 109 Broome Street, Cottesloe and the works depot, located on McCabe Street, Mosman Park.

TOWN OF COTTESLOE COMMUNITY STATEMENTS

OUR VISION - A vibrant coastal community with a relaxed lifestyle

OUR MISSION - To preserve and improve Cottesloe's natural and built environment and beach lifestyle by using sustainable strategies in consultation with the community

At a local level, the DAIP supports our Council Plan (2023-2033) objectives:

Our Community – Connected, engaged and accessible.

Our Town – Healthy natural environs and infrastructure meeting the needs of our community.

Our Prosperity – A vibrant and sustainable place to live, visit and enjoy.

Our Leadership and Governance – Strategic leadership providing open and accountable governance.

WHAT IS DISABILITY?

The Disability Services Act 1993 defines 'disability' as something:

- Which is attributable to an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments.
- Which is permanent or likely to be permanent.
- Which may or may not be of a chronic or episodic nature.
- Which results in substantially reduced capacity of the person for communication, social interaction, learning or mobility and a need for continuing support service.

DISABILITY DEMOGRAPHICS - COMMUNITY SNAPSHOT

The Town of Cottesloe's estimated resident population is 7,970. Based on the results from the most recent Australian Bureau of Statistics survey¹ approximately 1,411 (17.7%) residents will have a disability. Of those approximately 462 (5.8%) are likely to need assistance with core activities such as self-care, mobility or communication². Approximately 861 (10.8%) of residents will be providing unpaid support to a family member or friend³. In developing the DAIP, it is important to recognise that Cottesloe is a destination for many people outside of the local community who utilise the foreshore, parks, commercial and civic buildings, and their access needs should also be considered in the DAIP.

1. Survey of Disability, Ageing and Carers, 2018
2. Disability and Carers: Census, 2021
3. Survey of Disability, Ageing and Carers, 2018



OUR JOURNEY AND PARTNERSHIPS

The Town is looking forward to building on past and current initiatives to support access and inclusion. Some examples of initiatives actioned during the past 5 years include:

2018 - 2023	Improving access to services and events	<ul style="list-style-type: none"> • Collaboration with Sculpture by the Sea event organisers to include beach matting and low sensory viewing times. • Greater use of subtitles for movies/music events. • Auslan interpreters at Town events. • Allocated wheelchair seating areas at various events. • Seniors Week morning tea held at an accessible venue, with bus transport and service information being distributed. • 'Walk in Walk out' residential waste service available on application.
	Improving access around the Town	<ul style="list-style-type: none"> • An accessibility map of the Town developed in collaboration with the Universal Access and Inclusion Reference Group. • The Town's beach wheelchairs added to the Space2Co for a streamlined platform to make the booking process to encourage greater usage. • Easy-to-read ACROD parking plans in development for distribution and on the Town's website.
	Improving access to information	<ul style="list-style-type: none"> • Improvements to the Town's website – content clearer and easier to navigate. • Large print and audio resources at the Grove Library, plus a home delivery service (Books on Wheels).
	Improving communications with people with disability	<ul style="list-style-type: none"> • Partnerships with disability and aged care service providers to build capacity and enable inclusive services. • Continued support for the Universal Access and Inclusion Reference Group which oversees the DAIP and includes members with lived experience or their families, service providers, as well as Elected Members and staff.
	Increasing employment opportunities for people with disability	<ul style="list-style-type: none"> • A commitment to increasing the employment and retention of people with disability by the Town's People and Culture team.

DEVELOPING THE DAIP 2024-2029

As part of the review and development of the DAIP, consultation was undertaken with Town of Cottesloe staff and community members (via a survey) to identify barriers to access and inclusion, as well as potential strategies to be incorporated into the new DAIP.

The opportunity was advertised in the local POST newspaper, on the Town's website and social media, and directly to stakeholders in the community with an interest in disability. Utilising 'Engage Cottesloe' (online portal), a total of 45 surveys or submissions were received during the consultation period in October - November 2023.

The key themes identified in the consultation were:

- Accessible events – continue to provide these and advocate for more accessible external events.
- Collaboration and co-design – draw on the expertise of people with lived experience, service providers and professionals.
- Safe and equitable access for all/universal access – consider access in planning and design, and specific suggestions made to improve access to beaches, pathways, toilets and play spaces.
- Skills and knowledge – develop the skills and knowledge of Town staff and Elected Members so they can better support access and inclusion.
- Communication – provide easier ways for community members to communicate with the Town and access information.

All the information gathered during the consultation period was then reviewed and the proposed actions for the new DAIP were developed in collaboration with key stakeholders ensuring that the main identified themes and legislative requirements were met.

IMPLEMENTING THE DAIP

Implementing the DAIP is the responsibility of all Town staff, with deliverables being allocated to specific business units and/or roles. The Universal Access and Inclusion Reference Group (**UAIRG**) will monitor the implementation of the DAIP at their quarterly meetings.

The Town will promote the availability of the DAIP through the local POST newspaper, on the Town's website and social media, plus directly to staff and stakeholders in the community with an interest in access and inclusion. Town and contractors will be informed about their obligations through procurement and contractual documentation.

The Town will report annually on its progress implementing the DAIP to the Department of Communities and in the Town's Annual Report.



OBJECTIVES

The following objectives reflect the Town's commitment to access and inclusion and address the outcomes mandated in the WA Disability Services Act (1993).

1. SERVICES AND EVENTS

OUTCOME ONE - People with disability have the same opportunities as other people to access the services of, and any event organised by, the Town of Cottesloe.			
Strategy	Deliverable	Timeline	Responsibility
1.1 Provide and advocate for more accessible events	Monitor available opportunities and apply for disability access grants for Town services and events.	Ongoing	Community Development Officer/Events Coordinator
	Advise local clubs and associations about grant opportunities.		
	Provide simple content and examples of best practice and mandatory requirements for external event providers, focused on access and inclusion.	Ongoing	Community Development Officer/Events Coordinator
	Engage with external providers delivering major events e.g. 500+ people to ensure they meet DAIP requirements. Include a checklist of requirements and a link to the Town's DAIP in the application form.	Ongoing	Manager Community and Customer Services/Events Coordinator
	Continue to provide Auslan interpreters at Town events.	Ongoing	Events Coordinator
	Deliver an event for Carers week and International Day of People with Disability.	Annually	Community Development Officer/Events Coordinator
1.2. Expand services available to support people with disability	Review the Town's Event Policy in terms of access and inclusion.	Year 1	Community Development Officer/Events Coordinator
	Explore Surf Lifesaving WA allocating specific times/days to assist people to access the water.	Year 1	Manager Community and Customer Services/Community Development Officer
	Promote services available for people with disability in the Town/locally e.g. on the Town's website.	Ongoing	Community Development Officer/Senior Communications and Marketing Coordinator

2. BUILDINGS AND FACILITIES

OUTCOME TWO - People with disability have the same opportunities as other people to access the buildings and other facilities owned by the Town of Cottesloe.			
Strategy	Deliverable	Timeline	Responsibility
2.1 Provide accessible and inclusive community spaces and facilities	Consider universal access in the planning and design of Town buildings and community facilities.	Ongoing	Engineering
	Provide and maintain beach access paths where possible, including beach matting at peak times.	Ongoing	Engineering
	Ensure that Town buildings and facilities meet the standards for access and any demonstrated additional need. Prioritise buildings based on usage and feedback from DAIP consultation and UAIRG.	Ongoing	Engineering/Community and Customer Services
	Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	Year 1/Ongoing	Development & Regulatory Services/Engineering
	Identify and prioritise pathways for improvement including dual use paths to ensure an accessible and safe network in Cottesloe.	Year 1/Ongoing	Engineering
	Ensure access is considered in all public open space upgrades including playground equipment i.e. inclusive/all ages and abilities.	Ongoing	Engineering
	Survey and upgrade as required lighting around beach areas e.g. pathways, parking, seating areas.	Year 2/3	Engineering
	Audit and improve signage on Town buildings and at Cottesloe main beach, drawing from the Australian Standard on wayfinding (AS 1428.4.2).	Year 2/3	Engineering
	Renewal works to be undertaken on the access ramp at Cottesloe groyne.	Year 1	Engineering

OUTCOME TWO - People with disability have the same opportunities as other people to access the buildings and other facilities owned by the Town of Cottesloe.			
Strategy	Deliverable	Timeline	Responsibility
2.2 Collaborate with people with expertise in accessible and inclusive design	Advocate with and support local businesses to create and provide accessible places and spaces.	Ongoing	Community and Customer Services
	Draw on the expertise of people with lived experience, service providers and professionals (e.g. UAIRG, accredited access consultants) at conception and design phase of new projects.	Ongoing	Community and Customer Services/Engineering



3. INFORMATION

OUTCOME THREE - People with disability receive information from the Town of Cottesloe in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy	Deliverable	Timeline	Responsibility
3.1 Improve access to information	Audit the Town's website to ensure it meets contemporary best practice and implement the findings.	Year 1/2	Community Development Officer/Senior Communications and Marketing Coordinator
	Place all disability access information under one heading on the Town's website, including a link to the accessible beaches website and ACROD parking locations.	Year 1/2	Senior Communications and Marketing Coordinator/Community Development Officer
	Promote access and inclusion initiatives on various media platforms.	Ongoing	Senior Communications and Marketing Coordinator/Community Development Officer
	Investigate other communication formats for Civic Centre reception e.g. communication boards, Braille signage.	Year 2	Manager Community and Customer Services/Team Leader Customer Service
	Expand online services and information dissemination methods for people who are unable to visit the administration building.	Year 3/4	Director Corporate & Community Services/Senior Communications and Marketing Coordinator

OUTCOME THREE - People with disability receive information from the Town of Cottesloe in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy	Deliverable	Timeline	Responsibility
3.2 Raise staff awareness about providing accessible information	Provide training for customer service/contact staff on ensuring information and communications with stakeholders are suitable and inclusive.	Year 1/2/Ongoing	Manager People and Culture/Community Development Officer
	Explore apps used by other local governments for communication e.g. about events, access issues etc.	Year 1/2	Community Development Officer
	Draw on the expertise of people with lived experience, service providers and professionals in reviewing the accessibility of information.	Ongoing	Community Development Officer



4. QUALITY SERVICE

OUTCOME FOUR - People with disability receive the same level and quality of service from the staff of the Town of Cottesloe as other people receive.			
Strategy	Deliverable	Timeline	Responsibility
4.1 Further develop the skills and knowledge of staff and Elected Members	Include disability awareness training as part of the induction process for new staff plus refresher training for all staff.	Ongoing	Manager People & Culture/Community Development Officer
	Provide general disability awareness training for Elected Members.	Ongoing	CEO/Governance
	Raise awareness of staff about services provided by community organisations for people with disability.	Ongoing	Community Development Officer
	Maintain disability awareness with staff e.g. during staff meetings/toolbox meetings, guest speakers; OHS/HR focus on staff mental health and disability.	Ongoing	Manager People & Culture/Management Team
4.2 Celebrate the contributions of people with disability in the Cottesloe community	Promote and encourage celebration of key dates e.g. Carers week, International Day of People with Disability.	Annually	Community Development Officer/ Senior Communications and Marketing Coordinator
	Share stories of community or staff members with disability (e.g. in Town publications or social media) to build respect and awareness of people's capacity for contribution and strategies to overcome access barriers.	Ongoing	Community Development Officer/Senior Communications and Marketing Coordinator

5. FEEDBACK AND CONSULTATION

OUTCOME FIVE - People with disability have the same opportunities as others to make complaints and participate in public consultation conducted by the Town of Cottesloe.

Strategy	Deliverable	Timeline	Responsibility
5.1 Reduce barriers to people providing feedback	Implement live streaming of Council meetings.	Year 1	CEO/Governance
	Empower and support the Customer Service team to provide assistance to those who need it, when giving feedback, completing a survey or making a complaint.	Year 1/2	Team Leader Customer Service/Manager Community & Customer Services
	Review the Town's communication plan/strategy to ensure accessible and inclusive communications.	Year 1	Senior Communications and Marketing Coordinator
5.2 Strengthen the relationships with people with disability and providers in the community	Raise staff and community awareness of the UAIRG including their role, how to get involved and outcomes of their meetings.	Ongoing	Community Development Officer
	Create a youth (with disability) advisory pathway as part of the Youth Inclusion Strategy and consider how this might link to the current UAIRG.	Year 2/3	Director Corporate & Community Services/Manager Community and Customer Services/Community Development Officer
	Encourage community members with disability or who care for someone with a disability, to register on the Town's website to receive information about events, services and programs.	Ongoing	Community Development Officer
	Encourage the inclusion of people with disability on all Town committees and reference groups (not just the UAIRG).	Ongoing	CEO/Governance

6. EMPLOYMENT

OUTCOME SIX- People with disability have the same opportunities as other people to obtain and maintain employment with the Town of Cottesloe.			
Strategy	Deliverable	Timeline	Responsibility
6.1 Support a culture where people are comfortable to disclose their disability	Provide line managers with training, skills and expertise in recruitment, unconscious bias and managerial practices to support staff with disability.	Year 2/Ongoing for all staff	Manager People & Culture
	Assess need and allocate funding where feasible to improve access in and to the main administration building.	Assess year 2/allocate funding based on need & budget cycle	Management Group/Engineering
6.2 Improve employment outcomes for people with disability	Establish partnerships with disability organisations for collaboration, employment, traineeships and volunteering with the Town.	Year 2 /Ongoing	Manager People & Culture/Community Development Officer

GLOSSARY

DAIP – Disability Access and Inclusion Plan

UAIRG – The Town’s Universal Access and Inclusion Reference Group support the DAIP and provide input to Town projects. The UAIRG includes members with lived experience or their families, plus service providers, Town staff and Elected Members.

REFERENCES

Survey of Disability, Ageing and Carers, 2018

[Disability, Ageing and Carers, Australia: Summary of Findings, 2018 | Australian Bureau of Statistics \(abs.gov.au\)](#)

Disability and Carers: Census, 2021

[Disability and carers: Census, 2021 | Australian Bureau of Statistics \(abs.gov.au\)](#)

Key legislation and supporting initiatives:

[United Nations Convention on the Rights of Persons with Disabilities 2006](#)

[Commonwealth Disability Discrimination Act 1992](#)

[Western Australian Disability Services Act 1993](#)

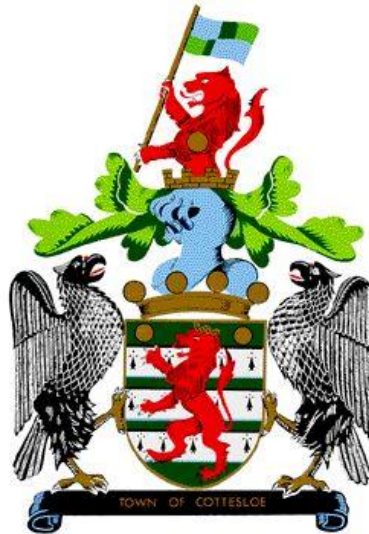
[State Disability Strategy 2020 – 2030](#)

[The Town of Cottesloe Council Plan 2023-2033](#)



Town of Cottesloe
109 Broome Street, Cottesloe WA 6011
08 9285 5000
town@cottesloe.wa.gov.au

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.2A:
ATTACHMENT A - EMAIL CORRESPONDENCE
WITH COTTESLOE JUNIOR FOOTBALL CLUB
(MAGPIES)**

Rachel Cranny

From: Shaun Kan
Sent: Wednesday, 31 July 2024 1:47 PM
To: 'Alisa Pearson'
Cc: Matthew Scott; Peter Miller; Peter Ng; Kate Saunders; Rachel Cranny; Steve Cleaver
Subject: RE: Licence Agreement Execution - Anderson Pavilion

Hi Alisa – Thank you for informing us of the club's position. Given that this is a material change to the Licence Agreement, the document will need to be re-tabled at Council in August 2024. Council can then determine the merits of the request and decide how it wishes to proceed.

I will be in contact again once Council has made a decision, more than likely in early September 2024.

Thank you

Best Regards

Shaun

From: Alisa Pearson [REDACTED]
Sent: Wednesday, 31 July 2024 1:12 PM
To: Shaun Kan <des@cottesloe.wa.gov.au>
Cc: Matthew Scott <ceo@cottesloe.wa.gov.au>
Subject: Re: Licence Agreement Execution - Anderson Pavilion
Importance: High

Hi Shaun,

Thank you for your email.

Following our phone discussion last week we have met with past presidents which has brought to light some of the history of what was initially proposed in relation to the lease of the clubhouse facilities.

The Cottesloe JFC feel that the signing of the agreement in it's current form is not in the best interest of our members. We would like to sign an agreement that is aligned with how we would like to move forward in the future, ie one that will align with the usage of the ovals and clubhouse that best services our membership of 300 junior members.

Some points we would like to be considered and added are as follows please:

- + In addition to the oval usage hours set out in the agreement, we would like to propose from 3pm onwards Monday to Thursday we have exclusive use of Anderson Pavilion (along with the Roosters)
- + Any hiring out of the facility in those times agreed for exclusive use would have to be at the approval of the Magpies and the Roosters.
- + We are able to access the club at any time to carry out the running of the football club, this would include accessing kitchen and storerooms etc.

Kind Regards

Alisa Pearson

Cottesloe JFC

On 29 Jul 2024, at 1:58 pm, Shaun Kan <des@cottesloe.wa.gov.au> wrote:

Good Afternoon Alisa, Jack and Tim

I am writing to follow up on the Town's respective recent correspondence with yourselves on the Licence Agreement.

If we could please ask for the signed documents (2 signatories) to be returned before close of business 31 July 2024 for the formalisation of this arrangement.

We look forward to receiving the signed licences.

Please do not hesitate to contact me should you require any further information.

Thank you

Best Regards

Shaun

Shaun Kan
Director Engineering Services

PO Box 606 | Cottesloe WA 6911

Phone: (08) 9285 5000

Email: des@cottesloe.wa.gov.au

Web: www.cottesloe.wa.gov.au

Town of Cottesloe acknowledges the Whadjuk Nyoongar people as the traditional custodians of the lands and waters where the Town of Cottesloe is located.

This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee you are notified that any transmission or destruction of this message by you or any other person may be a breach of the law. If you have received this email in error please notify or reply to the sender immediately.

Please consider the environment before printing this email

From: Shaun Kan

Sent: Wednesday, 10 July 2024 2:18 PM

To: Jack-Henry Bresnahan; 'Alisa Pearson'

Tim Goodier

Matthew Scott <ceo@cottesloe.wa.gov.au>; Peter Miller <bmo@cottesloe.wa.gov.au>; Peter Ng <peter.ng@cottesloe.wa.gov.au>; Renuka Ismalage <mpa1@cottesloe.wa.gov.au>; Rachel Cranny <eso1@cottesloe.wa.gov.au>; Kate Saunders <eso3@cottesloe.wa.gov.au>

Subject: Licence Agreement Execution - Anderson Pavilion

Good Afternoon All

Hello Alisa, Jack and Tim – We refer to our recent correspondence on or around 24 and 25 June 2024 providing responses to questions raised on the above. We have not heard from yourselves since.

At the May 2024 OCM, Council endorsed the Licence Agreements previously sent by Rachel and any changes would require the document to be reconsidered by Council.

We are mindful of the temporary nature of the interim permits for the Anderson Pavilion sent by Kate and to this end require the Council endorsed Licence Agreements to be executed no later than 25 July 2024.

Please do not hesitate to contact me should you require any further information.

We look forward to receiving the signed agreements and thank you in advance for your cooperation and understanding.

Thank you

Best Regards

Shaun

Rachel Cranny

From: Shaun Kan
Sent: Tuesday, 23 July 2024 11:37 AM
To: 'Alisa Pearson'
Cc: Rachel Cranny; Peter Miller; Matthew Scott
Subject: RE: Licence Agreement - Anderson Pavilion - Cottesloe Junior Football Club

Hi Alisa – Thank you for the email. It is our view that there is a relationship between the use of the oval and the club rooms and for these reasons it is only fair for both the club and Council that the Licence Agreement is reflected as such. This then allows the building to be leased out to obtain income to cover the monies that Council had spent constructing the facility.

To this end, we wish to respectfully inform you that the Town's position is to maintain the Licence Agreement approved by Council in its entirety and ask for a separate application to be made for any additional uses.

Our advice is to proceed with the agreement as it is for this trial period and we can then consider the matters you have raised when Council is asked to consider the Licence renewal.

Could we also please ask for 2 club executives, ideally the President and Vice-President to sign the document.

Thank you Alisa. I trust the above clarifies.

Thank you

Best Regards

Shaun

From: Alisa Pearson [REDACTED]
Sent: Tuesday, 23 July 2024 10:22 AM
To: Shaun Kan <des@cottesloe.wa.gov.au>
Cc: Rachel Cranny <eso1@cottesloe.wa.gov.au>; Peter Miller <bmo@cottesloe.wa.gov.au> **Subject:** Re: Licence Agreement - Anderson Pavilion - Cottesloe Junior Football Club

Hi Shaun,

Apologies for the delay in getting back to this, I have been away for the school holiday

In relation to my comment on the Agreed hours - you can see comment on 10.2 in the email to Shane on 24th March, the hours are clearly referred to as "Oval" use hours, not pavilion use hours. This was in relation to our use of the oval for training purposes.

As mentioned previously we do not want to have to apply for approval each time we need to use the clubrooms for committee or team meetings & club functions in the evenings.

Please let me know how to proceed.

Regards,

Alisa Pearson

Cottesloe JFC

On 24 Jun 2024, at 3:32 pm, Shaun Kan <des@cottesloe.wa.gov.au> wrote:

Hi Alisa

Further to my email, please also find attached another email of 28 March 2024 that shows the Cottesloe Junior Football Club (Cottesloe JFC) acknowledging Shane's comments.

Thank you

Best Regards

Shaun

Shaun Kan
Director Engineering Services

PO Box 606 | Cottesloe WA 6911
Phone: (08) 9285 5000
Email: des@cottesloe.wa.gov.au
Web: www.cottesloe.wa.gov.au

Town of Cottesloe acknowledges the Whadjuk Nyoongar people as the traditional custodians of the lands and waters where the Town of Cottesloe is located.

This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee you are notified that any transmission or destruction of this message by you or any other person may be a breach of the law. If you have received this email in error please notify or reply to the sender immediately.

Please consider the environment before printing this email

From: Shaun Kan
Sent: Monday, 24 June 2024 3:15 PM
To: Alisa Pearson [REDACTED]
Cc: Rachel Cranny <eso1@cottesloe.wa.gov.au>; Peter Miller <bmo@cottesloe.wa.gov.au>
Subject: RE: Licence Agreement - Anderson Pavilion - Cottesloe Junior Football Club

Hi Alisa – Thank you for your follow up queries to Rachel.

On or around 25 March 2024, both clubs were given the opportunity to provide feedback on the draft licence agreement. Responses were then provided by Shane on 27 March 2024. Attached is the correspondence.

This has been considered in drafting the agreement. Respectfully, a number of the items raised are outside the feedback provided and for this reason would not have been possible to incorporate.

As the Licence Agreement has now been adopted by Council, the document would need to be re-endorsed should there be significant changes. Notwithstanding this, please see my responses below.

If you could please advise us how you wish to proceed.

Thank you again for taking the time to write to us on your concerns.

Thank you

Best Regards

Shaun

From: Alisa Pearson [REDACTED]
Sent: Thursday, 20 June 2024 1:32 PM
To: Rachel Cranny <Rachel.Cranny@cottesloe.wa.gov.au>
Subject: Re: Licence Agreement - Anderson Pavilion - Cottesloe Junior Football Club

Hi Rachel

We are wondering why you didn't take into account our requested changes to the agreement, including:

Question 1: Hours required - we have meetings in the evenings and request access to the pavilion Mon-Thursday evenings.

Response 1: We have derived this from your response to schedule 10.2 within the attached email. The Club can make a separate application for the Pavilion use outside the specified hours within Annexure 3.

Also we have queries that need to be answered in relation to the planned hiring out of the premises.

Question 2: How do you envisage sharing the cleaning costs? We are currently paying with the Roosters for full cleaning once per week.

Response 2: As per our previous response, each party shall be responsible for their own cleaning arrangements. When the facility is leased to others, those users will need to ensure that the building is left in a clean and tidy condition. A bond is normally required by others and will only be returned if the building is in a satisfactory state.

Question 3: Also how will our kitchen equipment and perishable canteen items be protected from people hiring out the premises?

Response 3: We are aware that the club has their own lockable fridge in the Kitchen and equipment can be locked in cabinets. It would not be possible for the Town to be responsible for items stored in the common fridge.

Question 4: If the premises are hired out on Saturday nights, can you guarantee full cleaning in readiness for our game days on Sundays starting at 7:30am.

Response 4: It is the responsibility of hirer's to ensure that they leave the building in a clean and tidy condition for the next users. Should this not be the case, the Town ask for this to be reported to us.

Question 5: We are not in agreement with you hiring out the premises during the football season as we think it will cause more problems than it is worth. We have no problem with the hiring out during the off season.

Response 5: The agreement would need to be re-endorsed by Council should this be the case. The hiring outside periods not used by the clubs allows income to fund the maintenance of the building and recover investment by Council in constructing the new Anderson Pavilion.

If you could please get back to us on these points.

Regards
Alisa

Cottesloe JFC

On 20 Jun 2024, at 12:07 pm, Rachel Cranny
<Rachel.Cranny@cottesloe.wa.gov.au> wrote:

Hi Alisa,

Just following up on the attached licence which we require to be signed and emailed back to us – If you could please let me know the status that would be great ☺

Thank you
Rachel

Rachel Cranny
Executive Services Officer

PO Box 606 | Cottesloe WA 6911
Phone: (08) 9285 5000
Email: Rachel.Cranny@cottesloe.wa.gov.au
Web: www.cottesloe.wa.gov.au

Town of Cottesloe acknowledges the Whadjuk Nyoongar people as the traditional custodians of the lands and waters.

This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee you are notified that any review, copying or distribution of the information contained herein is strictly prohibited. If you have received this email in error please notify or reply to the sender immediately.

Please consider the environment before printing this email

From: Rachel Cranny
Sent: Wednesday, 5 June 2024 2:47 PM
To: Alisa Pearson [REDACTED]
Subject: Licence Agreement - Anderson Pavilion - Cottesloe Junior Football Club

Hi Alisa,

Sorry please disregard my first email with only the attachment, not sure what happened there!

Please find attached the licence for signing by the Junior Football Club. Can you please check the postal address on this licence as it seems to be the Town's PO Box – Thank you

Also, Dave Derwin has asked if you could please advise on what you would like done with all the old kitchen equipment etc that is being stored in our sea container on Curtin Ave – I think he sent you some photos

Speak soon
Rachel
<Licence of Anderson Pavilion - Cottesloe Junior Football
Club.PDF>

From: Alisa Pearson [REDACTED]
Sent: Monday, 25 March 2024 8:37 AM
To: Shane Collie <dccs@cottesloe.wa.gov.au>
Cc: Shaun Kan <des@cottesloe.wa.gov.au>; Matt Anning [REDACTED] Sam Gillham
Cott Magpies [REDACTED]
Subject: Re: LICENSE TO OCCUPY - ANDERSON PAVILION (52111)

Hi Shane,

Thank you for draft Licence to Occupy, we have the following comments:

6.2 Maintenance and Cleaning

We will keep the club clean and tidy and free from rubbish as required.

Could we come to some agreement with the cleaning costs so that when your cleaners are there to clean the public areas they also clean the changerooms and toilets on a weekly basis during our football season? I suggest a standard split cost arrangement with all co-tenants (including the Rugby club who use the changeroom facilities on the weekend).

Each party would be responsible for its own cleaning arrangements. The clubs may choose to use the same cleaner but we would not be part of the arrangements. There would always arise disagreement on who is getting a better or worse deal.

Noted - Cottesloe JFC

6.6 Return of Licenced Premises

We would need to use the storage areas the full year to store our football equipment and will not be able to remove it during the off season. This is how we operated previously.

Yes all good. I understand it is a 50/50 arrangement with the Senior Club – happy for the Clubs to work this out without reference to Council.

We would also like all Cottesloe JFC Memorabilia to remain on the walls and not be removed during the off season.

Again no issue – happy for you to work out with Senior Club. Must be at Club's risk though.

Noted - Cottesloe JFC

7.1(h) Licensee's Use of the Licenced Premises

We don't want to have to apply to the council for a Liquor Licence each time we would host an event. Administratively this would be onerous. We would only be holding club related

functions during the year, not 21st birthdays or anything similar - this is our understanding of how it would work. We will be using the facility as a football clubhouse and our uses would be always aligned to this purpose. The lease could include a 'Permitted Use/Purpose' concept.

Our only role here is to approve the use of the premises for the consumption of liquor. The Clubs would need to arrange their own liquor licenses as they see fit.

Noted - we will apply for our own licences as needed - Cottesloe JFC

Schedule 10.2

Our required times of use of the **football oval** are as follows:

+ February to September

+ Monday to Thursday 3pm - 6pm (Roosters commence training at 6pm on their allocated days)

+ Sundays 7am - 6pm. (There will be some Sundays where the ovals and facilities are not used, this is dependent on fixtures which have not been released yet) (Roosters play on Saturdays)

+ These times are also to include use of Harvey Field Rugby Oval only when NOT in use by the Rugby Club, ie traditionally on Sunday morning we use the Rugby Oval for Auskick as it is not in use by the Rugby Club on Sunday mornings.

In relation to use of the AFL Oval on Tuesday and Thursdays, as we have grown our teams and now have female teams we need the AFL Oval on these days and we expect to take priority over the Rugby Club for the AFL oval use.

Schedule 10.4b

The Junior Football Club does not use the lights so we shouldn't be charged electricity costs.

This is a very difficult one as the usage can only be estimated – it also includes other electricity use. Our suggestion is that the cost be split 3 ways – Junior Club, Senior Club and Council

We feel that this split would be unjust considering we do not use the oval lights very much, only 30mins to 1 hour at the maximum per week. The lights are used by Rugby and Roosters mainly so we feel we should not have to share in the cost. In relation to lights power cost we expect you would have the data for this, are you able to advise what the costs have been previously?

In relation to electricity overall including Anderson Pavilion, we would like to know what we are committing to here in terms of an amount? We understand there will be electricity to pay for including at the basic level running fridges etc. However in relation to lights we rarely will be using the clubroom facility at night. Considering we contributed \$10k towards furniture are we able to pay zero for any electricity usage for the first license period and then we can review the costs at the end of the license period once we have actual costing data to consider? If the pavilion had solar incorporated into the design then perhaps we would have minimal electricity costs at all during the day for our use. Our electricity use will be predominately during the day on Sunday when we run the canteen and have the clubrooms open for use on gameday.

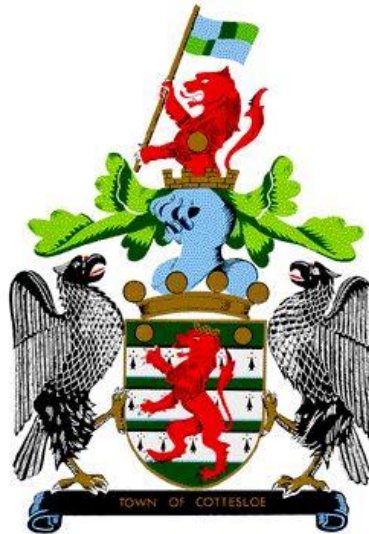
Thanks Shane, please send through any questions you may have or points that require discussion.

Kind Regards,

Alisa Pearson

Cottesloe JFC

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.2B:
LICENCE OF ANDERSON PAVILION - COTTESLOE
JUNIOR FOOTBALL CLUB**

Licence of Anderson Pavilion

Town of Cottesloe

Cottesloe Junior Football Club



McLEODS

Lawyers

Stirling Law Chambers | 220 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: TF:COTT - 52111

61_52111_006.docx

Copyright notice

McLeods owns the copyright in this document and commercial use of the document without the permission of McLeods is prohibited.

Table of Contents

Copyright notice	i
Details	1
Agreed terms	1
1. Definitions	1
2. Grant of licence	3
3. Use restricted to Agreed Hours	3
4. Licence Fee and other payments	3
4.1 Licence Fee	3
4.2 Other costs	3
4.3 Payments	3
4.4 Licensor may charge interest if payments are late	4
4.5 GST	4
5. Risks and insurance	4
5.1 Licensee's risk and responsibilities	4
5.2 Minimise risks	4
5.3 Licensee's insurance	5
5.4 Licensor to obtain building insurance	6
5.5 Indemnity	6
5.6 No indemnity for Licensor's negligence	7
6. Condition of Licensed Premises	7
6.1 Condition of Licensed Premises	7
6.2 Maintenance and Cleaning	7
6.3 Damage to the Licensed Premises	7
6.4 Security of Licensed Premises	7
6.5 Licensor's Property	8
6.6 Return of Licensed Premises to Licensor at conclusion of each period of use	8
7. Licensee's use of the Licensed Premises	8
7.1 Restrictions on use	8
7.2 Licensee must obey the law	9
7.3 Keys	9
7.4 Licensee responsible for its equipment and property	9
7.5 Altering the Licensed Premises	9
7.6 No assignment or sublicensing	9
8. Licensee's obligations generally	10
8.1 Reporting obligations	10
8.2 No caveats	10
9. Licensee's acknowledgements	10
9.1 Nature of Licence	10
9.2 Use only during Agreed Hours	10
10. Licensor's right of entry	11
11. Breach of this Licence	11
11.1 How the Licensee breaches this Licence	11
11.2 Licensor rights in the event of breach	11

11.3	Licensor may remedy breach at Licensee's cost	11
12.	Damage or destruction of the Licensed Premises	12
13.	Option to renew	12
14.	Obligations on Termination	12
15.	Notices	13
15.1	Notices to be in writing	13
15.2	Delivery requirements	13
15.3	Signing of notice	13
15.4	Service of Notice	13
16.	Additional terms set out in schedule	13
17.	General provisions	14
17.1	No fetter	14
17.2	Acts by agents	14
17.3	Governing law	14
17.4	Statutory powers	14
17.5	Severability	14
17.6	Variation	14
17.7	Moratorium	14
17.8	Further assurance	14
17.9	Waiver	14
17.10	Interpretation	15
Schedule		17
Signing page		19
Annexure 1 – Sketch of Licensed Premises		20
Annexure 2 – Minister for Lands' consent		21
Annexure 3 – Agreed Hours		22
Annexure 4 – Schedule of Proposed Use		23
Annexure 5 – Licensor's property		24

Details

Parties

Town of Cottesloe

Postal address: PO Box 606, Cottesloe, Western Australia 6911
Email address: town@cottesloe.wa.gov.au
(Licensor)

Cottesloe Junior Football Club

Registration Number A1005556R
Postal address: PO Box 606, Cottesloe, Western Australia 6911
Email address: alisajpearson@me.com
(Licensee)

Background

- A The Licensor has the care, control, and management of the Land
- B Anderson Pavilion (**Pavilion**) is constructed on the Land.
- C The Licensor has agreed to licence, and the Licensee has agreed to take a licence of the Pavilion, being more particularly described as the Licensed Premises, on the terms of this Licence.

Agreed terms

1. Definitions

In this Licence, unless context clearly indicates otherwise:

Agreed Hours means the times that the Licensee may utilise the Licensed Premises under the terms of this Licence, as specified in **Item 3** of the Schedule;

CEO means the Chief Executive Officer for the time being of the Licensor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Licence;

Commencement Date means the date specified in **Item 6** of the Schedule;

Common Areas means all those parts of the Land not exclusively leased or licensed to any tenant and intended for use by the tenants, licensees and/or users of the Land and their respective invitees in common with each other including all parking areas, roads, walkways, in on or about the Land;

Further Term means each further term specified in **Item 5** of the Schedule;

GST has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other GST Law;

GST Law means any law which imposes, levies, implements, regulates, administers, interprets or otherwise concerns the GST;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Licensor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000, which rate cannot exceed the rate prescribed by, and imposed in accordance with, section 6.13 of the *Local Government Act 1995*;

Land means the land described at **Item 1** of the Schedule;

Licence means this Licence, including the schedules and any annexures;

Licence Fee means the licence fee specified in **Item 7** of the Schedule;

Licensee means the Licensee named in this Licence and includes the Licensee's Agents, successors, permitted assigns and it's or their subtenants, licensees and sublicensees;

Licensed Premises means the premises to be licensed to the Licensee as more particularly described at **Item 2** of the Schedule; and includes the Licensor's Property installed in the Licensed Premises;

Licensee's Agents includes the subtenants, employees, agents, contractors, invitees, and licensees of the Licensee;

Licensee's Property means all property installed in, on or for, or any improvement or alteration made to, the premises and anything owned or leased by the Licensee which is inside the Licensed Premises;

Licensor's Property means:

- (a) anything installed in, on or for;
- (b) anything placed in or on; or
- (c) any improvement or alteration (including the Licensor's works (if any)) made to,

the Licensed Premises at any time which is not the Licensee's Property or the property of any third person and includes the Licensor's goods and floor coverings and finishes, skirting boards, ceiling tiles and finishes, window coverings and finishes, and includes the items listed in **Annexure 5**;

Loss means all loss, cost, damage, liability, death, injury or other detriment, including legal costs, consequential loss, special loss and economic loss;

Minister for Lands means the Minister for Lands in her or his capacity as the body corporate continued under section 7 of the *Land Administration Act 1997 (WA)*;

Notice means each notice, demand, consent, or authority given or made to any person under this Licence;

Party means the Licensor or the Licensee according to the context;

Permitted Purpose means the Permitted Purpose stated at **Item 8** of the Schedule;

Schedule means the Schedule to this Licence;

Term means the term of years specified in **Item 2** of the Schedule. Where the context permits, it includes the Further Term (if granted), and any period of holding over; and

Termination means expiry by time or sooner determination of the Term or any period of holding over.

2. Grant of licence

- (1) Subject to paragraph (2) below, the Licensor grants a licence to the Licensee to use the Licensed Premises for the Agreed Hours for the Term on the terms and conditions of this Licence.
- (2) This Licence is conditional on the Licensor obtaining the Minister for Lands consent. A copy of the Minister for Lands' consent is attached to this Licence as **Annexure 2**.

3. Use restricted to Agreed Hours

- (1) The Licensee's use of the Licensed Premises is strictly limited to the Agreed Hours.
- (2) The Licensee may only use the Licensed Premises outside the Agreed Hours with the written consent of the Licensor, which consent shall be subject to the Licensee giving the Licensor seven (7) days written notification of such request and the Licensor having no existing commitment with any other licensee or person. The Licensor's normal hire fees may apply for such additional use; however, the Parties acknowledge and agree that terms and conditions of this Licence will apply to such additional use of the Licensed Premises.
- (3) If the Licensee uses the Licensed Premises outside of the Agreed Hours without the prior consent of the Licensor, the Licensor may issue the Licensee an invoice for such use in accordance with its normal fees and charges and the Licensee must pay such fee within 14 days of receipt.

4. Licence Fee and other payments

4.1 Licence Fee

The Licensee must pay to the Licensor the Licence Fee, at such place or by electronic funds transfer to such bank account as is notified by the Licensor to the Licensee at any time, on time and in full, without deduction or set-off.

4.2 Other costs

The Licensee must promptly pay:

- (a) any duty on this Licence or any other document arising under this Licence;
- (b) the Licensor's reasonable costs of considering any request made by the Licensee for the Licensor's approval or consent; and
- (c) the Licensor's costs incurred if the Licensee is in breach of this Licence.

4.3 Payments

- (1) The Licensee must pay the Licensor the Licence Fee, statutory charges, outgoings, and any other money the Licensee must pay to the Licensor under this Licence on time and in full, without deduction or set-off.
- (2) Payments must be made by the Licensee to the Licensor at such place or by electronic funds transfer or other means of deposit to such bank account as is notified by the Licensor to the Licensee from time to time.

4.4 Lessor may charge interest if payments are late

If the Licensee is late in paying Licence Fee or any other money to the Lessor, the Lessor may charge interest on that money at the Interest Rate. The Lessor will calculate the interest on any unpaid money from the day the unpaid money was due until the day it and all interest accrued on it is paid in full.

4.5 GST

For the purposes of the GST levied or imposed on or in respect of any supply by the Lessor to the Licensee made under or in accordance with this Licence (including but not only the leasing of the premises), the amount payable for that supply under this Licence will be increased by the amount necessary to ensure that the payment made by the Licensee net of GST is the same as it would have been before the GST was levied or imposed and the Licensee must pay that amount as increased. However, the Lessor must calculate (and the Licensee need only pay) GST on outgoings net of any GST input tax credits received by the Lessor on outgoings.

5. Risks and insurance

5.1 Licensee's risk and responsibilities

- (1) The Licensee's use of the Licensed Premises, and any works carried out by the Licensee, are entirely at the Licensee's own risk.
- (2) The Licensee is responsible all acts of the Licensee's Agents on the Licensed Premises and for any breach by them of any terms in this Licence required to be performed or complied with by the Licensee.

5.2 Minimise risks

- (1) The Licensee must:
 - (a) not create any actual or potential danger, risk, or disruption in, on, to or from the Licensed Premises or the Land and take all steps necessary or desirable to manage and minimise risks, including the potential for:
 - (i) damage to the Licensed Premises or any other real or personal property;
 - (ii) the incurrance of any other Loss by the Lessor, another licensee, any other user or occupier of the Land or any other person; or
 - (iii) public liability and third party property damage claims, whether against the Lessor's or the Licensee's insurance or both, including liability to persons for personal injury, illness, death or property damage suffered or incurred, directly or indirectly, caused or contributed to by the Licensee's wilful or negligent act or omission, the Licensee's breach of an obligation under this Licence or the Licensee's use or occupation of the Licensed Premises, including by properly securing the Licensed Premises and not permitting unauthorised access to the Licensed Premises;
 - (b) promptly comply with:
 - (i) all laws for the prevention or control of fires and other emergencies and disruptions;
 - (ii) the requirements and recommendations of the Licensee's insurers; and
 - (iii) the requirements and recommendations of the Lessor or the Lessor's insurer,

concerning the management and minimisation of dangers, risks or disruption in the Licensed Premises caused or contributed to or made necessary by the Licensee's wilful or negligent act or omission, the Licensee's breach of an obligation under this Licence or the Licensee's use or occupation of the premises;

- (c) obey all instructions given by the Licensor, the police, the fire brigade, or other authority.

5.3 Licensee's insurance

- (1) The Licensee must effect on or before the Commencement Date and maintain throughout the Term a policy of insurance for:

- (a) public liability, including third party property damage cover with respect to the Licensed Premises, under which the limit of liability for a single claim is not less than the amount specified in **Item 9** or such higher amount as the Licensor may reasonably require from time to time, with no aggregate limit on the insurer's liability; and
- (b) where the Licensor requires, the Licensee's Property in the Licensed Premises for its full replacement or reinstatement value.

- (2) For each insurance policy required under this Licence, the Licensee must:

- (a) place the policy with a reputable insurer upon terms consistent with this Licence;
- (b) cause the Licensee as described in this Licence to be named as the insured person;
- (c) not make any variation to the policy that would breach the requirements of this Licence without the Licensor's prior consent;
- (d) deliver to the Licensor:
 - (i) on or before the Commencement Date;
 - (ii) within 5 business days after the renewal of the policy; and
 - (iii) at such other times as the Licensor may request,

a clear, complete, and accurate copy of a certificate of currency for the policy disclosing all information reasonably required by the Licensor; and

- (e) pay all premiums as and when they become due.

- (3) The Licensee must not do anything which may:

- (a) invalidate, prejudice, or render void or voidable;
- (b) cause the insurer to refuse to renew;
- (c) conflict with;
- (d) increase the premium for; or
- (e) cause exclusions or conditions to be attached to,

any insurance effected by the Licensor concerning the Licensed Premises or any insurance effected by the Licensee under this Licence.

- (4) The Licensee must immediately:

- (a) notify the Licensor if an event has occurred which:
 - (i) gives rise or may give rise to a claim under the Licensee's insurance and simultaneously notify the Licensee's insurance broker of the event;
 - (ii) gives rise or may give rise to a claim under the Licensor's insurance; or
 - (iii) may prejudice the Licensee's insurance or the Licensor's insurance;
 - (b) rectify anything of which the Licensee becomes aware which may prejudice the Licensee's insurance or the Licensor's insurance; and
 - (c) notify the Licensor if any policy for the Licensee's insurance is cancelled or not renewed.
- (5) The Licensee must pay any increase in the costs of insurance effected by the Licensor caused or contributed to or made necessary by the Licensee's wilful or negligent act or omission, the Licensee's breach of an obligation under this Licence or the Licensee's use or occupation of the Licensed Premises.

5.4 Licensor to obtain building insurance

The Licensor must effect and maintain throughout the Term a policy of insurance for building insurance for any building comprising or located on the Licensed Premises.

5.5 Indemnity

- (1) The Licensee indemnifies the Licensor and the Minister for Lands against all Loss suffered or incurred, directly or indirectly, to the extent caused or contributed to by the Licensee or the Licensee's Agents by:
- (a) fraud, misconduct, dishonesty, or breach of law;
 - (b) negligent or wilful act or omission;
 - (c) any work carried out by the Licensee;
 - (d) contamination caused by the act, neglect, or omission of the Licensee;
 - (e) failure to comply or delay in complying with an obligation under this Licence; or
 - (f) use, occupation, negligent use, misuse, waste or abuse of the Licensed Premises, the mechanical services, other services, or the Licensee's Property,
- except to the extent that the Loss is caused or contributed to by the negligent act or omission of the Licensor.
- (2) The obligation of the Licensee under paragraph (1) above:
- (a) is unaffected by the obligation of the Licensee to take out insurance; however, if insurance money is received by the Licensor then the Licensee's obligations under this clause will be reduced by the extent of such payment; and
 - (b) continues after Termination in respect of any act occurring or arising as a result of an event which occurs before Termination.

5.6 No indemnity for Licensor's negligence

The parties agree that nothing in this clause shall require the Licensee to indemnify the Licensor against any Loss to the extent that arises out of a negligent act or omission of the Licensor or any of the Licensor's agents.

6. Condition of Licensed Premises**6.1 Condition of Licensed Premises**

- (1) The Licensed Premises are made available to the Licensee in the condition that they are in at the Commencement Date.
- (2) The Licensor will maintain, clean and service the Licensed Premises (including the Licensor's Property) in accordance with its normal maintenance standards.

6.2 Maintenance and Cleaning

- (1) The Licensee must keep the Licensed Premises clean, tidy, and free from rubbish.
- (2) The Licensee in common with other users of the Licensed Premises must keep Common Areas clean, tidy, and free from rubbish.
- (3) The Licensee must leave the Licensed Premises and the Common Areas at the end of each period of use in the condition those areas were in at the beginning of the period of use.
- (4) For clarity, the Licensee must:
 - (a) clean and maintain the toilets during use, and the toilets must be left in a clean and tidy state at the conclusion of each use; and
 - (b) undertake at least weekly (and more frequently if required) a thorough clean of the clubrooms, canteen and storeroom, and ensure that those areas are left in a clean and tidy state at the conclusion of each use.

6.3 Damage to the Licensed Premises

- (1) The Licensee must report to the Licensor any damage to the Licensed Premises, the Licensor's Property, or any of the equipment, facilities and services provided by the Licensor, sustained during the Licensee's use of the Licensed Premises immediately upon becoming aware of the damage.
- (1) The Licensee must pay to the Licensor the cost of repairing and making good any damage of the type referred to in paragraph (1) above where such damage is caused whether directly or otherwise by the Licensee or the Licensee's Agents, including the cost of labour and materials and replacement equipment, and must if required by the Licensor, itself repair and make good any such damage.
- (2) The Licensee must pay to the Licensor costs incurred by the Licensor in repairing and making good of any such damage.

6.4 Security of Licensed Premises

- (2) The Licensee must ensure that the building or buildings, and all of the Licensor's fixtures and fittings, are appropriately secured at all times during the Agreed Hours and at the conclusion of the Agreed Hours.
- (1) The Licensee will be responsible for any loss or damage to the Licensed Premises, and the Licensor's fixtures and fittings during the Agreed Hours and at the conclusion of the Agreed Hours,

to the extent that any loss or damage was caused or contributed by an act or omission of the Licensee.

- (2) The Licensee covenants and agrees to pay to the Licensor or to such person as the Licensor may from time to time direct any security charges or call out charges which, in the Licensor's reasonable opinion, relate to the Licensee, the Licensee's Agents or the Licensee's use of the Licensed Premises.
- (3) The Licensee must not copy any key, or other security device, and must account for all keys and security devices upon Termination of this Licence.

6.5 Licensor's Property

The Licensee agrees that the Licensor's Property:

- (a) will remain the property of the Licensor and must not be removed from the licensed Premises at any time; and
- (b) must be present and accounted for at the conclusion of each use.

6.6 Return of Licensed Premises to Licensor at conclusion of each period of use

- (3) The Licensee must vacate the Licensed Premises and remove all of the Licensee's Property at the conclusion of each period of use, unless the Licensor otherwise agrees that such property may remain.
- (1) The Licensee must leave the Licensed Premises in a clean, safe, and proper condition and the conclusion of each period of use.
- (2) Where the Licensee fails to remove its property, the Licensor may store such property at the Licensee's cost and the Licensee acknowledges and agrees that the Licensor may dispose of such property where the Licensee fails to collect such property within a reasonable period of time.

7. Licensee's use of the Licensed Premises

7.1 Restrictions on use

The Licensee must not and must not suffer or permit a person to:

- (a) use the Licensed Premises for any purpose:
 - (i) other than for the Permitted Purpose; or
 - (ii) which is not permitted under any law;
- (b) do or carry out on the Licensed Premises any harmful, offensive, or illegal act, matter, or thing which includes the use of the Internet connection for illegal or inappropriate content, and the Town will not be responsible for any loss or damage that may occur in the use of the connection;
- (c) do or carry out on the Licensed Premises any thing which causes a nuisance, damage, or disturbance to the Licensor or to owners or occupiers of adjoining properties;
- (d) store any dangerous compound or substance on or in the Licensed Premises, otherwise approved by the Licensor;
- (e) do any act or thing which might result in excessive stress or harm to any part of the Licensed Premises; or

- (f) display from or affix any signs, notices, or advertisements on the Licensed Premises without the prior written consent of the Licensor;
- (g) smoke inside any building or other enclosed area on the Licensed Premises;
- (h) use or allow the Licensed Premises to be used for the consumption of alcohol without first obtaining the written consent of the Licensor.

7.2 Licensee must obey the law

- (1) The Licensee must obey all laws relating to and the directions of any authority that requires the Licensee to do anything concerning the premises, the Licensee's use of the Licensed Premises or this Licence.
- (2) The Licensee must:
 - (a) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the Permitted Purpose or use of the Licensed Premises;
 - (b) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Licensed Premises.

7.3 Keys

- (1) The Licensor will provide four sets of keys for the Licensed Premises.
- (2) The Licensee must not change the locks or have additional sets of keys copied, without the prior approval of the Licensor.
- (3) The Licensee must maintain a key register which identifies which club members have been issued keys, and notify the Licensor of any loss of keys immediately.

7.4 Licensee responsible for its equipment and property

The Licensee is responsible for any equipment or property it brings into the Licensed Premises including any equipment supplied by a third party and the Licensor shall have no liability to the Licensee for any loss of or damage to any such equipment or property unless such loss or damage is caused by the negligence of the Licensor.

7.5 Altering the Licensed Premises

- (1) The Licensee must get the Licensor's consent before the Licensee:
 - (a) alters, installs any equipment in, re-designs the interior of, builds a partition in, paints or does any other work in the Licensed Premises;
 - (b) removes any trees, flora or vegetation or similar such materials from the Licensed Premises.
- (2) If the Licensor consent is obtained, the Licensee acknowledges that the Licensor may give such consent subject to conditions and the Licensee must strictly comply with those conditions.

7.6 No assignment or sublicensing

The rights in this Licence are personal to the Licensee, and the Licensee may not assign its interest in the Licensed Premises nor sub-licence; hire to a third party, part with possession, or dispose of the Licensed Premises or any part of the Licensed Premises.

8. Licensee's obligations generally

8.1 Reporting obligations

The Licensee must immediately report to the Licensor:

- (a) any act of vandalism or any incident which occurs on or near the Licensed Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Licensee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Licensed Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Licensed Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Licensee, and which affect the Licensed Premises and immediately deliver them to the Licensor; and
- (d) any accident to or defect or want of repair in any services or fixtures, fittings, plant or equipment in the Licensed Premises and of any circumstances known to the Licensee that may be or may cause a risk or hazard to the Licensed Premises or to any person on the Licensed Premises.

8.2 No caveats

The Licensee must not lodge any caveat of any kind (including "subject to claim" or "absolute") against the title to the Land for any reason. The Licensee must remove any caveat lodged by it contrary to this clause immediately when asked to do so by the Licensor.

9. Licensee's acknowledgements

9.1 Nature of Licence

The Licensee acknowledges that:

- (a) this Licence does not grant exclusive possession of the Licensed Premises or confer any estate or interest in the Licensed Premises;
- (b) other than the rights granted under this Licence, the grant of this Licence does not create or confer upon the Licensee any tenancy or any other estate or interest in the Licensed Premises; and
- (c) the rights of the Licensee lie in contract only.

9.2 Use only during Agreed Hours

The Licensee acknowledges that:

- (a) it only has use of the Licensed Premises during the Agreed Hours and that other users of the Licensed Premises may be permitted to use the Licensed Premises at other times;
- (a) the Agreed Hours may be modified from time to time provided any proposed modification is agreed in advance with the Licensor and recorded in the Licensor's booking system; and
- (b) the Licensee must not obstruct any person or other organisation from using the Licensed Premises outside the Agreed Hours.

10. Licensor's right of entry

- (1) The Licensee must permit the Licensor to enter the Licensed Premises at any reasonable time to inspect and view the area, to carry out any maintenance work or to rectify any breach of the conditions of this Licence.
- (2) The Licensor when undertaking works at the Licensed Premises, will provide at least 24 hours' notice, unless such works are emergency works, in which case no notice is required.

11. Breach of this Licence

11.1 How the Licensee breaches this Licence

- (1) The Licensee will be in breach of this Licence if:
 - (a) the Licensee does not pay the Licensor on time any part of the Licence Fee, or any other money which the Licensee must pay to the Licensor under this Licence and does not make that payment within 14 days after the Licensor gives the Licensee a Notice requiring that payment;
 - (b) the Licensee disobeys any other provision of this Licence, and the Licensee does not remedy that breach within 14 days after the Licensor gives the Licensee a Notice specifying that breach and asking the Licensee to remedy it;
 - (c) the Licensee is an association, and the association is wound up, or a special resolution is passed altering the rules of the association in a way that makes its objects or purposes inconsistent with the Permitted Purpose;
 - (d) the Licensed Premises are no longer used by the Licensee during the Agreed Hours for reasonable period of time; or
 - (e) a person other than the Licensee is in occupation or possession of the Licensed Premises during the Agreed Hours.

11.2 Licensor rights in the event of breach

- (1) If the Licensee breaches this Licence and does not remedy it as required, the Licensor may do any one or more of the following:
 - (a) terminate this Licence;
 - (b) recover from the Licensee any Loss the Licensor suffers due to the Licensee's breach;
 - (c) exercise any of the Licensor's other legal rights.

11.3 Licensor may remedy breach at Licensee's cost

If the Licensee:

- (a) fails or neglects to pay any amount payable by the Licensee under this Licence; or
- (b) does or fails to do anything which constitutes a breach of the Licensee's obligations under this Licence,

then, after the Licensor has given to the Licensee Notice of the breach and the Licensee has failed to rectify the breach within a reasonable time, the Licensor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it

were the Licensee and the Licensee must pay to the Licensor on demand the Licensor's cost and expenses of remedying each breach or default.

12. Damage or destruction of the Licensed Premises

If the Licensed Premises is damaged or destroyed and as a result the Licensee cannot use or have access to the Licensed Premises, the Licensee or Licensor may terminate this Licence by giving not less than 21 days' Notice to the other.

13. Option to renew

If the Licensee at least three months, but not earlier than 6 months, prior to the date for commencement of the Further Term, gives the Licensor a Notice to grant a Further Term:

- (a) there is no subsisting default by the Licensee at the date of service of the Notice; and
- (b) the Licensee has not persistently breached this Licence during the term and the Licensor has given the Licensee Notice of such breaches;

the Licensor shall grant to the Licensee a licence for the Further Term on terms and conditions similar to this Licence other than this clause in respect of any Further Term previously taken or the subject of the present exercise.

14. Obligations on Termination

- (1) Upon Termination of this Licence, the Licensee must:

- (a) vacate the Licensed Premises and give the Licensed Premises to the Licensor in a clean state;
- (b) remove all the Licensee's Property (excluding the Licensor's Property and air-conditioning plant, fire equipment, security alarms and security systems and other fixtures and fittings which in the reasonable opinion of the Licensor form an integral part of the Licensed Premises) and reinstate the Licensed Premises following the removal of the Licensee's Property;
- (c) arrange for a handover inspection to be conducted by or on behalf of the Licensor after removal of the Licensee's Property and reinstatement of the Licensed Premises and, in any event, within 14 days after Termination of the Licence;
- (d) deliver all keys, access cards and copies of those keys or access cards to the Licensor;
 - (i) continue to pay the Licence Fee and otherwise comply with those of its obligations under this Licence which still apply until the last of its obligations under this clause is discharged to the Licensor's reasonable satisfaction; and
 - (ii) pay all amounts due to the Licensor under this Licence within 5 business days after the Licensor notifies the Licensee of the adjustments made and the amounts due calculated up to and including the day on which the last of the Licensee's obligations under this clause are discharged to the Licensor's reasonable satisfaction.

- (2) The parties agree that anything left at the Licensed Premises will become the Licensor's Property and the Licensor may keep it or dispose of it.

15. Notices

15.1 Notices to be in writing

All Notices must be in writing to be effective.

15.2 Delivery requirements

A Notice to a party must be in writing and may be given or made:

- (a) by delivery to the party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Licence or any other address nominated by a Party by Notice to the other; or
- (c) emailed to that person at the email address appearing in this Licence, or such other address that has been notified by that party to the other party in writing, from time to time.

15.3 Signing of notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary, or manager of that corporation;
- (c) if given by a local government, by an officer of the local government;
- (d) if given by an incorporated association by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government, or association giving the Notice.

15.4 Service of Notice

- (1) Subject to paragraph (2) below, a Notice to a Party is deemed to be given or made:
 - (a) if by personal delivery, when delivered;
 - (b) if by leaving the Notice at the time of leaving the Notice; and
 - (c) if by post on the fifth business day following the date of posting of the Notice;
 - (d) if by email on receipt of a return email from the recipient, or the recipient's information system, acknowledging delivery or receipt of the email.
- (2) If a notice or email is delivered after normal business hours of the party to whom it is delivered or sent, it is to be treated as having been given or made at 9:00am the next Business Day.

16. Additional terms set out in schedule

Each of the terms (if any) set out in **Item 10** of the Schedule are part of this Licence. The parties agree that if there is any inconsistency between the body of the Licence and the terms of **Item 10** of the Schedule, then the terms specified in **Item 10** of the Schedule will prevail.

17. General provisions

17.1 No fetter

The Licensee acknowledges that the Licensor is a local government established by the *Local Government Act 1995*, and in that capacity, the Licensor may need to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications. The Licensor shall not be in default under this Licence by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Licence fetter the Licensor in performing its statutory obligations or exercising any discretion.

17.2 Acts by agents

All acts and things which the Licensor is required to do under this Licence may be done by the Licensor, the CEO, an officer or the agent, solicitor, contractor, or employee of the Licensor.

17.3 Governing law

This Licence is governed by the law of the state of Western Australia.

17.4 Statutory powers

The powers conferred on the Licensor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Licence, in addition to the powers conferred on the Licensor in this Licence.

17.5 Severability

If any provision of this Licence is made void or unenforceable, the remaining provisions will not be affected.

17.6 Variation

Any variation to this Licence must be made in writing and signed by both parties.

17.7 Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Licence do not, to the fullest extent permitted by law, apply to limit the terms of this Licence.

17.8 Further assurance

The parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

17.9 Waiver

- (1) A waiver by the Licensor will only be enforceable against the Licensor if the waiver is in writing and signed by the Licensor.
- (2) Mere delay by a party in exercising any right does not constitute a waiver of that right.
- (3) A waiver (either wholly or in part) by a party of a right does not operate as a subsequent waiver of the same right or of any other right of that party.
- (4) The Licensor's demand for or acceptance of the Licence Fee or any other sum payable under this Licence after a breach by the Licensee occurs does not constitute:

- (a) a waiver of that breach or any other breach by the Licensee;
- (b) a waiver of or otherwise prejudice any of the Licensor's other rights, powers or remedies in respect of that breach or any other breach by the Licensee;
- (c) an acceptance of the Licensee's repudiation of this Licence; or
- (d) an election by the Licensor to exercise or not exercise any right, power or remedy,

whether or not, at the time the demand was made or payment was accepted, the Licensor knew of the breach or had terminated this Licence or both.

- (5) Any custom or practice which has developed between the parties during the term does not waive or vary the Licensor's right to insist upon the Licensee's performance of its obligations under this Licence.

17.10 Interpretation

- (1) In this Licence, unless the context clearly indicates otherwise:
 - (a) a reference to this Licence or another document includes any document which varies, supplements, replaces, assigns, or novates this Licence or that other document;
 - (b) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under that legislation or legislative provision;
 - (c) a reference to an authority which ceases to exist is a reference to an authority that the parties agree to substitute for the named authority or, failing agreement, to an authority having substantially the same objects as the named authority;
 - (d) a reference to the Background, a clause, schedule, or annexure is a reference to the Background, a clause, schedule or annexure to or of this Licence;
 - (e) clause and item headings and the table of contents are inserted for convenience only and must not be used when interpreting this Licence;
 - (f) the Background, schedules (if any) and annexures (if any) form part of this Licence;
 - (g) a reference to a person includes a natural person, corporation, statutory corporation, partnership, the Crown and any other organisation or legal entity;
 - (h) a reference to a natural person includes their personal representatives, successors and permitted assigns;
 - (i) a reference to a corporation includes its successors and permitted assigns;
 - (j) a reference to a right or obligation of a party is a reference to a right or obligation of that party under this Licence;
 - (k) an obligation on the part of the Licensee not to do or omit to do any act or thing include:
 - (i) an obligation not to permit that act or thing to be done or omitted to be done by a Licensee's Agent; and
 - (ii) an obligation to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;

- (l) an obligation or warranty on the part of 2 or more persons binds them jointly and severally and an obligation or warranty in favour of 2 or more persons benefits them jointly and severally;
- (m) a reference to a breach of warranty includes that warranty not being complete, true or accurate;
- (n) a requirement to do anything includes a requirement to cause that thing to be done and a requirement not to do anything includes a requirement to prevent that thing being done;
- (o) including and includes are not words of limitation;
- (p) a reference to a time is to that time in the state of Western Australia;
- (q) a word that is derived from a defined word has a corresponding meaning;
- (r) monetary amounts are expressed in Australian dollars;
- (s) the singular includes the plural and vice-versa;
- (t) words importing one gender include all other genders;
- (u) a reference to any one or more things includes each part and all parts of that thing or group of things;
- (v) neither this Licence nor any part of it is to be construed against a party on the basis that the party or its lawyers were responsible for its drafting; and
- (w) if the date by which or the period in which anything must be done under this Licence ends on a day other than a business day, the date or period for doing that thing is extended until the following business day.

Schedule

Item 1 Land

Reserve 6613, Lot 401 On Deposited Plan 34252 being the whole of the land comprised in Crown Land Title Certificate of Title Volume LR3129 Folio 795.

Item 2 Licensed Premises

Anderson Pavilion constructed on the Land as shown generally on the sketch annexed hereto as **Annexure 1 and** including the Licensor's Property installed or located therein.

Item 3 Agreed Hours

Those times set out in **Annexure 3**.

Item 4 Term

Two Winter Seasons commencing at the start of the 2024 Winter Season (being 1 February 2024) and expiring at the conclusion of the 2025 Winter Season (being 30 September 2025).

Item 5 Further Term

Nil.

Item 6 Commencement Date

1 February 2024.

Item 7 Licence Fee

\$1 per annum plus GST for the Term, payable on demand.

Item 8 Permitted Purpose

Football clubhouse and uses reasonably ancillary thereto.

Item 9 Public liability insurance

Twenty million dollars (\$20,000,000.00).

Item 10 Additional terms and conditions

10.1 Additional Kitchen Appliances

Additional kitchen appliances and equipment must not be used at the Licensed Premises, without the prior approval of the Licensor.

10.2 Ovals and playing fields

The Licensee acknowledges that this Licence is limited to the Licensed Premises, and if it requires use of the surrounding ovals and playing fields, it must book such ovals and playing fields in accordance with the Licensors' normal booking system.

10.3 Liquor licence

The Licensors agree to provide consent to the issue of a liquor licence, licences or permits to the Licensee for the Licensed Premises on the following terms:

- (a) such licence or licence must be consistent with the Permitted Purpose (i.e., a club licence or similar); and
- (b) if a licence or permit is granted, the Licensee must:
 - (i) strictly comply with any requirements attaching to the licence or permit at its cost;
 - (ii) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

10.4 Marking fees

The parties acknowledge and agree that the Licensee is responsible for the costs of line marking the playing fields/ovals for its use.

10.5 Use by other entities

The Licensee acknowledges that other groups and persons may use the Licensed Premises outside of the Agreed Hours. For information purposes, the Licensee acknowledges that the table of proposed use of the Licensed Premises and surrounding ovals (where applicable), as at the commencement of this Licence, is annexed hereto as **Annexure 4**.

10.6 Memorabilia and Storage

The Licensors may consent in writing to the Licensee storing items (including memorabilia) at the Licensed Premises outside of Agreed Hours and the Term. If the Licensors agree the Licensee acknowledges and agrees that the storing of such items will be at the sole risk of the Licensee and the Licensors may require other regular users of the Licensed Premises to consent to such use.

Signing page

EXECUTED by the parties as a deed on

2024

Executed on behalf of TOWN OF COTTESLOE)
under authority of the *Local Government Act 1995*)
pursuant to s9.49A(A):)

(Signed)

(Position)

(Print Full Name)

THE COMMON SEAL of **Cottesloe Junior Football Club** was hereunto affixed pursuant to the constitution of the Licensee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Licensee indicated under his or her name:

Office Holder Sign

Office Holder Sign

Name:

Name:

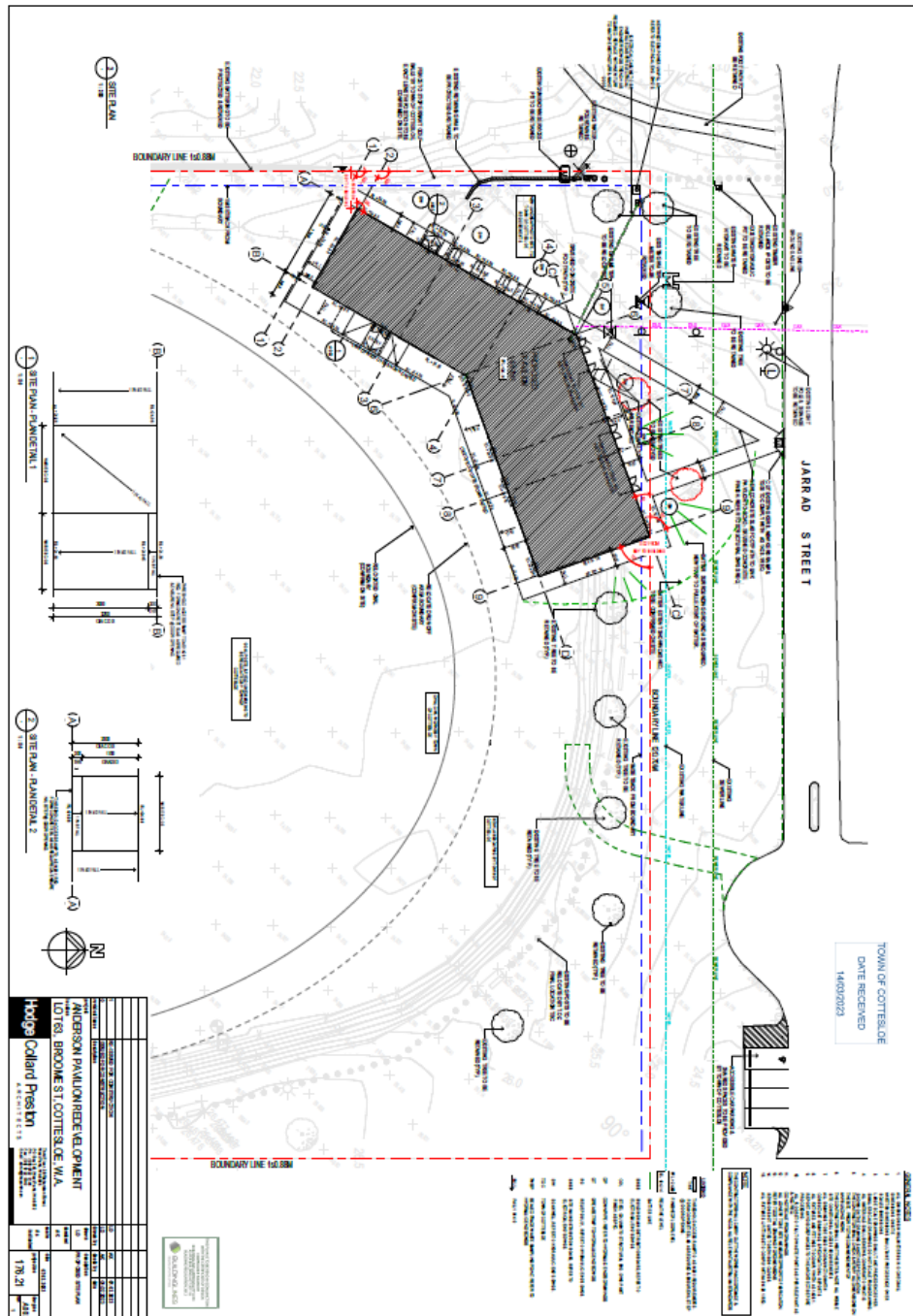
Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Licensed Premises



Annexure 2 – Minister for Lands' consent

[Consent to be obtained, once terms have been agreed and prior to signing]

Annexure 3 – Agreed Hours

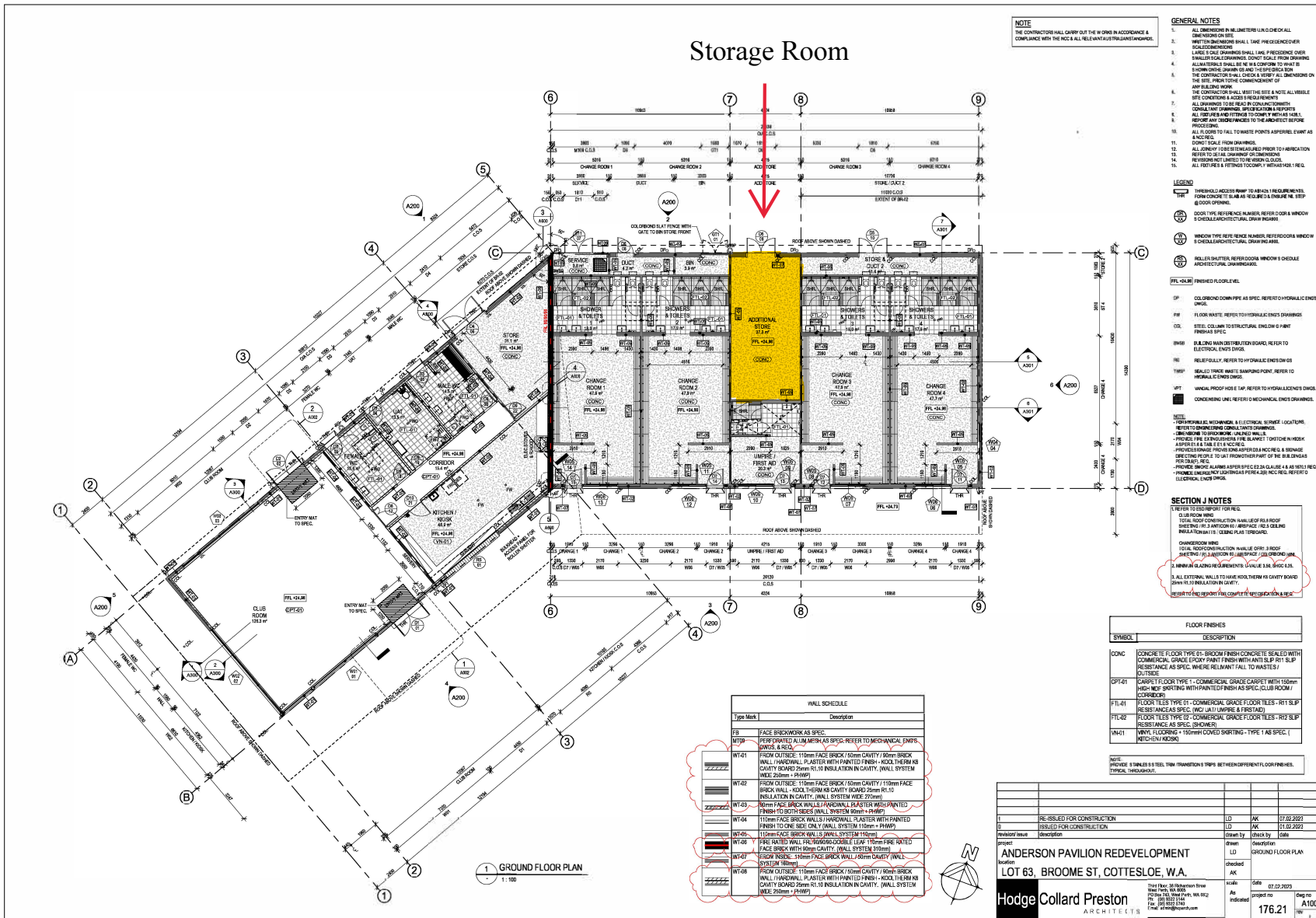
- Monday to Thursday 3:00pm to 6:00pm;
- Sundays 7:00am to 7:00pm during the season
- Note: Hours outside the mentioned period requires a separate application.

Annexure 4 – Schedule of Proposed Use

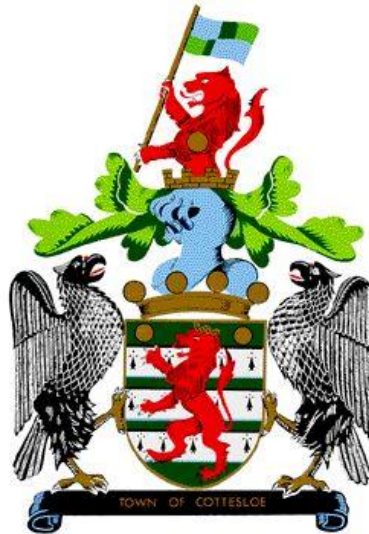
- Club events and ancillary activities

Annexure 5 – Licensor's property

Item	Description	Quantity
1	Samsung 599L Black Top Mount Fridge - SR625BLSTC Batch: 0097240392	1
2	LG 14PL Dishwasher Platinum Quadwash Batch: 0015240051	1
3	Samsung 55 QLED 4k Smart TV - QA55Q60CAWXXY	1
4	Heavy Duty Mobile TV Stand MT-100	1
5	Samsung 40L 1000w Microwave - ME6144ST Batch: 009192984	2
6	Pendant Stool By Innerspace 755mm H x 425mm W x 425mm D	18
7	Office Line I.Am Folding Table	6
8	Ergoline Furniture High Bar Table with Terrazo Top	6
9	Nardi Bit Chair (Black)	40



TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.3A:
AGENDA ATTACHMENT - MONTHLY FINANCIAL
REPORT 1 JULY 2023 TO 30 JUNE 2024**

TOWN OF COTTESLOE



MONTHLY FINANCIAL STATEMENTS

FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

PRESENTED TO THE COUNCIL MEETING
ON 27 AUGUST 2024

TOWN OF COTTESLOE
MONTHLY FINANCIAL REPORT
For the Period Ended 30 June 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Compilation Report	
Monthly Summary Information	
Statement of Financial Activity By Nature or Type	
Statement of Financial Position	
Statement of Capital Acquisitions and Capital Funding	
Statement of Budget Amendments	
Note 1	Significant Accounting Policies
Note 2	Explanation of Material Variances
Note 3	Determination of Surplus or Deficit
Note 4	Cash and Investments
Note 5	Budget Amendments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Note 13	Details of Capital Acquisitions
Note 14	List of Accounts

Town of Cottesloe
Compilation Report
For the Period Ended 30 June 2024

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

Overview

Summary reports and graphical progressive graphs are provided as part of the the Monthly Summary Information. No matters of significance are noted.

Statement of Financial Activity by reporting program

This shows a surplus as at 30 June 2024 of \$3,812,445.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

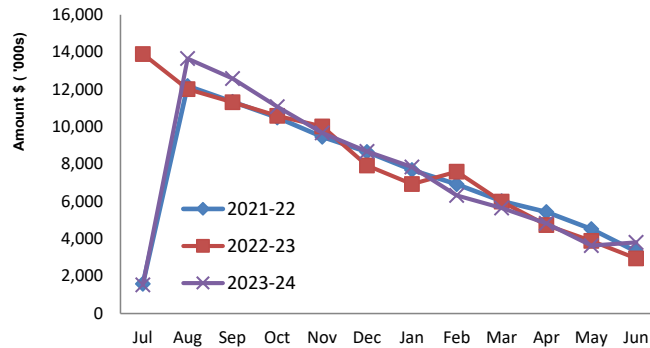
Prepared by: Wayne Richards

Reviewed by: Sheryl Teoh

Date prepared: 9/08/2024

Town of Cottesloe
Monthly Summary Information
For the Period Ended 30 June 2024

Liquidity Over the Year (Refer Note 3)



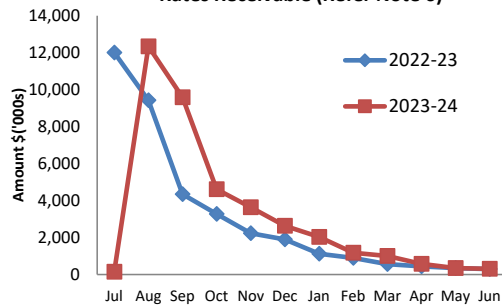
Cash and Cash Equivalents
as at period end

Unrestricted	\$	5,276,607
Restricted	\$	8,120,076
	\$	<u>13,396,683</u>

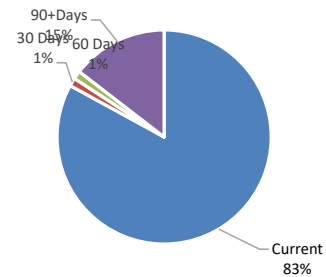
Receivables

Rates	\$	311,214
Other	\$	<u>1,029,674</u>
	\$	<u>1,340,888</u>

Rates Receivable (Refer Note 6)



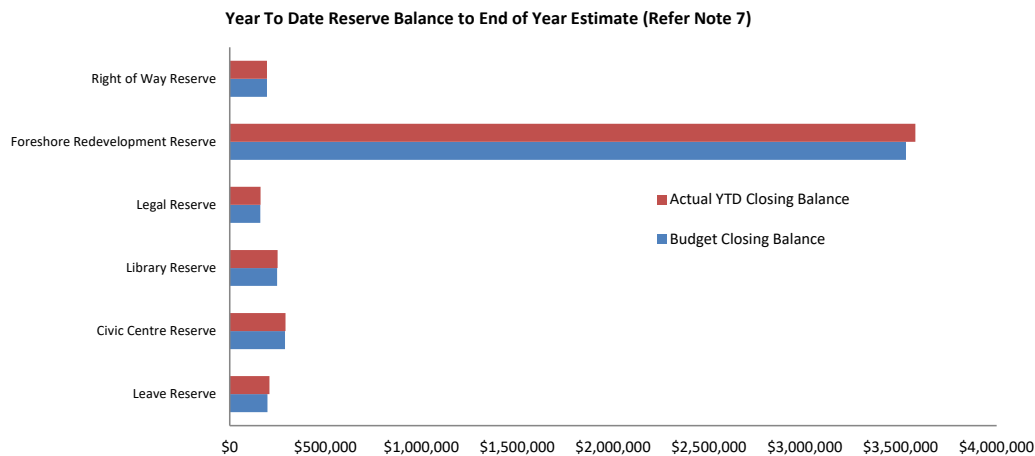
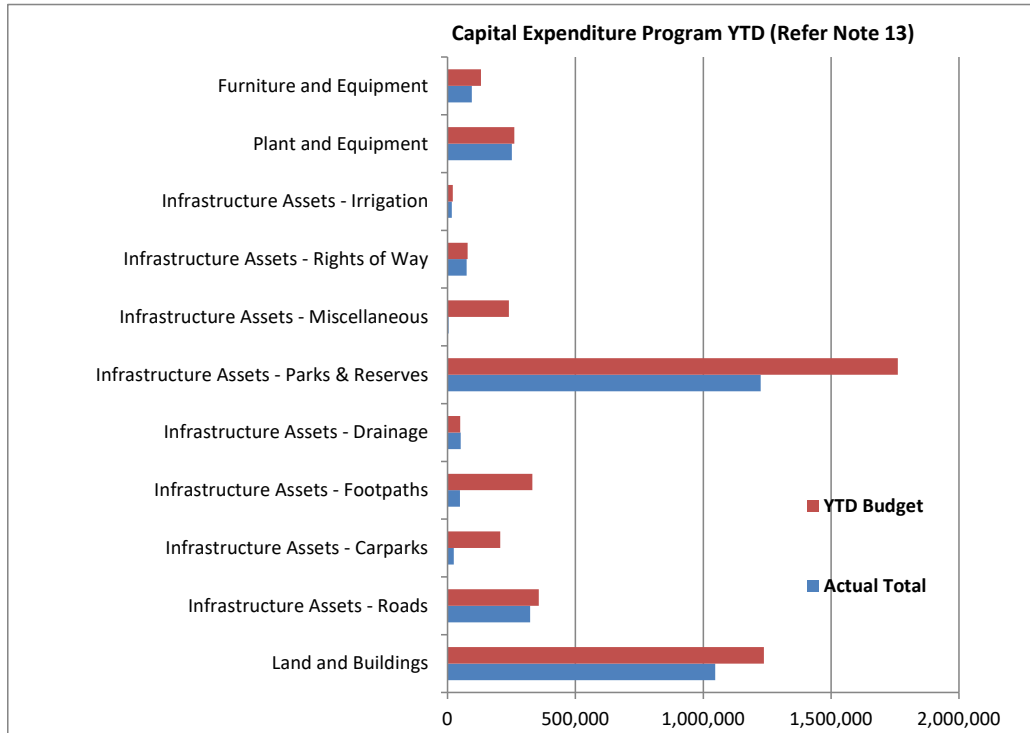
Accounts Receivable Ageing (non- rates)
(Refer Note 6)



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

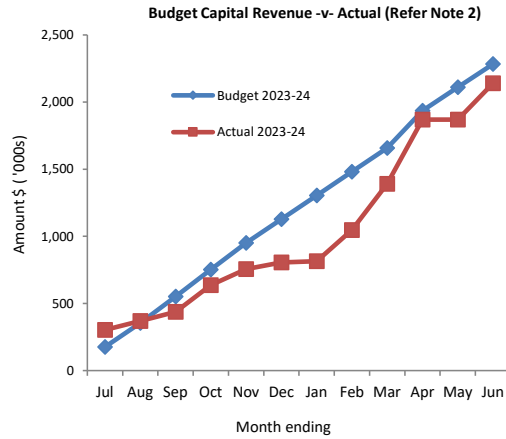
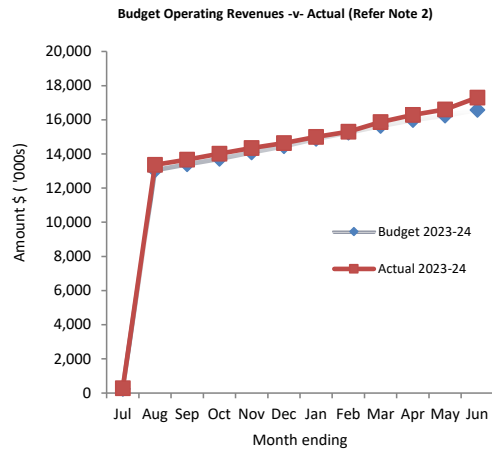
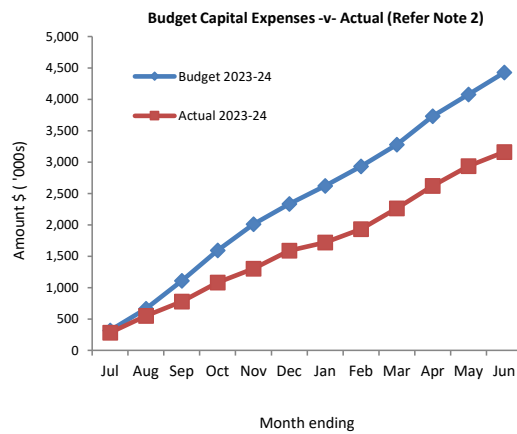
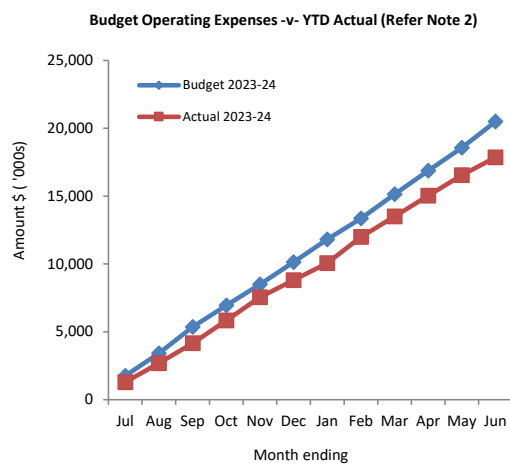
Town of Cottesloe
Monthly Summary Information
For the Period Ended 30 June 2024



Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.

Town of Cottesloe
Monthly Summary Information
For the Period Ended 30 June 2024

Revenues**Expenditure****Comments**

This information is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2024

		YTD Actual (b)	Revised Annual Budget	Original Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note		\$	\$	\$	\$	%
Operating Revenues						
Rates	9	12,493,659	12,447,290	12,417,290	46,369	0%
Operating Grants, Subsidies & Contributions	11	436,413	186,351	186,351	250,062	134%
Fees and Charges		3,415,523	3,056,373	3,166,373	359,150	12%
Interest Earnings		694,354	623,572	623,572	70,782	11%
Other Revenue		177,416	182,988	182,987	(5,572)	(3%)
Profit on Disposal of Assets	8	85,234	55,000	0	30,234	55%
Total Operating Revenue		17,302,599	16,551,574	16,576,573	751,025	
Operating Expense						
Employee Costs		(6,867,378)	(7,324,850)	(7,274,850)	457,472	6%
Materials and Contracts		(7,428,461)	(8,697,465)	(8,681,565)	1,269,004	15%
Utility Charges		(264,373)	(382,714)	(377,714)	118,341	31%
Depreciation on Non-Current Assets		(2,866,500)	(3,261,295)	(3,261,295)	394,795	12%
Interest Expenses		(180,581)	(186,872)	(186,872)	6,291	3%
Insurance Expenses		(211,876)	(246,011)	(246,011)	34,135	14%
Other Expenditure		(37,475)	(437,384)	(465,284)	399,909	91%
Loss on Disposal of Assets	8	0	0	0	0	
Total Operating Expenditure		(17,856,644)	(20,536,591)	(20,493,591)	2,679,947	
Funding Balance Adjustments						
Add back Depreciation		2,866,500	3,206,295	3,261,295	(339,795)	(11%)
Adjust (Profit)/Loss on Asset Disposal	8	(85,234)	0	0	(85,234)	
Movement in Bonds - Non Current		(114,500)	0	0	(114,500)	
Receivable from Deferred Rates Non Current		32,101	0	0	32,101	
Movement in LG House Unit Trust - Non Current		(2,522)	0	0	0	
Adjustment for decrease LSL from LG's - Non Current		69,277	0	0	0	
Adjustment for decrease LSL to LG's - Non Current		(56,897)	0	0	(56,897)	
Adjustment for decrease in Employee Provisions - Non Current		0	0	0	0	
Net Cash from Operations		2,154,680	(778,722)	(655,723)	2,866,647	
Capital Revenues						
Grants, Subsidies and Contributions	11	1,995,827	2,357,321	2,134,341	(361,494)	(15%)
Proceeds from Disposal of Assets	8	143,681	149,000	149,000	(5,319)	(4%)
Total Capital Revenues		2,139,508	2,506,321	2,283,341	(366,813)	

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 June 2024

		YTD Actual (b)	Revised Annual Budget	Original Annual Budget	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
Note		\$	\$	\$	\$	%
Capital Expenses						
	13	(94,769)	(131,000)	(131,000)	36,231	28%
	13	(1,046,394)	(1,237,300)	(1,190,000)	190,906	15%
	13	(251,570)	(261,210)	(261,210)	9,640	4%
	13	(323,495)	(356,420)	(66,950)	32,925	9%
	13	(24,118)	(206,133)	(241,133)	182,015	88%
	13	(48,581)	(332,031)	(332,031)	283,450	85%
	13	(51,075)	(50,000)	(50,000)	(1,075)	(2%)
	13	(1,224,852)	(1,760,599)	(1,790,829)	535,747	30%
	13	(4,396)	(240,266)	(240,266)	235,870	98%
	13	(74,941)	(78,200)	(104,000)	3,259	4%
	13	(16,435)	(20,500)	(20,000)	4,065	20%
		(3,160,626)	(4,673,659)	(4,427,419)	1,513,033	
		(1,021,118)	(2,167,338)	(2,144,078)	1,146,220	
Financing						
		67,813	67,823	67,823	(10)	(0%)
	7	1,174,952	1,568,742	1,464,952	(393,790)	(25%)
		(418,826)	(413,726)	(428,330)	(5,100)	(1%)
	7	(730,556)	(648,254)	(567,224)	(82,302)	(13%)
		93,383	574,585	537,221	(481,202)	
		1,226,945	(2,371,475)	(2,262,580)	3,531,665	
	3	2,585,500	2,585,500	2,262,580	0	0%
	3	3,812,445	214,025	0	3,531,665	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 June 2024

		2023-2024 YTD Actual	2022-2023 Actual
		\$	
CURRENT ASSETS			
Receivables - Rates			
	Rates	218,771	172,211
	Emergency Services Levies	44,716	44,112
	Rates and ESL Rebates	3,951	0
Receivables - Sundry Debtors			
	Accounts Receivable - Debtors	243,211	60,100
	Provision for Doubtful Debts - Debtors	0	(17,495)
	Accounts Receivable - Infringements	456,230	460,952
	Provision for Doubtful Debts - Infringements	0	(293,563)
	LSL from other LG's	0	41,133
	LEMAC funding	0	(36,165)
	Other	49,487	98,627
	Accrued Income	0	273,998
	Prepayments	232,079	124,431
Loans	Self Supporting Loans	0	67,813
Inventories	Inventories	31,820	31,820
	Provision for Obsolescence - Inventories	(22,700)	(22,700)
Other		0	(45)
Cash Assets			
	Municipal Account	3,225,789	3,381,795
	Till Floats & Petty Cash	1,300	1,300
	Term Investments	2,049,518	2,026,947
	Restricted - Reserves	7,839,031	8,283,427
	Restricted - Trust Deposits	281,045	679,727
TOTAL CURRENT ASSETS		14,654,248	15,378,425
CURRENT LIABILITIES			
Payables		1,018,055	965,735
Trust		281,045	679,727
Accrued Expenses		4,672	445,552
Accrued Payroll		206,169	49,124
Accrued Interest		42,971	139,044
Income in Advance		176,799	1,069,957
ATO Liabilities		0	0
Bonds - other creditors		919,724	734,465
Interest Bearing Liabilities		0	352,460
Lease Liability		(613)	61,069
Long Service Leave to other LG's		0	21,803
Provisions		1,318,312	1,301,256
TOTAL CURRENT LIABILITIES		3,967,134	5,820,192

TOWN OF COTTESLOE
STATEMENT OF FINANCIAL POSITION
For the Period Ended 30 June 2024

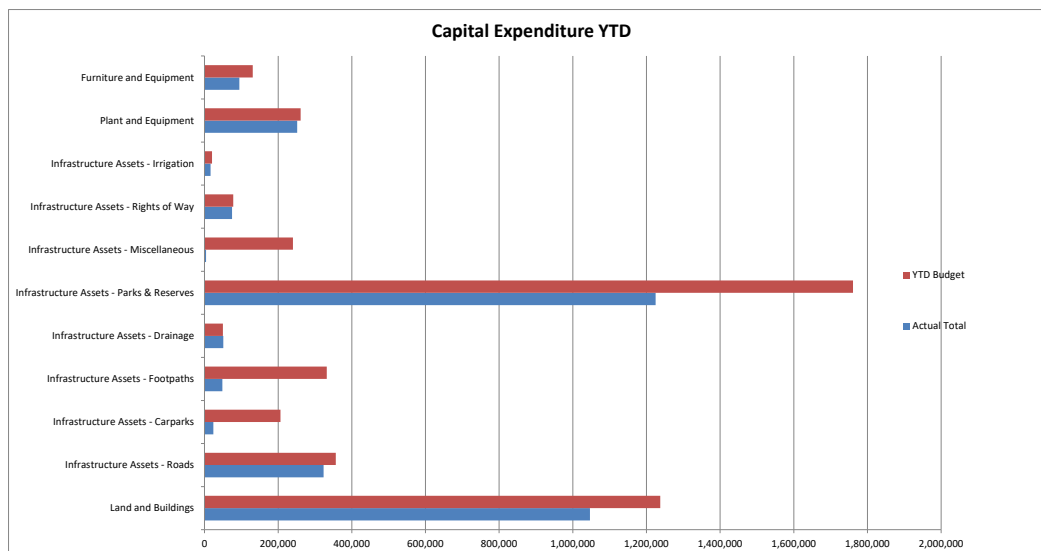
		2023-2024 YTD Actual \$	2022-2023 Actual
NON CURRENT ASSETS			
Receivables			
	Deferred Rates	92,443	119,472
	Deferred ESL	12,316	17,388
	Self Supporting Loans	143,778	143,778
	Long Service Leave from other LG's	0	69,277
Financial Assets at fair value through profit and loss			
	Units in WALGA House Trust	124,756	122,234
Right of Use Assets	Right of Use - Leased Assets	1,125,583	1,125,700
Property Plant and Equipment			
	Furniture and Equipment	731,790	728,053
	Land and Buildings	70,482,883	70,195,602
	Plant and Equipment	749,034	739,241
	Equity Investments	601,527	601,527
Infrastructure			
	Roads	33,465,621	33,923,442
	Car Parks	3,425,940	3,521,545
	Footpaths	6,127,572	6,224,240
	Drainage	9,336,888	9,413,158
	Parks and Reserves	6,364,299	5,315,856
	Miscellaneous	8,239,067	8,616,203
	Street Furniture	380,563	415,132
	Right of Ways	2,204,254	2,175,750
	Irrigation	92,041	91,250
TOTAL NON CURRENT ASSETS		143,700,355	143,558,848
NON CURRENT LIABILITIES			
Payables		0	171,397
Interest Bearing Liabilities			
	Debentures	2,108,097	2,108,097
	Lease Liabilities	1,136,348	1,136,348
Long Service Leave to other LG's		0	0
Provisions		109,248	109,248
TOTAL NON CURRENT LIABILITIES		3,353,693	3,525,090
NET ASSETS		151,033,776	149,591,991
EQUITY			
Reserves - Cash Backed		7,839,031	8,283,427
Reserves - Asset Revaluation		113,983,880	113,983,880
Retained Surplus		29,210,865	27,324,684
TOTAL EQUITY		151,033,776	149,591,991
RESERVES - CASH BACKED			
Opening Balance		8,283,427	8,267,063
Transfer to Reserves		730,556	1,007,539
Transfer from Reserves		(1,174,952)	(991,176)
TOTAL RESERVES - CASH BACKED		7,839,031	8,283,426
RESERVES - ASSET REVALUATION			
Opening Balance		113,983,880	113,983,880
TOTAL RESERVES - ASSET REVALUATION		113,983,880	113,983,880
RETAINED SURPLUS			
Opening Balance		27,324,685	28,051,787
Change in Net Assets from Operations		1,441,784	(710,739)
Transfer from Reserve		1,174,952	991,176
Transfer to Reserve		(730,556)	(1,007,539)
TOTAL RETAINED SURPLUS		29,210,865	27,324,685
TOTAL EQUITY		151,033,776	149,591,991

TOWN OF COTTESLOE
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2024

Capital Acquisitions	Note	Actual New /Upgrade (a)	Actual (Renewal Expenditure) (b)	Actual Total (c) = (a)+(b)	YTD Budget (d)	Revised Budget	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$	\$
Land and Buildings	13	999,898	46,496	1,046,394	1,237,300	1,237,300	1,190,000	(190,906)
Infrastructure Assets - Roads	13	0	323,495	323,495	356,420	356,420	66,950	(32,925)
Infrastructure Assets - Carparks	13	0	24,118	24,118	206,133	206,133	241,133	(182,015)
Infrastructure Assets - Footpaths	13	31,242	17,339	48,581	332,031	332,031	332,031	(283,450)
Infrastructure Assets - Drainage	13	0	51,075	51,075	50,000	50,000	50,000	1,075
Infrastructure Assets - Parks & Reserves	13	1,182,228	42,624	1,224,852	1,760,599	1,760,599	1,790,829	(535,747)
Infrastructure Assets - Miscellaneous	13	0	4,396	4,396	240,266	240,266	240,266	(235,870)
Infrastructure Assets - Rights of Way	13	74,941	0	74,941	78,200	78,200	104,000	(3,259)
Infrastructure Assets - Irrigation	13	0	16,435	16,435	20,500	20,500	20,000	(4,065)
Plant and Equipment	13	0	251,570	251,570	261,210	261,210	261,210	(9,640)
Furniture and Equipment	13	43,409	51,360	94,769	131,000	131,000	131,000	(36,231)
Capital Expenditure Totals		2,331,718	828,908	3,160,626	4,673,659	4,673,659	4,427,419	(1,513,033)

Funded By:

Capital Grants and Contributions	1,995,827	2,357,321	2,357,321	2,134,341	361,494
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	143,681	149,000	149,000	149,000	(5,319)
Own Source Funding - Cash Backed Reserves					
Property Reserve	0	0	615,370	615,370	0
Infrastructure Reserve	0	0	103,790	0	0
Total Own Source Funding - Cash Backed Reserves	0	0	719,160	615,370	0
Own Source Funding - Operations	1,021,118	2,167,338	1,448,178	1,528,708	(1,869,208)
Capital Funding Total	3,160,626	4,673,659	4,673,659	4,427,419	(1,513,033)



Comments

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	33 to 159 years
Furniture and equipment	2 to 15 years
Plant and equipment	2 to 10 years
Infrastructure Assets	
- Roads - Formation/Subgrade	Not depreciated
- Roads - Pavement	60 to 100 years
- Roads - Seal	20 to 35 years
- Roads - Kerbing	60 to 80 years
- Right of Ways - Formation/Subgrade	Not depreciated
- Right of Ways - Pavement	60 to 100 years
- Right of Ways - Seal	20 to 35 years
- Right of Ways - Kerbing	60 to 80 years
- Car Parks - Formation/Subgrade	Not depreciated
- Car Parks - Pavement	60 to 100 years
- Car Parks - Seal	20 to 35 years
- Car Parks - Kerbing	60 to 80 years
- Drainage	80 to 100 years
- Footpaths	20 to 60 years
- Lighting and Electrical	20 years
- Parks & Ovals	10 to 40 years
- Streetscapes	15 to 25 years
- Miscellaneous	25 to 60 years
- Irrigation	20 to 100 years

Right of use - plant and equipment Based on the remaining lease

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Town has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Town expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Town does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(q) Nature or Type Classifications (Continued)

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(r) Statement of Objectives

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

In order to discharge its responsibilities to the community, the Town has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Town's Community Vision, and for each of its broad activities/programs.

COMMUNITY VISION

"To preserve and improve Cottesloe's natural and built environment and beach lifestyle by using sustainable strategies. Members of the community will continue to be engaged to shape the future for Cottesloe and strengthen Council's leadership role."

(s) Reporting Programs

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed.

GENERAL PURPOSE FUNDING

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues. The costs associated with raising the above mentioned revenues, e.g. Valuation expenses, debt collection and overheads.

LAW, ORDER, PUBLIC SAFETY

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

HEALTH

Health inspection services and food quality control.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(s) Reporting Programs (Continued)

COMMUNITY AMENITIES

Sanitation, stormwater drainage, protection of the environment, public conveniences and town planning.

RECREATION AND CULTURE

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, foreshore and public halls.

TRANSPORT

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, and cleaning of streets.

ECONOMIC SERVICES

Tourism, community development, pest control, building services and private works.

OTHER PROPERTY & SERVICES

Plant works, plant overheads and stock of materials.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 2: EXPLANATION OF MATERIAL VARIANCES (> \$25,000 and 15%)

Reporting Program	Var. \$ YTD	Var. %	Timing/ Permanent	Explanation of Variance
Operating Revenues				
Operating Grants, Subsidies & Contributions	250,062	134%	Timing (between years) & Permanent	Timing of operating grants (Financial Assistance Grant for 2024-25 paid in advance) and contributions along with certain grant allocations which have not progressed.
Profit on Disposal of Assets	30,234	55%	Non Cash	Non cash variance from disposal of assets.
Capital Revenues				
Grants, Subsidies and Contributions	(361,494)	(15%)	Timing (between years)	Timing of non operating grant monies for the Anderson Pavilion, Skate park, Road Construction, Eric Street shared path and Harvey Field Playground. Some of these projects will be carried forward to 2024/25.
Total Revenue Variance	389,531			
Operating Expenses				
Utility Charges	118,341	31%	Timing (within year)	Timing of expenditure on utilities.
Other Expenditure	399,909	91%	Timing (within year)	Timing of other expenditure.
Capital Expenses				
Furniture and Equipment	36,231	(28%)	Timing (between years)	Reduced expenditure on CCTV upgrades, purchase of new photocopiers to be carried forward to the next financial year
Land and Buildings	190,906	(15%)	Timing (between years)	Delays resulting in reduced expenditure on Anderson Pavilion & North Cottesloe beach toilets.
Infrastructure - Car parks	182,015	(88%)	Timing (between years)	Car park construction works to be carried forward to next financial year.
Infrastructure - Footpaths	283,450	(85%)	Timing (between years)	Expenditure on Eric Street shared use path to be carried forward to next financial year.
Infrastructure - Parks & Reserves	535,747	(30%)	Timing (between years)	Timing of expenditure on the Skate park (timing), construction of the Harvey Field playground to be carried forward to the next financial year
Infrastructure - Miscellaneous	235,870	(98%)	Timing (between years)	Expenditure on beach access paths and Cottesloe groyne access ramp to be carried forward to the next financial year.
Total Expenditure Variance	4,192,980			
Financing				
Transfer from Reserves	(393,790)	(25%)	Timing (between years)	Reduced transfers from reserves due to some projects being carried forward into 2024-25 e.g. ERP

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 3. DETERMINATION OF SURPLUS OR DEFICIT	2023/24	2022/23 (30 June 2023 Carried Forward)
(a) Non-cash amounts excluded from operating activities		
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to operating activities		
Less: Profit on asset disposals	(85,234)	(123,661)
Less: Non-cash grants and contributions for assets	0	(4,995)
Less: Fair value adjustments to financial assets at fair value through profit or loss	(2,522)	(5,529)
Less: Share of net profit of associates and joint ventures accounted for using the equity method	0	(69,758)
Less: Adjustment for increase in Non-Current Accrued Expense (Payables)	(56,897)	0
Add: Loss on disposal of assets	0	2,085
Add: Loss on revaluation of fixed assets	0	97,542
Add: Prior year adjustment for write-back of depreciation	0	317
Add: Prior year adjustment for non-current lease liability	0	15,099
Add: Depreciation	2,866,500	3,219,500
Add: Adjustment for decrease in Non-Current Payables (LSL to LG's)	69,277	0
Non-cash movements in non-current assets and liabilities:		
Pensioner deferred rates	32,101	(14,888)
Employee benefit provisions	0	(30,113)
Other provisions	(114,500)	114,500
Non-cash amounts excluded from operating activities	2,708,725	3,200,099
(b) Non-cash amounts excluded from investing activities		
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .		
Adjustments to investing activities		
Movement in non-current capital expenditure provisions	0	436,260
Non-cash amounts excluded from investing activities	0	436,260
© Surplus or deficit after imposition of general rates		
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.		
Adjustments to net current assets		
Less: Reserve accounts	(7,839,031)	(8,283,426)
Less: Financial assets at amortised cost - self supporting loans	0	(67,813)
Add: Current liabilities not expected to be cleared at end of year		
- Current portion of borrowings	0	352,460
- Current portion of lease liabilities	(613)	61,069
- Employee benefit provisions	964,975	964,975
Total adjustments to net current assets	(6,874,669)	(6,972,735)
Net current assets used in the Statement of Financial Activity		
Total current assets	14,654,248	14,660,976
Less: Total current liabilities	(3,967,134)	(5,102,740)
Less: Total adjustments to net current assets	(6,874,669)	(6,972,735)
Surplus or deficit after imposition of general rates	3,812,445	2,585,500

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

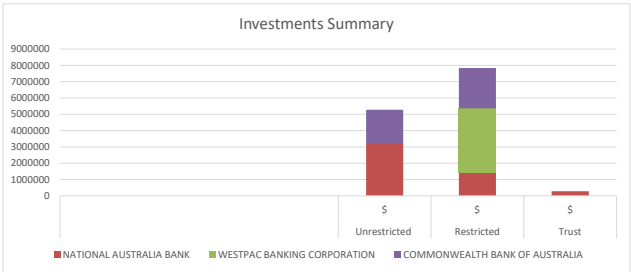
Note 4: CASH AND INVESTMENTS

	BSB	Account No	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a)	Cash Deposits								
		Municipal Bank Account	086-492 5082-32-857	Variable	3,225,789		3,225,789	NAB	At Call
(b)	Term Deposits								
		Term Deposit xx-xxx-3360	12-770-3360	4.65%		281,044.65	281,044.65	NAB	20-Aug-24
		Term Deposit xx-xxx-9802	64-955-9802	5.06%	7,004.63		7,004.63	NAB	10-Dec-24
		Term Deposit xx-xxx-6659	53-888-6659	5.06%	6,932.11		6,932.11	NAB	10-Dec-24
		Term Deposit (ESGTD)	36062109	4.52%	1,023,633.77		1,023,633.77	CBA	26-Jul-24
		Term Deposit (ESGTD)	36062109	4.35%	1,011,947.40		1,011,947.40	CBA	25-Jul-24
		Term Deposit xx-xxx-1864	036-157 58-1864	4.80%		1,975,462.16	1,975,462.16	WBC	15-May-25
		Term Deposit xx-xxx-5968	036-030 20-5968	5.10%		1,945,993.34	1,945,993.34	WBC	06-Dec-24
		Term Deposit (ESGTD)	36062109	4.54%	719,257.18		719,257.18	CBA	27-Aug-24
		Term Deposit (ESGTD)	36062109	4.72%	1,751,563.37		1,751,563.37	CBA	19-Sep-24
		Term Deposit xx-xxx-9233	27-459-9233	5.20%	244,400.48		244,400.48	NAB	25-Nov-24
		Term Deposit xx-xxx-2683	49-661-2683	5.15%	842,855.13		842,855.13	NAB	22-Nov-24
		Term Deposit xx-xxx-6341	91-075-6341	5.10%	359,499.00		359,499.00	NAB	19-Nov-24
Total				5,275,307	7,839,031	281,045	13,395,382		

SUMMARY OF FUNDS INVESTED IN TERM & CASH DEPOSITS

BANK	Unrestricted \$	Restricted \$	Trust \$	Total \$	Total Amount \$	Total %
NATIONAL AUSTRALIA BANK	3,239,726	1,446,755	281,045	4,967,525		37.1%
WESTPAC BANKING CORPORATION	0	3,921,456	0	3,921,456		29.3%
COMMONWEALTH BANK OF AUSTRALIA	2,035,581	2,470,821	0	4,506,402		33.6%
TOTAL	5,275,307	7,839,031	281,045	13,395,382	0	100%

Comments/Notes - Investments



TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 5: BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash
20.1136.2	Removal of bore pump at Harvey Field	24 October 2023 - OCM213/2023	Capital expenditure	\$	\$ 20,000	\$
35.4190.2	New project - Shine Community Centre - Air Conditioning	24 October 2023 - OCM213/2023	Capital expenditure			17,300
40079.226.21	New project - Shine Community Centre - Air Conditioning - Transfer from reserves	24 October 2023 - OCM213/2023	Transfer from reserves		7,300	
20.4191.2	New Project - - Bore Pump - near Ocean Beach Hotel	24 October 2023 - OCM213/2023	Capital expenditure			10,000
40.1126.2	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing	24 October 2023 - OCM213/2023	Capital expenditure			289,470
10131.8.13	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing - MRRG funding	24 October 2023 - OCM213/2023	Capital revenue		192,980	
40079.226.21	New project - Marine Parade (Curtin Avenue to Warton Street) road resurfacing - Transfer from reserves	24 October 2023 - OCM213/2023	Transfer from reserves		96,490	
	Opening Surplus	26 March 2024 - OCM031/2024	Opening Surplus		322,920	
Various	Mid Year Budget Review (Refer list included in Budget Review)	26 March 2024 - OCM031/2024	Various			108,895
57.4186.3	Seaview Golf Club Rooms Redevelopment Strategy - Stage 1 - Site Assessment including the Needs and Aspirations Analysis	23 April 2024 - OCM051/2024	Operating expenditure			50,000
				0	639,690	475,665

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

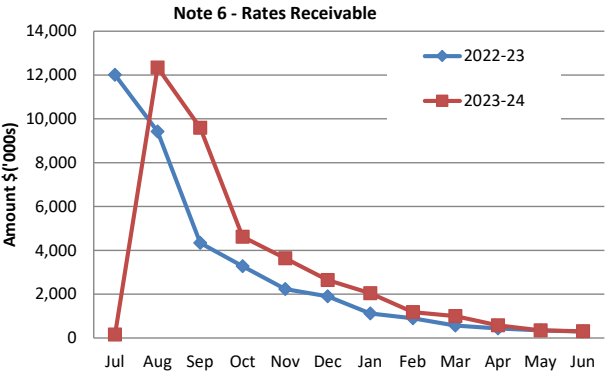
Note 6: RECEIVABLES

Receivables - Rates

Opening Arrears Previous Years
Levied this year
Less Collections to date
Equals Current Outstanding

Net Rates Collectable
% Collected

	YTD 30 June 2024	30 June 2023
	\$	\$
Opening Arrears Previous Years	291,684	228,952
Levied this year	12,493,659	12,019,493
<u>Less</u> Collections to date	(12,474,129)	(11,956,762)
Equals Current Outstanding	311,214	291,683
Net Rates Collectable	311,214	291,683
% Collected	97.57%	97.62%



Comments/Notes - Receivables Rates

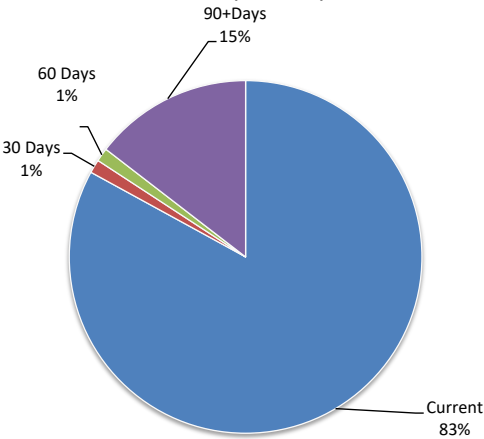
Rates were issued on 11 September in 2023 and 12 August in 2022.

Receivables - General

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	201,788	3,017	3,018	35,388
Total Receivables General Outstanding				243,211

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 6: RECEIVABLES (Continued)

Itemised Listing of Sundry Debtors greater than \$1,000 and older than 90 days not on a complying payment arrangement

Debtor No	Debtor Name	>90 days \$	Total \$	Narration
1105	Sinclair Product Management (WA) Pty Ltd	\$ 1,270.89	\$ 1,270.89	Commercial Waste Charges
556	Ocean Group Cottesloe Pty Ltd	\$ 2,226.48	\$ 2,247.15	Health licence fees & Food Act Infringement
255	TG Lyons	\$ 1,000.00	\$ 1,000.00	Building Act Infringement
369	T Wood	\$ 2,918.49	\$ 2,971.18	Health licence fees
649	Love Story	\$ 2,692.34	\$ 3,086.75	Commercial Waste Charges
1555	Station Street Partners	\$ 5,923.63	\$ 6,020.58	Scheme amendment
1493	Lambodar Pty Ltd t/as Two Fat Uncles	\$ 4,084.57	\$ 4,410.28	Commercial Waste Charges & Health Licence Fees
1592	Howdy Howdy Pty Ltd atf Lets Get Rowdy Trust	\$ 2,997.09	\$ 3,047.69	Health Licence Fees

Comments/Notes - Receivables General

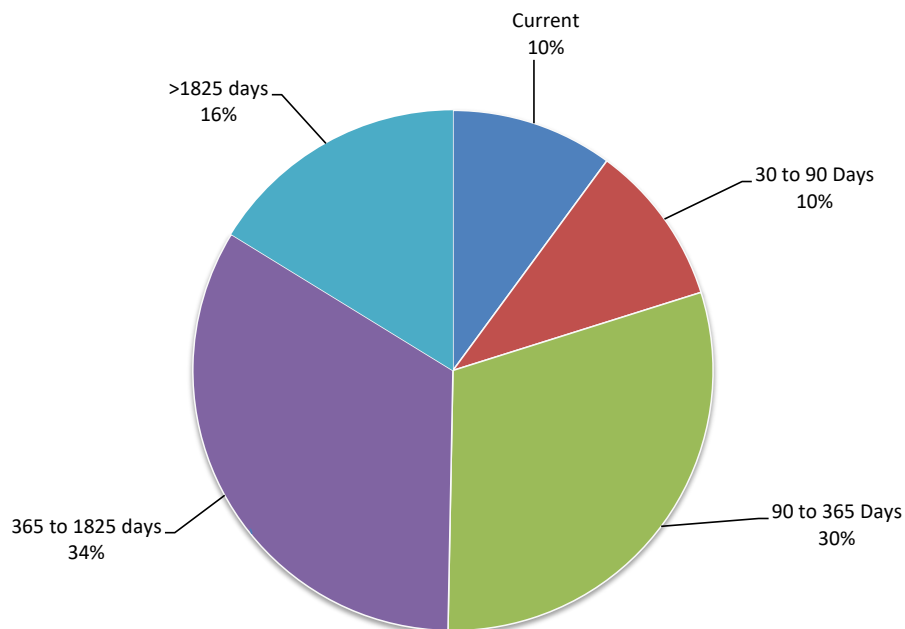
TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 6: RECEIVABLES (Continued)

Receivables - Infringements	Current	30 to 90 Days	90 to 365 Days	365 to 1825 days	>1825 days
	\$	\$	\$		\$
Receivables - Infringements	46,000	45,916	137,580	152,667	74,067
Total Receivables General Outstanding					456,230

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable - Infringements



Comments/Notes - Receivables Infringements

The majority of infringement debtors over ninety days are with Fines Enforcement Registry for collection.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 7: Cash Backed Reserve

Name	Sub Account	Opening Balance Budget	Opening Balance Actual	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Revised Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Revised Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
		\$	\$	\$	\$		\$	\$		\$	\$	\$	\$
Waste Management Reserve	219	204,537	204,373	6,758	9,155		0	0	0	0	0	211,295	213,528
Property Reserve	220	882,257	883,794	45,238	39,590		0	0	(615,370)	(615,370)	(615,370)	312,125	308,014
Cash in lieu of Parking Reserve	221	12,082	12,073	400	541		0	0	0	0	0	12,482	12,614
Infrastructure Reserve	226	242,875	241,233	7,286	11,612	278,469	278,469	278,469	0	(103,790)	(93,738)	424,840	437,576
Leave Reserve	227	190,552	199,595	6,286	8,134		0	0	0	0	0	196,838	207,729
Civic Centre Reserve	228	278,792	278,569	9,211	12,479		0	0	0	0	0	288,003	291,048
Library Reserve	229	239,265	239,107	7,913	10,711		0	0	0	0	0	247,178	249,818
Legal Reserve	262	153,946	153,824	5,086	6,891		0	0	0	0	0	159,032	160,715
Foreshore Redevelopment Reserve	273	3,413,620	3,422,663	112,822	153,321		0	0	0	0	0	3,526,442	3,575,984
Right of Way Reserve	276	162,885	161,614	5,336	7,238		25,800	25,800	0	0	0	194,021	194,652
Sculpture and Artworks	299	121,546	121,449	4,016	5,440		0	0	0	0	0	125,562	126,889
Green Infrastructure Reserve Fund	307	195,186	195,031	6,449	8,736		0	0	0	0	0	201,635	203,767
Active Transport Reserve	308	529,324	528,903	17,489	23,692		0	0	0	0	0	546,813	552,595
Information Technology Reserve	309	830,892	825,500	27,474	36,978		0	0	(849,582)	(849,582)	(465,844)	8,784	396,634
Recreation Precinct Reserve	310	9,825	14,642	325	656		0	0	0	0	0	10,150	15,298
Shark Barrier Reserve	323	139,307	139,196	4,603	6,235		0	0	0	0	0	143,910	145,431
Public Open Space Reserve	384	667,745	661,861	22,063	29,648		55,230	55,230	0	0	0	745,038	746,739
		8,274,636	8,283,427	288,755	371,057	278,469	359,499	359,499	(1,464,952)	(1,568,742)	(1,174,952)	7,354,148	7,839,031

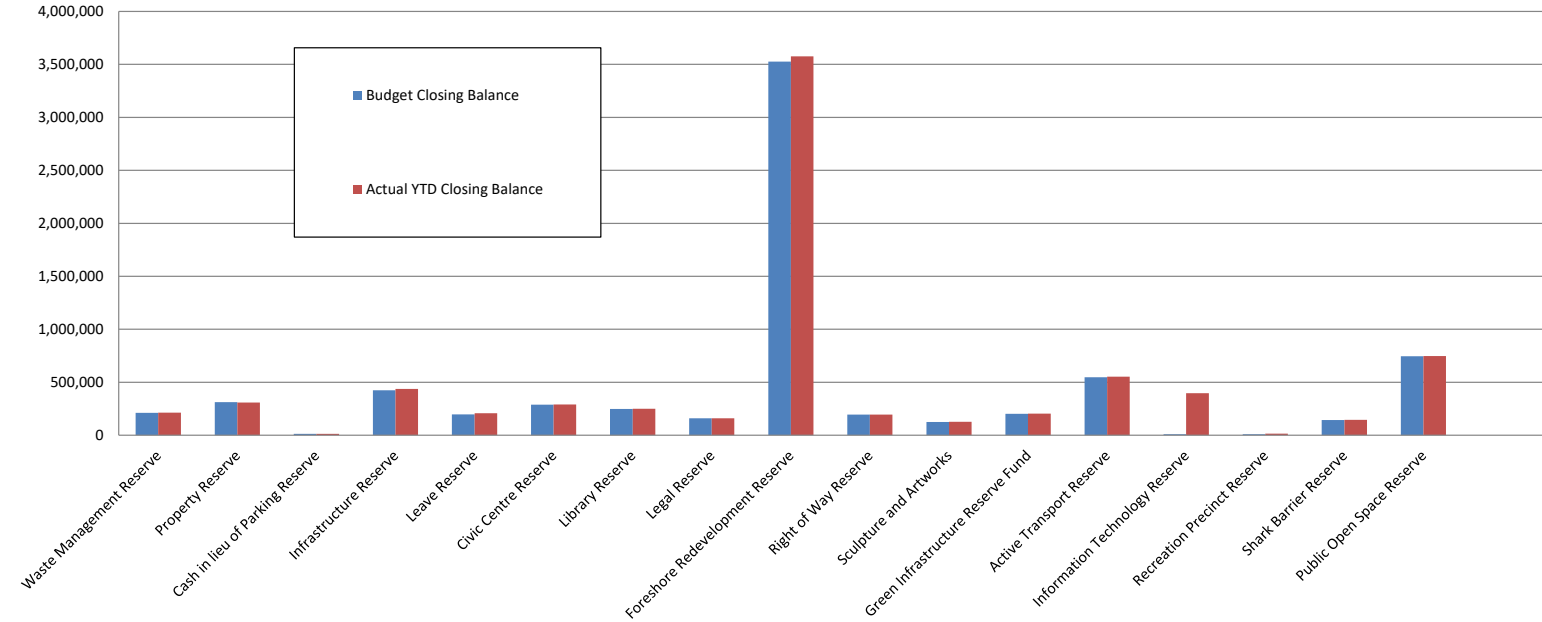
Comments/Notes - Reserves

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 7: Cash Backed Reserve (Continued)

21/06/2024
18/11/2024

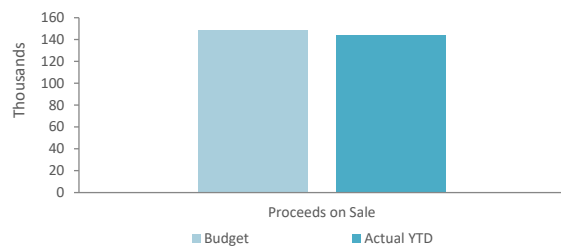
Note 7 - Year To Date Reserve Balance to End of Year Estimate



TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 8: CAPITAL DISPOSALS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
Various	Plant and equipment	149,000	149,000	0	0	0	0	0	0
	Passenger Vehicle - Asset 1550			0	0	3,787	28,000	24,213	0
	Passenger Vehicle - Asset 1585			0	0	18,674	35,500	16,827	0
	Passenger Vehicle - Asset 1611			0	0	17,620	30,287	12,667	0
	Passenger Vehicle - Asset 1612			0	0	18,366	31,680	13,314	0
	Passenger Vehicle - Asset 1447			0	0	0	18,214	18,214	0
		149,000	149,000	0	0	58,447	143,681	85,234	0



Comments/Notes - Asset Disposals

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 9: RATING INFORMATION	Rate in	Number	Rateable	Rate	Interim	Back	Total	Budget
	\$	of	Value	Revenue	Rates	Rates	Revenue	Rate
RATE TYPE		Properties	\$	\$	\$	\$	\$	Revenue
Differential General Rate								\$
GRV - Residential Improved (RI)	0.06337	3,149	161,985,763	10,265,038	85,877	759	10,351,674	10,265,038
GRV - Residential Vacant (RV)	0.06337	76	4,379,920	277,556	(19,617)	4,793	262,732	277,556
GRV - Commercial Improved (CI)	0.06337	56	7,894,898	500,300	(24,741)	0	475,559	500,300
GRV - Commercial Vacant (CV)	0.06337	3	216,500	13,720	23,452	0	37,171	13,720
GRV - Commercial Town (CT)	0.07581	95	10,588,574	802,720	0	0	802,720	802,720
GRV - Industrial (I)	0.06337	1	27,780	1,760	0	0	1,760	1,760
Sub-Totals		3,380	185,093,435	11,861,093	64,971	5,552	11,931,616	11,861,094
Minimum Payment	Minimum							
	\$							
GRV - Residential Improved (RI)	1,312	382	6,548,380	501,184	(1,090)	(1,463)	498,631	501,184
GRV - Residential Vacant (RV)	1,312	4	1,238	5,248	222	313	5,783	5,248
GRV - Commercial Improved (CI)	1,312	16	238,600	20,992	0	0	20,992	20,992
GRV - Commercial Vacant (CV)	1,312			0	7,965	0	7,965	0
GRV - Commercial Town (CT)	1,328	25	352,275	33,200	0	0	33,200	33,200
Sub-Totals		427	7,140,493	560,624	7,098	(1,150)	566,572	560,624
Concession							12,498,188	12,421,718
Amount from General Rates							(4,529)	(4,428)
Ex-Gratia Rates							12,493,659	12,417,290
Specified Area Rates							0	0
Totals							0	0
							12,493,659	12,417,290

Comments - Rating Information

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-23	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Loan 105 - Community Organisation	19,070	0	19,070	19,070	0	0	593	593
Loan 107 - Joint Library Project	2,336,253	0	299,252	299,252	2,037,001	2,037,001	147,298	147,298
Loan 108 - Community Organisation	105,234	0	34,138	34,148	71,096	71,086	2,622	2,622
	2,460,557	0	352,460	352,470	2,108,097	2,108,087	150,513	150,513

Loan numbers 105 and 108 are financed from community organisations. Loan number 107 is financed by general purpose revenue.

(b) New Debentures

No new debentures are budgeted during 2023/24.

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details	Grant/Contribution Provider	2023-24 Annual Budget	Operating	Capital	2023-24 YTD Actual	Not Received
		\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING						
Grants Commission - General Purpose	WA Local Government Grants Commission	0	0		198,015	0
Grants Commission - Local Roads	WA Local Government Grants Commission	0	0		112,687	0
GOVERNANCE						
ANZAC day	RSL	200	200		0	0
LAW, ORDER & PUBLIC SAFETY						
CCTV Project		15,000	15,000		0	15,000
EDUCATION AND WELFARE						
Contributions	Various	3,700	3,700		0	3,700
COMMUNITY AMENITIES						
Food Organic Garden Organics	Department of Water & Environmental Regulation	2,651	2,651		2,581	0
RECREATION AND CULTURE						
Coastal degradation (CHRMAP)	Department of Planning, Lands and Heritage	50,000	50,000		0	50,000
Cottesloe Skatepark	Department of Planning, Lands and Heritage			0		0
Coastal Monitoring	Department of Transport	18,000	18,000		15,690	2,310
East Cottesloe Playground	POS Cash in lieu	429,841		429,841	429,841	0
East Cottesloe Playground	Department of Transport	20,000		20,000	5,000	15,000
Skatepark	Lotterywest	743,900		743,900	743,900	0
Anderson Pavilion	Department of Local Government, Sport and Cultural Industries	300,000		300,000	300,000	0
Anderson Pavilion Fit out	Cottesloe Junior Football Club			9,091	9,091	
Playground Upgrade	POS Cash in lieu/ Department of Infrastructure, Transport, Regional Development, Communication and the Arts	303,767		303,767	62,261	241,506
Contribution to Cottesloe Cat	Public Transport Authority	13,000	13,000		0	13,000
Contributions	Various				36,786	0
Insurance Claim - Civic Centre	Local Government Insurance Broking	0			14,400	0
Waterwise Greening Scheme	Water Corporation	0			4,400	0
Office Upgrade Contributions	Local Government Insurance Broking	0			15,989	0
TRANSPORT						
Ackland Road Road Construction	Department of Infrastructure, Transport, Regional Development, Communication and the Arts	66,950		66,950	66,950	0
Eric Street Shared Path	Department of Transport	269,883		269,883	167,306	0
Direct Grant	Main Roads WA	26,800	26,800		27,863	0
Marine Parade Road Rehabilitation - Budget Amendment	Main Roads WA	192,980		192,980	178,567	14,413
Developer Contributions	Various	45,000	45,000		33,735	11,265
Bus Stop Infrastructure Partnership	Public Transport Authority	0			156	0
Street Light Subsidy and Other Contributions	Main Roads WA	12,000	12,000		0	12,000
ECONOMIC SERVICES						
ROW Contributions	Various	0	0	0	4,500	
TOTALS		2,513,672	186,351	2,336,412	2,429,718	378,194

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 12: TRUST FUND

Funds held at balance date over which the Town has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 23	Amount Received	Amount Paid	Closing Balance 30-Jun-24
	\$	\$	\$	\$
Cash in lieu of public open space	679,727	30,309	(429,841)	280,195
Cash in lieu - abandoned vehicles	0	850	0	850
	679,727	31,159	(429,841)	281,045

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Revised Annual Budget	Original Annual Budget	YTD Variance (Under)/Over
	Car Parks						
○	Implementation of Parking Strategy	5.5021.2	11,364	75,000	75,000	75,000	(63,636)
○	Jarrad Street Carpark	5.1023.2	0	50,000	50,000	50,000	(50,000)
○	Carpark No 1	5.5010.2	0	35,000	35,000	70,000	(35,000)
○	ACROD Bays Installation and Upgrade	5.9000.2	12,754	46,133	46,133	46,133	(33,379)
○	Car Parks Total		24,118	206,133	206,133	241,133	(182,015)
●	Drainage/Culverts						
	Drainage Various	10.9000.2	51,075	50,000	50,000	50,000	1,075
●	Drainage/Culverts Total		51,075	50,000	50,000	50,000	1,075
	Footpaths						
○	Eric Street Shared Path	15.1051.2	31,241	312,031	312,031	312,031	(280,790)
●	Various (Missing Links), Pram Ramp upgrades and kerb replacement	15.9000.2	17,340	20,000	20,000	20,000	(2,660)
○	Footpaths Total		48,581	332,031	332,031	332,031	(283,450)
	Irrigation						
⊙	Replacement of Reticulation Pump at Ocean Beach Hotel (BA OCM 213/2023)	20.4191.2	6,024	10,000	10,000	20,000	(3,976)
●	Irrigation Construction - Jasper Green	20.6110.2	10,411	10,500	10,500	10,500	(89)
●	Irrigation Total		16,435	20,500	20,500	30,500	(4,065)
	Right of Ways						
●	ROW 7	24.2021.2	61,741	65,000	65,000	86,000	(3,259)
●	ROW 49	24.2055.2	13,200	13,200	13,200	18,000	0
●	Right of Way Total		74,941	78,200	78,200	104,000	(3,259)
	Parks and Ovals						
●	East Cottesloe Playground Upgrade (cash in lieu) (C/F)	30.7035.2	458,422	548,399	548,399	603,629	(89,977)
●	Skatepark	30.7045.2	721,026	848,433	848,433	848,433	(127,407)
○	Shade Sails	30.4085.2	2,780	15,000	15,000	15,000	(12,220)
○	Harvey Field Playground Upgrade	30.9000.1141	13,345	303,767	303,767	303,767	(290,422)
●	Replace Jasper Green Playground Softfall	30.6110.2	29,279	30,000	30,000	20,000	(721)
○	Civic Centre Grounds	30.6030.2	0	15,000	15,000	0	(15,000)
⊙	Parks and Ovals Total		1,224,852	1,760,599	1,760,599	1,790,829	(535,747)

TOWN OF COTTESLOE
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2024

Note 13: CAPITAL WORKS PROGRAM

Level of Completion Indicator	Infrastructure Assets	Project No	YTD Actual	YTD Budget	Revised Annual Budget	Original Annual Budget	YTD Variance (Under)/Over
	Buildings						
●	Civic Centre	35.4050.2	31,095	75,000	75,000	55,000	(43,905)
●	Anderson Pavillion Development	35.4010.2	962,235	1,050,000	1,050,000	1,050,000	(87,765)
●	Anderson Pavillion Fitout	35.4011.2	20,414	25,000	25,000	15,000	(4,586)
○	Barchetta Toilet Renewal	35.4019.2	0	70,000	70,000	70,000	(70,000)
●	Shine Air Conditioning (BA OCM 213/2023)	35.4190.2	17,250	17,300	17,300	0	(50)
	Civic Centre Grounds	35.6030.2	15,400	0	0	0	15,400
●	Buildings Total		1,046,394	1,237,300	1,237,300	1,190,000	(190,906)
	Roads						
●	Ackland Way	40.1146.2	55,731	66,950	66,950	66,950	(11,219)
●	Marine Parade	40.1126.2	267,764	289,470	289,470	0	(21,706)
●	Roads Total		323,495	356,420	356,420	66,950	(32,925)
	Miscellaneous Infrastructure				0		
○	Beach Access Path Upgrades & Modifications	45.4131.2	2,941	165,266	165,266	165,266	(162,325)
○	Renewal of Shade Shelters	45.1047.1142	1,106	25,000	25,000	25,000	(23,894)
○	Groyne Disability Access Ramp	45.6040.2	0	50,000	50,000	50,000	(50,000)
	Foreshore Development	45.6080.50	349	0	0	0	349
○	Miscellaneous Infrastructure Total		4,396	240,266	240,266	240,266	(235,870)
	Plant , Equipment & Vehicles Total						
●	Plant, Machinery & Equipment	47.9000.2	251,570	261,210	261,210	261,210	(9,640)
●	Plant , Equip. & Vehicles Total		251,570	261,210	261,210	261,210	(9,640)
	Furniture & Office Equip.						
○	Photocopier	49.9000.16	0	25,000	25,000	25,000	(25,000)
○	CCTV Upgrade	49.9000.8	0	11,000	11,000	11,000	(11,000)
●	Parking sensors	49.9000.20	51,360	45,000	45,000	45,000	6,360
●	Live streaming of meetings - hardware/software	49.9000.28	43,409	50,000	50,000	50,000	(6,591)
⊙	Furniture & Office Equip. Total		94,769	131,000	131,000	131,000	(36,231)
⊙	Capital Expenditure Total		3,160,626	4,673,659	4,673,659	4,437,919	(1,513,033)

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<u>EFT and Cheque Payments</u>				
6/06/2024	2357.2-01	Australian Services Union	Payroll deduction	\$ 185.50
6/06/2024	2357.3-01	Department of Human Services	Payroll deduction	\$ 648.21
6/06/2024	2356.2575-01	SuperChoice Services Pty Ltd	Superannuation contributions	\$ 39,496.17
6/06/2024	2357.3505-01	Fleet Choice Pty Ltd	Payroll deduction	\$ 374.57
6/06/2024	2358.98000-01	Australian Taxation Office	Payroll deduction - PAYG	\$ 44,852.00
7/06/2024	2359.19-01	McLeods Barristers & Solicitors	Legal services	\$ 2,124.21
7/06/2024	2359.24-01	ZircoDATA Pty Ltd	Storage services	\$ 427.68
7/06/2024	2359.37-01	Winc Australia Pty Ltd	General office supplies	\$ 809.91
7/06/2024	2359.45-01	Town of Mosman Park	Reimbursement - ANZAC Day event costs	\$ 580.00
7/06/2024	2359.55-01	Shire of Peppermint Grove	Contribution for shared library services	\$ 144,452.15
7/06/2024	2359.87-01	Repco	General plant parts	\$ 84.82
7/06/2024	2359.89-01	Major Motors Pty Ltd	Vehicle service	\$ 1,966.70
7/06/2024	2359.113-01	Telstra Corporation Limited	Communication services	\$ 1,892.70
7/06/2024	2359.210-01	Hays Specialist Recruitment (Australia)	Temporary staff	\$ 6,624.68
7/06/2024	2359.544-01	B M Pember	Consultancy services	\$ 8,140.00
7/06/2024	2359.661-01	T-Quip	General plant maintenance	\$ 1,045.30
7/06/2024	2359.988-01	Securex Pty Ltd	Security services	\$ 5,445.00
7/06/2024	2359.1042-01	Iron Mountain Australia Group Pty Ltd	Storage services	\$ 796.65
7/06/2024	2359.1075-01	Main Roads Western Australia	Eric Street Path - project costs	\$ 3,578.65
7/06/2024	2359.1199-01	Drainflow Services Pty Ltd	Drain cleaning services	\$ 24,310.00
7/06/2024	2359.1626-01	Young's Plumbing Service Pty Ltd	Plumbing services	\$ 855.15
7/06/2024	2359.1660-01	Access Unlimited International Pty Ltd	Consultancy services	\$ 396.00
7/06/2024	2359.1671-01	Work Clobber	Work wear purchases	\$ 1,024.60
7/06/2024	2359.1997-01	Stone Supplies WA Pty Ltd T/A Creation Landscape Supplies	Sand supplies	\$ 18.00
7/06/2024	2359.2078-01	Pipeline Irrigation	Irrigation services	\$ 7,885.90
7/06/2024	2359.2122-01	Perth Pest Control Pty Ltd	Pest control services	\$ 9,591.00
7/06/2024	2359.2354-01	CSCH Pty Ltd t/as Charles Service Company	Cleaning services	\$ 5,095.30

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/06/2024	2359.2512-01	Trustee for Fiford Family Trust T/as WA Heritage Tree Surgeons	Pruning services	\$ 1,540.00
7/06/2024	2359.2558-01	Mantrac Pty Ltd atf the Manoni Family Trust T/as Mantrac	Horticultural services	\$ 1,127.50
7/06/2024	2359.2570-01	Greenshed Pty Ltd Trading as Living Turf	Soil chemical testing	\$ 863.50
7/06/2024	2359.2725-01	AMPAC Debt Recovery (WA) Pty Ltd	Debt recovery commission costs	\$ 5.50
7/06/2024	2359.2797-01	Tim Davies Landscaping Pty Ltd	Consultancy services	\$ 825.00
7/06/2024	2359.2886-01	Quadient Finance Australia Pty Ltd	Folding machine lease	\$ 411.40
7/06/2024	2359.2889-01	City of Melville	Long service leave contributions	\$ 1,035.38
7/06/2024	2359.3023-01	RSR Signage Pty Ltd Trading as Signarama Osborne Park	Signage services	\$ 574.42
7/06/2024	2359.3159-01	Softwoods Timberyards Pty Ltd T/A Patio Living	Infrastructure bond refund	\$ 1,000.00
7/06/2024	2359.3160-01	Kingslane Constructions Pty Ltd T/a Luxus Homes	Infrastructure bond refund	\$ 1,500.00
7/06/2024	2359.3178-01	I M Rozsa	Bond refund	\$ 100.00
7/06/2024	2359.3544-01	Seek Limited	Advertising services	\$ 687.50
7/06/2024	2359.3727-01	Helene Pty Ltd T/as LO-GO Appointments	Temporary staff	\$ 7,151.07
7/06/2024	2359.3774-01	Datacom Solutions (AU) Pty Ltd	Software licence fee	\$ 7,970.60
7/06/2024	2359.3801-01	Hames Sharley (WA) Pty Ltd	Consultancy services	\$ 556.88
7/06/2024	2359.4039-01	Ruiter-Dawson Linda Robyn T/as The Connected Endeavour	Consultancy services	\$ 3,656.25
7/06/2024	2359.4128-01	SJF Work Advice Pty Ltd	Consultancy services	\$ 1,732.50
7/06/2024	2359.4156-01	Exemplary Holdings Pty Ltd T/as Vergola WA	Infrastructure bond refund	\$ 1,000.00
7/06/2024	2359.4180-01	The Trustee for Raemar Trust T/as Workplace Solutions	Eric Street Path - project costs	\$ 2,506.35
7/06/2024	2359.4238-01	Techsand Pty Ltd	Footpath maintenance	\$ 4,913.48
7/06/2024	2359.4242-01	The Trustee for Loughton Family Trust T/as Allwood Timber Supplies	Timber products	\$ 1,217.00
7/06/2024	2359.4243-01	BY Building Group Pty Ltd	Infrastructure bond refund	\$ 1,500.00
7/06/2024	2359.4244-01	M Brown	Event bond refund	\$ 2,000.00
7/06/2024	2359.4246-01	I Massimi	Event bond refund	\$ 1,000.00
7/06/2024	2359.4247-01	J Hane	Event Bond refund	\$ 1,000.00
7/06/2024	2359.4248-01	P Wyrwoll	Event bond refund	\$ 200.00

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/06/2024	2359.4249-01	J Newman	Event bond refund	\$ 500.00
7/06/2024	2359.4250-01	S Conti	Event bond refund	\$ 500.00
7/06/2024	2359.4251-01	E Harris	Cancelled event venue hire	\$ 1,640.00
7/06/2024	2359.4252-01	V L Shannon	Infrastructure bond refund	\$ 1,500.00
17/06/2024	2360.19-01	McLeods Barristers & Solicitors	Legal services	\$ 2,481.05
17/06/2024	2360.22-01	Landgate - VGO	Gross rental valuations	\$ 1,764.20
17/06/2024	2360.37-01	Winc Australia Pty Ltd	General office supplies	\$ 337.09
17/06/2024	2360.75-01	Safety Zone Australia Pty Ltd	Work wear purchases	\$ 396.40
17/06/2024	2360.78-01	Roads 2000 Pty Ltd	Road construction works	\$ 215,470.02
17/06/2024	2360.79-01	Perth Irrigation Centre	Irrigation supplies	\$ 179.45
17/06/2024	2360.82-01	Civica Pty Ltd	Software fees	\$ 64,265.71
17/06/2024	2360.87-01	Repco	General plant parts	\$ 20.90
17/06/2024	2360.139-01	Australia Post	Postal services	\$ 3,054.71
17/06/2024	2360.201-01	The Environmental Printing Company	Printing services	\$ 539.00
17/06/2024	2360.210-01	Hays Specialist Recruitment (Australia)	Temporary staff	\$ 5,549.16
17/06/2024	2360.211-01	Apac Aid (Inc)	Plant supplies	\$ 2,713.51
17/06/2024	2360.545-01	Department of Fire & Emergency Services	Emergency Services Levy contributions	\$ 186,888.47
17/06/2024	2360.561-01	Perth Region NRM	Coastal and marine program	\$ 8,250.00
17/06/2024	2360.803-01	Natural Area Holdings PL T/A Envirowest Distributors	Plant supplies	\$ 8,334.70
17/06/2024	2360.941-01	Boatshed Market Pty Ltd T/A Boatshed Fresh Food	Catering services	\$ 2,035.00
17/06/2024	2360.988-01	Securex Pty Ltd	Security services	\$ 114.40
17/06/2024	2360.1039-01	Forestvale Trees Pty Ltd	Plant supplies	\$ 990.00
17/06/2024	2360.1115-01	Green Skills Inc	Plant supplies	\$ 10,503.17
17/06/2024	2360.1199-01	Drainflow Services Pty Ltd	Street sweeping services	\$ 4,147.00
17/06/2024	2360.1245-01	Nu-Trac Rural Contracting	Beach cleaning services	\$ 11,627.00
17/06/2024	2360.1912-01	Totally Work wear Fremantle	Work wear purchases	\$ 864.38
17/06/2024	2360.2034-01	ColleaguesNagels Pty Ltd	Printing services	\$ 314.99
17/06/2024	2360.2107-01	MEC 929 Pty Ltd T/A Murphy's Electrical Company	Electrical services	\$ 294.80
17/06/2024	2360.2323-01	The Pantry Group Pty Ltd t/as Daisies of Cottesloe	Catering services	\$ 274.00
17/06/2024	2360.2341-01	Electricity Generation and Retail Corporation	Electricity charges	\$ 25,537.43
17/06/2024	2360.2899-01	E Group Holdings Pty Ltd Trading As E-fire & Safety	Fire safety services	\$ 205.15
17/06/2024	2360.3834-01	Superior Nominees Pty Ltd T/as Miracle Recreation	Parks and reserves outdoor furniture	\$ 4,262.50

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
17/06/2024	2360.4027-01	DCR Nominees Pty Ltd T/A Hygiene Concepts	Hygiene Services	\$ 708.95
17/06/2024	2360.4180-01	The Trustee for Raemar Trust T/as Workplace Solutions	Eric Street Path - project costs	\$ 596.75
17/06/2024	2360.4247-01	J Hane	Partial refund of event venue hire fees	\$ 320.00
17/06/2024	2360.4253-01	JLB trading Pty Ltd T/as Workmate Trailers	Vehicle body modification services	\$ 2,479.00
18/06/2024	2361.2023-01	Fines Enforcement Registry	Lodgement fees	\$ 19,038.00
20/06/2024	2363.2-01	Australian Services Union	Payroll deduction	\$ 185.50
20/06/2024	2363.3-01	Department of Human Services	Payroll deduction	\$ 648.21
20/06/2024	2362.2575-01	SuperChoice Services Pty Ltd	Superannuation contributions	\$ 38,916.09
20/06/2024	2363.3505-01	Fleet Choice Pty Ltd	Payroll deduction	\$ 374.57
20/06/2024	2364.98000-01	Australian Taxation Office	Payroll deduction - PAYG	\$ 45,474.00
24/06/2024	2365.19-01	McLeods Barristers & Solicitors	Legal services	\$ 7,852.90
24/06/2024	2365.22-01	Landgate - VGO	Landgate survey data	\$ 627.00
24/06/2024	2365.45-01	Town of Mosman Park	IT support services	\$ 4,172.60
24/06/2024	2365.62-01	Bunnings Group Ltd	Miscellaneous items	\$ 888.26
24/06/2024	2365.68-01	Power Music Productions	Costs relating to ANZAC Day event	\$ 847.00
24/06/2024	2365.78-01	Roads 2000 Pty Ltd	Road construction works	\$ 7,307.52
24/06/2024	2365.85-01	Western Metropolitan Regional Council	Waste disposal services	\$ 29,149.56
24/06/2024	2365.87-01	Repco	General plant parts	\$ 51.30
24/06/2024	2365.88-01	Managed IT Pty Ltd	IT services, maintenance and licensing	\$ 30,091.84
24/06/2024	2365.89-01	Major Motors Pty Ltd	Vehicle service	\$ 399.30
24/06/2024	2365.103-01	Quito Pty Ltd atf Quito Unit Trust T/as Benara Nurseries	Plant supplies	\$ 784.08
24/06/2024	2365.210-01	Hays Specialist Recruitment (Australia)	Temporary staff	\$ 6,496.31
24/06/2024	2365.543-01	Australia Day Council of WA Inc T/as Auspire	Subscription	\$ 762.00
24/06/2024	2365.607-01	Turf Care WA Pty Ltd	Turf maintenance	\$ 2,200.00
24/06/2024	2365.656-01	Surf Life Saving Western Australia	Lifeguard services	\$ 35,711.87
24/06/2024	2365.941-01	Boatshed Market Pty Ltd T/A Boatshed Fresh Food	Catering services	\$ 415.00
24/06/2024	2365.976-01	PRW Contracting Pty Ltd T/A Claremont Asphalt	Street maintenance	\$ 1,650.00
24/06/2024	2365.988-01	Securex Pty Ltd	Security services	\$ 440.50
24/06/2024	2365.1039-01	Forestvale Trees Pty Ltd	Plant supplies	\$ 1,793.00

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
24/06/2024	2365.1107-01	Trustee for Butcher Family Trust T/as Animal Pest Management Services	Pest control services	\$ 3,344.00
24/06/2024	2365.1115-01	Green Skills Inc	Herbicide treatment services	\$ 1,176.40
24/06/2024	2365.1133-01	Lock, Stock & Farrell Locksmith Pty Ltd	Security hardware	\$ 423.02
24/06/2024	2365.1199-01	Drainflow Services Pty Ltd	Street sweeping services	\$ 9,556.25
24/06/2024	2365.1361-01	Department of Transport	Disclosure of information fees	\$ 2,472.80
24/06/2024	2365.1464-01	D U Electrical Pty Ltd	Electrical services	\$ 1,196.80
24/06/2024	2365.1503-01	Diamond Hire	Cherry picker hire	\$ 600.00
24/06/2024	2365.1626-01	Young's Plumbing Service Pty Ltd	Plumbing services	\$ 615.27
24/06/2024	2365.1630-01	P Miller	Reimbursement - staff member	\$ 56.93
24/06/2024	2365.1671-01	Work Clobber	Work wear purchases	\$ 323.20
24/06/2024	2365.1844-01	Blue Tang (WA) Pty Ltd atf The Reef Unit Trust T/as Emerge Associates	Consultancy services	\$ 5,500.00
24/06/2024	2365.1912-01	Totally Work wear Fremantle	Work wear purchases	\$ 847.00
24/06/2024	2365.2034-01	ColleaguesNagels Pty Ltd	Printing services	\$ 2,570.00
24/06/2024	2365.2354-01	CSCH Pty Ltd t/as Charles Service Company	Cleaning services	\$ 5,760.11
24/06/2024	2365.2511-01	IPN Medical Centres Pty Ltd T/as Cottesloe Medical Centre	Pre-employment medical appointments	\$ 220.00
24/06/2024	2365.2512-01	Trustee for Fiford Family Trust T/as WA Heritage Tree Surgeons	Pruning services	\$ 1,540.00
24/06/2024	2365.2514-01	Element Advisory Pty Ltd	Consultancy services	\$ 6,468.00
24/06/2024	2365.2663-01	Officeworks Ltd	Office furniture	\$ 787.95
24/06/2024	2365.2681-01	W Au-Yeung	Reimbursement - staff member	\$ 1,335.00
24/06/2024	2365.2682-01	Scotswood Pty Ltd Trading as E-Qual Disability Consultants	Consultancy services	\$ 3,135.00
24/06/2024	2365.2767-01	S K Kan	Reimbursement	\$ 107.30
24/06/2024	2365.2777-01	Phase 3 Landscape Construction Pty Ltd	Works at the skate park and surrounding areas	\$ 72,141.61
24/06/2024	2365.2881-01	Reconciliation Western Australia Inc	Membership renewal	\$ 849.75
24/06/2024	2365.3210-01	Stantec Australia Pty Ltd	Coastal monitoring services	\$ 34,518.00
24/06/2024	2365.3254-01	Ultimo Catering & Events Pty Ltd	Catering services	\$ 407.95
24/06/2024	2365.3382-01	Woodlands Distributors Pty Ltd	Animal costs	\$ 2,752.20
24/06/2024	2365.3496-01	Spacetoco Pty Ltd	Annual subscription	\$ 1,980.00

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
24/06/2024	2365.3560-01	ASV Sales & Services (WA) Pty Ltd	Equipment hire	\$ 1,430.00
24/06/2024	2365.3614-01	Valrose Pty Ltd	Consultancy services	\$ 18,774.04
24/06/2024	2365.3636-01	Cardia Bioplastics (Australia) Pty Ltd	Waste disposal products	\$ 2,062.50
24/06/2024	2365.3710-01	Illion Australia Pty Ltd T/as illion Tenderlink	Shark barrier maintenance	\$ 177.10
24/06/2024	2365.3758-01	Retech Rubber	Parks upgrades including soft fall play areas	\$ 33,748.00
24/06/2024	2365.3981-01	Sunny Industrial Brushware Pty Ltd	General plant parts	\$ 275.00
24/06/2024	2365.4008-01	Omnicom Media Group Australia Pty Ltd aka Marketforce	Advertising services	\$ 2,503.49
24/06/2024	2365.4059-01	Jalito Pty Ltd T/as Highway Dry Cleaners	Dry cleaning services	\$ 331.00
24/06/2024	2365.4149-01	SAI Global Australia Pty Ltd	Australian Standards subscription	\$ 185.36
24/06/2024	2365.4193-01	Pretzos Holdings Pty Ltd T/as Coastline Mowers	General plant parts	\$ 998.25
24/06/2024	2365.4218-01	C Cuttone	Event bond refund	\$ 500.00
24/06/2024	2365.4227-01	Trade West Industrial Supplies Pty Ltd T/as Trade West	Parks and reserves maintenance costs	\$ 653.35
24/06/2024	2365.4233-01	Evocom Australia Pty Ltd	Security product purchases	\$ 1,738.00
24/06/2024	2365.4245-01	J Rothery	Cancelled event venue hire	\$ 1,960.00
24/06/2024	2365.4254-01	SK Baumgarten & TB Shirley T/as Bobcat-Attach	Equipment hire	\$ 792.00
24/06/2024	2365.4256-01	CTI Couriers Pty Ltd	Courier services	\$ 51.80
24/06/2024	2365.4257-01	Kuditj Pty Ltd T/as Kuditj Kitchen	Catering services	\$ 1,746.25
24/06/2024	2365.4259-01	Blatchford, Kahla Jacinta T/as KB Art Design	Indigenous artwork	\$ 1,700.00
25/06/2024	00027277	Focus Demolition & Asbestos Removal	Building Services Levy refund	\$ 61.65
25/06/2024	00027278	Webb & Brown Neaves Pty Ltd	Building Services Levy refund	\$ 61.65
25/06/2024	00027279	A Fini	Building Services Levy refund	\$ 301.40
26/06/2024	00027276	Town of Cottesloe	Reimbursement of petty cash	\$ 682.00
27/06/2024	2368.2023-01	Fines Enforcement Registry	Lodgement fees	\$ 6,680.00
4/07/2024		Town of Cottesloe Staff	Fortnightly payroll	\$ 155,616.55
9/07/2024		Miscellaneous Refund	Infringement transaction	\$ 100.00
15/07/2024		National Australia Bank	Bank fees	\$ 30.46
17/07/2024		National Australia Bank	Bank fees	\$ 15.23
18/07/2024		Town of Cottesloe Staff	Fortnightly payroll	\$ 152,596.02
23/07/2024		Miscellaneous Refund	Infringement transaction	\$ 100.00
24/07/2024		Commonwealth Bank of Australia	Audit fee	\$ 60.00
29/07/2024		Miscellaneous Refund	Infringement transaction	\$ 100.00

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
31/07/2024		National Australia Bank	Bank fees	\$ 7.00
31/07/2024		National Australia Bank	Bank fees	\$ 19.04
31/07/2024		National Australia Bank	Bank fees	\$ 32.00
31/07/2024		National Australia Bank	Bank fees	\$ 907.33
31/07/2024		National Australia Bank	Chargeback	\$ 100.49
SUB - TOTAL EFT'S AND CHEQUES				\$ 1,712,491.98

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

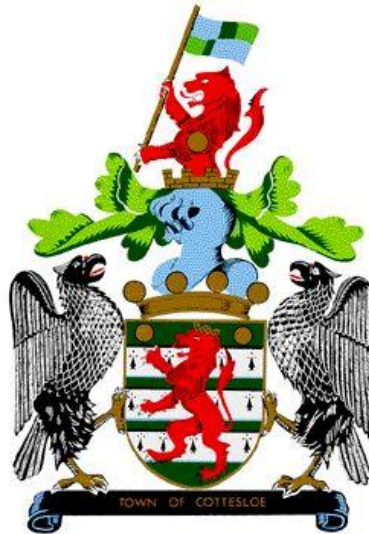
<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Credit Card Payments				
27/06/2024	2367.1098-01	National Australia Bank Business Visa	Credit Card - May 2024	\$ 4,448.83
			- Adobe - Software licence charges	\$ 29.99
			- Adobe - Software licence charges	\$ 804.79
			- Adobe - Software licence charges	\$ 79.99
			- Mailchimp - Software licence charge	\$ 58.99
			- Woolworths - Catering items	\$ 95.16
			- Witivio - Software licence charges	\$ 34.39
			- Global Spill & Safety - Road maintenance	\$ 307.00
			- Repco - Vehicle parts	\$ 318.00
			- Woolworths - Catering items	\$ 46.20
			- EzyReg - Vehicle plate searches (South Aust.)	\$ 10.00
			- EzyReg - Vehicle plate searches (South Aust.)	\$ 10.00
			- QLD Gov. - Vehicle plate searches	\$ 20.15
			- QLD Gov. - Vehicle plate searches	\$ 201.50
			- QLD Gov. - Vehicle plate searches	\$ 141.05
			- Woolworths - Catering items	\$ 54.75
			- Canva Pro - Subscription	\$ 164.99
			- Officeworks - Office furniture	\$ 1,840.95
			- Slimline warehouse - Office furniture	\$ 220.90
			- NAB - credit card & International fees	\$ 10.03
Credit Card Purchases - May 2024				\$ 4,448.83

TOWN OF COTTESLOE

Note 14: LIST OF ACCOUNTS PAID DURING MAY 2024 AND PRESENTED TO A MEETING OF THE COUNCIL HELD ON 23 JULY 2024

<u>Date</u>	<u>Payment Reference</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Fuel Card Payments				
26/06/2024	2366.1721-01	Business Fuel Cards Pty Ltd	Fuel for Fleet Vehicles - May 2024	\$ 8,342.45
		Card number 505588	Fuel purchases - 1GXJ065	\$ 521.99
		Card number 567760	Fuel purchases - 1HRH174	\$ 321.22
		Card number 821985	Fuel purchases - 1GVU588	\$ 107.59
		Card number 877557	Fuel purchases - 1HTF613	\$ 236.27
		Card number 046269	Fuel purchases - Small plant	\$ 215.43
		Card number 51731	Fuel purchases - 1GIZ365	\$ 6.37
		Card number 996786	Fuel purchases - 1HWL927	\$ 621.41
		Card number 56580	Fuel purchases - 1HWK612	\$ 412.95
		Card number 900223	Fuel purchases - Diesel (small plant)	\$ 239.27
		Card number 635876	Fuel purchases - 1GIB711	\$ 54.33
		Card number 150205	Fuel purchases - 1HND285	\$ 563.27
		Card number 632038	Fuel purchases - 1HOH345	\$ 527.59
		Card number 055484	Fuel purchases - 1GXV805	\$ 75.35
		Card number 9506	Fuel purchases - 1HVS060	\$ 347.47
		Card number 339944	Fuel purchases - 1HZF135	\$ 6.37
		Card number 346915	Fuel purchases - 1HZF136	\$ 370.78
		Card number 481597	Fuel purchases - 1HZM771	\$ 573.36
		Card number 666170	Fuel purchases - 1ICU511	\$ 381.61
		Card number 537239	Fuel purchases - 1HIY954	\$ 245.62
		Card number 739306	Fuel purchases - 1HJT268	\$ 536.81
		Card number 739744	Fuel purchases - 1HJJ843	\$ 260.34
		Card number 633177	Fuel purchases - 1GRD368	\$ 316.78
		Card number 859715	Fuel purchases - 1EXZ241	\$ 371.37
		Card number 661788	Fuel purchases - 1GCT757	\$ 116.60
		Card number 746258	Fuel purchases - 1GWK670	\$ 299.41
		Card number 33920	Fuel purchases - 1HRG905	\$ 349.71
		Card number 808343	Fuel purchases - 1ICN212	\$ 263.18
Fuel Card Purchases - May 2024				\$ 8,342.45
GRAND TOTAL				<u>\$ 1,725,283.26</u>

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.4A:
PARKING AND PARKING FACILITIES AMENDMENT
LOCAL LAW 2024 (AMENDED)(25.07.2024)**

Local Government Act 1995

TOWN OF COTTESLOE



Parking and Parking Facilities Amendment Local Law 2024

61_53135_002.doc

LOCAL GOVERNMENT ACT 1995

TOWN OF COTTESLOE

Parking and Parking Facilities Amendment Local Law 2024

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Town of Cottesloe resolved on xxx 2024 to make the following local law.

Part 1 - Preliminary**1.1 Citation**

This local law may be cited as the *Town of Cottesloe Parking and Parking Facilities Amendment Local Law 2024*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Principal Local Law amended

This local law amends the Town of Cottesloe Parking and Parking Facilities Local Law 2023 as published in the *Government Gazette* on 31 March 2023 as amended by the Parking and Parking Facilities Amendment Local Law 2023 as published in the *Government Gazette* on 10 November 2023 ("Principal Local Law").

Part 2 – Principal Local Law amended**2.1 Clause 1.6 amended**

In Clause 1.6 of the Principal Local Law the words "*disability parking permit* has the meaning given in the Local Government (Parking for People with Disabilities) Regulations 2014;" are deleted.

2.2 First Schedule amended

The table contained in the First Schedule of the Principal Local Law is amended as follows:

- (a) The second column of Item 53 is amended by deleting "4.8(1)" and inserting "4.8(a)";
- (b) The second column of Item 54 is amended by deleting "4.8(2)" and inserting "4.8(b)";
- (c) The second column of Item 55 is amended by deleting "4.8(3)" and inserting "4.8(c)"; and
- (d) The second column of Item 56 is amended by deleting "4.8(4)" and inserting "4.8(d)".

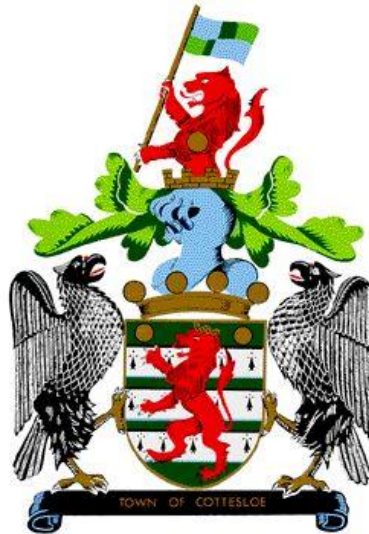
Dated: xxx 2024

The Common Seal of the Town of Cottesloe was affixed by the authority of a resolution of council in the presence of:

Lorraine Young
Mayor

Matthew Scott
Chief Executive Officer

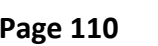
TOWN OF COTTESLOE



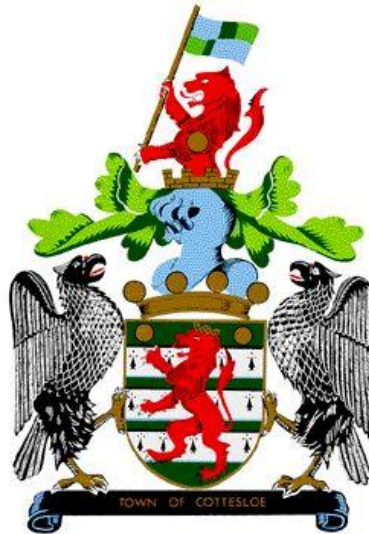
ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.5A:
2024 APPROVED PLAN (COTTESLOE BEACH -
ELECTRIC ISLAND)**



TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.6A:
PERTH NRM AND TOWN OF COTTESLOE MOU
2024-25**



**PERTH NRM COASTAL + MARINE PROGRAM
MEMORANDUM OF UNDERSTANDING**

DETAILS OF PARTIES TO THIS AGREEMENT

PERTH REGION NRM INC ("PERTH NRM")

ABN: 13 565 953 466

Street Address: Unit 3 / 11 Brodie-Hall Drive
Bentley, WA 6102

Postal Address: PO Box 1132
Bentley DC, WA, 6983

Primary Contact

Vanessa McGuiness
Coastal and Marine Program Coordinator
Vanessa.McGuiness@perthnrm.com | 0499 104 660

Accounts Contact

Hannah Lill
Financial Controller
hannah.lill@perthnrm.com | (08) 9374-3333

TOWN OF COTTESLOE

ABN: 19 824 630 520

Street Address: 109 Broome Street
Cottesloe 6011

Primary Contact

Adeline Morrissey
Coordinator Environmental Projects
epo2@cottesloe.wa.gov.au | (08) 9285 5000

Accounts Contact

town@cottesloe.wa.gov.au | (08) 9285 5000



TERMS AND CONDITIONS

1 Purpose and Planned Use of the Memorandum of Understanding

This memorandum of understanding (**MOU**) will be used to enable and support Perth NRM's Coastal and Marine Program within the district of the Town of Cottesloe to deliver coastal environmental and educational outcomes. The Town of Cottesloe's contribution will be utilized to offset Coastal Officer wages, overheads and costs associated with the delivery of the program.

2 Services Provided to the Town of Cottesloe

In consideration of the Town of Cottesloe's payment of the Service Fee made pursuant to Item 4, Perth NRM shall during the term of this MOU:

- a) Support and/or host, at minimum, 20 hours of community engagement activities, including but not limited to:
 - i. School excursions or in-class activities
 - ii. Community planting or beach-education activities
 - iii. Coastcare events
 - iv. Corporate volunteering days
 - v. Engage local Primary schools in Perth NRM's Adopt A Beach Program with involvement from Coastcare
- b) Installation of coastal seedlings provided by the Town of Cottesloe through community engagement.
- c) Support Coastcare groups to access grant funding (sponsorship/hosting).
- d) Prepare and manage grant applications in collaboration with the Town of Cottesloe and/or Coastcare groups.
- e) Provide technical advice and support for on ground activities for community groups.
- f) Promote the Town of Cottesloe and coastal community groups through the Perth NRM website and social media platforms.
- g) Further services may also include;
 - i. Access to subsidised workshops for the community i.e Ausmap training
 - ii. Regional multiyear grants with outcomes benefitting Cottesloe (in addition to item 2(d). ("Services")



3 Term

This MOU shall commence on the date on which the MOU has been executed by all the parties hereto. This agreement will end on 30 June 2025 ("Term").

4 Town of Cottesloe's Financial Obligations

The program is limited to a budget of \$20,000, excluding GST ("Service Fee"), to Perth NRM for the PNRM Coastal + Marine Program. Payment is performance based and is to be made by Electronic Funds Transfer within 30 days of receiving a tax invoice from Perth NRM in accordance with the payment schedule as follows:

Payment 1 (Within 14 days of the Council adopting the 2024/25 budget)

- \$5,000 excluding GST for:
 - Coordination and administration covering minimum of 70 hours assistance to the Town (approximately 5—6 hours per month) per year, including grant writing activities estimated at around 15 hours per application.
 - Payment to be made following execution of Memorandum of Understanding and within 14 days of Council adopting the 2024/25 annual budget.
 - This will also include a 12-month program pertaining to the milestone payments 2 & 3.

Payment 2 (Jan 2025)

- \$7,500 *excluding GST* for:
 - Delivery of community engagements, with the intent on delivering, at minimum, 10 hours of community engagements within the first 6 months.
 - Payment to be made following receipt and approval of progress report due on 15 January 2025.

Payment schedule 3 (June 2025)

- \$7,500 *excluding GST* for:
 - Delivery of community engagements, with the intent on delivering, at minimum, 10 hours of community engagements in the second 6 months.
 - Payment to be made following receipt and approval of the annual report due on 15 June 2025.

NOTE: Payment 2 and 3 will be pro-rated in circumstances that the minimum 10 hours is not achieved.



5 Perth NRM's Obligations

Perth NRM agrees to:

- a. Deliver the Services within scope and timeframe as agreed by the parties acting in good faith and to the satisfaction of the Town of Cottesloe, acting reasonably.
- b. Provide the Town of Cottesloe a progress report due 15 January 2025 and an annual report by June 15, 2025, detailing:
 - Number of events hosted
 - Number of seedlings installed and/or area (ha) weeded
 - Number of beach clean-ups conducted and kg of rubbish removed
 - Number of grant applications submitted, written, or supported.
 - Number of grants successfully won
 - Number of groups supported
 - Number of volunteer hours supported
 - Number of promotional media created

Perth NRM represents and warrants that:

- a. The receipt and/or use of the Service Fee by Perth NRM does not and will not violate any applicable laws; and
- b. All relevant reporting obligations, including obligations to all regulatory agencies and tax authorities, will be met in connection with the Town of Cottesloe's financial contribution and its use.

6 Use of Logo, Name and Brand

Perth NRM will seek approval from the Town of Cottesloe before their logo is reproduced on any communication. Perth NRM will satisfy any reasonable guidelines for logo use as notified by the Town of Cottesloe.

7 Indemnity

- (1) Perth NRM is to be solely liable for, and must indemnify the Town of Cottesloe from and against any claim which may be commenced or brought against the Town or which the Town may suffer or incur in connection with:
 - (a) any personal injury (which expression shall include illness) to, or death of, any person arising out of or in the course of, or caused by, the provision of the Services or performance of any obligation under this MOU, or any directly or indirectly associated activity;



- (b) any loss, destruction of, or injury or damage to, any real or personal property (including property of the Town of Cottesloe) arising out of or in the course of, or caused by, the provision of the Services or the performance of any obligations under this MOU, or any directly or indirectly associated activity;
- (c) any breach or non-observance by Perth NRM of any terms and conditions to be observed and performed by Perth NRM under this MOU, except to the extent such damage, loss or injury is caused or contributed to by any negligent act of the Town of Cottesloe or its servants, agents, contractors or invitees.

- (2) The indemnity under subclause (1) continues to operate regardless of the expiry of the Term or the termination of this MOU in respect of any cause of action arising prior to expiry of the Term or termination of the MOU.

8 Confidentiality

The parties acknowledge that information disclosed by one party to the other (*the disclosing party*) in the course of the subject matter of this MOU may be confidential and unless required by law must not be disclosed to a third party except with the prior written consent of the disclosing party.

9 Intellectual Property

Each party acknowledges that the ownership of and all rights in relation to Intellectual Property of either party that pre-exists this agreement are and remain the property of that party.

10 GST

The parties agree that:

- (a) the Service Fee is exclusive of GST;
- (b) Perth NRM must provide to the Town of Cottesloe on presentation of its invoice in respect of the Service Fee a valid tax invoice which discloses the amount of any GST payable in respect of the Service Fee; and
- (c) the Town shall be responsible to pay any GST payable in respect of the Service Fee to Perth NRM at the time of payment of the Service Fee.

**11 Legally enforceable**

The terms of this MOU are intended to be legally enforceable.

12 Assignment and sub-contracting

Perth NRM shall not assign or subcontract the Services, this MOU or any part of it or any of its rights under this MOU without the prior written consent of the Town, which may be withheld in the absolute discretion of the Town.

13 Protection of people and property

(1) Insofar as compliance with this MOU permits, Perth NRM must at all times when supplying the Services:

- (a) take any measures necessary to protect people and property; and
- (b) not cause any nuisance.

(2) If Perth NRM damages any property of another when supplying the Services under this MOU, Perth NRM must properly and promptly rectify the damage and pay all compensation that Perth NRM is required to pay.

14 Compliance with legislation

Perth NRM agrees with the Town of Cottesloe that for the duration of the Term it shall comply with and observe the provisions of all relevant statutes, regulations and local laws and of any notice, requisition or order made or given thereunder or by any competent authority or person including without limiting the generality of the foregoing the Town.

15 Disputes

If a dispute arises in relation to this agreement, the parties agree at the first instance to endeavour to resolve it by discussion and agreement. A person holding a position of senior management of each party must meet and undertake negotiations in good faith and on a without-prejudice basis with a view to resolving the dispute or difference.

16 Notices

A notice or other communication under this agreement is only effective if it is in writing.

17 Amendment

This MOU may only be varied or replaced by a document duly executed by all of the parties to this MOU.

**18 Termination by Either Party**

A party (*the terminating party*) may terminate this agreement by giving the other party written notice if the other party commits a material breach of this agreement and fails to remedy that breach within 14 days of receiving a notice of the breach.

If the Town of Cottesloe terminates this MOU pursuant to this clause 15, Perth NRM shall repay to the Town any portion of the Service Fee that has not been expended with 7 days of termination.

19 Further Assurance

Each party shall promptly execute all documents and do all things that any other party from time to time reasonably requires of it to effect, perfect or complete under the provisions of this MOU and any transaction contemplated by it.

20 Governing Law

This agreement is governed by the law in force in the State of Western Australia.

Signed for and on behalf of **Perth NRM** by its authorised representative:

Name:

Keith Pekin

Signature:

Date: 04/07/2024

Signed for and on behalf of the **Town of Cottesloe** by its authorised representative:

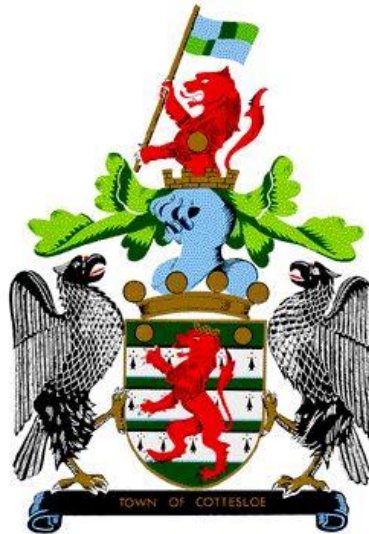
Name:

Signature:

Date:

Important Note: By signing above, you represent and warrant that you are authorised to sign this agreement on behalf of the Town of Cottesloe.

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.6B:
PERTH NRM - COTTESLOE - ANNUAL REPORT
2023-24**



Town of Cottesloe Perth NRM

TOWN OF COTTESLOE ANNUAL REPORT 2023-24

PERTH NRM COASTAL + MARINE PROGRAM
PREPARED BY VANESSA MCGUINNESS
COASTAL + MARINE PROGRAM MANAGER



SUMMARY

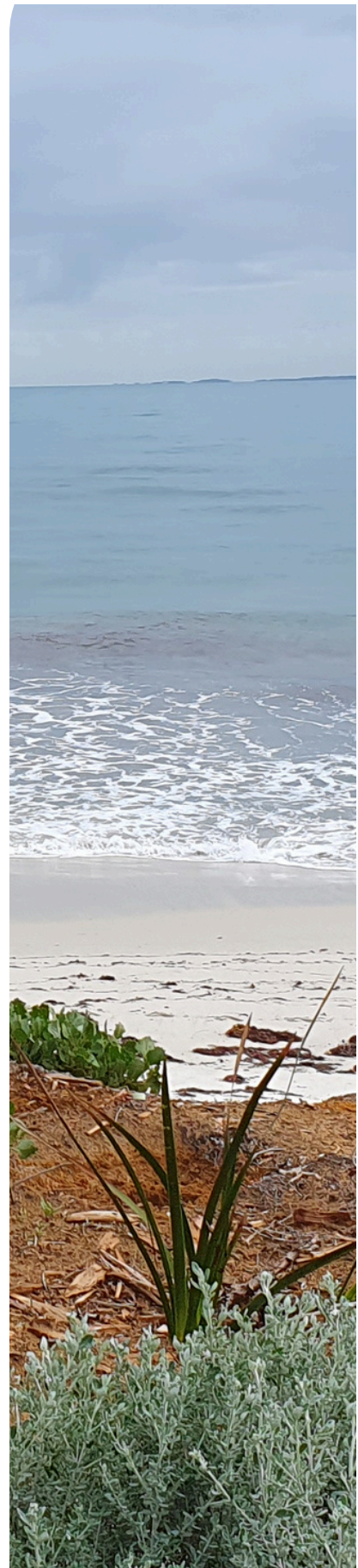
Perth NRM has a proud history of partnering with the Town of Cottesloe (the Town). In 2023/24, Perth NRM has worked with the Natural Areas Alliance (NAA), a collaboration with the Town and Cottesloe Coastcare (CCA) who meet quarterly, to engage 657 children and adults across 16 coastal and marine focused activities, totalling 29.5 on-ground hours. The total volunteer investment equates to over \$25,000.

Perth NRM has supported the NAA's engagement with Cottesloe Primary School, to rehabilitate two hectares of coastal reserve, install 1,000 native coastal seedlings and collect eight kilograms of litter from Cottesloe beaches.

This collaboration has not only produced strong environmental outcomes but has also instilled a strong sense of stewardship among the students. The school has also enjoyed making a positive impact at their local beach and contributing to the wider community, which is reflected in their decision to extend the Adopt A Beach Program into 2024. As a reward at the end of 2023, Perth NRM provided the school with a Coastal Walking Tour by Boorloo Aboriginal Cultural Experience.

Community engagement has consisted of setting up various capacity-raising workshops, such as the Nature Play Experience in September, and a Biodiversity Day with Angela Rossen in April. Corporate and tertiary groups have also volunteered their time to support on-ground dune care activities with CCA.

On the 20 October 2023, Perth NRM teed up a meeting with CCA, Trees Australia (Bruce Ivers) and Kent Hurst Environmental Group volunteers for an informal chat about planting and weeding methodologies. These networking activities support volunteers to extend their knowledge and capacity whilst acknowledging the time, effort and successes this community has achieved.



KEY DELIVERABLES



ENGAGEMENT

Perth NRM has worked with the Natural Areas Alliance to engage 657 people, across 16 activities totalling 29.5hrs.



SCHOOLS

Cottesloe Primary School (year 4 & 5s) have committed to adopting sites in collaboration with CCA and the Town.



ENVIRONMENT

Improved up to two hectares of coastal reserve through weeding, mulching and watering. Marine debris was also collected from coastal reserves (8kgs).



VOLUNTEERS

Total volunteer hours equal 591.5 hrs at the value of \$25,390.25 (calculated at the VWA rate of \$48.01)



FINANCIAL CONTRIBUTIONS

Through Perth NRM's Coastwest grants we have contributed the following:

- Native Seedlings (approx. \$2,300)
- Cottesloe Coastcare tear drop banner (\$375)
- Traditional Ecological Knowledge workshops x 2 (\$800)
- Nature Play Experience (\$600)
- Seed Collection Workshop (\$1,500)
- Angela Rossen Biodiversity Day (\$1,200)



CAPACITY BUILDING

Access to Perth-wide capacity building workshops hosted by Perth NRM, inc forums, tours and workshops.



ACTIVITY STATS

Activity	Organisation	Count of Activity Type	Hours of activity	MD (kgs)	No. of Children	No. of Adults	Total Engagement Hours
Adopt A Beach							
Dune Care <ul style="list-style-type: none"> 17 August '23 26 October '23 20 March '24 12 June '24 	Cottesloe Primary School (Year 4 & 5s), CCA, Town of Cottesloe	8	8	8	396	53	411
School Holiday Program <ul style="list-style-type: none"> 24 Sept '23 28 April '24 	Cath Fitzhardinge (Nature Play), Angela Rossen (Biodiversity Day) CCA	2	5		106	48	154*
Cultural Coastal Tour <ul style="list-style-type: none"> 31 October '23 	Cottesloe Primary School (Year 4s & 5s), CCA, Boorloo Aboriginal Cultural Experiences	2	2		53	9	62
Community							
Corporate Volunteering <ul style="list-style-type: none"> 11 September '23 22 March '24 	CCA supporting corporate days for: <ul style="list-style-type: none"> APM Employment Services AMB Holdings 	2	6		0	45	135
Seed Collection Workshop <ul style="list-style-type: none"> 15 October '23 	APACE Nursery, Julie Cox from CCA attended	1	6		0	1	6*
Tertiary Volunteering - Dune Care <ul style="list-style-type: none"> 24 April '24 	Trinity Residential College (UWA), CCA	1	2.5		0	9	22.5
TOTAL		16	29.5	8	502	171	591.5

*Not included as volunteer hours

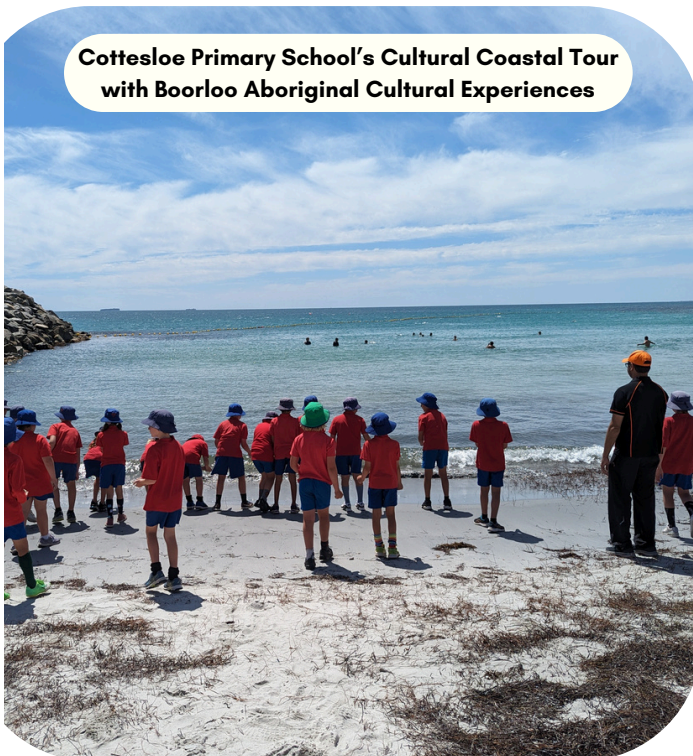
PHOTOS



Cottesloe Primary School Dune Care Days 2023



Seed Collection Workshop with Julie Cox (CCA)



Cottesloe Primary School's Cultural Coastal Tour
with Boorloo Aboriginal Cultural Experiences

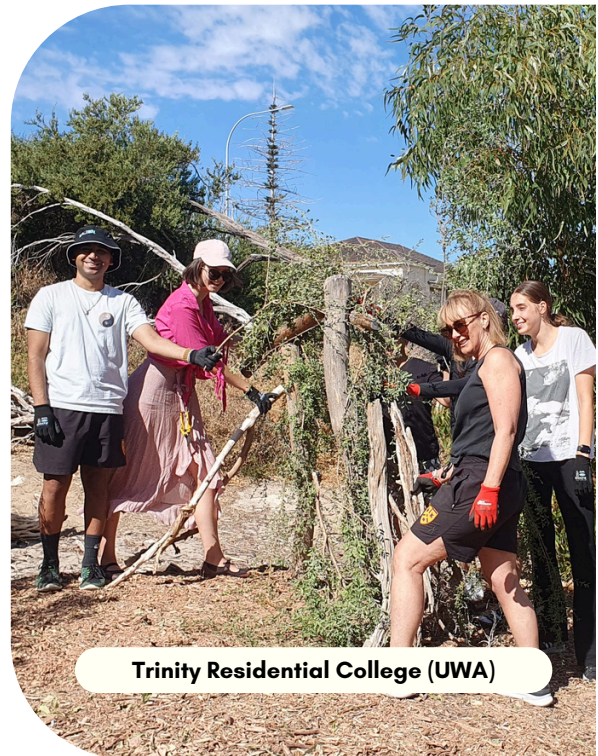


APM Corporate Volunteering Day

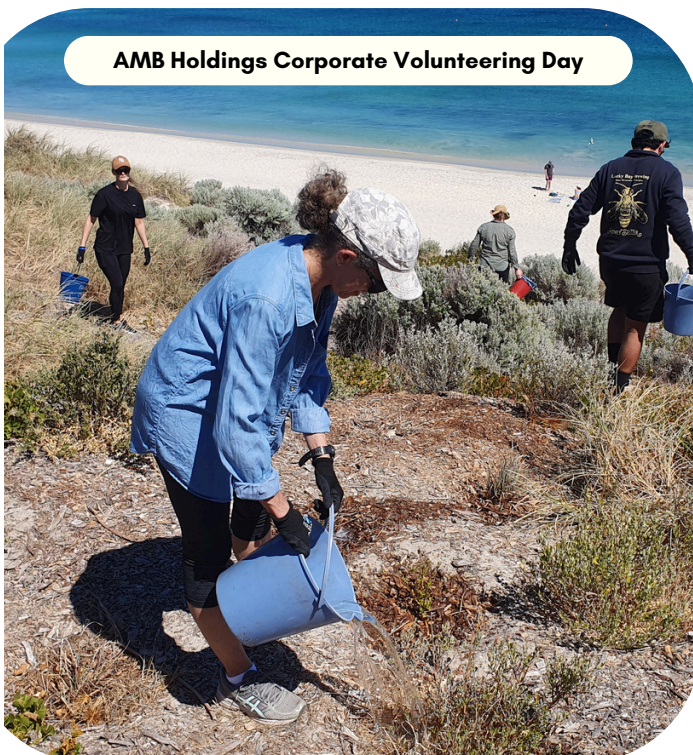
PHOTOS



Cottesloe Primary School Dune Care Days 2024



Trinity Residential College (UWA)



AMB Holdings Corporate Volunteering Day



Biodiversity Day with Angela Rossen

FUTURE PLANNING

Adopt A Beach

Cottesloe Primary School and CCA are eager to continue the partnership in 2024/25. Sites and dates are booked for late 2024. Perth NRM has applied for an Adopt A Beach Coastwest grants for future planting events and school holiday opportunities.

Community

Coastwest funds have been secured for another Nature Play Experience during September 2024. Perth NRM have applied for another Coastal Capacity Building Grant via Coastwest in April 2024, including water sensor meters from Axis Tech for CCA's watering schedule and tertiary engagement days. Perth NRM will support works with the NAA for future grants applications and projects.

Corporate Volunteering

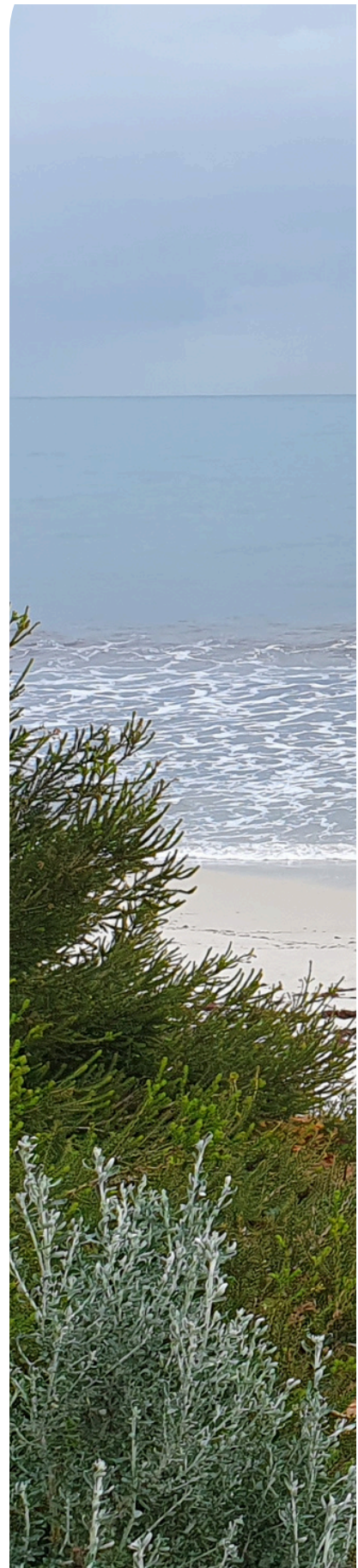
Perth NRM receives various requests for corporate volunteering throughout the year. Perth NRM will work with the NAA to plan events with organisations keen on volunteering in Cottesloe.

Partnership

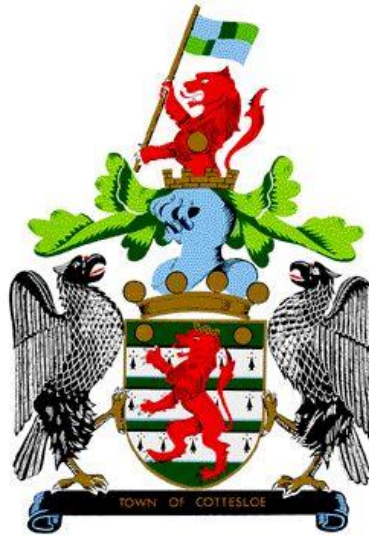
Perth NRM looks forward to continuing this successful partnership with the Town into 2024/25. Perth NRM will supply a renewed MOU with no changes to the deliverables and payment schedule.

- Payment 1 - \$5,000 ex GST (July 2024)
- Payment 2 - \$7,500 ex GST (January 2025)
- Payment 3 - \$7,500 ex GST (June 2025)

Please contact Perth NRM Coastal + Marine Program Manager Vanessa McGuinness on 0499 104 660 or vanessa.mcguinness@perthnrm.com for any queries.



TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.7A:
ATTACHMENT A - SVGC COMMUNITY AND
STAKEHOLDER ENGAGEMENT PLAN (CSEP) AND
INTERCEPT QUESTIONS**





COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN (CSEP)

Sea View Golf Club Redevelopment – Town of Cottesloe

We acknowledge the Aboriginal and Torres Strait Islander peoples as the first Australians and traditional custodians of the lands on which we work. We pay our respect to their Elders past and present.

Planning and Urban Design

ABN 35 334 392 034
W nicheplanningstudio.com.au

VIC BOONWURRUNG COUNTRY
Unit 1, 286 Ferrars Street
South Melbourne VIC 3205

WADAWURRUNG & DJA DJA WURRUNG COUNTRY
Suite 8, 11 Davey Street
Ballarat Central VIC 3350

WA WHADJUK NOONGAR COUNTRY
Level 2, 896 Canning Highway
Applecross WA 6153

TAS PALAWA COUNTRY
Level 1, 14 Molle Street
Hobart, TAS, 7000

CONTENTS

1. INTRODUCTION4

1.1 PURPOSE OF THE REPORT..... 4

1.2 OUR COMMITMENT 4

1.3 WHAT IS BEST PRACTICE 5

2. PURPOSE, OBJECTIVES & KEY MESSAGES.....6

2.1 PURPOSE..... 6

2.2 OBJECTIVES 6

2.3 KEY MESSAGES 6

3. COMMUNITIES OF INTEREST.....7

3.1 DETERMINING THE EXTENT OF CONSULTATION..... 7

3.2 INTERNAL STAKEHOLDERS 7

3.3 EXTERNAL STAKEHOLDERS..... 7

4. CONSULTATION & ENGAGEMENT.....8

4.1 CONSULTATION 8

5. COMMUNICATIONS STRATEGY 11

5.1 PURPOSE.....11

5.2 MATERIAL TO BE PREPARED..... 11

6. TIMELINE GUIDE 12

7. EVALUATION OF RESULTS 15

7.1 PURPOSE.....15

7.2 EVALUATION15

Prepared – JC
Reviewed – TV
Date – 02 August 2024
Version – 2

This report is subject to copyright the owner of which is Niche Studio. All unauthorised copying or reproduction of this report or any part of it is forbidden by law and is subject to civil and criminal penalties as set out in the Copyright Act 1968. All requests for permission to reproduce this report or its contents must be directed to Niche Studio.

1. INTRODUCTION

1.1 PURPOSE OF THE REPORT

This report outlines the Community and Stakeholder Engagement Plan (CSEP) associated with Stage 1 of the Sea View Golf Club (SVGC) redevelopment project, undertaken by the Town of Cottesloe (the Town).

Stage 1 – Needs and Community Aspirations Analysis will respond to the following objectives under Objective 1 of the SVGC Strategy:

- *Establish the community need and desirable outcomes for the utilisation and operation of the Golf Course.*
- *Establish the Town's operational cost benefit and explore the alternatives to the current operation and lease arrangement.*
- *Explore and establish acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and / or additional to the existing facilities.*

Carried out concurrently with the Stage 1 - Site Assessment, consultation with stakeholders and the wider community will contribute to the design concept of the SVGC in the next Stage of the project.

The CSEP will allow the consultants, Niche Planning Studio, to understand the relevant opportunities and constraints and community priorities regarding redevelopment of the CVGC.

The proposed plan aims to adhere to the Town's values and facilitate thoughtful engagement with a range of stakeholders.

1.2 OUR COMMITMENT

Niche Planning Studio is committed to effective and meaningful stakeholder and community engagement. Our commitment is to:

- Ensure our consultation method is in keeping with best practice techniques.
- Ensure transparency in process.
- Ensure clear messaging to the community to prevent confusion regarding statutory notification processes (i.e., formal opportunities for submission etc.).
- Draw upon a variety of communication techniques to ensure maximum coverage over the whole community.
- Listen, integrate and take community views into account in the final proposal.

1.3 WHAT IS BEST PRACTICE

Utilising best practice techniques in this strategy will lead to better outcomes and greater support and acceptance. A best practice engagement process is respectful, mutually beneficial, flexible, accountable and transparent.

We have utilised the Town's current engagement principles as outlined in its *Community Engagement Policy 2019* to enable us to prepare this strategy taking into consideration the Town's strategic approach.

The Town has an existing engagement web page on the Town's website called 'Engage Cottesloe' that enables participants to publicise feedback on key Town strategies and projects. This will be utilised as part of this plan.

Niche's policy and engagement methods are in line with the International Association for Public Participation (IAP2) standards. As members of IAP2 we are committed to the promise that our consultation will *"...keep the public informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision"*.

Our strategy will deliver a consistent and robust approach to engagement activities, spread across three key areas:

- Plan – Develop Strategy
- Action – Prepare & Engage
- Report – Provide Feedback

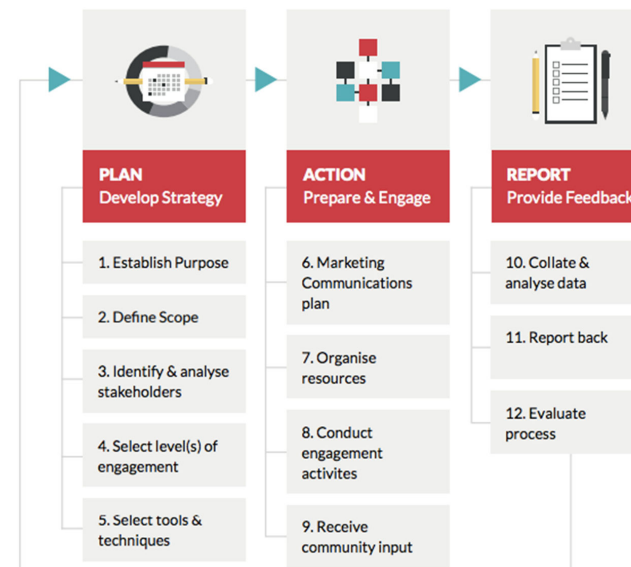


Figure 1 - Example Community Engagement Framework (Source: City of Launceston)

2. PURPOSE, OBJECTIVES & KEY MESSAGES

2.1 PURPOSE

The purpose of the consultation process is to engage with key authorities, stakeholders, business owners, the local community and wider public who help determine the 'Vision' for the SVCG Redevelopment. The consultation process will allow for a better understanding of the opportunities and constraints associated with the project.

Encouraging collaborative and sustained engagement with these stakeholders will ensure continuing support for the planning & design guidance shaping the redevelopment concept.

2.2 OBJECTIVES

To achieve the purpose and to ensure efficient communication within the project timelines, the following SMART Objectives (Specific, Measurable, Achievable, Realistic, Timely) have been developed and will be implemented by all members of the team:

1. To ensure a wide-reaching awareness of the opportunities and constraints associated with the SVGC redevelopment.
2. To test previous engagement action items in relation to the Planning Scheme, capital works, and social infrastructure priorities.
3. To ensure transparency and collaboration between all parties.
4. To undertake consultation in line with best practice methods.
5. To provide accurate and timely response to queries.
6. To support a shared view of the draft Design Concept.

2.3 KEY MESSAGES

The key communication messages will be communicated via a series of mediums that are discussed later within the report. Key messages must be simple, free of jargon and direct. The number of messages should be limited to between three and five and vary dependent upon the target audience.

The key messages for the project are:

- The Town is keen to work together with the relevant key stakeholders to ensure the SVGC redevelopment can occur without major barriers.
- The Needs and Community Aspirations Analysis will support the preliminary design concepts.

The key messages to be conveyed regarding the proposed consultation methods and process are:

- The purpose of consultation is to raise community awareness of the project and to understand the aspirations and priorities for development within the subject site;
- Our consultation supports the Town's statutory notification procedures – we are not consulting 'instead' of the Town;
- We are providing additional opportunities through best practice engagement to enable the community to be further informed on the proposal;
- This is an opportunity to better understand the proposed rezoning, broad land uses and proposed framework – not detailed design; and
- Community and stakeholder views will inform the draft concepts.

3. COMMUNITIES OF INTEREST

3.1 DETERMINING THE EXTENT OF CONSULTATION

To plan this CSEP, the extent of consultation must be agreed to with the SVGC Redevelopment Advisory committee.

We have outlined a clear list of internal and external stakeholders derived from the tender document from the Town and review of the Project Brief. This list can be amended and updated as the project progresses.

3.2 INTERNAL STAKEHOLDERS

Internal consultation with the Town's officers will be undertaken by Niche to ensure sufficient information is disseminated to respond to any community or stakeholder concerns. It will also ensure that any relevant departmental matters required to be discussed with other stakeholders during the process will be uncovered.

3.2.1 Internal – Town of Cottesloe Departments

- Director Engineering Services – Shaun Kan
- Coordinator Development Projects – Peter Ng
- Senior Communications and Marketing Coordinator – Lisa Mattiske
- Sea View Golf Club Redevelopment Advisory Committee

3.3 EXTERNAL STAKEHOLDERS

A list of external stakeholders with specific interest in the subject site has been compiled.

3.3.1 External – State Government

- Heritage Council of WA
- Western Australia Planning Commission (WAPC)
- Department of Planning, Lands and Heritage (DPLH)/Minister

3.3.2 External – Targeted Stakeholder

- Sea View Golf Club

3.3.3 External – Broader Community

- Cottesloe local community including residents and visitors.
- Golf club membership and users.
- Cottesloe Businesses
- General Public

4. CONSULTATION & ENGAGEMENT

4.1 CONSULTATION

Consultation traditionally attracts the vocal leaders, the time-rich and motivated. Best practice engagement programs require carefully designed invitation processes to ensure the target audiences are aware, engaged and heard in the process.

Based on our existing analysis of the communities and groups of interest there are a variety of stakeholders, local groups, authorities and businesses that need to be informed and engaged throughout the project. Whilst the key messages will not change, the means of delivery should be altered to reflect the target demographic.

The delivery methods to be utilised include:

- Interactive online survey
- Community Visioning Workshop
- One-on-one phone calls/meetings to government agencies
- Intercept Surveys
- Business Traders Evening

4.1.1 Informing & Gathering Information from Stakeholders

The table on the following page illustrates a variety of techniques that we propose should be utilised in the engagement process with all stakeholders.

As described within this table, we have proposed differing techniques for different stakeholders, each method appropriate to its respective audience.

Table 1 – Stakeholder Techniques

TARGET AUDIENCE	EXPECTED ISSUE	TYPE	LOCATION	DESCRIPTION/ FURTHER INFORMATION
Internal Departments				
(Complete) <ul style="list-style-type: none">Development Projects – Peter NgEngineering Services – Shaun KanCEO – Matthew Scott	<ul style="list-style-type: none">The Town’s assets – opportunitiesCommercial benefit – opportunitiesPotential uses, complimentary to golf course – opportunities	Round-table discussion with all the Town’s officers involved.	In-Person	<ul style="list-style-type: none">This will enable the consultant team to understand existing constraints to site.Local issues will be understood from the commencement of the project.
Council Committees: <ul style="list-style-type: none">SVGC Advisory Committee				
STATE GOVERNMENT				
<ul style="list-style-type: none">Heritage Council of WAWestern Australia Planning Commission (WAPC)Department of Planning, Lands and Heritage (DPLH)/Minister	<ul style="list-style-type: none">Proposed use to be consistent with Development Control Policy 5.3 – Use of Land Reserved for Parks and Recreation and Regional Open Space.	One-on-One Phone Calls/Online Meeting	Phone call and email discussions.	<ul style="list-style-type: none">This correspondence will help to understand extent of re-use/re-development options, any high-level planning constraints.This will inform Land Tenure and ability to lease for a term greater than 21 years.

TARGETED STAKEHOLDER				
<ul style="list-style-type: none"> Sea View Golf Club 	<ul style="list-style-type: none"> Barriers to existing management and operation – servicing and repairs Commercial competition How to continue attract additional economy and business opportunities. 	One-on-One Meeting	Online or face to face location to be confirmed.	<ul style="list-style-type: none"> Niche will communicate with the Sea View Golf Club and confirm meeting as face to face or online. One-on-one interview will allow for stakeholders to comfortably discuss opportunities and their Vision for the redevelopment.
WIDER COMMUNITY				
<ul style="list-style-type: none"> Cottesloe local community including residents and visitors. Golf club membership and users. Cottesloe Businesses General Public 	<ul style="list-style-type: none"> Impacts to public open space (limited), coastal landscape and aesthetic amenity. Local aspirations Local economy needs Existing customer base, any existing/future barriers 	<p>Intercept engagement sessions as required by the Town on a Saturday.</p> <p>Visioning Workshop following Intercept Engagement.</p> <p>Business Traders Evening on a Thursday evening.</p> <p>Online survey</p>	<p>Venue:</p> <ul style="list-style-type: none"> SVGC Golf Course Napoleon Street Boatshed Market Local café at corner of Grant & Marmion St (outside Café) Anderson Pavilion 	<ul style="list-style-type: none"> A letter will be delivered by the Town to each resident to ensure all residents are aware of what is happening and the details of each Engagement session. Communication material will include posters, social media text and online survey (may include images/maps) Consistent speech guide etc.

5. COMMUNICATIONS STRATEGY

5.1 PURPOSE

Active participation by stakeholders in the consultation process will only occur if they are aware of the proposed engagement processes and associated timeframes.

To ensure a successful preparation, consultation and implementation process, a clear communication strategy needs to be executed to manage community and stakeholder expectations about the purpose of the engagement, their role in the project as well as the Town's role in the process.

5.2 MATERIAL TO BE PREPARED

The following communication material will be prepared as part of the community engagement process:

Letterbox Drop – Prior to the community information sessions, the Town's officers will prepare a letter in collaboration with Niche. This will outline the project background and timeframes, as well as details of the engagement sessions.

The letters will then be delivered by the Town's staff to all residents of Cottesloe.

Subsequent availability for vocal members who want an additional opportunity to discuss the project – email to be provided is planning@nicheplanningstudio.com.au on survey and letter drop.

Key Direct Stakeholder One on One Sessions – Material will need to be prepared for these meetings. We are happy to prepare these in consultation with the Town. This will likely include:

- Creation of questions to ask at targeted one-on-one meetings/phone calls.

Intercept Engagement Sessions – Material will need to be prepared for discussion on Saturday. This will likely include:

- Display material/poster
- Creation of questions to ask

Visioning Workshop and Business Traders Evening - Material will need to be prepared for attendees on the Saturday afternoon and Thursday evening. This will likely include:

- "Postcards" with QR Code linked to online survey.
- Display material/poster

Online Community Consultation – Material will need to be prepared for online consultation. Niche will prepare content for an online survey to be published via the Town's online survey platform. We are happy to prepare these in consultation with the Town's officers. This will likely include:

- Creation of questions for online survey.

All material will need to be vetted by the respective council department processes prior to their release. It is important that the language that is used in the materials is simple, concise and direct.

6. TIMELINE GUIDE

This section should be used as a guide only. The information provided within this timeline is subject to change depending on timing of the Town’s availability, availability of venue and attendance by relevant community stakeholders. Please note – the timeframes below are to be discussed with the Town’s project committee to confirm final available dates.

MONTH	KEY DATES	ACTIONS/ COMMUNICATIONS	DELIVERABLES	THE TOWN’S RESPONSIBILITIES
Pre - Consultation Period				
Early July	COMPLETED	<ul style="list-style-type: none">• Phone call/email liaison with key stakeholders to understand any key issues.	<ul style="list-style-type: none">• Confirm final list of stakeholders.	<ul style="list-style-type: none">• Confirm final list of stakeholders
Early July	5 July 2024	<ul style="list-style-type: none">• Provide draft CSEP to the Town for review and timeframe discussions.• Finalise CSEP following SVGC Advisory Committee Meeting.• Finalise key messages and associated questions.• Obtain relevant contact details for targeted stakeholder – SVGC.• Prepare survey questions.	<ul style="list-style-type: none">• Provide final CSEP to the Town.	<ul style="list-style-type: none">• Review CSEP• Confirm list of stakeholders• Provide relevant contact details, as needed.

Early August	19 August 2024 (Publish online survey – open for one month until 16 September 2024)	<ul style="list-style-type: none"> • Contribute to Online Survey, as required. • Correspondence with the Town's communications department to include notification on website regarding consultation. • Book/confirm venues for Visioning Workshop and Business Traders Evening. 	<ul style="list-style-type: none"> • Consultation material provided to the Town for review 	<ul style="list-style-type: none"> • Prepare Letter for letterbox drop – Niche to assist as required. • Deliver letters to residents of Cottesloe. • Prepare text to introduce online survey on the Town's website/social media platforms.
Early/Mid - August		<ul style="list-style-type: none"> • Finalise different consultation sessions: <ul style="list-style-type: none"> ○ Time ○ Venue • Finalise consultation material to be used during information sessions. • Town to review and provide feedback on consultation material. 	<ul style="list-style-type: none"> • Final consultation material issued to the Town. • Online community consultation commencement (survey). 	<ul style="list-style-type: none"> • Advertise consultation sessions on the Town's social media platforms and website. • Review and publish online survey. • Review and confirm consultation collateral.

In Person – Consultation Period				
Mid - August	28 August 2024	<ul style="list-style-type: none"> In-person consultation with a Panel presentation and Q&A discussion. 	Business Traders Evening <ul style="list-style-type: none"> Wednesday evening (6pm-8pm) – Lesser Hall 	<ul style="list-style-type: none"> Attendance at Business Traders Evening.
Late - August	31 August 2024	<ul style="list-style-type: none"> In-person consultation 	Intercept Engagement Session <ul style="list-style-type: none"> Saturday daytime (8am-12pm) – SVGC Golf Course, Napoleon Street, corner Grant & Marmion St (outside Café) Visioning Workshop <ul style="list-style-type: none"> Saturday afternoon (4pm-6pm) – Anderson Pavilion 	<ul style="list-style-type: none"> Attendance at Intercept Engagement session. Attendance at Visioning Workshop
Post - Consultation Period				
Mid - End September	23 September 2024 (Online Survey closes 16 September 2024)	<ul style="list-style-type: none"> Collate findings into draft Consultation Summary Report 	<ul style="list-style-type: none"> Meeting with the Town on the consultation process, the techniques applied and an evaluation of the outcomes. 	<ul style="list-style-type: none"> Review draft Consultation Summary Report and provide comments, as required.
End-September		<ul style="list-style-type: none"> Finalise Consultation Summary Report 	<ul style="list-style-type: none"> Deliver final Consultation Report 	

7. EVALUATION OF RESULTS

7.1 PURPOSE

A Consultation Summary Report will be delivered following the Community and Stakeholder consultation and presented to the Town. This report will include the methods undertaken, a collation and coding of feedback received during the consultation process and an evaluation of the findings.

Th report will be provided to the Town and the stakeholders which were involved in the consultation process to ensure a transparent, effective and informative process has been undertaken as part of the SVGC Redevelopment project. In addition, the report will summarise and provide a detailed overview of the consultation plan undertaken.

7.2 EVALUATION

The final report will evaluate the findings during consultation by collating, coding and analysing all information and feedback obtained during the proposed consultation activities.

In detail, the Consultation Summary Report will group themes which were raised during the consultation sessions, key interested parties and provide responses to each theme.



Sea View Golf Club Redevelopment – Needs & Aspirations Community Consultation

PROJECT OVERVIEW

The Town of Cottesloe is undertaking a Needs & Community Aspirations Analysis as part of Stage 1 of the Sea View Golf Club (SVGC) – Club House Redevelopment Strategy (the Strategy). This will allow Council to establish community needs and desirable outcomes for the utilisation and operation of SVGC, specifically the **existing Town owned clubhouse facilities excluding the golf course**. At the same time, Council is also undertaking a Site Assessment of the clubhouse as part of Stage 1 of the Strategy. Findings from both the Site Assessment and Needs & Community Aspirations Analysis will assist in the preparation of design concepts in Stage 2 of the Strategy.

Let us know your thoughts on the SVGC Redevelopment. Your views are important to us, we encourage you to take part in our survey. There is a document you can read if you would like more information – SVGC Redevelopment Strategy, which is available in the Document Library. It is recommended that you read these documents before taking part in the survey however you can still take part in the survey if you have not read them.

The **SVGC Redevelopment – Needs & Aspirations** survey will be available to complete until Monday, 16 September (11pm) 2024.

SURVEY

SVGC Redevelopment (Stage 1) - Community Consultation

Responses from this survey will allow us to understand the community's aspirations for the SVGC Redevelopment. In particular, the consultation will identify relevant opportunities and constraints, and key community priorities including the potential for any complementary uses to be included as part of the club house redevelopment.

PREAMBLE

The Town of Cottesloe oversees the land, golf course, building and associated facilities of Sea View Golf Club, and is seeking to explore/investigate possibilities for redevelopment of the SVGC Facilities. The golf course holds heritage significance for several reasons including its unique "links" course, historical importance, community landmark and sentimental value to the Greater West Australian Community.

At the September 2023 Ordinary Council Meeting, Council adopted the following key principles pertaining to land associated with Reserves 6613 and 1664, commonly referred to as the SVGC:

- a. The Sea View Golf Course is a Class "A" crown reserve(s), under the management of the Town of Cottesloe

Planning and Urban Design

ABN 35 334 392 034
W nicheplanningstudio.com.au

VIC BOONWURRUNG COUNTRY
Unit 1, 286 Ferrars Street
South Melbourne VIC 3205

WADAWURRUNG & DJA DJA WURRUNG COUNTRY
Suite 8, 11 Davey Street
Ballarat Central VIC 3350

WA WHADJUK NOONGAR COUNTRY
Level 2, 896 Canning Highway
Applecross WA 6153

TAS PALAWA COUNTRY
Level 1, 14 Mollie Street
Hobart, TAS, 7000

for the purposes of Park Lands and Recreation;

- b. The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the crown reserve(s);
- c. As Public Open Space, the public access to the Sea View Golf Course needs to be maintained;
- d. The continued use of the Sea View Golf Course as a golf course is supported, acknowledging its heritage significance to the Cottesloe and Greater West Australian Community; and
- e. All activities on the Sea View Golf Course must provide positive environmental sustainability and public safety outcomes for the Cottesloe Community.

In March 2024, the Sea View Golf Club (SVGC) – Club House Redevelopment Strategy (the Strategy) was prepared outlining a process of investigation, consultation and decision criteria in relation to the adaptive re-use and/or complete redevelopment of the club house facilities. The detailed Strategy identified project stages, required project team/consultants, practical timeframes for each stage and estimated costs per stage.

At the April 2024 Ordinary Meeting, Council resolved to initiate a consultation to engage the community and gather feedback on the redevelopment of the Town-owned clubhouse facilities at Sea View Golf Club (SVGC).

In July 2024, Niche Planning Studio was engaged to undertake Stage 1 of the Strategy – Needs & Community Aspiration Analysis on behalf of Council. Community consultation for this stage has been designed in accordance with the objectives outlined in the Strategy, in particular:

- Establish community needs and desirable outcomes for the utilisation and operation of the Golf Course.
- Explore and establish acceptable alternate (community and Town) complementary uses for inclusion, adaption and addition, and/or additional to the existing facilities.

Council is keen to ensure that all Cottesloe residents, rate payers and businesses are given the opportunity to provide meaningful feedback. Responses from this survey and further in-person consultation will allow us to understand the community's aspirations for the SVGC Redevelopment. In particular, the consultation will identify relevant opportunities and constraints, and key community priorities including the potential for any complementary uses to be included as part of the club house redevelopment.

ONLINE SURVEY QUESTIONS

GENERAL

1. Please select one or more of the following that applies to you:
 - ☐ Resident
 - ☐ Golf Club Member
 - ☐ Business Owner
 - ☐ Visitor

2. What key areas do you visit regularly within the Town of Cottesloe?
(select all that apply)
 - ☐ Beach and foreshore
 - ☐ Health and wellness – Pilates, yoga, gym centres etc.
 - ☐ Culture and arts
 - ☐ Offices/office space
 - ☐ Cottesloe Surf Life Saving Club
 - ☐ The Grove Library
 - ☐ Napoleon Street and surrounding shops
 - ☐ Cottesloe War Memorial Town Hall & Civic Centre
 - ☐ Sea View Golf Club
 - ☐ Restaurants and cafés (located outside of Napoleon Street)
 - ☐ Sport and recreation (Cottesloe oval, skate park, tennis club etc.)
 - ☐ Other (comment box)

3. Do the existing services and resources within the municipality meet your needs and requirements?
Yes/No
 - a) If no, what would you like to see improved and/or provided within the suburb? Comment box

SEA VIEW GOLF CLUB (SVGC)

4. Have you visited SVGC?
 - a) What were the main reasons for your visit?
(Select all that apply and frequency under each option)

Matrix Question

	In the last week	In the last month	In the last year	In the last 5 years	Never
Play golf					
Recreational: exercise, dog walking etc.					

Enjoy natural amenity (public open space)					
Food and drink					
Other (please indicate in comment box)					

b) How would you rank the existing facilities:

Poor, fair, good, very good, excellent, not sure

- ☐ Car Parking
- ☐ All ability access
- ☐ Golf club facilities (Golf cart parking, buggy store, office)
- ☐ Change room, toilets and showers
- ☐ Bar/Lounge
- ☐ Dining Area
- ☐ Meeting Room
- ☐ Outdoor seating area
- ☐ Pro Shop
- ☐ Store
- ☐ Natural amenity

c) What if anything, could be provided/improved at SVGC for you to visit?

Comment box

5. Thinking about your responses to Question 4, is there any further comment you would like to add?

Comment box

6. How likely would you utilise the following facilities if they were made available for the community:

Likelihood sliding scale for each option

Not Likely	Somewhat likely	Likely	Very Likely
------------	-----------------	--------	-------------

a) **Health and Wellness**

- ☐ Meditation & Yoga
- ☐ Mat & Reformer Pilates
- ☐ Dance – Barre, Zumba, Body Pump
- ☐ Spa & Sauna

b) **Sport and Recreation**

- ☐ Gym facilities – modern electric, pin-loaded and free weight equipment, including stationary treadmills and bikes.

- ☐ Golf simulator, indoor golf, golf practice net
- ☐ Personal and group training
- ☐ Cardio boxing
- ☐ Children's play area

c) Food and Drink

- ☐ Outdoor alfresco dining area
- ☐ Morning café
- ☐ Evening restaurant
- ☐ Bar area

d) Function Space/Venue Hire

- ☐ Function room
- ☐ Meeting room
- ☐ Outdoor event space

e) Culture and Arts

- ☐ Exhibition/showroom space
- ☐ Painting, creative art studio
- ☐ Music
- ☐ Multipurpose drama/theatre space

f) Other (*Comment box*)

FINAL THOUGHTS

1. If you were to make ONE improvement to the Sea View Golf Club what would that be?
2. What two words, or short sentence reflects your vision for the future of Sea View Golf Club?
3. Do you have any other concerns or comments you would like to share?

ADDITIONAL QUESTIONS (OPTIONAL)

1. What is your gender?
 - ☐ Male
 - ☐ Female
 - ☐ Non-binary
 - ☐ Prefer not to say

2. What age group do you represent? (optional)
 - ☐ Under 19 years
 - ☐ 20 - 29 years
 - ☐ 30 - 39 years
 - ☐ 40 - 49 years
 - ☐ 50 - 59 years
 - ☐ 60 - 69 years
 - ☐ 70 - 79 years
 - ☐ 80 years and older

3. What is current employment status
 - ☐ Employed full-time
 - ☐ Employed part-time
 - ☐ Casually employed
 - ☐ Self employed
 - ☐ Student
 - ☐ Retired
 - ☐ Other

We are conducting community workshops to explore and build on the findings from this survey. Please provide you name and contact detail below if you would like to be involved. Please be assured that your responses to the questions above and contact details will remain confidential.

Thank you for taking part in our survey.

INTERCEPT QUESTIONS

Saturday, 31st August 2024 at the following times and locations:

- **8am – 10am, Sea View Golf Club (outside Pro Shop and buggy store area)**
- **10am – 12pm, Napoleon Street and corner Grant & Marmion St (outside Café)**

This session has been planned to capture those residents who are intrinsically hard to include in engagement activities. By allocating short periods of time where incidental engagement can occur, the consultant team believe residents and visitors to Cottesloe will be easily able to share their ideas and opinions on the Sea View Golf Club.

People will be approached with the intention of asking three short questions. These three questions are direct and can easily be asked in a short timeframe. Ideal for people who are time-poor, the target audience will be people walking along Napoleon Street, patrons at the golf club, and customers entering/exiting the local café at corner of Grant & Marmion St.

Suggested questions:

1. *Do you live in Cottesloe?*
2. *Have you visited Sea View Golf Club?*
 - a. *Yes – What for?*
 - b. *No – What would make you visit?*
3. *What additional uses and activities would you like to see at SVGC?*

VISIONING SESSION

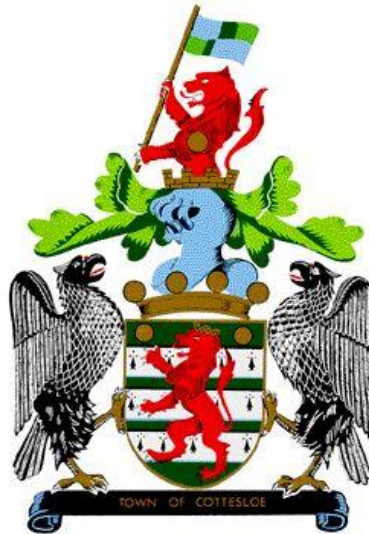
A Visioning Session, to further develop aspirations and priorities for the project, based on community needs, will be held later on the same day, **Saturday, 31st August 2024**.

The project team will be available at the following time and location:

- **4pm – 6pm, Anderson Pavilion** - All public are welcome, feel free to drop in anytime

All members of the public interested in this project are encouraged to come along and have a chat.

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.7B:

**ATTACHMENT B - SEA VIEW GOLF COURSE
CLUBHOUSE - CONSULTANTS SITE ASSESSMENT
REPORT**



chindarsi architects



Sea View Golf Course

Clubhouse Site Condition Investigation
Report

Town of Cottesloe

17th July 2024

chindarsi architects Pty Ltd po box 211 mount lawley western australia 6929 metro office 73 smith street highgate western australia 6003 telephone +61 08 9328 7238 facsimile +61 08 9328 7268 email joe@chindarsi.com www.chindarsi.com abn 56 120 309 220

contents

01	Introduction	01
01.01	General Overview	01
01.02	Existing Structures & Site	02
01.03	Specialist Consultancies	03
01.04	Abbreviations	03
02	Evaluation	04
02.01	Purpose of Evaluation	04
02.02	Limitations & Assumptions of Evaluation	04
02.03	Existing Building Limitations	05
02.04	Evaluation	06
03	Adaption, Addition & Expansion	25
03.01	Adaption	25
03.02	Addition & Expansion	26
04	Summary	27

appendices

Building Services Condition Report,
prepared by EHMS Consulting Engineers

Structural Inspection Report,
prepared by Engenuity Engineering

BCA Assessment
prepared by Building Certification Services WA

01 Introduction

01.01 General Overview

Chindarsi Architects were engaged, in collaboration with specialist Consultancies, to inspect, assess, evaluate and advise on the existing Seaview Golf Club, Clubrooms building.

This assessment is in consideration of the Town of Cottesloe's redevelopment strategy for the Clubrooms building, as the Seaview Golf Club's lease on the building and land expires on 30 June 2026.

Representatives of Chindarsi Architects inspected the existing Clubrooms building on 1st July 2024. Representatives of the offices of the specialist Consultancies inspected the existing Clubrooms building on 28 June 2024, 1st July 2024 and on 2nd July 2024. The building Compliance Certifier (BCSWA) carried out a desktop assessment only.

The specialist Consultancies evaluations and reports form the Appendices to this evaluation.

01.02 Existing Structures & Site

The existing Clubrooms building is located at 2 Jarrad Street (Lot 401) Cottesloe, WA. It is surrounded by the Seaview Golf Course (Lots 401 & 501) and bounded by Marine Parade to the west, Forrest Street to the north, Broome Street to the east and Jarrad Street to the south. The Clubrooms building is generally located central to the Lot and is approximately 120m from the nearest Lot boundary.

The Clubrooms building has carparking facilities to the immediate east side of the building and has vehicle access from Jarrad Street to the south. There is no apparent pedestrian connection between the Clubrooms building and the surrounding streetscapes.

The topography of the site generally falls down to the West and the Clubrooms building is afforded ocean views over the adjacent Marine Parade. The lower level of the building is partially cut into the existing topography.

The existing Clubrooms building was constructed circa 1969 and comprises two levels. The lower-level housing utilitarian services include buggy storage, general storage, sanitary and changeroom facilities and a pro-shop. The ground level presents as the principal building entry and houses the dining area, clubrooms, bar, kitchen, offices and a Caretakers' residence.

The golf course is Heritage Listed. However, the Clubrooms building is considered to have little heritage value.

Additional works appear to have been carried out to the Clubrooms building including but not necessarily limited to;

- Partial enclosure of the original west facing balcony to provide additional internal dining area.
- The development of an original temporary-stay area into a permanent Caretaker's residence including kitchen.
- The addition of a second Office space circa 2012.
- The addition of an external free standing alfresco area to the immediate north of the Clubrooms building, accessible from the northern dining room exit.

01.03 Specialist Consultancies

Structural Engineer

Engenuity Engineering

Report Reference 10291 – Seaview Golf Club – RPT 01 dated 09 July 2024

Jason Lim

jasonl@engenuityengineering.com.au

Ph: 08 6555 4955

Hydraulic Engineer

EHMS Consulting Engineers

Report Reference 2407-01 Rev-B dated 11 July 2024.

Sissay Degaffa

sissay.degeffa@ehms.com.au

Mob: 0413 634 592

Electrical Engineer

EHMS Consulting Engineers

Report Reference 2407-01 Rev-B dated 11 July 2024.

Arshpreet Kaur

aaarshmultani@gmail.com

Mob: 0413 634 592

Mechanical Engineer

EHMS Consulting Engineers

Report Reference 2407-01 Rev-B dated 11 July 2024.

Fasiulla Mohammed

fasi@ehms.com.au

Mob: 0433 078 622

Building Certification

Building Certification Services WA (BCSWA)

BCA Assessment Sea View Golf Club dated 04 July 2024.

Matthew Sobelik

matthew@bcswa.com.au

Mob: 0435 128 226

01.04 Abbreviations

Club – the Seaview Golf Club entity currently leasing the building and land.

Clubrooms – in reference to the existing Seaview Golf Club Clubrooms building at 2 Jarrod Street, Cottesloe.

Consultancies – in reference to the specialist Consultants outlined in section 01.03 Specialist Consultancies.

NCC – National Construction Codes, Volume 01, 2022.

Standards – Australian / New Zealand Standards and specifically the edition of the relevant standard defined in the NCC.

Town – the Town of Cottesloe

02 Evaluation

02.01 Purpose of Evaluation

The purpose of this evaluation is to provide advice to the Town regarding the current condition and functionality of the existing Clubrooms, and to evaluate the possibilities regarding retention, adaptation and/or expansion of the existing facilities.

The evaluations are intended to provide guidance to the Town in assessing whether to retain and modify the existing Clubrooms building, or demolish and construct a new facility.

We wish to highlight that when electing to upgrade an existing building there is no obligation under the NCC or Standards to upgrade an entire building, where there is no change of classification. The obligation is to ensure that all new works meet current requirements of the NCC and Standards. Therefore, if the existing building is retained, the Town is not obliged to follow all recommended upgrades or rectification works in totality. However, we strongly recommend the Town considers its possible liabilities concerning occupant safety and equality under the Disability Discriminations Act (the DDA). The following advises and recommendations are given in consideration of this possible liability.

02.02 Limitations & Assumptions of Evaluation

The contents of this evaluation and appendices are based only on the visual assessments carried out by Chindarsi Architects and specialist Consultancies to areas of the Clubrooms building readily accessible during site inspections. No material testing has been carried out. No stored materials or objects were relocated to facilitate inspections.

This evaluation and its recommendations are to be read in conjunction with the existing building condition reports prepared by relevant specialist Consultancies, forming the appendices to this evaluation. Any recommendations or advice given in this evaluation by Chindarsi Architects are not intended to override or contradict any specialist Consultancies advice where it relates to areas of specialist expertise. Comments made by Chindarsi Architects are limited to building design and functionality considerations.

This evaluation does not consider cost benefits of retention versus replacement of the existing Clubrooms, nor does it consider ongoing maintenance or managerial cost outlays by the Town or the Club.

It is assumed any previous works carried out to the Clubrooms building have attained the appropriate and required Building Permits and have been carried out in full compliance of relevant Codes, Regulations and Standards at the time said works were conducted. We wish to highlight the apparent inclusion of a permanent Caretaker's residence within the Clubrooms building, in spite of the Lot zoning not allowing residential use. This evaluation considers the Heritage Listing of the Golf Course and assumes any alterations or additions to the existing Clubrooms cannot impede the land currently occupied by the golf course.

It is assumed the Town is not considering rezoning Lots 401 or 501.

Chindarsi Architects has not been provided with any user feedback from the Club or the broader community to be taken under consideration in our evaluation.

02.03 Existing Building Limitations

The following limitations of significance have been identified generally to the Clubrooms building. Where possible it is highly recommended these limitations be rectified by the Town should the existing Clubrooms building be retained. Refer to section 02.04 Evaluation for proposed design resolutions.

We would reiterate that when electing to upgrade an existing building there is no obligation under the NCC or Standards to upgrade an entire building where there is no change of classification. As such, regardless of Chindarsi Architects recommendations, the Town is not necessarily obliged to carry out recommended rectifications in totality.

Consideration	Element	Comments
Accessibility	Building Entry	The existing Clubroom building principal entry is located to the southern façade and is accessed from the carpark. Access is currently only via an external stair connecting the carpark to the entry vestibule. There is no compliant wheelchair access through the principal building entry.
	Continuous Accessible Path of Travel	<p>There is currently no compliant continuous accessible path of travel within and throughout the Clubroom building. There is no wheelchair compliant access between the lower and ground floor levels. There are no female toilets on the ground floor level and it is further understood that when the Dining Room is hired to the public for functions, patrons must use the sanitary facilities on the lower level.</p> <p>In general, existing internal doors are not wide enough to provide the minimum 850mm clear opening width required to accessibility standards. Existing door hardware does not facilitate operation by someone with a disability. Generally, there is insufficient clearance to the latch and hinge sides of the doors to enable accessible operation.</p> <p>There are various locations where the clear width of the path of travel is <1m wide.</p>
	Sanitary Facilities	<p>There are currently no Unisex Accessible Toilets (UAT's) within the Clubrooms. A minimum of one UAT is required on each level containing toilets.</p> <p>There are currently no accessible showers within the Clubrooms. A minimum of 1 accessible shower is required for every 10 non-accessible showers.</p> <p>There are currently no ambulant toilet cubicles in the Clubrooms. One ambulant cubicle is required at each bank of sanitary facilities.</p>
Sanitary Facilities	Designation of Facilities	There is a male toilet on the ground floor level but no female toilet. It is unreasonable not to provide equal facility access to both sexes.
Emergency Evacuation	Travel Distance & Number of Exits	There is currently non-compliant travel to exits in the Lower Level of the Clubrooms. Patrons on the lower level are directed to exit up the existing stairs and through the main entry doors exceeding the maximum 40m travel distances. Furthermore, as this is considered a Public Building under WA specific regulations, two exits are mandatory from each level of a building.
	Emergency Lighting	Compliant emergency lighting is not evident onsite.

Fire Protection	Fire Hydrant Coverage	The building is greater than 500sqm in area and requires fire hydrant coverage to protect the building asset and occupant safety.
	Fire Hose Reels	The building is greater than 500sqm in area and requires the installation of compliant fire hose reels to maintain occupant safety.
	Fire Resisting Construction	There is currently no fire rated protection to existing service penetrations throughout the Clubroom building suspended ground floor slab.
		We note that the Caretakers Residence would be considered a Class 4 portion of the Class 9b Clubrooms building. As such the bounding construction between the Caretakers Residence and the remainder of the Ground Floor would require a fire resistance level of 60 minutes. Whilst further site analysis may determine the existing construction methodology of the bounding construction, being able to certify the wall as achieving the required resistance rating may be practically impossible. It would therefore need to be anticipated by the Town that the required fire-resistant rating between the Caretakers Residence and the Clubrooms proper may not be achieved to current Standards and NCC compliance.
	Fire Hazard Properties of Linings	All internal linings must meet fire hazard properties set out in the NCC. Fire hazard properties for lining materials can only be ascertained via laboratory testing. Given the age of the Clubrooms and presumed lack of product specifications it is highly unlikely to be confirmed that existing internal linings meet current fire hazard property testing requirements. It would therefore need to be anticipated by the Town that the required fire hazard properties of internal linings will not be achieved to current standards.
	Fire Detection & Alarm	No Fire Interface Panel (FIP) was noted onsite. It is presumed the Clubrooms do not contain compliant fire detection or occupancy warning systems.
Staff Occupancy	Cool Room	The Cool Room does not appear to contain safe use requirements including external indicator lamp and audible alarm to be raised from inside the Cool Room.
	Unisex Staff Toilets	A Managerial Statement should be requested confirming no more than 10 staff working at any moment, validating a single unisex staff toilet off of the bar.
	Staff Accessibility	A Managerial Statement should be requested confirming that it would pose a health risk or danger for any persons with accessibility issues to carry out the required works of an employee of the bar or kitchen area.
Energy Efficiency	Building Envelope	Given the age, location, orientation and construction methodology of the existing building, it is highly unlikely that the building can meet compliance with current Energy Efficient Standards. The Town would need to be accepting of not meeting this current code should the existing building be retained.

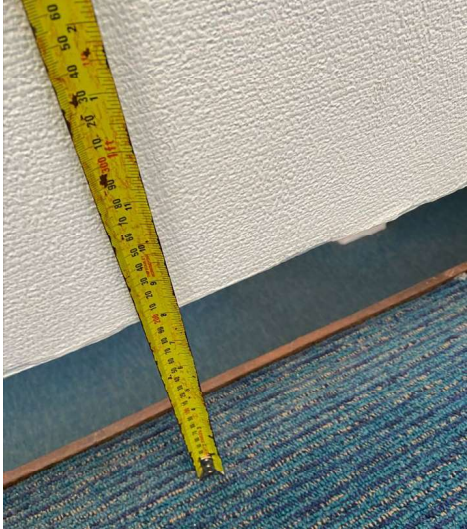
02.04 Evaluation


Please find following an evaluation of the condition and functionality of the existing Clubroom building spaces with recommendations (if applicable) for upgrade Works or rectification of significant limitations identified in section 02.03 Existing Building Limitations.

For each and every area, please refer also to specialist Consultancies reports for other recommended remedial and/or improvement works relating to structural integrity, mechanical services, hydraulic services, electrical services and general building non-compliances.



Area		Comments
Dining Area	Condition	<p>The Dining Room, which is understood to also be a Function Room venue for hire, is generally in good to fair condition.</p> <p>Some water staining is evident on the northern face of the light well void.</p> <p>The concrete upstands to the balconies adjacent the raised dining area are in poor condition. It is understood the raised dining area was originally balcony and has subsequently been enclosed.</p> <p>The existing Male Toilets adjacent the bar is in fair condition.</p>
	Functionality	<p>The Dining Room is generally well laid out and functional. It has direct access to the principal building entry and is afforded ocean views to the west and generally presents well as a function space for hire.</p> <p>Access to the west facing balconies appears limited with the balcony's doors secured with a pad lock and without door hardware. Improved access to external space would improve the amenity of the Dining Room</p> <p>There is currently no accessible toilet or female toilet in the Dining Room, with only a Male toilet adjacent the bar. It is understood female patrons would need to use the Female Changeroom facilities on the lower level. It is recommended this is corrected or equalized should the Clubroom building be retained.</p>
	Recommendations	<p>The light well is clad in transparent corrugated sheeting. It is recommended this sheeting be replaced with a new glazed fixed window panel. It is also recommended apparent water staining, presumably from stormwater ingress, is investigated and corrected to the northern wall of the light well.</p> <p>Improvements to the west facing balconies, including accessible hardware, would improve the amenity of the Dining Room. It is also recommended to refinish the balcony floor levels to improve stormwater runoff from the balconies.</p> <p>It is recommended the existing Male toilets adjacent the bar be redeveloped to provide a UAT accessible off of the Dining Room. This would also provide equalization whereby male and female toilets are both located on the lower level.</p> <p>Accessible compliant access to the principal building entry must be provided, refer to External works comments.</p> <p>It is recommended a Fire Hose Reel be installed within 4m of the existing principal building entry.</p>


	Images	
		Water pooling on Balcony and no external hardware
		
		Water staining to north side of Light Well

Entry Stairs & Stair Void	Condition	The existing stairs are generally in good condition and appear structurally stable. The existing balustrade wall around the stair void is of a compliant height and appears structurally stable. The existing stairs do not include a handrail nor is the stair balustrade compliant to current standards, having an opening at the base greater than 125mm.
	Functionality	<p>The stair void is reasonably located in the building immediately adjacent the principal building entry. Based on the recommendation below to re-construct the stairs, a change to the location of the top stair flight could be considered to better connect the Dining Room to the lower-level sanitary facilities.</p> <p>At the lower level, the original accessway has been enclosed and re-utilized as storage. It has been specifically labelled as no-exit. We would consider re-utilizing this space as an opportunity to improve functionality.</p>
	Recommendations	<p>It is recommended the existing stairs are demolished and replaced with new stairs in compliance with current codes and a passenger lift in compliance with the NCC. This would ensure accessible compliant access internally between the ground and lower levels. This is particularly of relevance when the Dining Room is hired as a function venue and patrons must access the lower levels for use of the sanitary facilities. The location of the new passenger lift should be considered to ensure it does not detract from the ocean views upon entering the Dining Room Foyer.</p> <p>It is recommended the original lower level Accessway is reinstated as a fully compliant building Exit. It need not necessarily be used as a regular entry point by patrons. However, as noted in section 02.03 Existing Building Limitations, there is an existing non-compliance regarding both number of exits and travel distance to an exit in the lower level. Reinstating a building exit through the original accessway will partially resolve this non-compliance.</p>
	Images	 <p>200mm opening to base of stair balustrading</p>


		
		Existing stairs with opening in balustrade

Bar, Cool Room and back-of-house Store & Laundry	Condition	<p>The existing bar is in fair condition though it is noted to be aged, with various areas displaying superficial damage.</p> <p>The Cool Room was not accessed for inspection.</p> <p>The Laundry and Store are reasonably maintained, though excessive stored items rendered a detailed assessment difficult.</p>
	Functionality	<p>The location and extents of the existing bar serves the Dining Area well without detracting from the ocean views.</p> <p>The Cool Room was not accessed for inspection, though it was noted that no usage light or audible alarm was apparent.</p> <p>The Laundry, Store and back-of-house passage contained many stored items. It was noted that a fridge was located immediately adjacent to a washing machine. It was also noted paper cups and other utensils were being stored immediately adjacent an open packet of clothes detergent and other cleaning products. Cupboards in the back-of-house passage appeared to contain dry food storage. It is therefore apparent that the storage needs of the Club exceed the available storage space currently provided.</p>
	Recommendations	<p>Whilst functional and in fair condition, upgrading and/or replacing the bar and associated finishes will improve the amenity of the Dining Room and potentially improve the viability and amenity of the space as a function hire venue.</p> <p>The Cool Room should be retrofitted with an internal light switch connected to an external indicator light and audible alarm that can be raised from inside the Cool Room. This will abide by current Standards and improve staff safety.</p> <p>It is apparent that more storage space is generally required by the Club. It could be considered to reclaim some of the existing Caretakers residence as additional storage space for the back-of-house area. This would be of additional benefit when the Dining Room is hired as a function space. We note that in the original design drawings from 1969 the current entry into the Caretakers Residence from the back-of-house area was storage, and that the Caretakers Residence already has direct access into the residence from an external face of the building.</p> <p>The existing heavy duty sliding door from the back-of-house passage to the delivery dock area should be replaced with a compliant exit door hinging outward.</p> <p>It should be confirmed that no more than 10 staff are working at any given time. This is required to validate the single unisex staff toilet adjacent the bar. Should more than 10 staff be working at any given time, separate male/female staff toilets are required. Should this be the case the existing male patron toilets adjacent the bar would need to be re-purposed as male staff toilets only.</p> <p>A Management Statement should be provided by the Club confirming that it would pose a health or safety risk for a person(s) with accessibility issues to carry out the required works of the staff. This will absolve the back-of-house staff areas from requiring compliance with the accessibility Standards.</p>

	Images	
		Laundry products stored adjacent to cutlery and utensils
		
		Passage with Laundry storage and sliding delivery door partially obscured


Kitchen	Condition	The Kitchen generally appears in good condition.
	Functionality	<p>The Kitchen generally appears functional.</p> <p>Some Kitchen appliances are located on the central island bench and connected to power supplies with various power adaptors suspended from the ceiling with metal chains. This is considered a safety issue.</p>
	Recommendations	<p>It is recommended that additional power supply points are installed in the Kitchen to facilitate safe power connections to existing appliances.</p> <p>It is recommended the Town's Health Department carry out a detailed inspection of the Kitchen and make any further recommendations regarding the space.</p>
	Images	 <p>Electrical cables suspended over workbenches</p>



Caretakers Residence	Condition	The condition of the Caretakers Residence was difficult to ascertain given the volume of items stored in the space.
	Functionality	The Caretakers Residence is generally arranged in a functional manner with direct access to the exterior on the northern side.
	Recommendations	<p>We note that the Caretakers Residence is within a Zoning that does not allow Residential usage. We make no additional assessment on this other than to raise the issue with the Town for consideration.</p> <p>Referring to the evaluation above of the back-of-house area, we suggest consideration be given to reclaiming storage space that was originally part of the Club Room area but has now been absorbed into the Caretakers Residence.</p> <p>Please refer to the NCC Compliance Report prepared by BCSWA and forming an appendix to this evaluation. We note that as the Caretakers' Residence is considered a Class 4 portion of the building it is afforded additional considerations regarding fire resisting construction and monitoring. We would suggest a greater risk is present to a resident of the Caretakers facility in a fire event given the possibility of someone sleeping in the occupancy. We strongly recommend that if retained, the Caretakers Residency be fitted with smoke monitoring devices, an occupancy warning system, and where practical, existing construction be modified to fire resisting levels appropriate to the use. Any occupancy warning system should be interconnected with any detection system fitted to the Club Rooms.</p> <p>As an alternative, the Town may consider removing the Caretakers Residency and providing the space back to the Club as storage or potentially additional functionality for the public or Town use. However, any repurposing of the space must abide by the existing Class 9b usage of the Clubrooms or it will necessitate a reassessment to of the space to all current NCC and Standard requirements.</p>

Offices and Storage	Condition	<p>The Offices appear in reasonable condition and we understand were constructed circa 2012.</p> <p>Some water damage/staining is evident to the eastern office ceiling.</p> <p>The Store space was unable to be properly assessed given the number of items stored. However, it is understood that a portion of the Storage space was originally external Terrace and should be thoroughly investigated to confirm appropriate building methodology was used when the Terrace was enclosed.</p>
	Functionality	<p>The entry to Office 2 is via Office 1 and the connection between the two is restricted. There is little spare space around office furniture and the spaces generally appear slightly undersized for their function.</p> <p>The passage to Store 2 originally served Office 2 and is currently used as additional storage space.</p>
	Recommendations	<p>It is recommended the existing water staining to the ceiling of Office 2 is investigated and the underlying cause rectified prior to paint/repair of the ceiling.</p> <p>Consideration could be given to opening up the passage leading to the rear Store and allowing Office 2 to be accessed independently of Office 1.</p> <p>Furthermore, re-utilizing the Store space as additional Office or Meeting Room space could be considered, should more storage be provided elsewhere to the back-of-house areas - please refer to comments above.</p>
	Images	 <p>Passage to Store being used for storage</p>

16

		
		Water stain in ceiling of Office

Buggy Store	Condition	<p>The existing carpet leading from Change Rooms Foyer to pro shop is worn through.</p> <p>Some existing high level louvre windows appeared damaged, misaligned, and rusted.</p> <p>The existing external sliding doors to the Buggy Store appears well rusted.</p>
	Functionality	It is suggested the Town engage with the Club user group for further advice on any improvements that could be made to the functionality of the buggy store.
	Recommendations	<p>The existing Buggy Store is a utilitarian storage space and any upgrades should be considered a low priority. Existing rusted windows and louvre panels could be replaced with new glazing in a frame appropriate to the coastal location. Existing carpet could be replaced or removed to expose the concrete floor finish.</p> <p>The existing single door between the buggy store and the Change Rooms foyer must be replaced with a wider door and new hardware in compliance with accessibility standards.</p> <p>The two external sliding doors require replacement given the extensive rust on the operating mechanisms. At least one of these doors needs to be replaced with an outward swinging door and signposted to full compliance with the NCC as an exit. As noted in section 02.03 Existing Building Limitations, there is an existing non-compliance regarding both number of exits and travel distance to an exit in the lower level. A new compliant exit through the buggy store will partially resolve this non-compliance.</p> <p>It is further recommended that a Fire Hose Reel be installed within 4m of the existing sliding door being re-purposed as a new compliant building exit.</p>
	Images	 <p>Rusty sliding door mechanism to be replaced</p>


		
		Rusty sliding door mechanism to be replaced
		
		Sliding doors replaced with compliant exits

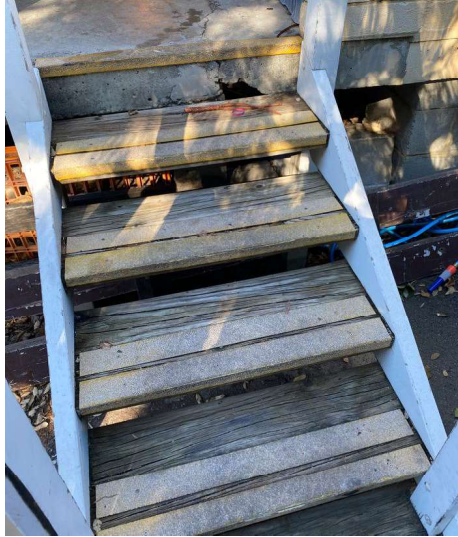
Pro-Shop	Condition	The Pro-Shop appears in good to fair condition.
	Functionality	It is recommended the Town engage with the Club user group to ascertain the functional suitability of the pro-shop and its financial viability. We note there is currently two entries into the pro-shop from within the Clubrooms building and question whether these are necessary.
	Recommendations	<p>It is recommended the door between the stair void and the Pro-Shop be removed, particularly with consideration to the fact that patrons in the Dining Room must use the stair void to access the sanitary facilities in the Change Rooms.</p> <p>The existing sliding external door may be replaced with a compliant external hinged door and considered as a compliant exit from the Lower Level, subject to the appropriate upgrades to the door between the Buggy Store and the Pro-Shop.</p>
Female/Male Changerooms	Condition	<p>The Changeroom facilities generally appear to be in good to fair condition.</p> <p>Some discolouration of existing tile grout is evident particular at the tiled skirt to floor tile junctions.</p> <p>The existing partitions between toilets and shower cubicles appear to be precast concrete panels. Whilst in general the partitions appear stable and secure; the base of the partitions typically appears bubbled with the paint finish being inconsistent.</p> <p>In some areas, cable trunking does not fully conceal cabling and should be replaced.</p> <p>Some existing high level louvre windows appeared damaged, misaligned or rusted.</p>
	Functionality	<p>The Change Room facilities generally appear to be of a good size, with amply storage and locker space. The number of sanitary facilities provided is appropriate to the occupancy numbers of the Clubrooms building.</p> <p>The existing entries into the Change Rooms do not meet current accessibility standards, nor do the sanitary facilities within, noting the absence of Ambulant toilet cubicles and accessible showers. The existing shower and toilet cubicles are smaller than current design standards for able bodied persons. In the Male Changerooms there are no privacy screens to the showers.</p> <p>In the Female Changerooms the north facing windows have been boarded up, and the space is afforded no natural light or ventilation.</p>
	Recommendations	<p>It is recommended the Changeroom sanitary facilities be redeveloped to current accessibility standards, including Ambulant toilet cubicles and possible accessible compliant showers. It is further understood these facilities are used by patrons hiring the Dining Area, and as such, improving the sanitary facilities may be considered an overall increase in asset value by the Town. Given the above, it appears impractical to retain any of the existing sanitary facilities and it is anticipated the spaces will need to be redeveloped in their entirety.</p> <p>The existing doors into the Changerooms need to be removed and replaced with wider accessible compliant doors, including new compliant door hardware and latch and hinge clearances. This will likely require the removal of the privacy screen inside the Change Rooms and replacement with a new privacy screen.</p> <p>It is recommended that the existing louvre windows be replaced with new glazed panels with frame materials suitable for the coastal location.</p> <p>It is recommended the boarding within the Female Changerooms be removed and natural light and ventilation be reinstated, noting a privacy film or pattern can be used on the glazed panels.</p>

	Images	
		Female changeroom - natural light to be reinstated
		
		Male Changeroom - exposed wiring

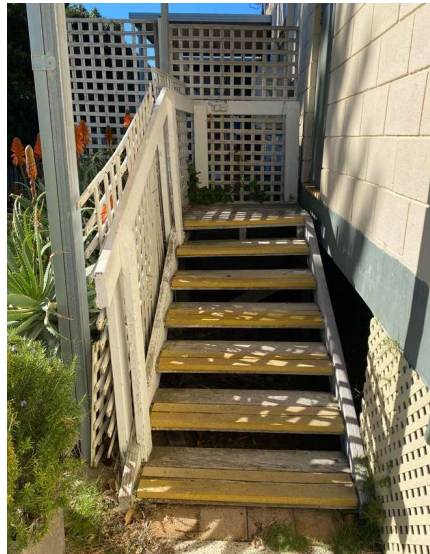
		
		Male Shower - no privacy screen and bubbling to base of partition
		
		Typical concrete toilet partition - spacing insufficient for ambulant cubicles

Locker Room Foyer / Stores / Committee Room	Condition	<p>These areas generally appeared in reasonable condition.</p> <p>Some existing high level louvre windows appeared damaged, misaligned or rusted.</p> <p>The storerooms could not be accessed for inspection, however the metal grilles to the storage spaces between the partition walls and suspended concrete slab appear to be poorly maintained.</p>
	Functionality	<p>Function The Foyer space in front of the Changeroom entries is large and without a significant connection to either the buggy store or the stair void. The existing storage spaces cut-off the connections to the adjacent spaces.</p>
	Recommendations	<p>It could be considered that a new Unisex Accessible Toilet be installed to this level within the Changeroom Foyer. It would be preferable to provide a new accessible unisex facility outside of the Male or Female Changerooms but within proximity of the Changerooms. We note this would require cutting of the existing floor slab to connect to existing drainage services and would necessitate the replacement of some existing floor lining.</p> <p>Consideration should be given to the removal of the storeroom between the stair void and the Changeroom Foyer space, to provide a better visual connection to the sanitary facilities for patrons of the Dining Room when it is hired as a function venue.</p> <p>Existing metal security grilles between the top of the storeroom partition walls and the u/side of the concrete slab appear aged and could be replaced with a more aesthetic material, if the storerooms are retained.</p>

External	Condition	<p>The building façade generally requires maintenance in various areas. Some rust is evident on existing window frames that required replacing and a new paint finish would be recommended typically. Existing external stairs are generally non-compliant to accessibility standards and require maintenance. Steel lintels require rust removal, treatment and re-painting.</p> <p>The existing balcony balustrades, whilst generally appearing secure, are showing signs of deterioration.</p>
	Functionality	<p>The exterior of the building generally appears functional.</p> <p>The balconies facing the ocean views have been reduced in size and improving the functionality and access to the balconies will greatly improve the amenity of the space.</p> <p>There is a poor connection between the Dining Room and the new northern Alfresco which is understood to be utilized when the Dining Room is hired as a function venue.</p>
	Recommendations	<p>It is recommended the existing external stairs to the principal building entry, northern exit door connecting to the Alfresco structure, and to the deliver dock, be removed and replaced with new stairs to accessibility compliance. It is further recommended an accessible compliant ramp is provided between the carpark and the principal building entry.</p> <p>Improving the connection between the Dining Room and the northern Alfresco will provide a greater amenity to the function space. This would likely require the replacement of the northern Dining Room door with a new wider glass panel door and small deck/landing to new stairs.</p> <p>A new fire hydrant is recommended to be installed in the existing carpark, adjacent the building, to provide compliant hydrant coverage for DFES use in a fire event.</p> <p>Rusted or aged window frames generally should be replaced with new glazing panels and framework suitable to the coastal location. It is noted that using low-energy glazing, double glazing and/or thermally broken frames could all be considered as beneficial, particularly to the western facing façade. However, as noted in section 02.03 Existing Building Limitations, it is in all practicality unlikely the building will meet current energy efficiency requirements.</p>
	Images	 <p>Replace Entry stairs with new compliant stairs and accessible ramp</p>



Stairs to Delivery Dock to be replaced with compliant stairs



Stairs to Northern Dining Exit to be replaced with compliant stairs

03 Adaption, Additions & Expansion

03.01 Adaptation

The adaptation or change of use of the building will generally be limited to the current building classification(s) defined under the NCC. Under the NCC, if a building or part of a building changes classification, that building or part therefore must be assessed in totality against all the current requirements of the NCC and Standards. It is our experience that concessions cannot be granted during this re-certification process. As identified in section 02.03 Existing Building Limitations, there are aspects of the existing building that are highly impractical, if not impossible, to adapt or modify to current standards. It has therefore been determined that should the existing building, or any part within it, be adapted to a different use, the adapted use should fall under the same building classification defined in the NCC as the existing building.

The building is currently classified Class 9b with a Class 4 caretakers' residence and Class 7b storage. The definitions under the NCC of said classifications are as follows;

- Class 4 – is a dwelling in a Class 5, 6, 7, 8 or 9 building if it is the only dwelling in the building.
- Class 7b – a building that is used for storage, or display of goods or product for sale by wholesale
- Class 9b – an assembly building including a trade workshop or laboratory in primary or secondary school.

Furthermore, the definition of an assembly building is as follows;

A building where people may assemble for –

- (a) Civic, theatrical, social, political or religious purposes including a library, theatre, public hall or place of worship' or
- (b) Educational purposes in a school, early childhood centre, preschool, or the like, or;
- (c) Entertainment, recreational or sporting purposes including;
 - a. A discotheque, nightclub or a bar area of a hotel or motel providing live entertainment or containing a dance floor; or
 - b. A cinema; or
 - c. A sports stadium, sporting or other club; or
- (d) Transit purposes including a bus station, railway station, airport or ferry terminal.

Therefore, should the Town consider re-use or adaptation of the existing structure, it is highly recommended the adapted use meets the definition of an assembly building. Otherwise, the existing structure will be forced to undergo various impractical, if not impossible, upgrades to meet current NCC and Standard requirements.

Given the existing services and facilities within the building, notably the commercial kitchen and bar, it is a reasonable expectation that any adaptation would be restricted to a similar function space as is currently the use. Should the building be adapted to any other Class 9b purpose, it would be reasonably expected the bar and commercial kitchen would be removed to facilitate a new purpose. This may be considered an unreasonable reduction in building asset.

We note specifically that café's, restaurants and dining rooms with bars are Class 6 buildings defined in the NCC. As such the Town would not be able to re-purpose the building into a publicly accessible café, restaurant or similar, without upgrading the entire building to current NCC and Standard requirements.

03.02 Addition & Expansion

It is understood that the existing Golf Course is heritage listed and as such, any expansion or addition to the Clubrooms building would need to avoid impacting the golf course. It is noted that aspects of the heritage listed golf course are located immediately to the west and south of the Clubrooms building and it is assumed cannot be impacted. It would be considered then, that any expansion or addition to the existing Clubrooms building would be most suited to the north or the east of the existing structure. Preliminary discussions held between the Town and the Department of Planning, Lands & Heritage indicate that they would not be supportive of any further development to the west or south.

In any event, an expansion or addition to the Clubrooms building would trigger a re-assessment of occupancy numbers and building area. Any increase in occupancy numbers would need to be taken under consideration with regards to the number of sanitary facilities required and the appropriate width of exits. It is likely then that any expansion or addition to the existing Clubrooms building will necessitate upgrade works elsewhere to accommodate the increase in occupancy. It will also trigger the need to submit the proposed expansion or addition to DFES for comment prior to the submission of a Building Permit. It is our experience that DFES will likely request a number of upgrades to the existing building as they may related to DFES member safety in a fire event. These may include but not necessarily be limited to fire detection, fire indicator panels and the provision of fire hydrant coverage.

It may be considered more desirable to construct any expansion or addition as a separate building with an external breezeway or similar undercover connection to the existing Clubrooms. Being of Class B construction, it would be required for the external walls of the Clubrooms to be made of fire resisting construction within 18m of a boundary or adjacent building on the site. However, a fire engineering performance solution may allow a separate free-standing addition to be constructed within 18m of the existing Clubrooms. This would allow a new addition of any classification and use to be constructed adjacent the existing Clubrooms.

To the north of the Clubrooms building is an existing Alfresco structure that appears to be more recently constructed. There is an opportunity to absorb this Alfresco and expand the existing building footprint or construct a new free-standing aspect of the existing facility. This location however has little to no visual connection with the existing carpark to the Clubrooms. Any expansion or addition to this location would be restricted to an extension of the existing Clubrooms facility and would not necessarily be suited to an addition of separate function or access.

To the east of the Clubrooms currently lies the carpark and further east towards Broome Street is a large storage shed. There may be an opportunity to reallocate some land that is not part of the golf course to the east as replacement parking and construct an addition to the Clubrooms as a free-standing building connected to the existing Club Room entry via an undercover breezeway. Per comments above this will likely require a fire engineering performance solution. However, the additional building may be afforded multiple uses, will be a strong visual connection to the vehicle entry to the site, and it may be accessed and used independently of the Club Rooms building.

It is understood that the Town and/or the Club may have a specific interest in constructing an external raised terrace to the west of Club Rooms. Given the current opinion of the Department of Planning, Lands & Heritage this may not be possible.

It is understood this would connect to the ground floor Dining Area and be constructed over the top of the existing buggy store sliding doors and pro-shop. As this extension is for external purposes only, this would be considered a viable option. The raised terrace and access to it would need to be constructed in compliance with the current NCC and Standards. However, as it would be an external addition only, it is unlikely to trigger any mandatory internal upgrades, aside from increased occupancy numbers and the associated required sanitary facilities. It will however require a submission to DFES, which will likely necessitate the provision of fire hydrant coverage to the building.

04 Summary

04 Summary

The Clubrooms building is considered to be in good to fair condition with some rectification and repair works recommended.

It is highly recommended that the significant accessibility limitations be rectified, as described in sections 02.02 Existing Building Limitations and 02.04 Evaluation. It is further recommended that any occupant safety limitations be addressed in accordance with the recommendations of section 02.04 Evaluation.

Given the necessary re-Certification requirements, it is advisable not to change the current classification of the Clubrooms as defined under the NCC and clarified in section 03.01 Adaptation.

There is the possibility of constructing a new free-standing addition to the Clubrooms with the aid of a fire engineering performance solution, preferably to the east of the Clubrooms. A fire engineering performance solution will enable the Town to assign a greater variety of classifications and uses to an addition.

The construction of an external raised terrace to the west, accessible from the Dining Room and with an accessible compliant external stair, is a viable opportunity.



BCA ASSESSMENT:
SEA VIEW GOLF CLUB, 2 JARRAD STREET, COTTESLOE

To:	Brad Sertorio	Date:	04 July 2024
From:	Matthew Sobelik		
Project Address	2 Jarrad Street, Cottesloe WA 6011		

Dear Brad,

Further to my desktop assessment of the plans supplied to this office for the existing Clubhouse at 2 Jarrad Street, Cottesloe, please find my comments below. Please note, the comments below are based on the Town of Cottesloe stamped plans dated 21 May 1969 and the photos supplied to this office from a site inspection conducted by others on the 1 July 2024.

Building Use	Clubhouse/Function Area, Storage, Caretakers Residence
Relevant NCC	NCC 2022 Volume One
NCC Building Classification	4, 7B, 9B
Floor Area and Volume	Approximately 1,108m ² & 3,564m ³
Rise in Storeys	2
NCC Type of Construction	B
Effective Height	Approximately 2.6m
Importance Level	2 (less than 300 persons can congregate in any one area)
NCC Climate Zone	5
Current Maximum Occupancy	275 persons

1. As the building is of Type B construction Part C2D10 requires all elements of external walls and fire rated non-loadbearing internal walls to be non-combustible. Given the construction method this should be achieved assuming there is no combustible insulation placed within the wall.
2. All internal linings must comply with Part C2D11 fire hazard properties. Without the technical data sheets of all existing internal linings this would be impossible to determine compliance.
3. Fire resistance:
 - a. All external walls are greater than 18.0m from lot boundaries and other buildings located on site and do not require a FRL.
 - b. The intermediate floor must achieve a minimum FRL 30/30/30, floor/ceiling system incorporating a ceiling with a resistance to the incipient spread of fire of not less than 60 minutes or have a fire protective covering on the underside of the floor in accordance with Part S5C21(f). The intermediate concrete floor would achieve a minimum FRL 30/30/30, however, all penetrations through this slab need to be protected with a fire collar or similar which does not reduce the FRL of the element.
 - c. The ground floor columns supporting the floor above in the Buggy stores and Store must achieve a minimum FRL 240/-/-. The remaining ground floor columns must achieve a minimum FRL 120/-/-. A structural engineer will be required to determine the FRL of the existing columns.

1

PO BOX 1293 EAST VICTORIA PARK, WA 6981 | PH: 08 6102 6401 | admin@bcswa.com.au

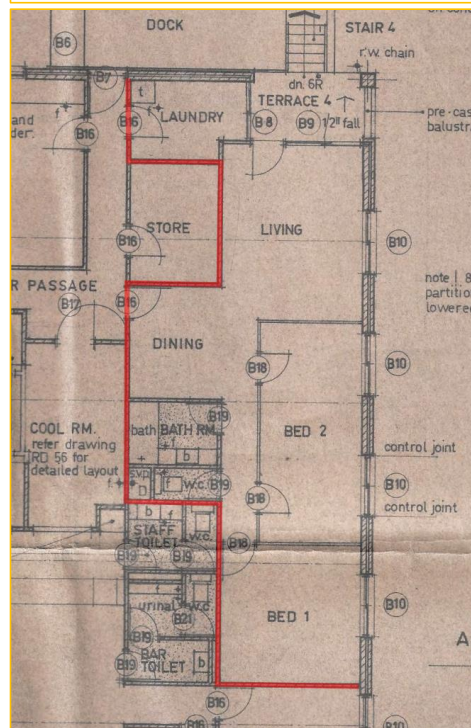
- d. The Caretaker's residence must be separated from the rest of the building in accordance with the Class 9 bounding construction requirements of Table S5C21e for loading bearing or Class 4 requirements of Table S5C21f if non-loadbearing, shaded in red below. The doorways located within the fire rated walls must be protected with a self-closing, tight fitting, solid core door not less than 35mm thick.

Table S5C21e: Type B construction: FRL of loadbearing internal walls

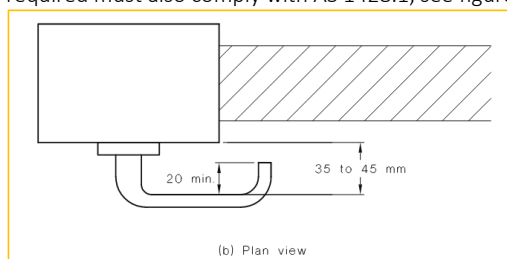
Location	FRL (in minutes): <i>Structural adequacy / Integrity / Insulation</i>			
	Class 2, 3 or 4 part	Class 5, 7a or 9	Class 6	Class 7b or 8
Fire-resisting lift and stair shafts	90/90/90	120/120/120	180/120/120	240/120/120
Bounding <i>public corridors</i> , public lobbies and the like	60/60/60	120/-/-	180/-/-	240/-/-
Between or bounding <i>sole-occupancy units</i>	60/60/60	120/-/-	180/-/-	240/-/-

Table S5C21f: Type B construction: FRL of non-loadbearing internal walls

Location	FRL (in minutes): <i>Structural adequacy / Integrity / Insulation</i>			
	Class 2, 3 or 4 part	Class 5, 7a or 9	Class 6	Class 7b or 8
Fire-resisting lift and stair shafts	-/90/90	-/120/120	-/120/120	-/120/120
Bounding <i>public corridor</i> , public lobbies and the like	-/60/60	-/-/-	-/-/-	-/-/-
Between or bounding <i>sole-occupancy units</i>	-/60/60	-/-/-	-/-/-	-/-/-

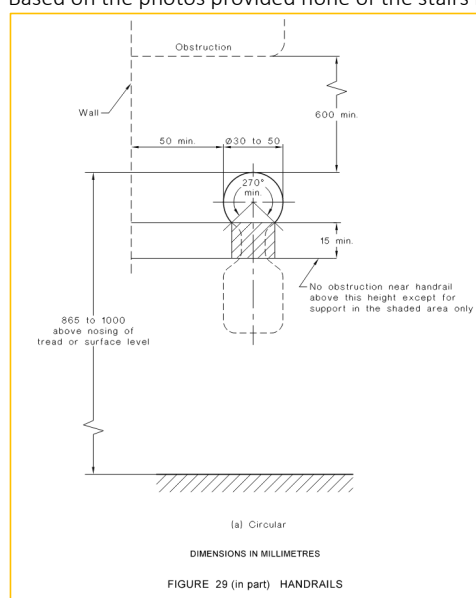


4. As the building is considered a WA Public Building a minimum of 2 exits are required from each storey. All parts of the building are to be within 20.0m of a single exit, or a point of choice from which travel in different directions to 2 exits is available, with 1 exit not being more than 40.0m away. Please provide an emergency exit signage plan, based on the photos provided there are only exit signs over the two Social/Dining Area external doors and 1 exit sign directing occupants on the ground floor up the stairs.
The ground floor looks to exceed the maximum travel distance from the Associate's and Member's Change Shower areas and will require occupants to be directed to at least two exits as noted above.
The upper floor complies for all publicly accessed areas. Please confirm if staff are able to exit through door B7 and onto the Dock? Assuming the Dock has stairs for occupants to exit from? If so, the travel distance from staff accessed areas will comply.
5. A minimum path of travel width of 1000mm is to be maintained throughout the building, please confirm width of existing stairs located externally. Majority of stairs look to have a clear width of less than 1.0m which is non-compliant with the corridors also dropping below the 1000mm width.
6. All internal and external stairs require treads which are slip-resistant or fitted with a slip-resistant nosing strip. Stairs to have dimensions of; risers minimum 115mm maximum 180mm and goings minimum 280mm maximum 355mm.
7. All doors which are not required to be accessible (see point 11 below) to have a maximum threshold of 190mm.
8. All stairs which do not serve the Class 4 Caretaker's Residence must be provided with a handrail, fixed at a height no greater than 865mm, on both sides of the flight to comply with the WA Public Building requirements. Accessible stairs noted in point 11 below require compliant AS 1428.1 handrails to both sides including handrail extensions.
9. Hinge doors are provided to majority of exits and all look to swing in the direction of egress. Please confirm the exit doors from the Buggy Store's and Pro Shop on the ground floor. Any sliding door leading to a road/open space must be capable of being opened with a force no greater than 110N.
10. Majority of the doors look to be provided with door knobs, which is non-compliant. Doors (apart from Social/Dining Area exit doors) must be openable without a key on the side of a person seeking egress with a single downward action on a single lever handle device located between 900-1100mm above the finished floor level, including the external side of the balcony doors. As the Social/Dining Area is capable of accommodating more than 100 occupants the exit doors must be provided with panic bar type hardware. The lever handle door furniture required must also comply with AS 1428.1, see figure below.



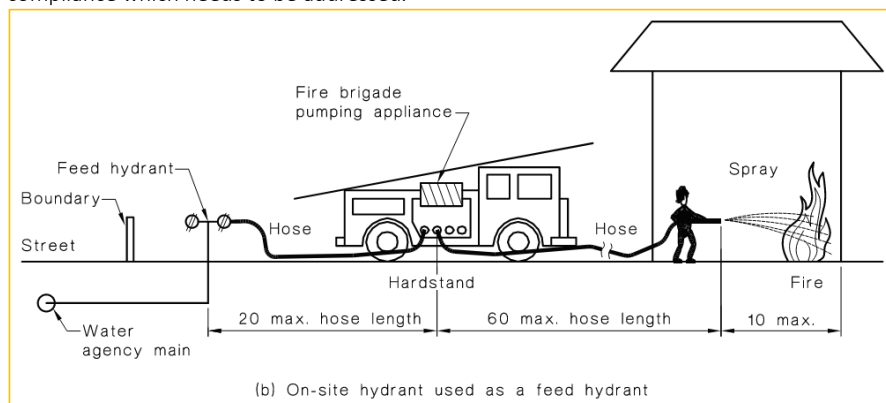
11. Access for People with a Disability:

- a. Access for people with a disability must be provided through the principal pedestrian entrance and not less than 50% of all other pedestrian entrances to the building. Currently the principal pedestrian entrance is accessed by a stair, which is non-compliant. The ground floor entrances into the building may be accessible as they have flush thresholds, but would require minimum a clear door opening of 850mm.
- b. All stairs internally and externally to the building (except for dock door, see point 11e below and Caretaker's stair) must be compliant with AS 1428.1. This includes opaque risers, compliant handrails to both sides of the stair, 300mm handrail extensions to the top and bottom of the stair, tactile ground surface indicators to the top and bottom of the stair, minimum 1000mm clearance between handrails and compliant landing sizes, depending on direction of travel and door circulation space. Based on the photos provided none of the stairs look to comply.

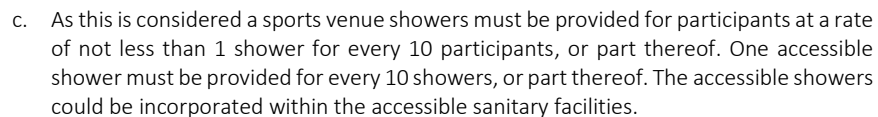
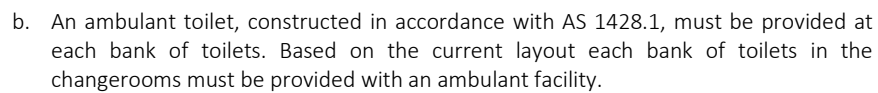


- c. All doors (apart from staff accessed areas, see point 11e below, and Caretaker's Residence) are to achieve a clear 850mm opening and flush threshold, including the active leaf of the double doors. All doors on an accessible path of travel must also achieve compliant door circulation spaces, which the following do not achieve; Visitors B16 door swinging away (requires a clear 510mm to the latch side) and Secretary B16 door swinging away (requires 1240mm to the front of the door and 240mm to the hinge side).
- d. An accessible lift with minimum lift floor dimensions 1100mm wide x 1400mm deep is required to the building to serve the ground and upper floors.
- e. The staff only accessed areas are able to be exempted under D3.4 due to the nature of work carried out by the staff. The areas such as the Kitchen, Store, Cool room and Bar are not required to be accessible, but the doors must achieve a clear opening of 750mm.
- f. An accessible carparking bay looks to have been provided to site, but I am unable to determine compliance.

12. The building is over 500m² and must be provided with compliant fire hydrant system in accordance with AS 2419. All points of the building must be within reach of a 10.0m hose stream from a 60.0m hose length, with the hydrant achieving a flow of 20L/s at 200kPa. As per previous correspondence I understand there are no fire services on site which is a major non-compliance which needs to be addressed.



13. The building is over 500m² and must be provided with compliant fire hose reel coverage in accordance with AS 2441. All parts of the building must be within reach of a 4.0m hose stream from a 36.0m hose length. The hose reels are to be located externally or internally within 4.0m of an exit. As per previous correspondence I understand there are no fire services on site which is a major non-compliance which needs to be addressed.
14. Fire extinguishers to address a Class F fire risk and fire blankets are required to the Kitchen in accordance with AS 2444.
15. In accordance with Part E2D19 this is a Class 9B building and must be provided with automatic shutdown of any air-handling system (which does not form part of the smoke hazard management system) on the activation of AS 1670.1 smoke detectors and any other fire detection and alarm system.
16. Emergency lighting and exit signage is required throughout the building in accordance with AS/NZS 2293.1. Assuming the only exit signs are to the internal stair and Social/Dining Area as per the photos provided, this is non-compliant as the signage is insufficient.
17. Provided no more than 10 staff are on at any one time, the single staff toilet is sufficient.
18. Sanitary Facilities; the number of toilets provided are sufficient for the maximum 275 person occupancy, however, they must be separately designated for males and females and there is a lack of accessible sanitary facilities.
- An accessible sanitary facility, constructed in accordance with AS 1428.1, must be provided on every floor where toilets for the public are provided. Based on the current layout an accessible toilet should replace the 'bar toilet' with the entrance door shielded from view and the compartment mechanically ventilated and an additional accessible sanitary facility should also be provided on the ground floor.



19. The upper Social/Dining Area must have a minimum ceiling height of 2700mm, based on the photos this looks to comply. All other areas must have a minimum ceiling height of 2400mm, based on the photos provided this may not be achieved on the ground floor.
20. It looks like insufficient natural ventilation is provided to the building. A mechanical ventilation system complying with AS 1668.2 and AS/NZS 3666.1 is required.
21. The entrance door of the cool room must achieve a clear width of 600mm when open, internally controlled lighting which illuminates an indicator lamp on the outside of the cool room and contain an alarm which is operated internally but able to be heard outside of the cool room.
22. I am assuming the building would not comply with any of the energy efficiency provisions. The best way of determining compliance for the Clubhouse and ground floor would be through a JV3 software assessment. The Caretaker's Residence would require a NatHERs 6.0 star assessment.

Should you have any queries regarding the findings above please contact the undersigned.

Yours Sincerely,



Matthew Sobelik

MAIBS | Reg BSP No: 2317

Postal: PO Box 1293, East Victoria Park WA 6981 | **ABN** 99 650 304 644

Mob: 0435 128 226 | **Email:** admin@bcswa.com.au

Address: Unit 12, 6 Leigh Street, Burswood WA 6100



Communication | Innovation | Passion | Collaboration

ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.au

Engenuity Project Number: 10291

NAME: Peter Ng
CLIENT: **Town of Cottesloe**
ADDRESS: PO Box 606 Cottesloe
DATE: 25 July 2024
REPORT REF: 10291-Seaview Golf Club-RPT01

STRUCTURAL INSPECTION REPORT

RE: Seaview Golf Club

Following your request for Engenuity Engineering to conduct an inspection of the existing structure at the above address, a representative of this office visited site 02 July 2024. The purpose of the inspection was to view the existing building condition from a Structural perspective.

Should there be areas found to be of structural concern, this office was also engaged to make recommendations for remedial actions. It is the contractor's responsibility to engage a qualified temporary works engineer to ensure the structure is adequately propped prior to commencing any structural remediation works.

The inspection was undertaken by Jason Lim MIEAust CPEng NER.

It is acknowledged that the contents of this report are based wholly or substantially on the specialised knowledge the qualifications above have afforded.

The investigation was based upon a visual inspection of exposed elements only, with no testing of existing materials. Where access to structural members was not possible due to being located behind cladding, ceiling and/or underground (i.e. foundations) - these structural elements have been excluded from this report. Furthermore, we have not checked the adequacy of the original design.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599

S:\Projects\Jobs\Engineering\TIE 10200 - TIE 10299\10291 Chindarsi Architects - Sea View Golf Course - Club House Redevelopment\03-Engineering\03-Certification & Reports\01-Structural\10291-SeaViewGolfCourse-RPT01.docx



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.com.au

1 Introduction

The building was originally constructed in the late 1960s and has undergone minor modifications since then. It now stands four years beyond the typical 50-year design life for most buildings according to Australian Standards. With anticipated maintenance and repair, it is not uncommon for a building to exceed its design life expectancy.

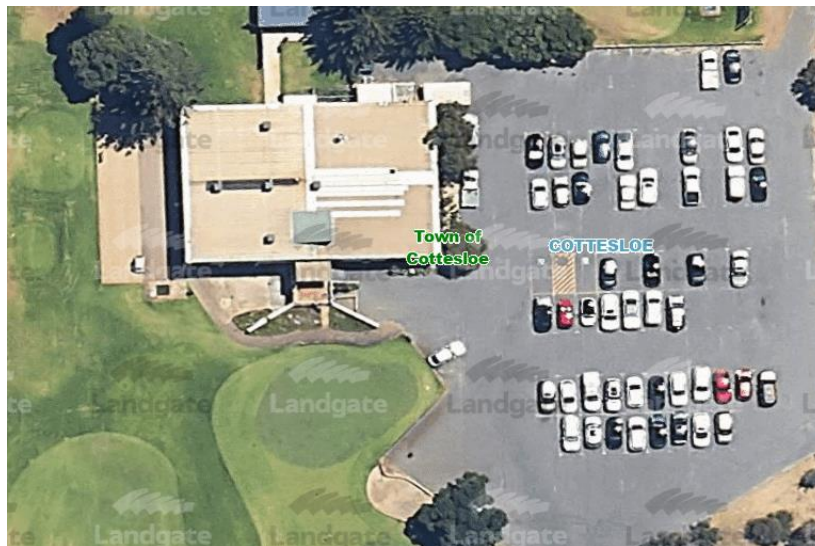


Figure 1 - Site layout (ref: Landgate Aerial Photo captured dates 26 – 29/01/2024)

2 Existing Structure

The existing building is a two-storey structure situated on a sloping site. On the carpark side, it presents as a single storey, while on the golf course side, it is visible as a two-storey building. The external structure consists of concrete block columns and walls. Internally, the ground floor features reinforced concrete columns with capitals supporting a suspended concrete slab, and steel columns on the first level support a structural steel roof.

The ground floor setback aligns the external concrete block columns with the first level's external concrete block walls. Due to the sloping site, the ground floor walls on the north, east, and partially on the south elevations function as retaining walls. The foundation system comprises pad footings for the columns and strip footings for the walls.

Skylights over the internal stairwells, framed with timber, provide natural lighting. The roof structure comprises Rolled Steel Joist (RSJ) beams and timber purlins.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.au

3 Evaluation of Current Standards Compliance

The building, located 300m from the shoreline, falls under atmospheric corrosivity category C4 according to AS 4312:2019, with high corrosion rates for mild steel (50 $\mu\text{m}/\text{y}$ to 80 $\mu\text{m}/\text{y}$). The specified Zinc Chromate Red Oxide coating mentioned in the existing structural drawings would not adequately protect the steel over the building's lifespan unless regularly reapplied.

Concrete elements are classified as B2 for exterior environments under AS3600:2018, requiring a minimum strength of 40 MPa. However, the current design uses 3500 psi (24 MPa) concrete with minimum cover specifications of $\frac{3}{4}$ " (19.05 mm) for slabs, 1" (25.4 mm) for beams, and $1\frac{1}{2}$ " (38.1 mm) for columns, failing to meet current durability requirements for elements exposed to exterior conditions.

4 Repair methodology

General recommendations for remediation are provided below as needed for costing purposes, with detailed specifications required before commencing works.

Drummy/spalled concrete elements

- Areas with large cracks, drummy and/or loose material be chased back to solid concrete.
- All exposed reinforcement to be thoroughly cleaned and all surface corrosion removed. Sand blasting to be utilised if wire brush is unable to remove all corrosion. Where reinforcement has lost more than 25% of its cross section it should be replaced with same diameter reinforcement by respecting the overlap length or by welding 100mm length to the existing reinforcement.
- Remove all laitance and roughen surface to ensure good bonding by chipping, scabbling, grit blasting or acid etching.
- Clean surface thoroughly to remove all contaminants such as dirt, oil, grease, wax and coatings.
- All surfaces including reinforcement to be coated with SikaTop-110 EpoCem bonding agents in accordance with the manufacturer's specifications.
- Cementitious repair mortar Sika® MonoTop® 615HB to be utilised, finished and left to cure in accordance with the manufacturer's specifications.

Minor concrete cracks

- For cracks with a width equal or less than 0.3mm we believe remediation is not required however the cracks should be monitored once every two years to determine if the crack widths have widened or the surrounding concrete is beginning to spall.
- For cracks with a width greater than 0.3mm;

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.au

- Carefully chase out the crack to the depth of the crack or 10mm minimum. No full depth cracks were identified during the inspection however should a full depth crack be identified during remediation work the structural engineer is to be notified.
- Where reinforcement is exposed, it is to be thoroughly cleaned and all surface corrosion removed. Sand blasting to be utilised if wire brush is unable to remove all corrosion. Where reinforcement has lost more than 75% of its cross section it will need to be adequately replaced.
- Where required saw cut the edge of chase to a depth of minimum 5mm to form a clean edge.
- Clean surface thoroughly to remove all contaminants such as dirt, oil, grease, wax and coatings.
- Utilise a 40 MPa cementitious repair mortar to patch chase.
- Allow the mortar to set and cure prior to making good paint finish.

Steelwork corrosion

- Corroded sections and surrounding areas to be abrasively blasted to form a class 2.5 finish free from contaminates with a surface profile of 50-75 µm.
- The exposed area of steel is to be primed with two (2) coats of International Paints Interplus 1180 with a thickness of 125 µm each coat or approved equivalent.
- Steelwork to be lightly sanded and ensure free of contaminates and apply International Paints Interthane 870 to 75 µm or approved equivalent.

5 Observations and Recommendations

5.1 Foundations

The existing foundations were not inspected due to limited accessibility. However, during the inspection no sign of overstress structure element was observed that resulted in settlement nor potential structural failure of the foundations.

5.2 Ground floor slab

It is our understanding that the existing ground floor slab is a 4 inch (101.6mm) thick slab-on-grade with ASA #606 mesh. The slab appears to be in fair condition with minor shrinkage hairline cracks were evident, which is not of structural concern.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.au

5.3 Suspended slab

First floor internal slab

The first-floor suspended slab, along with the column shear caps within the first-floor and ground-floor external walls, appears to be in fair condition. No significant cracking or spalling was observed during the inspection.

However, drummy and spalling concrete was evident on the first internal slab and beams where the soffit extends beyond the ground-floor external walls, indicating minor reinforcement corrosion. Patching on the slab soffit suggests that previous repairs have been carried out. The table below details the defects identified during the inspection.



Figure 2: Drummy slab soffit



Figure 3: Drummy slab soffit



Figure 4: Concrete spalling on beam adjacent to the dock



Figure 5: Close-up view of spalled concrete beam

It is recommended that drummy/spalled concrete sections be repaired in accordance with Section 4 – Repair methodology.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Concrete upstands

The concrete upstands for the raised dining area adjacent to the two balconies appear to be in poor condition. These upstands do not seem to be documented in the existing structural drawings, suggesting they are not part of the suspended slab system.



Figure 6: Upstand to Balcony 1



Figure 7: Upstand to Balcony 2

If the upstands are not integral to the suspended slab system, it is recommended to remove and rebuild them. Otherwise, the concrete upstands should be remediated according to Section 4 – Repair methodology.

Terrace (front entrance)

The suspended terrace slab above the store/entry appears to be in poor condition. Concrete spalling and corroded reinforcement were evident throughout the slab soffit. Additionally, structural cracks ranging from 1mm to 5mm in width were observed on the concrete downturn beam. There is also observable water leakage



Figure 8: Corroded reinforcement on slab soffit



Figure 9: Drummy concrete and corrosion mark

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.au



Figure 10: Concrete spalling on beam (Internal Face)



Figure 11: Concrete spalling on beam (external face)



Figure 12: Beam cracks above door



Figure 13: Flexural cracks on slab



Figure 14: Drummy concrete to the slab soffit



Figure 15: Drummy concrete to the slab soffit

It is recommended that drummy or cracked concrete section be repaired in accordance with Section 4 – Repair methodology.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Dock

The suspended docking slab shows signs of fair to poor condition, with evident concrete spalling and corroded reinforcement observed at the stair location. Additionally, cracks were evident on top of the suspended slab.

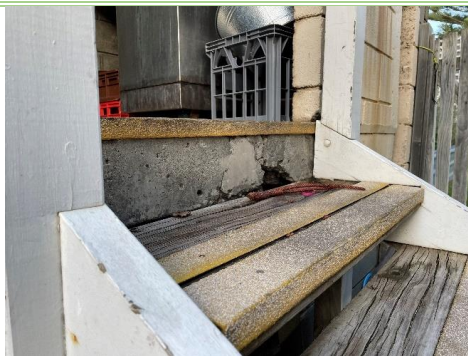


Figure 16: Concrete spalling on slab



Figure 17: Slab soffit showing sign of corroded reinforcement

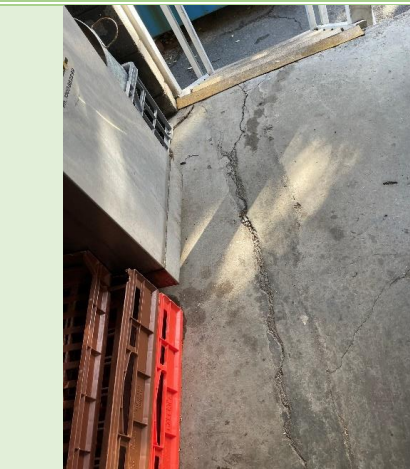


Figure 18: Crack evident on docking slab



Figure 19: Crack evident on docking slab

It is recommended to repair the drummy and cracked slab in accordance with the repair methodology outlined in Section 4 – Repair methodology.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.au

5.4 Load Bearing Columns

Ground floor Internal concrete columns

The existing concrete columns appears to be in good to fair condition. No evidence of concrete spalling nor cracking was observed during the inspection.



Figure 20: Internal concrete column in good condition.



Figure 21: Internal concrete column in good condition.

External Reinforced Concrete Masonry columns

The existing concrete columns appear to be in a fair condition. No major cracking was evident during the inspection. Small number of the concrete masonry columns experienced surface deteriorating which can be resulted from mechanical or chemical damages. The scale of damages do not pose immediate structural concerns.



Figure 22: Deteriorating surface on concrete block columns.



Figure 23: Deteriorating surface on concrete block columns

It is recommended that deteriorated areas be patched with structural repair mortar after removing any loose materials and cleaning the surface.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.com.au

First floor Internal steel columns

The steel columns on the first floor that support the roof structure are in good condition overall. There is minor surface corrosion noted in areas where the protective coating has been damaged by mechanical abrasion.

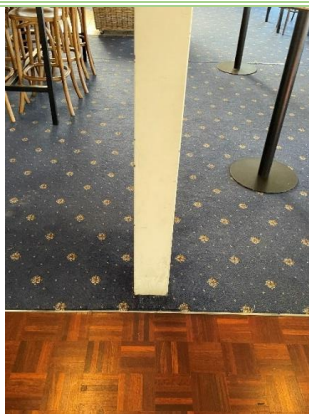


Figure 24: Internal steel column in good condition.



Figure 25: Internal steel column in good condition.



Figure 26: Minor surface corrosion



Figure 27: General view of internal columns

It is recommended to clean and treat minor surface corrosion on the columns with zinc-rich primer to ensure their longevity.

First floor External Load bearing Walls

The first-floor external concrete block walls are in fair to good condition, showing no significant cracking. However, steel lintels on the North, South, and West elevations, exposed directly to salt spray, display moderate to severe corrosion.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.com.au

Additionally, significant cracking was observed on the windowsill concrete panel located at the Northeast corner. It is noted that this windowsill panel originally served as a precast balustrade panel as documented in the existing drawings.

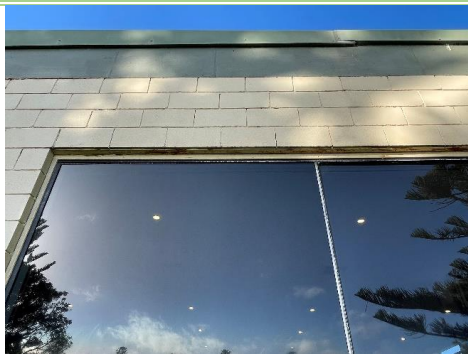


Figure 28: Lintel on North elevation - Moderate corrosion



Figure 29: Lintel on South elevation - Moderate corrosion



Figure 30: Major cracks on windowsill panel

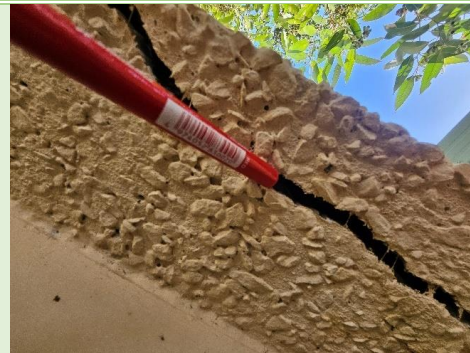


Figure 31: Windowsill panel crack width approx. 6mm

The corroded lintels should undergo remediation following Section 4 – Repair methodology. As for the cracked windowsill panel, replacing it with lightweight steel or timber framing represents a practical and cost-effective solution.

5.5 Roof structure

The metal roof cladding was not inspected during the assessment. Internally, RSJ beams and timber purlins are observed to be in good condition. However, beams located externally along the west elevation and on level 1 balconies exhibit severe corrosion due to exposure to salt sprays.

Cracks and concrete spalling are also noticeable in certain areas of the perimeter concrete roof beam, indicating the expansion of corroded steel reinforcement.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.com.au



Figure 32: Balcony 1 exposed steel beam - Severe corrosion



Figure 33: Balcony 2 exposed steel beam - Severe corrosion



Figure 34: Steel beam on West Elevation - Severe corrosion



Figure 35: Steel beam on West Elevation - Severe corrosion



Figure 36: Concrete perimeter beam on North Elevation - Concrete spalling & corroded reinforcement



Figure 37: Concrete perimeter beam on North Elevation - Concrete Cracking

It is advised to remediate corroded structural steel sections and spalled/cracked concrete following the guidelines outlined in Section 4 – Repair methodology.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
 PO Box 771 Bunbury WA 6231
 admin@engenuityengineering.com.au
 www.engenuityengineering.com.com.au

5.6 Miscellaneous Structures

Canopy structures

The canopy structures on the north elevation of the building have been constructed using Duragal hollow sections, with surface corrosion visible on these Duragal steel sections.



Figure 38: Surface corrosion on the canopy structure



Figure 39: Surface corrosion on the canopy structure

It is advisable to mechanically remove the surface corrosion and apply an approved corrosion protection coating.

Internal stair

The steel stringers and landing beams for the internal stair appear to be in fair condition.

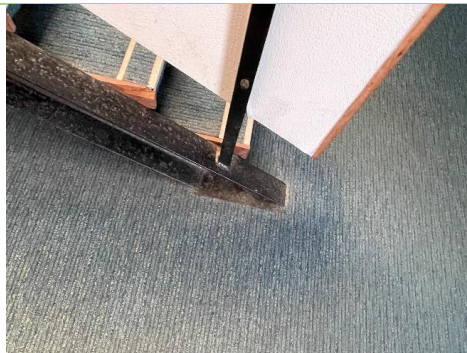


Figure 40: Stair Stringer



Figure 41: Landing beams

External stair

All external stairs, whether concrete or timber, were observed to be in fair condition during the inspection. Corrosion was evident on the steel balustrade, which should be replaced with a like-for-like replacement.

PERTH OFFICE
 Level 5/25 Walters Drive
 Osborne Park WA 6017
 Ph: 08 6555 4955

BUNBURY OFFICE
 73 Victoria Street
 Bunbury WA 6230
 Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

Roof skylight

The timber structure forming the roof skylight appears to be in good condition.



Figure 42: Roof Skylight Timber Frames

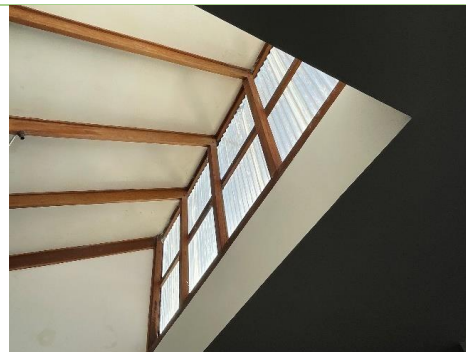


Figure 43: Roof Skylight Timber Frames

External Retaining Walls

The concrete block retaining wall appears to be in fair condition. Minor cracking was observed at the angle joint, which does not raise structural concerns.

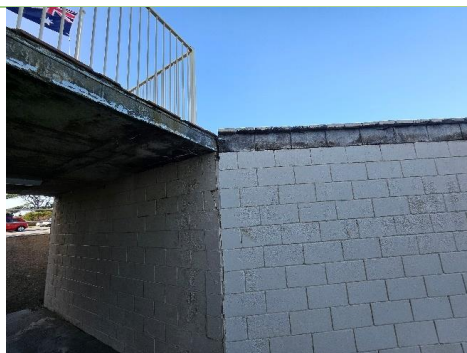


Figure 44: Crack at the joint



Figure 45: Crack at the joint

6 Conclusion

Based on our visual inspection and assessment, we find that the existing structure is feasible for repair from a structural standpoint. However, it is imperative for the client to factor in ongoing maintenance costs alongside repair expenses. We advise comparing these cumulative costs with the estimated expenses of constructing a new building. Furthermore, due to the building's age, it is essential to acknowledge that certain structural elements do not meet current codes and standards for durability.

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

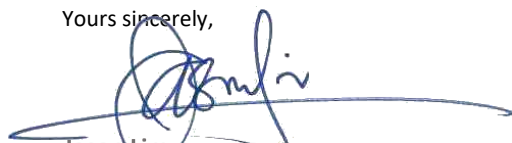
BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



ABN: 63 613 953 772
PO Box 771 Bunbury WA 6231
admin@engenuityengineering.com.au
www.engenuityengineering.com.com.au

I trust the above is of assistance. Should you require any further clarifications or information please do not hesitate to contact the undersigned.

Yours sincerely,



Jason Lim (BEng, MIEAust, CPEng, NER, RPEQ)
Commercial Engineering Manager

PERTH OFFICE
Level 5/25 Walters Drive
Osborne Park WA 6017
Ph: 08 6555 4955

BUNBURY OFFICE
73 Victoria Street
Bunbury WA 6230
Ph: 08 9791 4599



SEA VIEW GOLF COURSE CLUBHOUSE REDEVELOPMENT COTTESLOE WA



BUILDING SERVICES CONDITION REPORT ELECTRICAL, HYDRAULIC AND MECHANICAL SERVICES



Quality Information

Document Sea View Golf Course – Clubhouse Redevelopment

Ref 2407-01 Rev-C

Date 25th July 2024

Prepared by Arshpreet Kaur, Fasiulla Mohammed & Sissay Degeffa

Reviewed by Fasiulla Mohammed

Revision History

Revision	Revision Date	Details	Authorised	
			Name/Position	Signature
A	9 th July 2024	Services Condition Report – Client Review	Fasiulla Mohammed / Senior Mechanical Engineer	
B	11 th July 2024	Services Condition Report – Client Review	Fasiulla Mohammed / Senior Mechanical Engineer	
C	25 th July 2024	Services Condition Report – Summary added for Hyd and Elc.	Fasiulla Mohammed / Senior Mechanical Engineer	



Table of Contents

1.0	Introduction	5
1.1	General	5
1.2	Executive Summary	5
1.3	Purpose of Report and Proposal	5
1.4	Limitations	5
1.5	Inspections, Discussions, and Reference Documents	6
1.5.1	<i>Site Inspection and Discussions</i>	6
1.5.2	<i>Reference Documents</i>	6
1.6	Building Description	6
1.7	Interpretation of Client's Requirements	7
2.0	Reference Documents and Compliance requirements	8
2.1	General	8
2.2	Statutory Legislation	8
2.3	Australian standards and industry guidelines	8
3.0	Electrical Services	10
3.1	Electrical Services Overview	10
3.2	General	10
3.3	Power Supply	10
3.4	Main Switchboard	11
3.5	Communications	12
3.6	Power Outlets and associated cabling	13
3.7	Data outlets and associated cabling	14
3.8	Security System	14
3.9	Internal Lighting	15
3.10	External Lighting	15
3.11	Lighting Control System	15
3.12	Exit and Emergency Lighting System	16
3.13	Cable Reticulation System	16
3.14	Existing Electrical Services Compliance	17
3.14.1	<i>Main Switchboard</i>	17
3.14.2	<i>J7D4 Interior Artificial Lighting and Power Control</i>	17
3.14.3	<i>J9D3 Facilities for Energy Monitoring</i>	17
3.14.4	<i>J9D4 Facilities for Electrical Vehicle Charging Equipment</i>	17
3.14.5	<i>J9D5 Facilities for solar photovoltaic and battery systems</i>	17
3.14.6	<i>J7D6 Exterior Artificial Lighting</i>	18
3.14.7	<i>Passive Protection</i>	18
3.15	Electrical Services Expansion for the Clubhouse Redevelopment	18
3.15.1	<i>Power</i>	18
3.15.2	<i>Communications</i>	18
3.16	Summary	19
4.0	Hydraulic Services	20
4.1	Hydraulic Services Overview	20
4.2	Utility Mains and Connections to the Clubhouse	20
4.2.1	<i>Sewer Water Corporation</i>	20
4.2.2	<i>Water from Water Corporation</i>	21
4.2.3	<i>Natural Gas from ATCO</i>	21
4.3	Clubhouse Services	22
4.3.1	<i>Sanitary Plumbing And Drainage</i>	22



4.3.2	Cold Water Service	22
4.3.3	Hot Water Service	22
4.3.4	Natural Gas Service	23
4.3.5	Fire Services	23
4.3.6	Taps and Sanitary Fixtures	23
4.3.7	Roof Down Pipes	27
4.3.8	Car Park Drainage	27
4.3.9	Air Conditioning Drainage and Water Services	27
4.4	Existing Clubhouse Services Compliance	27
4.5	Hydraulic Services Expansion for the Clubhouse Redevelopment	28
4.5.1	Sewer	28
4.5.2	Water	28
4.5.3	Natural Gas	28
4.5.4	Stormwater Drainage	29
4.6	SUMMARY	29
4.6.1	Water Supply	29
4.6.2	Fire Services	29
4.6.3	Natural Gas Services	29
4.6.4	Sanitary drainage, Sanitary Fixtures and Tap wares	29
4.6.5	Stormwater drainage	29
5.0	Mechanical Services	30
5.1	Mechanical Services Overview	30
5.2	General	30
5.3	External Weather Design Conditions	30
5.4	Mechanical Services Design Criteria	30
5.4.1	Concept Design Cooling Load Allowances	30
5.4.2	General Ventilation Design Criteria:	31
5.5	Economic Life of Equipment	31
5.6	Mechanical Services Plant Areas	32
5.7	Existing Mechanical Services Condition	32
5.7.1	Lower Ground Floor – Pro Shop	33
5.7.2	Lower Ground Floor – Lockers Ladies & Gents Rooms	33
5.7.3	Lower Ground Floor – Stores	34
5.7.4	Ground Floor – Dining Area & Bar	34
5.7.5	Ground Floor – Kitchen	35
5.7.6	Ground Floor – Offices	35
5.7.7	Ground Floor – Amenities	35
5.8	Existing Mechanical Services Compliance	35
5.8.1	Lower Ground Floor Compliance Issues	35
5.8.2	Ground Floor Compliance Issues	36
5.9	Mechanical Services Expansion for the Clubhouse Redevelopment	36
5.9.1	Lower Ground Floor Recommendations	36
5.9.2	Ground Floor Recommendations	36
5.10	Energy Efficiency and Sustainable Solutions	36
5.11	Summary	37



1.0 Introduction

1.1 General

This document has been prepared at the request of Chindarsi Architects on behalf of the Town of Cottesloe WA for the Sea View Golf Course clubhouse building.

The Town of Cottesloe intends to upgrade the existing services due to ongoing life cycle issues and provide an energy efficient system.

The purpose of this report is to perform a visual inspection and condition report of the building services upgrade works at the Golf Clubhouse and to provide current code compliance.

The report entails a desktop review and site inspection of the following services

- Electrical Services
- Hydraulic Services
- Mechanical Services

This section of the report summarises the condition of existing services and required upgrade works, indicating design intent and highlighting details to be considered during conceptual and detailed design development in future.

1.2 Executive Summary

This Executive Summary highlights the key elements of the building services condition report. The report and study develop and/or define the services condition upgrade works that will be adopted in the detailed design phase of the project.

This document summarises the engineering assumptions, suitable for the building services upgrade, in terms of performance, efficiency, capacity and spatial aspects along with the design criteria to be adopted in the redevelopment of the Clubhouse.

Further details are provided under each discipline section in the document.

1.3 Purpose of Report and Proposal

The observations, recommendations, and impact of the existing service conditions and upgrade works are detailed in the report.

This document sets out the recommendations for review and acceptance by the Town of Cottesloe to enable the conceptual and detailed design development and documentation of Services Upgrade works.

1.4 Limitations

This report has been prepared by EHMS for the Town of Cottesloe and Chindarsi Architects and may only be used and relied on by the Town of Cottesloe and Chindarsi Architects for the purpose agreed between EHMS and Chindarsi Architects. EHMS otherwise disclaims responsibility to any person other than the Town of Cottesloe and Chindarsi Architects arising in connection with this report. EHMS also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by EHMS in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report. EHMS has prepared this report based on information provided by the onsite staff, and Town of Cottesloe and/or its site representatives including facility management and, on the sources, nominated in Clause of this report, which EHMS has not independently verified or checked beyond the agreed scope of work. EHMS does not accept liability in connection with such unverified information, including errors and omissions in the report that were caused by errors or omissions in that information.

There are no drawings or documents provided for the existing services to EHMS. We cannot verify the extent of each services capacity, functionality, accuracy of service routing in the building and other details in the absence of existing as-built drawings and limited access. We have not verified services inside the ceiling voids, below ground services and any other services hidden from direct visibility.



1.5 Inspections, Discussions, and Reference Documents

1.5.1 Site Inspection and Discussions

EHMS undertook a site inspection along with a Chindarsi Architects representative to obtain information related to the existing systems, their performance, how they currently operate, and the nature of the failures and breakdowns, if any. The inspections are limited to visual observations only and no testing or performance has been verified.

1.5.2 Reference Documents

The documents referred to in preparing this report include the following:

- Town of Cottesloe RFQ 008, Attachment C, Architectural building license plans 1-17, stamped 21 May 1969.
- Drainage Plumbing Diagram relating to 2 Jarrad St Cottesloe 6011.
- Dial Before You Dig utility plan for sewer, water and gas
- Existing Building layout drawings.
- Information provided by the Golf club staff and site representatives has been taken at face value.
- Dial Before You Dig Information

1.6 Building Description

The existing building details are defined as follows:

Building	Details
Building Usage	Clubhouse
Class of occupancy	Class 9b – Social Gathering
Climate Zone	Zone 5
Rise in Storey	Two Storey
NCC	Volume 2022 for the proposed Upgrade works

The Golf Clubhouse is the Town of Cottesloe's Golf Course social club comprising of lower ground and upper ground floors. The building was built in 1969/70 and has been through several changes over the years. the current building as it stands comprises of the following spaces and amenities.

- Lower Ground Floor
 - Golf course buggy store
 - Pro shop
 - Storage spaces
 - Ladies and Gents locker rooms, showers and toilet amenities
- Upper Ground Floor
 - Dining Area
 - Bar
 - Kitchen
 - Coolrooms and Stores
 - Caretaker's accommodation – Excluded from the scope
 - Offices

The building exterior is surrounded by a car park, and external sheds providing workshop areas. There is a large demountable shed located next to the car park which is excluded from the scope.



1.7 Interpretation of Client's Requirements

The Client Requirements provide the basis for the services condition report and engineering design for future works.

The following criterion shall be included within the design and is our understanding of the Client's requirements:

- The Golf Club's specific requirements, operational standards and functional requirements are to be adopted in future design.
- The upgrade works shall be designed to incorporate a low-energy design that can be engineered within the constraints of the budget.
- The energy efficiency of the upgrade works shall follow the requirement of Section J of the National Construction Code.
- Occupation density of each space shall be as defined or required by the Golf club to be adopted.
- The lighting and equipment load shall be considered as per industry standards, the most energy efficient system and as referenced in AIRAH design guidelines to be followed.



2.0 Reference Documents and Compliance requirements

2.1 General

The redevelopment of the centre will be in accordance with the relevant Australian Standards, Building Regulations, Statutory Legislation, Local Council, and industry guidelines for Electrical, Hydraulic and Mechanical services design and installations

2.2 Statutory Legislation

- Town of Cottesloe
- The Building Code of Australia (NCC-2022) - including section-J for the new works.
- Department of Fire and Emergencies (DEFS) WA
- Health Department
- Western Australia Electrical Requirements (WAER)
- Western Power Design guidelines and standards
- Western Australia Services and Installation Rules.
- Water Corporation of Western Australia
- NBN/Telstra Guidelines

2.3 Australian standards and industry guidelines

Standard	Description
Electrical Services	
AS/NZS3000	Wiring Rules
AS3008.1	Electrical Installation - Selection of Cables
AS2293.1	Emergency Lighting in Buildings
AS1670	Fire detection, warning, control and intercom systems - System design, installation and commissioning – Fire
AS/NZS 1680.1	Interior and Workplace Lighting – General Principles and Recommendations
AS/NZS 1158	Lighting for Roads and Public Spaces
AS4282	Control of the Obtrusive Effects of the Outdoor Lighting
AS/NZS 3439	Low Voltage Switchgear and Control Gear Assemblies
Hydraulic Services	
AS/NZS 3500	National Plumbing and Drainage Code Part 1 Water Supply Part 2 Sanitary Plumbing and Sanitary Drainage Part 3 Stormwater Drainage Part 4 Hot Water
AS 1074	Steel tubes and tubular threaded or suitable for threading with pipe threads of Whitworth form
AS 1432	Copper tubes for water, and sanitation
AS 1567	Copper and copper alloys – wrought rods, bars and sections
AS 1835	Tubes for pressure purposes – seamless steel.
AS 2419.1	Fire hydrant installations
AS 2441	Fire Hose Reels installations
AS 5601	Gas Installations



Standard	Description
Mechanical Services	
AS 1668.1-1998/Amendment 1 - 2002	The use of ventilation and air conditioning in buildings – Fire and smoke control in multi compartment buildings
AS 1668.2-1991	The use of ventilation and air conditioning in buildings – Ventilation design for indoor air contaminant control
AS 1324	Air Filters for use in air-conditioning and general ventilation (Parts 1 & 2)
AS/NZS 3000-2007 + Amdt 1	Electrical Installations (Wiring Rules)
AS 3666.1 - 2002	Air Handling and water systems of buildings – Microbial control – Design, installation and commissioning
AS 4254	Ductwork for air handling system in buildings
AS 1677 Parts 1 & 2	Refrigeration Systems
AS 1345	Identification of Contents of Pipes, Conduits and Ducts
AS 1674	Cutting and Welding
AS 1530	Fire Hazard Tests
AS 1674	Cutting and Welding
AIRAH Technical Handbook	Design and reference data
CIBSE Guide A	Design data
CIBSE Guide B	Installation and equipment data
CIBSE Guide C	Reference data
ASHRAE Guidelines	HVAC standards and codes
ASHRAE / ANSI Standard 135-2004	All DDC Controls
ISO 16484-5 BACnet	Data Communications
NCC Compliance Issue	2022 for new works only



3.0 Electrical Services

3.1 Electrical Services Overview

The report intends to provide energy efficient and sustainable design solutions for electrical services upgrade works. The design criteria contained in this report are the minimum requirements and shall be developed further during detailed design to meet the Town of Cottesloe's requirements.

The condition report study of the electrical services upgrade works involves the review of various elements as noted below.

- Review the option of upgrading the existing electrical services.
- Review of code compliance as per the current standards.
- Operational Analysis.
- General details and illustration of each system
- Provide recommendations for electrical services upgrade works as required in the building.

Based on the approved services upgrade options, further conceptual design and detailed design documentation will be developed.

3.2 General

The Golf Club Building of the Town of Cottesloe comprises the following electrical services.

- Power Supply
- Main Switchboard
- Communications
- Power outlets and associated cabling
- Data outlets and associated cabling
- Security CCTV System
- Security Intrusion Detection
- Internal Lighting
- External Lighting
- Lighting Control System
- Exit and Emergency Lighting
- Cable Reticulation System

3.3 Power Supply

There is no information available on the origin or capacity of the existing power supply. Based on-site inspection, it is noted that the Main Switch is rated at 80 Amps, therefore, it is assumed that the available electrical capacity of the Golf Clubhouse is 80 Amps 3 phase. The clubhouse manager has confirmed that they have never experienced any tripping issues in the past, therefore, it is noted that the existing capacity is sufficient for the existing building including the upgrade works as the upgrade works would involve the use of more energy-efficient equipment as compared to existing.

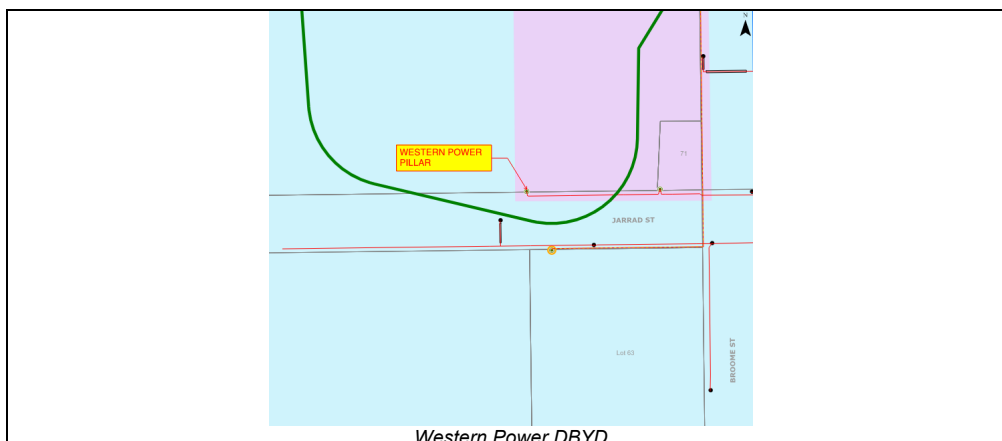
No information is available on the existing consumer mains. Upgrade of existing consumer mains is recommended considering the consumers mains are almost at the end of their serviceable life.

Based on DBYD, it is noted that there is an existing pillar on Jarrad Street, and it is envisaged that the Clubhouse is fed from this pillar. This will need to be confirmed with Western Power in the next design phase.



Recommendation for Upgrade:

Upgrade of existing consumer mains is recommended considering the consumers' mains are almost at the end of their serviceable life.



3.4 Main Switchboard

The existing Main Switchboard for the Clubhouse is located in a services cupboard within the Gents Locker room. The switchboard is non-compliant and needs a full replacement to comply with the current standards.

This switchboard provides a 20 Amps 3 phase supply to the large demountable shed located next to the car park. The other big supply is a 20 Amps 3 phase supply to the Commercial dishwasher and all the other remaining supplies are general power and lighting and air-conditioning loads. Lighting, power and mechanical loads are all fed from combined chassis and there is no provision for energy monitoring and all circuit breakers do not have RCDs. Switchboard consists of 3 panels with 36 poles, 36 poles and 24 poles chassis.

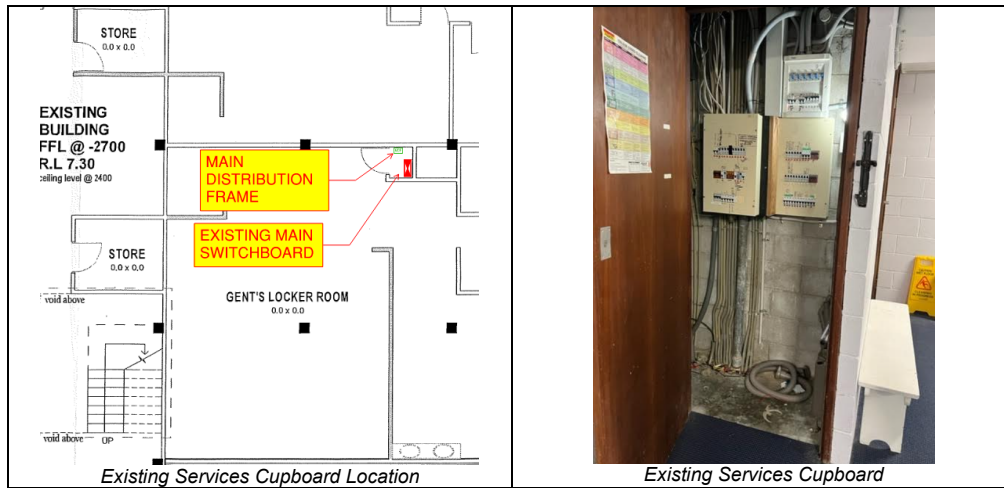
All the Kitchen equipment is mainly gas-powered. It is noted that there is no provision for standby power supply and Photo-Voltaic supply.

The existing services cupboard is non-compliant as there are Electrical, Communications and Hydraulics services located within the same cupboard and does not meet the required segregation as per AS 3000. Maintenance access is also not provided in front of the switchboard and MDF. Labelling is not adequate therefore origin of the power supply cannot be ascertained.

The fire rating of the cupboard does not comply with the code and the penetrations are not sealed with fire-stopping materials.

Recommendation for Upgrade:

A full upgrade of the existing Main Switchboard is recommended. All other services shall be diverted outside the services cupboard and clear maintenance access shall be provided in front of the switchboard.

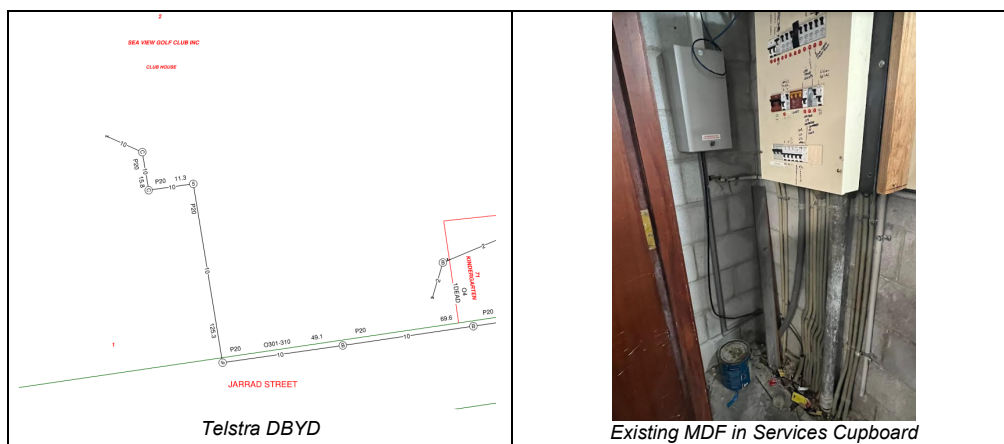


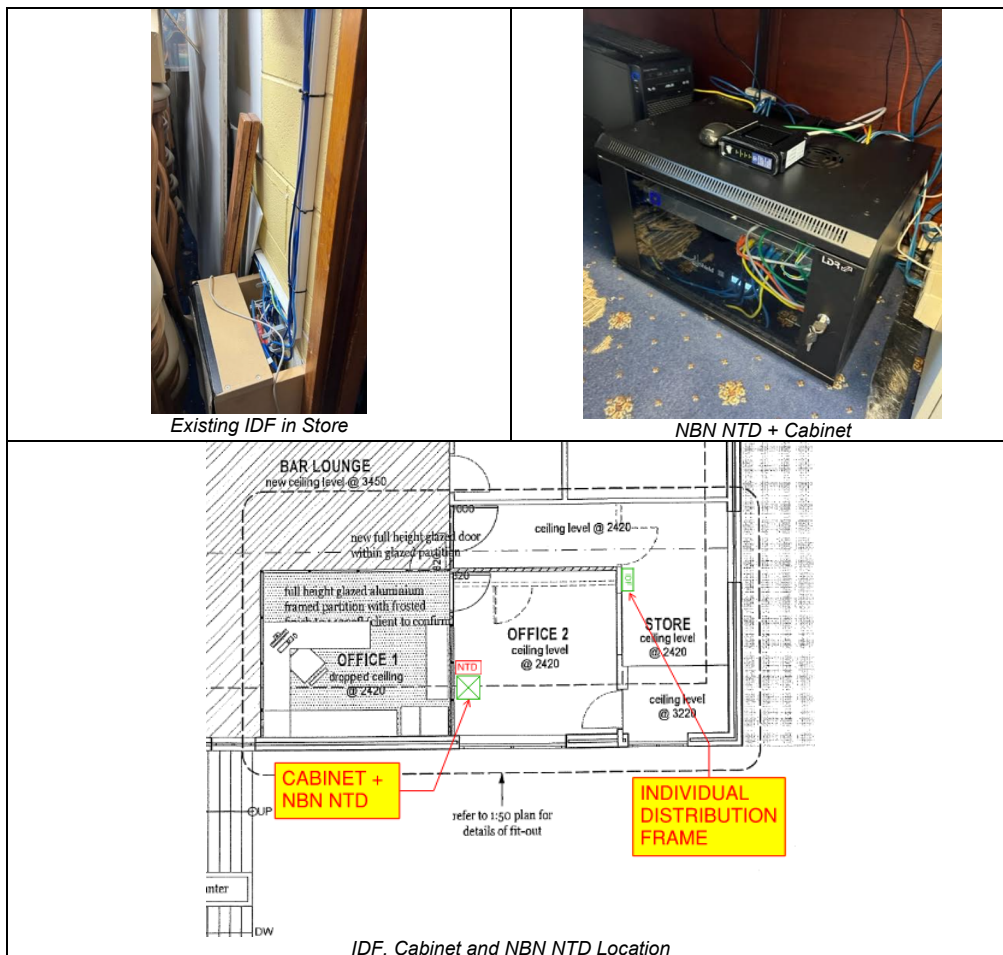
3.5 Communications

DBYD shows that existing Telstra lead-ins are connected to the Telstra pit located on Jarrad Street. The existing Telstra (Main Distribution Frame) MDF is located within the Services Cupboard, and it does not comply with the current standards. An Individual Distribution Frame (IDF) is located on the Ground Floor in the Store behind the office. NBN equipment/server is located in the Clubhouse manager's Office.

Recommendation for Upgrade:

Upgrade of existing lead-in to optic fibre cables is recommended. Further coordination is required with Telstra and NBN on the existing network capacity and shall be investigated in the next design phase.

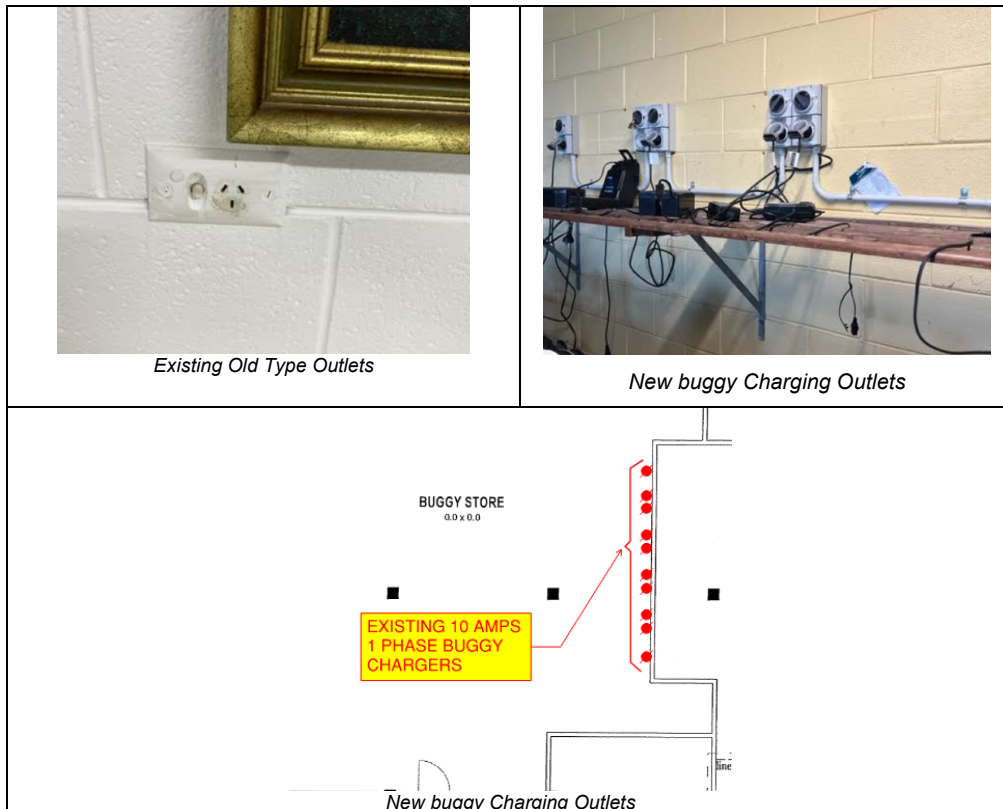




3.6 Power Outlets and associated cabling

Some outlets are old and almost at the end of their serviceable life, however, some outlets appear to be in good condition.

New 20 Amps 1 Phase power supply isolator are installed in the Buggies store for charging of buggies.



Recommendation for Upgrade:

Upgrade of existing old type outlets is recommended considering the outlets are almost at the end of their serviceable life.

3.7 Data outlets and associated cabling

Not many data outlets exist.

Recommendation for Upgrade:

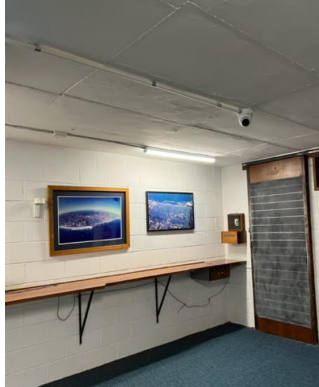
Existing can be retained, however, it is recommended to check and ensure all the comms cable run lengths are within the 90m to ensure compliance with the current standards.

3.8 Security System

It is noted that CCTV cameras are installed and operated by Golf Clubhouse, and they are responsible for maintaining the Security CCTV system along with any other intruder detection and access control system.

Recommendation for Upgrade:

Not in scope as security systems are maintained by Golf Clubhouse.

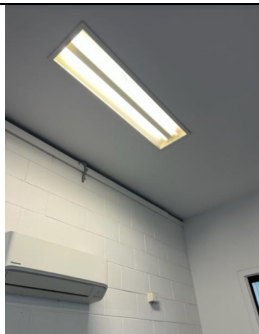


CCTV Camera

3.9 Internal Lighting

The clubhouse manager has confirmed that the lighting for Lower Ground was recently upgraded and has been changed to current technology LED fittings.

The current lighting on the Ground Floor is old fluorescent technology. It would be recommended to review the option of replacing all lighting with new LED type fittings.



Fluoro Fitting in Ground Floor Office



Inadequate Lighting in Buggy Store

Recommendation for Upgrade:

It is recommended to review the option of replacing all non-LED lighting with new LED type fittings. Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of daylight harvesting.

3.10 External Lighting

External Lighting around the perimeter of the building and car park does not appear to be sufficient.

Recommendation for Upgrade:

It is recommended to provide external lighting in accordance with AS/NZS 1158 and AS 4282

3.11 Lighting Control System

Lighting control is via: -

- PIR sensors
- Master switches
- Local switches



Programmable scenes and dimming functionality do not appear to be available.

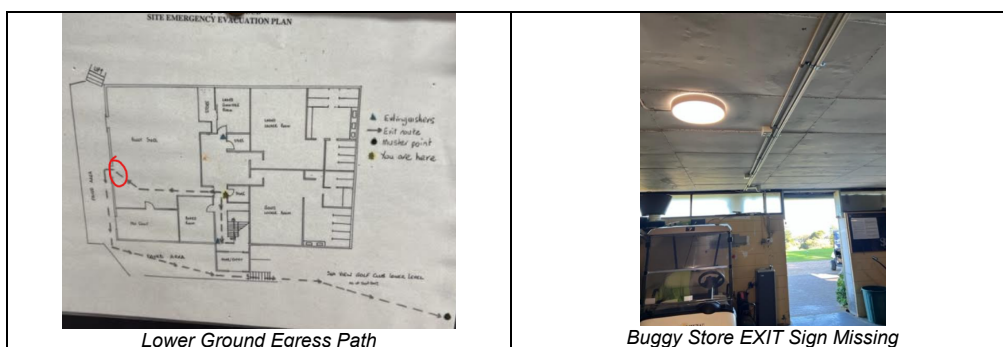
No provision for a computer-based lighting control system with scene and programmable dimming control. No daylight harvesting dimming was deployed.

Recommendation for Upgrade:

It is recommended to upgrade the lighting control system to include more motion sensors, photoelectric sensors and dimming switches.

3.12 Exit and Emergency Lighting System

Clevertronics Exit and Emergency lights are installed, and it appears that all the exit signs were recently upgraded. It is noted that Exit and Emergency lights are missing in a few areas. A centralised system for monitoring and testing the Emergency and Exit lights was not evident during the site inspection.



Recommendation for Upgrade:

Reviewing the existing Exit and Emergency design and providing additional fittings to comply with the current standards is recommended. It is recommended to consider a centralised monitoring and testing system for Exit and Emergency lighting.

3.13 Cable Reticulation System

There are no cable trays, and the cables are installed in conduits. It is noted that in some locations, the cables are exposed and not installed in conduits.

Recommendation for Upgrade:

No upgrade is required.





3.14 Existing Electrical Services Compliance

The electrical services appear to comply with the regulations applicable at the time of construction, but would not comply with current standards.

3.14.1 Main Switchboard

The existing Main Switchboard and the Services cupboard do not comply with current standards.

Main Switchboard shall be provided with maintenance clearance in front of the board in accordance with AS/NZS 3000. RCD circuit breakers shall be provided. Segregation between the power and other services shall be provided in accordance with AS/NZS 3000.

Surge Protection on the Main Switchboard shall be provided including communications and other services to ensure transient protection is in accordance with AS/NZS 1768.

3.14.2 J7D4 Interior Artificial Lighting and Power Control

Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of daylight harvesting.

Programmable scenes and dimming functionality do not appear to be available.

No provision for a computer-based lighting control system with scene and programmable dimming control. No daylight harvesting dimming was deployed.

3.14.3 J9D3 Facilities for Energy Monitoring

Distribution boards are required to be provided with separate metering for lighting and power switchboards in accordance with NCC Section J requirements.

Energy meters are to be capable of recording time of use consumption and be interlinked by a communications system that collates data to be stored, analysed and reviewed in accordance with NCC Section J requirements.

3.14.4 J9D4 Facilities for Electrical Vehicle Charging Equipment

The current design does not comply with the below requirements from NCC.

Electrical distribution boards dedicated to serving electric vehicle charging in a carpark must—

- a. *be fitted with a charging control system with the ability to manage and schedule charging of electric vehicles in response to total building demand; and*
- b. *when associated with a Class 5 to 9 building, have capacity for each circuit to support an electric vehicle charger able to deliver a minimum of 12 kWh from 9:00 am to 5:00 pm daily; and*
- c. *be sized to support the future installation of a 7 kW (32 A) type 2 electric vehicle charger in 20% of car parking spaces associated with a Class 3, 7b, 8 or 9 building; and*
- d. *contain space of at least 36 mm width of DIN rail per outgoing circuit for individual sub-circuit electricity metering to record electricity use of electric vehicle charging equipment; and be labelled to indicate the use of the space is for the future installation of metering.*

3.14.5 J9D5 Facilities for solar photovoltaic and battery systems

The current design does not comply with the below requirements from NCC.

(1) The main electrical switchboard of a building must—

- a. *contain at least two empty three-phase circuit breaker slots and four DIN rail spaces labelled to indicate the use of each space for—*
 - i. *a solar photovoltaic system; and*
 - ii. *a battery system; and*
- b. *be sized to accommodate the installation of solar photovoltaic panels producing their maximum electrical output on at least 20% of the building roof area.*

(2) At least 20% of the roof area of a building must be left clear for the installation of solar photovoltaic panels, except for buildings—



- a. with installed solar photovoltaic panels on—
 - i. at least 20% of the roof area; or
 - ii. an equivalent generation capacity elsewhere on-site; or
- b. where 100% of the roof area is shaded for more than 70% of daylight hours; or
- c. with a roof area of not more than 55 m²; or
- d. where more than 50% of the roof area is used as a terrace, carpark, roof garden, roof light or the like.
- e. equipment.

3.14.6 J7D6 Exterior Artificial Lighting

The current design does not comply with the below requirements from NCC.

(1) Exterior artificial lighting attached to or directed at the facade of a building, must—

- a. be controlled by—
 - i. a daylight sensor; or
 - ii. a time switch that is capable of switching on and off electric power to the system at variable pre-programmed times and on variable pre-programmed days; and
- b. when the total lighting load exceeds 100 W—
 - i. use LED luminaires for 90% of the total lighting load; or
 - ii. be controlled by a motion detector in accordance with Specification 40; or
 - iii. when used for decorative purposes, such as façade lighting or signage lighting, have a separate time switch in accordance with Specification 40.

(2) The requirements of (1)(b) do not apply to the following:

- a. Emergency lighting in accordance with Part E4.
- b. Lighting around a detention centre

3.14.7 Passive Protection

The current design does not comply with the below requirements from NCC.

Room	Passive Protection By Code and Recommendations
Electrical Main Switchboard Cupboard	Smoke Sealed and Non-Combustible as per NCC D2.7 and NCC 2022 D3D8. Part H 2019 and 2022 NSW I4D51 60/60/60
MDF Cupboard	Smoke Sealed and Non-Combustible as per NCC D2.7 and NCC D3D8 Plus 60/60/60

3.15 Electrical Services Expansion for the Clubhouse Redevelopment

The following is a list of restrictions and possibilities for Utilities supply into a redevelopment of the Club House. It is noted a redevelopment would exclude residential or commercial development options and assumes the existing clubhouse building is either demolished or gutted for redevelopment.

The redeveloped clubhouse would be built to the building regulations at those points in time that any works occurred.

3.15.1 Power

Based on DBYD, it appears that Clubhouse is fed from the Western Power pillar located on Jarrad Street. The existing capacity of the Club House is 80 Amps 3 Phase, and a pillar can provide up to 250 Amps. There is scope for existing supply upgrades without the need for a substation provided there is spare capacity on the Western Power network.

3.15.2 Communications

Based on DBYD, it is noted that there is an existing NBN and Telstra network on Jarrad Street. There is scope for existing comms connection updates without major network augmentation works, provided there is spare capacity on the network.



3.16 Summary

The following summary provides a brief overview of the recommended scope of work for each system:

- Power Supply - Upgrade of existing consumer mains are recommended considering the consumers mains are almost at the end of their serviceable life.
- Main Switchboard - Full upgrade of existing Main Switchboard is recommended. All other services shall be diverted outside the services cupboard and clear maintenance access shall be provided in front of the switchboard.
- Communications - Upgrade of existing lead-in to optic fibre cables is recommended. Further coordination required with Telstra and NBN on the existing network capacity and shall be investigated in next design phase.
- Power outlets and associated cabling - Upgrade of existing old type outlets is recommended considering the outlets are almost at the end of their serviceable life.
- Data outlets and associated cabling - Existing can be retained, however, it is recommended to check and ensure all the comms cable run lengths are within the 90m to ensure compliance with the current standards.
- Security CCTV System - Not in scope as security systems are maintained by Golf Clubhouse.
- Internal Lighting - It is recommended to review the option of replacing all non-LED lighting with new LED type fittings. Generally, it is highly unlikely that the existing lighting design will comply with NCC 2022 and AS/NZS 1680. Consideration should be given to dimmable lights to the perimeter glazing for the implementation of day light harvesting.
- External Lighting - It is recommended to provide external lighting in accordance with AS/NZS 1158 and AS 4282.
- Lighting Control System - It is recommended to upgrade the lighting control system to include more motion sensors, photoelectric sensors and dimming switches.
- Exit and Emergency Lighting - It is recommended to review the existing Exit and Emergency design and provide additional fittings to comply with the current standards. It is recommended to consider a centralised monitoring and testing system for Exit and Emergency lighting.
- Cable Reticulation System - No upgrade required.



4.0 Hydraulic Services

4.1 Hydraulic Services Overview

Alteration works to ground floor offices are shown on plans dated September 2012.

Wear and tear and age have seen sanitary fixtures and tapware replaced or at least significantly overhauled, and services repaired, which is evident from our site walk around.

The clubhouse services information gathered indicates they have a range in condition from poor, fair and good whilst still operating. To gauge those conditions:

- Poor is exemplified by the bar beer tap drip tray drain and the bar coffee machine drain, each draining to separate buckets below the bar bench, which of course is non-compliant with any regulation.
- Fair is exemplified by the private residence bathroom fittings.
- Good is exemplified by the players' change room fittings.

From what we could see of the exposed services are detailed below.

Waste pipes are considered in fair condition and showing no signs of leaks or sagging in alignment, albeit the PVC waste pipes to the kitchen and particularly the dishwasher may be of poor internal condition due to the dishwasher's high water temperature discharge and grease build-up and also the cast iron toilet pipes have an industry history of internal corrosion.

Water services are considered to be in fair condition and showing signs that certain pipe sections and isolation valves have been replaced, however, there are no signs of the thermostatic temperature control valves being serviced.

Gas service is considered to be in good condition showing no sign of replacements or leaks.

The hot water unit is considered in fair condition, manufactured in April 2015 and 9 years of age, with no evidence of it being serviced.

Roof-down pipes are mostly external of galvanised metal and in fair condition with signs of replacements.

Taps and fixtures range through poor, fair and good conditions, with poor being the laundry trough/washing machine set up, fair being the private residence bathroom and good being players change rooms.

Operating efficiency of the existing services can only be improved by total replacement, and at best to be marginal with replacement unlikely to be an acceptable cost to benefit, if the clubhouse is retained as is going into the future.

Replacement or expansion of the clubhouse building would likely show design for replacement of all of the existing services up to some point of pre-determination connection to the external services.

A wet fire service of hydrant and hose reels could not be located in the building or externally.

The clubhouse manager Mr T. McCallum was asked about the functionality of the existing plumbing, and he reported they are satisfying the needs of the clubhouse

4.2 Utility Mains and Connections to the Clubhouse

Information obtained by EHMS from Dial Before You Dig shows the following details about the hydraulic services.

4.2.1 Sewer Water Corporation

The record shows a 150mm dia connection branch in their Forrest Street manhole # 0549 on the north side of Forrest Street at approximately 2.54 metres below the surface level at the connection point.

This size connection would have the capacity for commercial development.

As per the Clubhouse Property Sewer Building and Energy Division of the Department of Mines, Industry Regulations and Safety WA records of the clubhouse Drainage Plumbing Diagram indicates



the clubhouse property sewer connection to manhole # 0549, however, the pipe size of the connection is not shown but is expected to be the same size as the Water Corporation pipe being 150mm dia. as it crosses from the north side to the south side of Forrest Street then to the Golf Course site.

The record drawing also indicates by dimension the location of the underground clubhouse property sewer, which has several rising shafts which would usually indicate a steep ground contour falling away from the clubhouse to the connection point. It is not clear if the rising shaft tops terminate at surface level which would make clearing of blockage much easier and cheaper than if buried.

The size of the property sewer is not shown, however, at its smallest size it would be 100mm Dia and at its largest 150mm dia. The smaller size has a carrying capacity approximately equivalent to about 7 regular homes, whilst the larger size would have the capacity for commercial development.

4.2.2 Water from Water Corporation

The records indicate a Water Corporation Street ring main in Forrest Street of 75mm Dia, in Marine Terrace of 100mm Dia dead end main for only the northern part, in Broome Street of 150mm Dia ring main with 205mm Dia feeds and Jarrad Street of 75mm Dia dead end main for only the eastern part.

The records do not indicate water pressure in the street mains.

The records do not indicate the water meter location for the clubhouse however building license drawings indicate the meter to Marine Terrace due west of the clubhouse with a 50mm diameter service running from the meter up to the clubhouse building.

They have indicated via telephone that the meter is 50mm Dia, which would have a capacity ranging from 180 to 230 litres per minute.

The meter does not have a containment backflow valve at its outlet. The backflow valve protects the Water Corporation mains from cross-contamination from the clubhouse water services. Should the clubhouse be expanded with alterations and additions or redeveloped, or the Water Corporation discovers a backflow valve is not currently fitted, then a backflow valve will be required by Water Corporation.

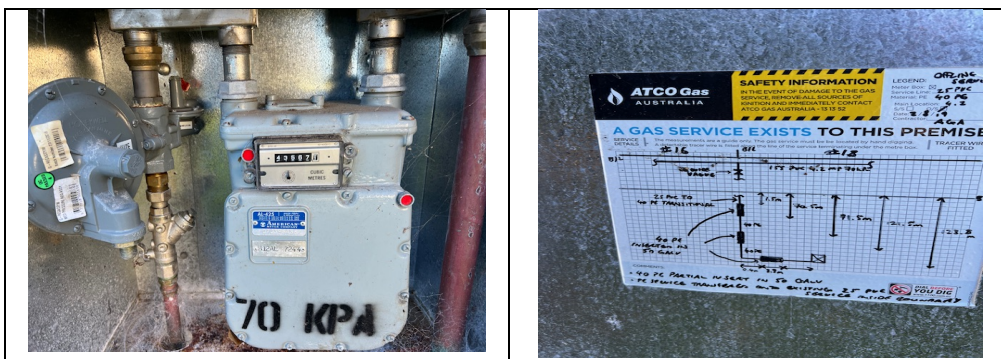
The water service is reported to be satisfying the clubhouse's current demands, however, due to the small size of the Water Corporation Street mains its capacity to supply alterations, additions or redevelopment would require design input.

4.2.3 Natural Gas from ATCO

The records indicate an ATCO gas street main in Forrest Street of 155mm dia at 70kpa, in Marine Terrace of 50mm dia at 70kpa for only the northern part, in Broome Street of 155mm dia at 70kpa and Jarrad Street of 100mm dia at 70kpa for only the eastern part.

Site information shows the clubhouse gas meter being an AL12 which would usually have a capacity of 940 megajoules per hour with an outlet pressure of 2.75kpa, housed in a galvanised metal box with a non-locking door and located close to the building on its northern side.

The gas service is reported to be satisfying the clubhouse's current demands, however, its capacity to supply alterations, additions or redevelopment would require design input.





4.3 Clubhouse Services

4.3.1 Sanitary Plumbing And Drainage

Records indicate this service is to be a full gravity system from the clubhouse to the sewer connection point.

Upper-floor pipe services gather on the underside of the slab to drop in the lower ground floor duct.

Lower ground piped services gather on the east outside of the building.

Overflow relief for blockages is difficult to identify on-site.

A grease trap for the kitchen wastewater could not be located nor is it located on the record plans.

The kitchen waste pipes look to be undersized for loading that it carries.

Upper floor pipe material consists of cast iron soil pipes with mechanical joints, and copper waste pipe with PVC waste pipes above the floor at the bar and kitchen.

Lower floor pipe material consists of underground although not visible, probably due to age, of vitrified clay rubber ring joints for soil pipes and copper waste pipes.

The condition of cast iron pipes has an industry history of corrosion internally and at joints late in their life and would be suspect to frequent maintenance.

PVC waste pipes in the kitchen are suspected of degradation due to the dishwasher's high wastewater discharge temperature and internal buildup of grease.

Copper waste pipes should be in good condition.

Vitrified clay pipes are suspected of tree and vegetation root ingress.

4.3.2 Cold Water Service

Records indicate a 50mm diameter service from the meter to the clubhouse. Its location at the clubhouse is shown possibly under the lower ground floor or suspended on the underside of the upper floor slab, then branching off to taps.

A riser is shown in the lower floor duct to service the upper floor.

Site observations indicate several water services exposed on walls with sections of the service placed along with several isolation valves and bar and kitchen water pipes exposed on walls under benches.

There are several instances where non-compliance for backflow control occurs at the laundry trough, appliance dishwasher connection and hose taps. There may be more which would require a detailed survey to identify.

Pipe material from what can visually be seen, consists of mostly copper with braised joints for the original install and press fit for changes and repairs. The pipe material for the existing underground service from the meter to the clubhouse is unknown.

Isolation valves and hose taps – brass

Condition – pipes visually appear to be in good condition, albeit some sections have been replaced and some exposed sections are untidy and out of square. Replacement valves visually appear to be in good condition, but the original valves appear to be frozen.

4.3.3 Hot Water Service

There are no records available of this service.

Site observations indicate several water services exposed on walls with sections of the service placed along with several isolation valves and bar and kitchen water pipes exposed on walls under benches.

Hot water unit is a gas Rinnai tank pack demand duo with an attached data plate indicating model DD1 200e/250 with 65C hot water outlet temperature, stainless steel tank and 46KW energy input.



The hot water temperature from the hot water unit is above 65 °C. Two thermostatic temperature control valves were observed exposed on outside walls. It is uncertain what these valves service, but possibly the showers.

Pipe material from what can visually be seen, consists of mostly copper with braised joints for the original install and press fit for changes and repairs. Pipe insulation is not constant on the service and is in poor condition.

Isolation valves – brass

Condition – pipes visually appear to be in good condition, albeit some sections have been replaced and some exposed sections are untidy and out of square. Thermostatic mixing valves appear to be in good condition and a label on the hot water unit indicates an install date of 13th April 2023, but unsure to which valve it applies. The service history of the valves is not known. The hot water unit was manufactured in April 2015 and is 9 years of age, with no evidence of it being serviced.



4.3.4 Natural Gas Service

There is a record of the incoming gas service from Forrest Street. This incoming pipe is owned by ATCO gas as it's on the supply side of the meter.

A plan is in the meter box. There are no records available of this service inside the building.

Site observations indicate the gas is connected to Kitchen gas appliances for a 4-burner cooktop/griddle with oven and two baskets deep fryer. An emergency gas shut-off valve could not be found. There is a gas connection to the external hot water unit.

Pipe material inside the building from what can visually be seen, consists of copper

Isolation valves – brass

Condition – pipes visually appear to be in good condition, albeit with grease build up on the outside.

4.3.5 Fire Services

A wet fire service of hydrant and hose reel could not be located on site. There are several fire extinguishers inside the building and a fire blanket in the kitchen next to the deep fryer. A fire equipment plan could not be located.

4.3.6 Taps and Sanitary Fixtures



As mentioned previously was their general range in condition.

Players and Staff Toilet amenities indicate Water closet pans are much the same style throughout with dual flush poly cisterns and a lightweight double flap toilet seat, all in good condition

Basin range is a style from a few of the original builds with the balance being replaced with new. Their waste pipes range from chrome copper of the original build with balance in PVC. Taps also range in style from what looks like some of the original build and others as replacements, but all are chrome twist handle hot and cold hob sets and in good condition.

Showers mostly have a chrome brass drainage outlet grate in between two showers and their taps are in wall twist hot and cold sets with an adjustable shower arm with the shower rose. All are in good condition.

Male toilet urinals are of original build stainless steel slab and trough wall types, with a front step up and an exposed top push button poly cistern with chrome copper sparge flush pipe. An over-trough wall-mounted chrome hose tap is fitted above the urinal, but its does not have backflow control.

Private Residence indicates bathroom taps and fixtures are much the same as the players' and staff toilets and in good condition.

Kitchen indicates Sinks, stainless steel of commercial style with well-worn standard sink outlets with PVC under bench trap and waste pipe. Taps are hot and cold wall sets with twist grip handles and are in fair condition.

Basin is a white vitreous China with PVC exposed on the wall trap and waste and chrome hob single lever mixer and in good condition.

The dishwasher is a Norris pass-through type with a PVC trap and waste pipe under the bench.

Bar indicates Sink, stainless steel of commercial style with well-worn standard sink outlets with PVC under bench trap and waste pipe. Taps are a hot and cold wall set with twist grip handles and in fair condition.

Ice machine is a Scotsman cube type with a PVC trap and waste pipe under the bench. The coffee machine is fitted with a hose drain discharging over a bucket. The beer tap drip tray is fitted with a hose drain discharging over a bucket.

The following photos illustrate the above descriptions.

Female change room amenities:



Hand wash facilities



Typical water closet



Typical shower cubical - showing hot and cold water taps and shower hose

Male change room amenities:



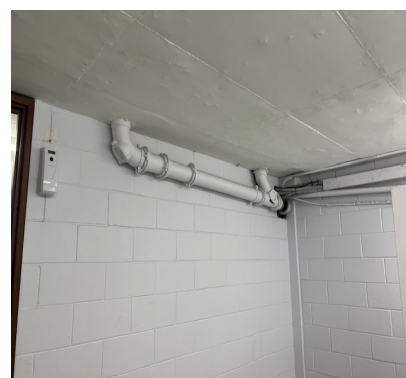
Urinal



Typical toilet cubical



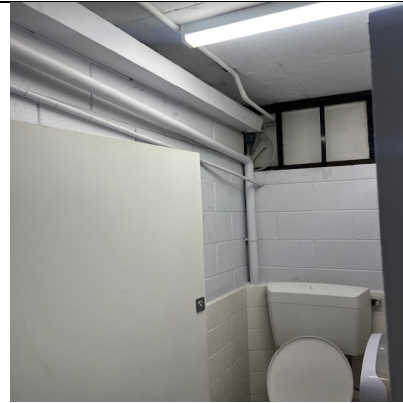
Hand Wash Basin



Waste pipe dropping from male and staff toilet



Shower cubical



Staff toilet with waste pipe from hand wash basin



Toilet with exposed vent and water services



Coffee machines drain into the bucket



Beer taps drip tray into bucket



Kitchen Handwash basin



Dishwasher

4 Burner cooktop/griddle with oven, two baskets deep fryer and Combi oven

4.3.7 Roof Down Pipes

Records indicate two perimeter box gutters to the west and east sides of the roof.

At the north and south ends of the gutters, there are metal external down pipes, which mostly spill to the ground with runoff. Condition is fair with sections showing repairs.

4.3.8 Car Park Drainage

There are no records of this service. Site observation indicates several drainage sumps in the bitumen car park. It is suspected these sumps act as soak wells, but not known if they are interconnected.

Condition – surface grates are in good condition; however the condition of underground sumps and pipes is not known. The clubhouse manager has reported flash flooding in one location of the car park, probably to the southwest where watermarks on retaining walls are evident.

4.3.9 Air Conditioning Drainage and Water Services

There are no records available of the service. Site observations indicate rooftop evaporative air conditioning drainage and water supplies are located on external walls with drainage spilling to the ground and a water isolation valve on the pipe riser to the wall.

Pipe material – PVC for drainage and copper for water service. Condition of the PVC drainage in fair condition albeit exposed to sunlight causing degradation over time. The water service is in good condition. The isolation valve is probably frozen and should be replaced.

4.4 Existing Clubhouse Services Compliance

Building license conditions for the original build in 1969/70 would probably have been the Uniform Building By Laws and for Plumbing Services the Metropolitan Water Sewage and Drainage By Laws and for natural gas works the Gas Standards Regulations. This report assumes that is the case and the building did comply with those by laws.

The building license for September 2012 would have been the Building Code of Australia and for plumbing services AS/NZS3500 suite of standards, however, there is no indication that plumbing services were included in the September 2012 works.

Any subsequent building, plumbing or natural gas works are assumed to comply with the regulation at those points in time that any works occurred.

From the site walk around a few items of compliance come to notice. These are:



Natural gas – there is no emergency isolation valve to the kitchen gas supply, which would be required by current AS/NZS 5601 – Gas equipment isolation valves should be checked for correct operation.

Hot water thermostatic mixing valves should be checked for servicing and inlet isolation valves should be provided.

The hot water unit should be checked for servicing to manufacturer specifications.

Water service backflow requirements should be attended to at the laundry trough, appliance connections, and hose taps, particularly over the urinals, water meter, irrigation etc.

The kitchen waste pipe header looks to be undersized and also not rated for hot dishwasher temperature. The kitchen basin should have a hands-free tap action.

Kitchen waste and water pipes on the wall should be on standoff brackets to allow cleaning all-round the pipe and wall.

Box gutters to have overflows to AS/NZS3500.3:2021.

The fire compartment size would require a wet fire service of hydrant hose reel and fire extinguishers to the Building Code of Australia.

4.5 Hydraulic Services Expansion for the Clubhouse Redevelopment

The following is a list of restrictions and possibilities for Utility supply in a redevelopment of the clubhouse.

It is noted a redevelopment would exclude residential or commercial development options and assumes the existing clubhouse building is either demolished or gutted for redevelopment.

The redeveloped clubhouse would be built to the building regulations at those points in time that any works occurred.

4.5.1 Sewer

Capacity in the Water Corporation Forrest Street connection will require checking with them and the time of design, however, it being 150mm dia of commercial size capacity should be available.

Capacity and sufficient depth for gravity drainage use in the existing property sewer will require checking at the time of design. Concerns are it may 100mm dia restricting capacity to match the Water Corporation connection and of insufficient depth for a full gravity discharge and it may be also be damaged or partially blocked along its length, in which case a CCTV inspection would be required.

4.5.2 Water

The Marine Terrace's existing 50mm diameter water meter connection is limited to 180-230 litres per minute and connected to a Water Corporation dead end main smallish size at 100mm dia.

When a containment backflow valve device required by Water Corporation is fitted to the existing meter a pressure drop of approximately 100kpa can be expected.

The existing property water main size would need checking against the design for capacity.

A larger Water Corporation ring main of 150mm diameter is located in Broome Street and this could provide a greater water supply. The main is not dead ended like the Marine Terrace main it gives greater redundancy to supply.

Fire services design requirements for a redeveloped clubhouse would see a water connection coming from the Broome Street ring main as the other street mains are either too small or dead ends.

4.5.3 Natural Gas

Atco Gas Forrest Street main at 155mm dia and 70kpa pressure should have the capacity to supply regular sized for a clubhouse kitchen and water heating.

Broome Street has a similar gas main and is another possibility for connection to the clubhouse redevelopment.

The existing meter may require relocation depending on the clubhouse redevelopment design.



The supply pipe into the meter is of varying material and size and comes from Atco's Forrest Street main. Any alteration or increase in capacity is under Atco's control with liaison by the consulting design team.

4.5.4 Stormwater Drainage

The Town of Cottesloe building conditions will require on-site containment of all stormwater runoff. This is usually achieved by soak wells, swales, and capture for reuse in irrigation or washdown.

The car park area seems regularly flooded and it doesn't seem adequate soak wells are provided. Some stormwater pits are blocked.

4.6 SUMMARY

4.6.1 Water Supply

- Incoming water supply size is adequate and does not need an upgrade.
- The water pressure is satisfactory for domestic use.
- Should the premises undergo a complete redevelopment, then all existing water supply pipework needs to be removed.
- Hot water temperature is not regulated
- The existing water heater needs to be upgraded to meet the number of showers within the change room. The hot water unit also looks worn out.

4.6.2 Fire Services

- No incoming fire service was observed and there is a significant cost to the redevelopment project to comply with current Australian and NCC requirements.

4.6.3 Natural Gas Services

- The incoming gas service and meter set has adequate capacity to run similar size club/community centre. No incoming gas and meter set upgrade is required.

4.6.4 Sanitary drainage, Sanitary Fixtures and Tap wares

- Sanitary fixtures and tapware are outdated.
- Tap wares do not comply with current flow restrictions
- If new fit out is considered there would be extensive floor slab cutting.
- No disabled facilities within the toilet amenities.

4.6.5 Stormwater drainage

- Roof drainage looks functional. Roof drainage could contribute a significant cost should there be any changes to the existing roof layout.
- Inadequate surface drainage to the carpark area.



5.0 Mechanical Services

5.1 Mechanical Services Overview

The report intends to provide energy efficient and sustainable design solutions for mechanical services upgrade works. The design criteria contained in this report are the minimum requirements and shall be developed further during detailed design to meet the Town of Cottesloe's requirements.

The condition report of the mechanical services upgrade works involves the review of various elements as noted below.

- Review the option of upgrading the existing mechanical services.
- Review code compliance of each space and associated mechanical services
- Cost analysis
- Operational Analysis

The condition report details the following information in further sections:

- Possibility of existing services upgrade
- Review of code compliance as per the current standards
- The details of each option proposed with Pros and Cons
- General details and illustration of each system
- Controls and electrical requirements
- Probable order of budget and cost analysis
- Provide recommendations for mechanical services upgrade works as required in the building.

Based on the approved service upgrade options, further conceptual design and detailed design documentation will be developed.

5.2 General

The Golf Club building of the Town of Cottesloe comprises the below mechanical services.

- DX Split Units Serving the office areas, Pro Shop, Kitchen and accommodation block.
- Evaporative Cooling units serving the main clubhouse dining and bar areas
- Ventilation fans for Amenities
- Kitchen exhaust hood and exhaust fan.

5.3 External Weather Design Conditions

	Design Criteria	Reference / Comments
Summer	36.6 ° C (DB) 22.4 ° C (WB)	As per AIRAH Perth Metro (Comfort non-Critical process)
Winter	7.4 ° C	As per AIRAH Perth Metro (Comfort non-Critical process)

5.4 Mechanical Services Design Criteria

5.4.1 Concept Design Cooling Load Allowances

Area	Load Allowances (W/M ²)	Comments
Office Private	180	Reference AIRAH Design Guide
Meeting rooms or	275	Reference AIRAH Design Guide



conference room		
Auditorium	280	Reference AIRAH Design Guide
Conference Room	275	Reference AIRAH Design Guide
Food Stores	160	Reference AIRAH Design Guide
Restaurants	330	Reference AIRAH Design Guide
Foyer (general office perimeter)	170	Reference AIRAH Design Guide
General Store	100	General Design Practise
Back of House areas	100	Reference AIRAH Design Guide
COMMS/server room	480	Reference AIRAH Design Guide

5.4.2 General Ventilation Design Criteria:

Space	Outside Air	Extract Air	Comments
Bars	10L/s per Person	Nil	Occupancy to be 1 person per net floor area
Dining Rooms	10L/s per Person	Nil	Occupancy to be 1.5 person per net floor area
Commercial Kitchen	80% of the extracted air	As per AS1668.2 5L/s per m ² floor area	Further, the commercial hood exhaust and makeup air will be as per the Hood application and compliant with AS 1668.2
Lockers & Change Rooms	80% of the extracted air	As per AS1668.2 5L/s per m ² floor area	
Toilet Area	Make-up Air Through BOH Supply air system OR Mechanical air-conditioning system	As per AS1668.2 25L/s per Fixture OR 10L/s/m ² floor area	The maximum of either per fixture or floor area to be considered.
Dry Cleaners & Laundries Commercial	80% of the extracted air OR 10L/s per Person	As per AS1668.2 15L/s per m ² floor area	Nil

5.5 Economic Life of Equipment

Below is a list of equipment with a recommended life cycle span. Most of the mechanical services on-site are close to their life cycle and require upgrade or replacement.

Equipment Type	Economic Life
Evaporative Coolers	20 Years
Direct Expansion (DX) Package Air-Conditioning Units	10 to 15 years
DX Split type Units (Ducted Units)	7 to 10 years



Electrical Duct heaters	20 to 25 years
Fans	15 to 20 years
Pipework & Valves	20 to 25 years
Refrigeration Chillers (Screw/Scroll)	15 to 25 years
Variable air volume terminals (VAV)	15 to 25 years

Note: Data Reference is provided from AIRAH design guidelines.

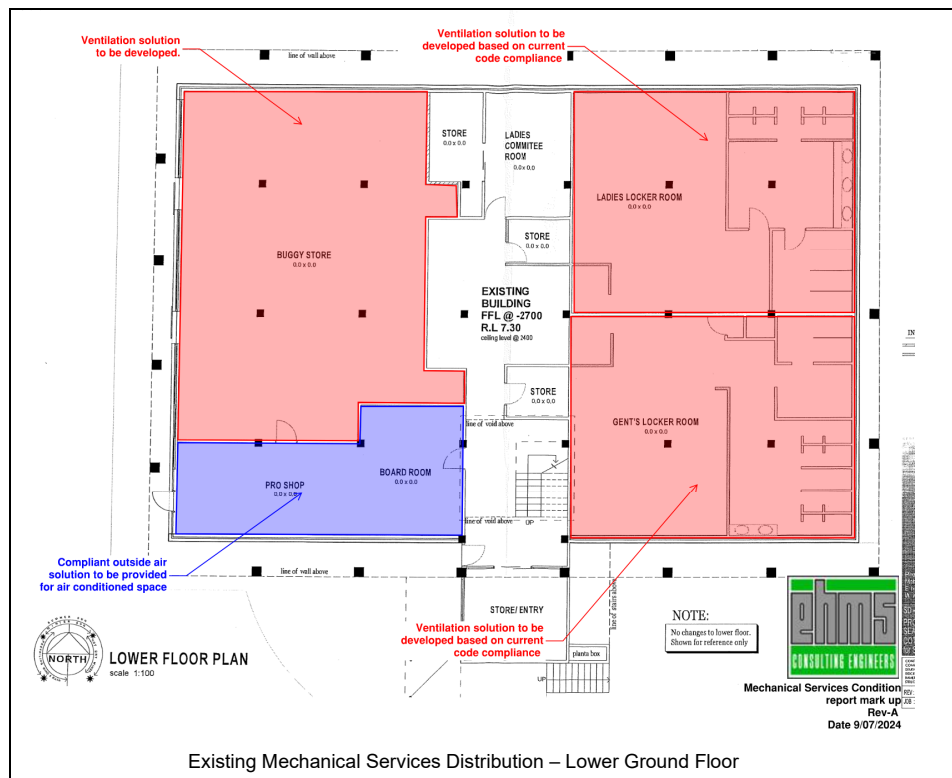
5.6 Mechanical Services Plant Areas

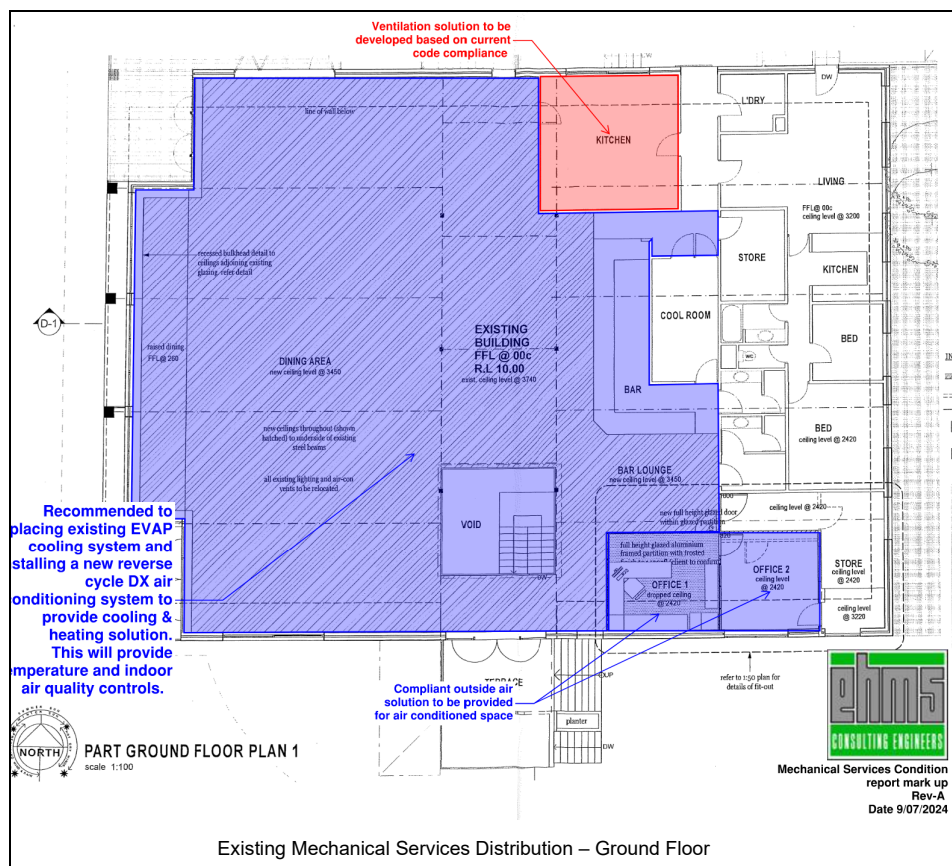
The Golf Club at Cottesloe comprises multiple mechanical services including but not limited to the following services:

- Roof-mounted Evaporative cooling system
- DX Air-cooled Condensing units serve multiple indoor air-conditioning units.
- Kitchen exhaust hood and associated exhaust fan.
- General ventilation fans.
- Space airflow distribution

5.7 Existing Mechanical Services Condition

The mechanical services associated with each space and floor are detailed in the following sections. The below floor plan details the individual zones/spaces and relevant mechanical services locations.





5.7.1 Lower Ground Floor – Pro Shop

The Pro Shop has a reverse cycle split system air conditioning unit with no outside air ventilation. The external door openings can provide the minimum air changes to comply with the ventilation outside air requirements.

As per current standard AS 1668.2 – 2012, each enclosed space shall be provided with a minimum outside air requirement of 10L/s per person and occupancy shall be designed for 3.5 m² net floor area per person.

5.7.2 Lower Ground Floor – Lockers Ladies & Gents Rooms

The existing Ladies and Gents lockers, associated showers, and toilets are maintained in good environmental conditions.

As per the current ventilation standard AS 1668.2 – 2012, the below minimum ventilation requirements shall be provided for these areas.

- Change rooms and Lockers must have exhaust ventilation of 5 L/s.m² net floor area.
- Showers and Toilet areas must have a greater value of either 25L/s per fixture OR 10 L/s.m² net floor area.
- The make up air for these spaces shall be provided through mechanical ventilation or naturally through permanent openings if there is no mechanical air conditioning provided.

The exhaust fans provided in the Toilet and Shower areas are undersized and also found non-functional during the site inspection.



5.7.3 Lower Ground Floor – Stores

In general, the enclosed Stores have no ventilation as per existing site conditions. The storage spaces based on application type require natural or mechanical ventilation as per the current codes and standards.

5.7.4 Ground Floor – Dining Area & Bar

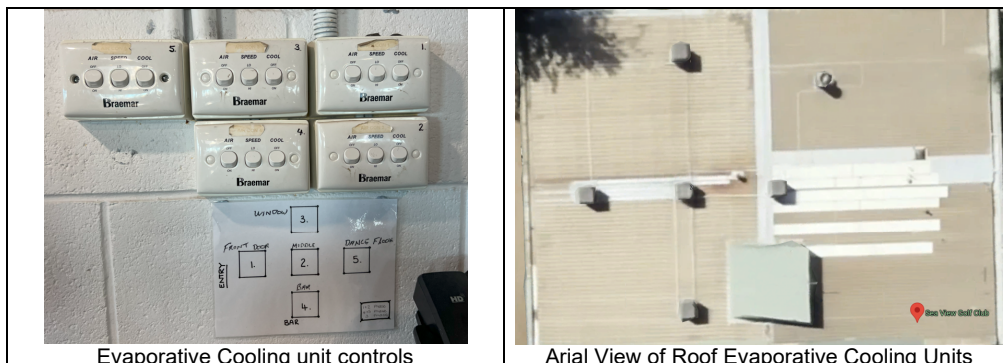
The Clubhouse Dining Area and Bar areas are provided with an Evaporative cooling unit. The system cannot provide controlled cooling. There is no heating system available for these areas. Further, the Evaporative cooling system can function efficiently within a given range of external ambient temperature and humidity levels.

There are 5 no Braemar Evaporative cooling units with low and high-speed controls provided for these areas. The below image represents the unit controls and Dining area airflow distribution.

The airflow grilles are uniformly spaced across the floor to provide air circulation. The capacity of the system and airflows are not verified at this stage.

The roof mounted Evap unit is provided with a water connection and drain on the roof. The water flow isolation valves were found to be frozen and non-functional.

The Evap filters are also required to be replaced or serviced regularly.



Evaporative Cooling unit controls

Aerial View of Roof Evaporative Cooling Units

5.7.5 Ground Floor – Kitchen

The commercial Kitchen associated with the Clubhouse is provided with a Commercial hood and exhaust ventilation only. There is no dedicated makeup air and general kitchen ventilation provided in the space. There is a reverse cycle high wall split unit provided for cooling & heating application of the space.

The Kitchen hood appears to be not serviced by qualified technicians including hood cleaning, degreasing, filter cleaning and duct cleaning.

Based on the visual inspection and operation of the fan, the overall system appears to be working in above average conditions.

The Hood exhaust fan is provided with an On/Off control switch and speed controls.

There is no makeup air provided for the Kitchen exhaust system and within the Kitchen areas.

5.7.6 Ground Floor – Offices

There are two Offices located on the ground floor for the Clubhouse services. These offices are provided with reverse cycle high wall mounted split type air conditioning units to provide cooling & heating applications. The Units appear to be of average condition with no outside air provision.

The windows are also fixed type, thus not allowing to provide natural ventilation.

5.7.7 Ground Floor – Amenities

The amenities such as Stores and Laundry areas on the floor are not provided with a dedicated ventilation system. As per AS 1668.2, these areas shall be provided with exhaust ventilation and proportionate makeup air.

The Wine & Food Storage has no ventilation and temperature and humidity controls.

5.8 Existing Mechanical Services Compliance

Based on the visual inspection and desktop review of the system, the following compliance issues were found for mechanical services across the building.

5.8.1 Lower Ground Floor Compliance Issues

Below is the list of compliance concerns for each space/zone within the Lower Ground Floor.

- The Ladies and Gents lockers and changerooms do not have a dedicated natural or mechanical ventilation system as per the current code & standards.
- The Toilets and Shower areas exhaust ventilation fans, and airflow rates, do not comply with the current codes & standards.
- The Storage areas have no ventilation and do not comply with the current codes.
- The Pro Shop has no outside air provision and relies on natural ventilation depending on the door openings and achieving air changes to comply with the code.



- There are significant upgrades required on the floor to ensure code compliance.

5.8.2 Ground Floor Compliance Issues

Below are details of each space/zone compliance issue on the Ground Floor.

- The Dining areas are provided with Evap cooling as such no control of temperature and humidity. However, the system appears to be code compliant based on visual inspection. The overall capacity is not verified.
- The offices have no outside air provision to maintain required air changes and indoor air quality as per AS 1668.2 ventilation requirements.
- The Commercial Laundry is not provided with natural or mechanical ventilation including no dryer exhaust system.

5.9 Mechanical Services Expansion for the Clubhouse Redevelopment

Based on the visual site survey we note the following works as immediate remedial works to be completed to ensure code compliance safe and efficient performance of the system. The other works are recommended for indoor environmental conditions and human comfort.

5.9.1 Lower Ground Floor Recommendations

- The Lockers (Ladies & Gents) must be provided with dedicated natural or mechanical ventilation to achieve code compliant exhaust ventilation.
- The Showers & Toilets must be provided with a new mechanical ventilation exhaust system and introduce required makeup air to be code compliant.
- The Storage spaces based on application type and usage of the space must be provided with a ventilation system and possibly air conditioning if temperature controls are required.

5.9.2 Ground Floor Recommendations

- The existing Evap system shall be replaced with a new reverse cycle air conditioning system to provide cooling & heating demand in the space.
- The Bar area shall be reconfigured based on the mechanical ventilation and temperature controls.
- The Kitchen hood and exhaust fan shall be serviced by a qualified technician regularly as per the code requirements.
- Introduce makeup air and outside air in the Kitchen to operate the system efficiently.
- The Laundry must be provided with a dedicated exhaust system, makeup air and dryer exhaust to be code compliant.
- The offices shall be introduced with outside air provision to be code compliant.

5.10 Energy Efficiency and Sustainable Solutions

The current configuration of Mechanical services appears to be a major energy concern. The type of systems used for cooling & heating and operation is resulting in major energy/power consumption. Further, the extent of carbon emission due to mechanical plants is significant.

As part of the Western Australian climate policy plan for a climate-resilient community and a prosperous low-carbon future, the proposed work can reduce a significant footprint.

There are multiple ways of reducing the current energy consumption as listed below:

- Replace the Evap cooling system with a reverse cycle air conditioning and controls.
- Review overall floor air distribution for each space/zone and update.
- Replace existing Fans with EC motors or modulating fans.
- Introducing indoor air quality management and the addition of CO₂ sensors and outside air management will enhance the overall performance of the system.



5.11 Summary

Based on the building services condition report completed, we conclude and recommend the following works.

- Upgrade mechanical services across the building as recommended above to provide better temperature and humidity controls.
- Upgrade existing ventilation systems to comply with the current code requirements.
- Replace Evaporative cooling with a reverse cycle air conditioning system to provide cooling & heating demand.
- There is the possibility of designing a completely new air conditioning system across the building such as a Variable Refrigerant Flow (VRF) system with a Single outdoor condenser and multiple indoor units for each zone.

From: Joe Chindarsi
To: Peter Ng
Cc: Shaun Kay; Brad Sefton
Subject: CH: RE: CH: 2404, Seaview Golf Course Clubhouse Site Condition Investigation Report - Chindarsi Architects
Date: Wednesday, 7 August 2024 5:27:25 PM
Attachments: image001.png
image005.png
image006.png
Importance: High

Hi Peter

Please see below response to your queries in **red**:

Building condition

1. The Council raised concerns regarding fire safety issues, specifically the need for hydrants and hose reels. What are the priority items that require immediate attention or rectification during the new development? Although it is acknowledged that the building was constructed according to the standards of the time and that these issues technically do not need to be addressed if no major work is being carried out, there is a moral obligation to take action.

Whilst acknowledging we are not Fire Safety Engineers, we believe there are two different considerations. Firstly, occupant safety and evacuation. Secondly, asset protection.

It would be universally accepted that occupant safety and evacuation be the priority. As such we would identify the critical priorities as being the installation of compliant smoke detection and occupancy warning systems, as well as building modifications to provide compliant exits including number of exits, paths of travel to exits and distances to exits.

Fire hose reels and fire hydrants are typically considered asset protection. Fire hose reels are designated for use by building occupants to temporarily fight fires during an evacuation. Though it is generally considered that occupants in an emergency may not be inclined to stop and utilize a fire hose reel. Furthermore, it is not uncommon to engage fire engineering performance solutions to remove fire hose reels entirely where they may otherwise be mandatory. Fire hydrants are used by DFES upon arrival to a fire event. They can simultaneously be considered asset protection of the subject building and any adjacent structures. Given the isolated nature of the building on the site the spread of fire to adjoining properties is a mitigated risk. Thus, fire hydrant coverage could be considered predominantly asset protection of the Golf Clubrooms. All things considered, we would advise the provision of fire hydrant coverage to be a priority over fire hose reels, though reiterate that both are considered asset protection and not necessarily occupancy safety measures.

2. Based on your previous projects and experience with similar buildings, along with the condition reports from relevant consultants, please provide a summary of options. Specifically, is it worth repurposing the building, completely demolishing and rebuilding, or refurbishing and adding to the existing structure?

We do not have the expertise to advise on the financial benefits or risks of different options the Town may consider. If the Town would like to explore financial considerations we could assist in engaging a Quantity Surveyor for expert advice.

Notwithstanding, it would generally be our experience and expectation that constructing a new facility has a number of benefits; including

- a. certainty that the new structure will be long term fit for purpose and custom designed to the Town's brief; and
- b. will have a life expectancy exceeding that of a retained and repaired/refurbished building; and
- c. will have lower ongoing maintenance costs; and
- d. will be compliant to all current codes and regulations including considerations under the Disability Discriminations Act; and
- e. will provide a better and safer user experience for occupants.

The obvious counterpoint is the upfront financial impact of new construction and the Town would need to consider whether it is in a position to undertake this.

Regarding the potential to re-purpose the building. We would advise this be approached with care. It is highly advisable to avoid changing the classification of the building under the NCC as it will trigger a requirement to meet all current standards and codes. This is likely to be extremely prohibitive and expensive, if possible. As such, any re-purposing of the building must retain the Class 9b NCC building Classification, description below. The Town should consider whether the building use options under the current Classification would be suitable long term. Notwithstanding, retaining the building will present less upfront cost for the City compared to a new facility, but present higher ongoing maintenance costs to ensure the building is fit for purpose in perpetuity.

A building where people may assemble for –

- i) Civic, theatrical, social, political or religious purposes including a library, theatre, public hall or place of worship; or
- j) Educational purposes in a school, early childhood centre, preschool, or the like, or;
- k) Entertainment, recreational or sporting purposes including:
A discotheque, nightclub or a bar area of a hotel or motel providing live entertainment or containing a dance floor; or
A cinema; or
A sports stadium, sporting or other club; or
- l) Transit purposes including a bus station, railway station, airport or ferry terminal.

Regarding refurbishing and adding additional structure(s). This option would require the same mandatory structural repairs and building upgrades to the existing building as the re-purposing option. It will also attract the same ongoing maintenance costs to ensure the existing building remains fit for purpose in perpetuity. Any additional structures can be positioned and designed to avoid impacting the existing structure, however they would also present up front construction costs. We consider this option the least desirable for the City as it attracts repair costs, ongoing maintenance costs as well as new construction costs.

We would suggest the City would benefit from clarity on the long term expectations for the site, and determine either;

- a. that the existing structure is suitably sized and suitable classified to be repaired and maintained in perpetuity; or
- b. that the existing structure is not fit for purpose long term, either for floor area size or use, and is demolished and replaced.

Structure condition

1. **Structural Integrity and Immediate Remedial Works:** Based on your site assessment, please provide further advice on the **structural integrity** of the existing structures, particularly those classified as being in poor condition and exhibiting severe corrosion. We need an evaluation on the priority level for immediate remedial works. The aim is to identify any risks and criticality of the inspected components, followed by developing remediation actions. For example, are the concrete upstands with poor conditions considered structurally unsound and in need of immediate attention or rectification? Is further testing required?

The Structural Engineer has noted that none of the defects observed during the inspection require immediate attention from a safety perspective.

Regarding priority, it had been understood that if the Town commits to retaining the existing building, the recommended repair Works would be carried out in totality as part of the building redevelopment in the near future. As such priority levels have not been assigned to recommended remedial Works. There are standards for assigning criticality ratings (table below) however even low priority works will still need to be carried out eventually. It may be some items are low enough priority as to bypass the redevelopment works and be carried out later under a maintenance schedule. However it would be more cost efficient to carry out all recommended Works at one time during the redevelopment. It is therefore our recommendation that the Town must consider all the recommended Works identified in the Structural Integrity Report as being a necessary part of remedial Works should the building be retained.

Criticality Rating	Description	Suggested Time Frame for Remediation (months)
1	Major Structural Concern	0 to 12
2	Moderate Structural Concern	12 to 36
3	Minor Structural Concern	36 to 60
4	Non-Structural	Remediation not required or as proposed by the building maintenance plan

2. Council noted that the report states certain structural elements do not meet current codes and standards for durability, and the clubhouse now

stands 4 years beyond the typical 50-year design life as per Australian Standards. Based on your previous case studies and experience with similar buildings and their locality, please provide an expert recommendation based on current state of the structural condition of the building.

From a structural perspective, "design life" refers to the expected period during which a structure is intended to perform its required functions, including durability and probability of wind and earthquake events, without significant deterioration or the need for major repairs. This assumes regular maintenance and typical usage conditions. For the clubhouse, assuming the Town undertakes the major repairs and addresses all the items outlined in the structural report, along with ongoing or periodic maintenance, the building can remain functional for a long period.

It is not an unreasonable assumption that structures correctly maintained should be sound in perpetuity. However, structures that have reached/exceeded their design life will require more frequent maintenance and monitoring to ensure continued safety and performance, even after major repairs.

It should also be noted that it is not uncommon or unexpected for older buildings to not meet current code. However it does not necessarily mean that shortcomings in current compliance will accelerate deterioration of well-maintained buildings. For example, consider the ground-level concrete columns in the buggies area. Although the concrete cover does not meet the current requirements of AS 3600, the inspection reveals no evidence of spalling or rebar corrosion. This could be due to several factors, including the columns' position, which is less exposed to salt spray, the use of higher-grade concrete at the time despite the drawings specifying only 24 MPa, and other contributing factors.

3. The report notes that the metal roof cladding was not inspected. Should we consider using aerial or drone inspection to ensure a comprehensive assessment of the entire building given the roof cladding are fully exposed to element?

Yes, a drone inspection would be sufficient to assess the condition of the cladding. Please also note that the inspection of the existing purlins was also limited at the time due to unavailable access and visibility.

If you need any further clarification, just let me know.

Regards

Joe



chindarsi architects pty ltd po box 211 mount lawley
western australia 6029 metro office 73 smith street
highgate western australia 6003 telephone +61 08
9328 7238 facsimile +61 08 9328 7269 mobile +61
400 829 679 www.chindarsi.com abn 56120 309 220
email joe@chindarsi.com

joe chindarsi
architect raia wa chapter abwa reg# 1873

CONFIDENTIALITY NOTICE: This email, including any attachments, is confidential and may be privileged. If you are not the intended recipient please notify the sender immediately, and please delete it; you should not copy it or use it for any purpose or disclose its contents to any other person. Chindarsi Architects and its affiliates reserve the right to monitor all email communications through their networks.

From: Peter Ng <peter.ng@cottesloe.wa.gov.au>

Sent: Wednesday, July 31, 2024 10:09 AM

To: Joe Chindarsi <joe@chindarsi.com>; Brad Sertorio <brad@chindarsi.com>

Cc: Shaun Kan <des@cottesloe.wa.gov.au>

Subject: RE: CM: 2404_Seaview Golf Course Clubhouse Site Condition Investigation Report - Chindarsi Architects

Importance: High

Morning Joe/ Brad,

I hope this message finds you well.

Following meeting with the Sea View Golf Club (SVGC) Redevelopment Advisory Committee on Monday evening, we are seeking further clarification on the condition of the clubhouse to aid the Council in making an informed decision regarding its potential demolition or adaptation and reuse.

The committee has specifically requested detailed advice on the following points:

Building condition

1. The Council raised concerns regarding fire safety issues, specifically the need for hydrants and hose reels. What are the priority items that require immediate attention or rectification during the new development? Although it is acknowledged that the building was constructed according to the standards of the time and that these issues technically do not need to be addressed if no major work is being carried out, there is a moral obligation to take action.
2. Based on your previous projects and experience with similar buildings, along with the condition reports from relevant consultants, please provide a summary of options. Specifically, is it worth repurposing the building, completely demolishing and rebuilding, or refurbishing and adding to the existing structure?

Structure condition

1. **Structural Integrity and Immediate Remedial Works:** Based on your site assessment, please provide further advice on the structural integrity of the existing structures, particularly those classified as being in poor condition and exhibiting severe corrosion. We need an evaluation on the priority level for immediate remedial works. The aim is to identify any risks and criticality of the inspected components, followed by developing remediation actions. For example, are the concrete upstands with poor conditions considered structurally unsound and in need of immediate attention or rectification? Is further testing required?
2. Council noted that the report states certain structural elements do not meet current codes and standards for durability, and the clubhouse now stands 4 years beyond the typical 50-year design life as per Australian Standards. Based on your previous case studies and experience with similar buildings and their locality, please provide an expert recommendation based on current state of the structural condition of the building.
3. The report notes that the metal roof cladding was not inspected. Should we consider using aerial or drone inspection to ensure a comprehensive assessment of the entire building given the roof cladding are fully exposed to element?

Your expert assessment and recommendation will be crucial for the committee to make an informed decision regarding the most viable course of action for the clubhouse.

We are open to meeting (face/face or virtual) with all the consultants to ensure officers understand your professional views, allowing us to effectively manage Council expectations and provide sound recommendations to the Committee and Councillors.

Thank you for your assistance.

Kind regards

Peter Ng

Coordinator Development Projects



Town of Cottesloe

PO Box 606 | Cottesloe WA 6911

Phone: (08) 9285 5000

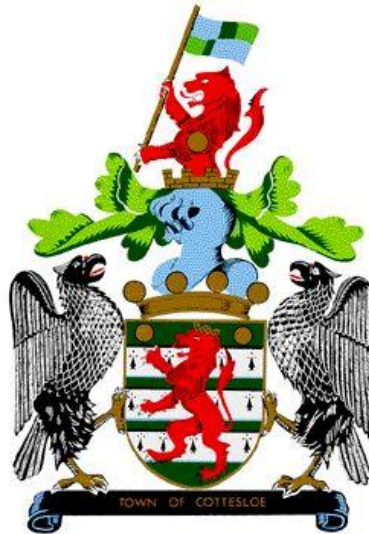
Email: info@cottesloe.wa.gov.au

Web: www.cottesloe.wa.gov.au



Find us on 

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

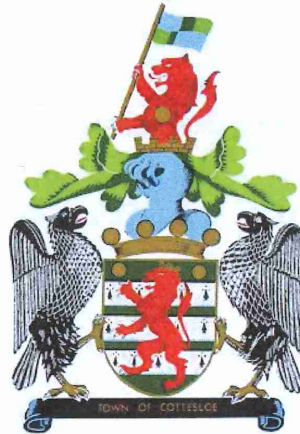
ATTACHMENT

ITEM 10.1.7C:

**ATTACHMENT C - MINUTES - SEA VIEW GOLF
CLUB COMMITTEE MEETING - MONDAY, 29 JULY
2024**

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

TOWN OF COTTESLOE**SEA VIEW GOLF CLUB REDEVELOPMENT
ADVISORY COMMITTEE MEETING
UNCONFIRMED MINUTES**

SEA VIEW GOLF CLUB REDEVELOPMENT ADVISORY COMMITTEE MEETING
HELD IN THE
Mayor's Parlour, Cottesloe Civic Centre
109 Broome Street, Cottesloe
4:00 PM Monday, 29 July 2024



WILLIAM MATTHEW SCOTT
Chief Executive Officer

30 July 2024

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS	1
1.1	ACKNOWLEDGEMENT OF COUNTRY	1
2	DISCLAIMER	1
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	1
4	ATTENDANCE	1
5	DECLARATION OF INTERESTS.....	2
6	CONFIRMATION OF MINUTES.....	2
7	PRESENTATIONS	2
8	REPORTS.....	3
8.1	REPORTS OF OFFICERS.....	3
8.1.1	SEAVIEW GOLF CLUB REDEVELOPMENT COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN AND BUILDING CONDITION ASSESSMENT REPORT	3
8.2	ITEMS FOR DISCUSSION.....	11
9	GENERAL BUSINESS.....	11
9.1	COMMITTEE MEMBERS	11
9.2	OFFICERS.....	11
10	MEETING CLOSED TO PUBLIC.....	11
10.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	11
11	NEXT MEETING	11
12	MEETING CLOSURE	11

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The CEO, Matthew Scott announced the meeting open at 4.00pm

1.1 ACKNOWLEDGEMENT OF COUNTRY

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.

1.2 NOMINATION OF PRESIDING MEMBER

Cr Brad Wylynko nominated as Presiding Member

2 DISCLAIMER

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

3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

4 ATTENDANCE**Members**

Mayor Lorraine Young	Elected Member
Cr Sonja Heath	Elected Member
Cr Katy Mason	Elected Member
Cr Brad Wylynko	Elected Member
Mr Tim Wilhelm	Community Representative

Officers

Mr Matthew Scott	Chief Executive Officer
Mr Shaun Kan	Director Engineering Services
Mr Peter Ng	Coordinator Development Projects
Mr Renuka Ismalage	Manager Projects and Assets
Ms Rachel Cranny	Executive Services Officer

Visitors

Nil

Apologies

Mr Steve Joske	Community Representative.
----------------	---------------------------

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES**29 JULY 2024**

5 DECLARATION OF INTERESTS**6 CONFIRMATION OF MINUTES**

Nil

7 PRESENTATIONS

Nil

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

8 REPORTS**8.1 REPORTS OF OFFICERS****8.1.1 SEAVIEW GOLF CLUB REDEVELOPMENT COMMUNITY AND STAKEHOLDER ENGAGEMENT PLAN AND BUILDING CONDITION ASSESSMENT REPORT**

Directorate: Engineering Services
Author(s): Peter Ng, Coordinator Building and Conservation Projects
Shaun Kan, Director Engineering Services
Authoriser(s): William Matthew Scott, Chief Executive Officer
File Reference: D24/26846
Applicant(s): Internal
Author Disclosure of Interest: Nil

SUMMARY

For the Seaview Golf Club Redevelopment Committee to consider recommending that Council notes the Building Condition Assessment Report and the Community and Stakeholder Engagement Plan (CSEP) and the intercept questions to conduct the needs and community aspiration consultation officer recommendation in brief.

That the Seaview Golf Club Redevelopment Advisory Committee (Committee) recommends that Council NOTES the mentioned documents to progress the Needs and Community Aspiration Consultation.

BACKGROUND

In September 2023 - Council considered the 30 June 2026 expiring SVGC lease and resolved as follows:

OCM198/2023***THAT Council;******1. ADOPT the following key principles in relation to land associated with reserves 6613 and 1664, commonly referred to as the Sea View Golf Course:***

- a. The Sea View Golf Course is a Class "A" crown reserve(s), under the management of the Town of Cottesloe for the purposes of Park Lands and Recreation;***
- b. The Sea View Golf Course cannot be used for residential or commercial development which is not compatible with the purposes of the crown reserve(s);***
- c. As Public Open Space, the public access to the Sea View Golf Course needs to be maintained***
- d. The continued use of the Sea View Golf Course as a golf course is supported, acknowledging its heritage significance to the Cottesloe and Greater West Australian Community; and***

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

- e. All activities on the Sea View Golf Course must provide positive environmental sustainability and public safety outcomes for the Cottesloe Community.*
- 2. PROVIDES in principal support for a ten (10) year lease renewal (new lease) of the Sea View Golf Course to the Sea View Golf Club, subject to either:**
- a. The inclusion in the new lease of a redevelopment clause exercisable by Council upon a six (6) month notice period; or*
 - b. Council resolving that the progress of investigating redevelopment opportunities is sufficient to result in a redevelopment plan being incorporated into the lease.”*
- 3. INVITES the Sea View Golf Club to continue to work with the Town of Cottesloe to investigate redevelopment options for the existing club rooms and associated facilities for the benefit of the Cottesloe Community and Sea View Golf Club members; and**
- 4. INSTRUCTS the Chief Executive Officer to:**
- a. Arrange a workshop with Council by 1 March 2024 to consider and provide input on a new lease;*
 - b. Subject to paragraph 4a, continue negotiations with the Sea View Golf Club with regards to the new lease, with the aim of developing a draft lease to be presented to the Council no later than 31 December 2024;*
 - c. Engage an appropriately qualified Project Facilitator to assist the Town in defining a redevelopment investigation scope;*
 - d. Invite the Sea View Golf Club to participate in the redevelopment investigation scoping exercise; and*
 - e. Prepare a report on the redevelopment investigation scoping exercise for Council’s consideration no later than 31 December 2023.*

Carried 5/1

In April 2024 - Council considered the SVGC Facilities Strategy (Attachment A) prepared by Cygnet West and resolved as follows:

OCM051/2024**THAT Council by absolute majority:**

- 1. THANKS the Seaview Golf Club (SVGC) for providing feedback;**
- 2. APPROVES the following strategy steps (as outlined in the attached Sea View Golf Club Facilities Strategy, Cygnet West) to progress the redevelopment of the SVGC Facilities:**
 - a. Step 1 - Site Assessment including the Needs and Aspirations Analysis (undertaken concurrently);*
 - b. Step 2 - Feasibility Study, inclusive of developing up to 3 concept designs;*
 - c. Step 3 - Re-engagement with direct stakeholders;*
 - d. Step 4 - Community Endorsement;*
 - e. Step 5 - Final Report and recommendation;*

Page 4

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

3. NOTES that that progression to each subsequent step in point 2 will only occur once Council has adopted the outcomes of the preceding step (for example Step 2 can only proceed once Council has adopted the outcome of Step 1);

4. INSTRUCTS the Chief Executive Officer (CEO) to:

a. Prepare the terms of reference for a Seaview Golf Club Redevelopment Advisory Committee with the membership comprising of 4 elected members and 2 SVGC representative no later than the June 2024 OCM;

b. Invite the SVGC to nominate 2 representatives (non-employees) for Council's consideration as members of the proposed Seaview Golf Club Redevelopment Advisory Committee.

5. NOTES that the lease negotiation continues in conjunction with the Strategy implementation (point 2); and

6. APPROVES a budget amendment of \$50,000 from the mid-year budget review surplus to fund the Step 1 of the Strategy, by absolute majority, **NOTING** that an item will be included in the 2024/2025 budget considerations for the remaining strategy steps

Carried by Absolute Majority 9/0

In May 2024, Council appointed the Committee and the following consultants were commissioned between June and July 2024 to carry out the works:

- Niche Planning Studio was appointed to undertake a Needs and Community Aspiration Analysis;
- Chindarsi Architects commissioned to undertake the Building Condition Assessment to evaluate the following:
 - (a) Current structural, physical, and operational condition of the golf club and associated facilities;
 - (b) Assess their functionality and efficiency; and
 - (c) Examine their adaptability for potential community and town uses.

Enclosed in Attachment B is the Architect's Building Condition Assessment Report covering the actual building itself, structural components and other services that include electrical, hydraulics and mechanical elements.

The Administration were in the process of completing the outstanding part of the Site Condition Assessment associated with land use and planning approval requirements associated with the Metropolitan Region Scheme (MRS) that the SVGC is located on.

It is expected that the Needs and Community Aspiration Consultation will occur over the months of August and part of September 2024.

OFFICER COMMENT

Building Assessment Report Summary

Inspections of the Clubrooms building were conducted in late June and early July 2024 by Chindarsi Architects and specialist consultancies. The various Building Condition Assessment

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

Reports are summarised below and is only for the purposes of providing context at this stage. Any improvements recommended is determined after the Needs and Community Aspiration consultation is complete.

- **Building Condition**

- (a) A table within the report that provides a more in depth assessment of the various elements against a set of compliance criteria relevant to its use.
- (b) The building is generally in a good to fair condition with the need for some repairs and rectifications, particularly accessibility and occupant safety;
- (c) Changes to the National Construction Code (NCC) classification of the Clubrooms would require strict compliance with the revised classification which may either be impractical or impossible for the existing structures;
- (d) Incorporating additional uses within the current building (gym, café, restaurants and dining rooms) would require upgrading the entire building to current NCC and other requirements;
- (e) Performance solutions can be applied to implement a number suggested solutions;

- **Structural Condition**

This was done through a visual assessment and with the exception of the following elements that are in a poor condition, the rest of inspected components are considered to be in a condition that is fair to good:

- (a) Minor reinforcement corrosion within the first internal slab and beams;
- (b) Concrete upstands for the raised dining area adjacent to the two balconies that are also not shown in the existing structural drawings;
- (c) Suspended terrace slab above the golf store entry that also has observable water leakage;
- (d) Suspended docking slab;
- (e) Beams located externally along the west elevation and on the first floor balconies exhibit severe corrosion likely due to exposure to salt sprays;
- (f) Cracks and concrete spalling in the perimeter concrete roof beam, indicating the expansion of corroded steel reinforcement
- (g) Canopy structures on the north elevation of the building have visible surface corrosion.

- **Electrical, Hydraulic and Mechanical Condition**

- (a) A number of electrical elements that require replacement as they have reached end of life and the renewal would need to be contemporary standards for safety and environmental sustainability reasons;
- (b) Hydraulic components identified in a poor condition cover taps supplying the washing machine, pipes to the dish washer, toilet plumbing and the trays to bar beverage dispensers. Commentary also covered the lack of maintenance and continuous refurbishments of certain componentry beyond their useful life.

Page 6

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES

29 JULY 2024

Other shortfalls cover the “must have” missing back flow value to Water Corporation supply and no hydrant or hose reels in or around the building.

Replacement as part of future building works will improve water efficiency and is also needed to meet contemporary standards.

- (c) Mechanical services within the facility require upgrading to allow for better ambient control and meet current standards. This covers ventilation system upgrades and the replacement of the evaporative cooling with a contemporary reverse cycle air conditioning system.

Community Stakeholder Engagement Plan (Attachment C)

The CSEP will be carried out over a number of Phases:

- **Phase 1: Project Inception & Direct Stakeholder Engagement (completed)**
 - Project inception meeting with Internal Stakeholder (completed)
 - Community and Stakeholder Engagement Plan Review (This report)
- **Phase 2: Local Community and Wider Public Consultation**
 - Letter drop & Online Community Survey
 - Business Traders Evening
 - Intercept Engagement Sessions
 - Visioning Workshop
- **Phase 3: Market Sounding Exercise**

This has been included in the community engagement consultant’s quote and will be carried out at a later stage possibly after the 3 concepts have been identified.

An overall summary of the needs and aspiration consultation with an indicative timeline is below:

Task	Month	July		2nd	9th	August			Sept	
		19th	26th			16th	23th	30th		6th
Phase 1	Inception & Direct Stakeholder Engagement									
	Project Inception Meeting	Completed								
	Site Visit	Completed								
	Background Review	Completed								
	Community and Stakeholder Engagement Plan Review		SVGC Committee Meeting 29/07							
Phase 2	Local Community and Wider Public Consultation									
	Material preparation for community consultation & Letter drop									
	Online Community Survey				Letter drop	Online Survey 09/08 to 06/09				
						Thursday 22/08 evening (6pm-8pm)				
	Business Traders Evening						Sunday 25/08 (7am - 12pm)			
	Intercept Engagement Sessions						Sunday 25/08 (4pm - 6pm)			
	Visioning Workshop									
	Collate and Analyse Findings									Evaluate & Review
	Engagement Summary Report									Draft Report 13/09
Phase 1		Site assessment & condition Report by Consultants		Completed						

The Intercept Questions within **Attachment D** essentially provides the survey frame that identifies the data that will be collected from the online and street surveys.

In summary, the questions asked aim to establish:

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES**29 JULY 2024**

- In general terms, the Town of Cottesloe areas visited by the different category of respondents, whether the services there meet expectations and potential improvements.
- From the SVGC perspective, how current facilities are used, improvements needed to entice visitation and the likelihood of utilising different future facility categories if provided.

Upon the completion of Phases 1 and 2, the Committee will then recommend to Council a set of redevelopment principles for adoption so that the 3 concepts can be developed. Once Council has accepted these options, the market sounding can occur to determine the preferred solution for the redevelopment and delivery model.

The Committee is to note that Elected Members will be consulted on this item at their August 2024 Workshop. This allows the Administration to understand whether there is appetite for the Needs and Community Aspiration consultation to occur before the CSEP and the Committee Minutes from this meeting is tabled at the August 2024 Ordinary Council Meeting (OCM).

The consultation commencement prior to the August OCM provides the opportunity for the tabling of an item to the September 2024 OCM for Council to approve a set of redevelopment principles to establish the 3 concepts before the end of 2024. Starting the consultation in September would likely delay the completion of the next strategy phase to 2025.

The Administration does not anticipate any implications given any consultation process is essentially data gathering to allow an informed future decision. There is the opportunity for Elected members to provide comment on the CSEP at the August 2024 Workshop for the officer's consideration to ensure the consultation captures the required data.

For this reason, the officer's recommendation is for Council to note the attachments. Should Elected member feedback suggest that there is the preference for a formal decision, the consultation is then deferred, pending a Council decision.

Notwithstanding this, it is open for the Committee to amend its recommendation to Council.

Regardless, a supplementary officer's report will be tabled at the August 2024 OCM to explain either the consultation commencement in August or its deferral pending a decision at the mentioned Council Meeting.

ATTACHMENTS

- 8.1.1(a) Attachment A - Sea View Golf Club - Club House Redevelopment Strategy [under separate cover]**
- 8.1.1(b) Attachment B - Sea View Golf Course Clubhouse Building Assessment Condition Investigation Report [under separate cover]**
- 8.1.1(c) Attachment C - Community and Engagement Stakeholder Plan - SVGC Redevelopment Advisory Committee Workshop [under separate cover]**
- 8.1.1(d) Attachment D - Draft Intercept Questions - SVGC Redevelopment Advisory Committee Workshop [under separate cover]**

Page 8

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES**29 JULY 2024**

CONSULTATION

Sea View Golf Club Redevelopment Advisory Committee

STATUTORY IMPLICATIONS

Building Act (2011)

Lands Administration Act (1997)

Metropolitan Redevelopment Scheme (MRS)

Planning and Development Act (2005)

Heritage Act (1972)

Local Government Act 1995

Other Standards mentioned within the Attachment B Building Condition Assessment Reports

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 4.2: Work innovatively and collaboratively with government, industry, business and community to deliver positive outcomes.

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

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES**29 JULY 2024**

OFFICER RECOMMENDATION

THAT the Sea View Golf Club Redevelopment Advisory Committee recommends

THAT Council:

1. NOTES the Building Condition Assessment Reports;
2. NOTES the Community and Stakeholder Engagement Plan and the intercept questions to conduct the Needs and Community Aspiration Consultation; and
3. NOTES that Elected Members will be consulted at the August 2024 Workshop and a supplementary report to Council tabled at the August 2024 Ordinary Council Meeting explaining either the commencement of the public consultation in August 2024 or the deferral.

001/2024**COMMITTEE RECOMMENDATION****Moved Member Young****Seconded Member Heath**

THAT the Sea View Golf Club Redevelopment Advisory Committee recommends

That Council;

1. **NOTES the building condition assessment report with accompanying further clarification on the structural integrity and safety issues.**
2. **NOTES the Community and Stakeholder Engagement Plan and the intercept questions to conduct the Needs and Community Aspiration Consultation;**
3. **NOTES a correction to the committee name should be the Sea View Golf Club Redevelopment Advisory Committee**

Carried 5/0

Rationale

The committee wanted to clarify several comments made in the building assessment reports.

SEA VIEW GOLF CLUB COMMITTEE MEETING MINUTES**29 JULY 2024**

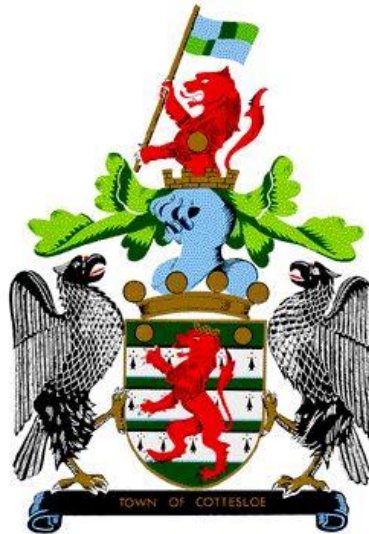
8.2 ITEMS FOR DISCUSSION

Nil

9 GENERAL BUSINESS**9.1 COMMITTEE MEMBERS****9.2 OFFICERS****10 MEETING CLOSED TO PUBLIC****10.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED****11 NEXT MEETING****12 MEETING CLOSURE**

The Presiding Member announced the meeting closed at 4.54pm.

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

ITEM 10.1.7D:

ATTACHMENT D - SVGC - TOWNS MANAGER OF BUILDING & HEALTH INTERIM VIEW - BUILDING CONDITION REPORTS

Peter Ng

From: Graeme Bissett
Sent: Thursday, 1 August 2024 12:47 PM
To: Peter Ng
Cc: Steve Cleaver
Subject: CM: RE: Sea View Golf Club Redevelopment - Site Condition Assessment

Record Number: D24/30333

Hi Peter,

I have had a quick review of the report. There is a lot of content to take in. I certainly understand the concern that this report would generate but this needs to be tempered by the fact it has little work done on it for over 60 years and should be considered at end of life. The report all points towards the condition reflecting its age and location.

My initial thoughts are it all comes down to how much risk the Town is willing to carry in this matter. The trouble is when you start where do you stop ?

Certainly equable access is an issue so ramping to the entry would make sense but you are still faced with the toilet issue. The cost of installing a commercial lift is not viable, so maybe a residential one but this would not be wheelchair compliant. Also installing more toilets on both floors would be both costly and where do you put them – maybe as a compromise a unisex ambulant accessible toilet could be installed upstairs . The trouble is an independent compliant lodged under the DDA could force an upgrade, but this is unlikely given the building's age and the cost involved but not impossible.

The caretaker's flat risk could be reduced by installing smoke detectors , the cost of installing bounding construction would be not only difficult but costly.

The general thinking round hose reels is they are of limited value so if they are not legally required this could say money. The installation of Hydrant coverage could be many hundreds of thousands if a tank/pump solution was required due to lack of pressure. You would need a pressure to check this. Having more portable fire extinguishers is certainly an relatively easy fix as is emergency lighting.

The need for more egress in relation to the public building issue is seen as a minor risk due to the main occupancy being upstairs with two exits already. Upgrading door latching is relatively cheap so could be a quick fix. Ensuring all the exit signs are current is also a benefit.

Prioritising the structural repairs is important with maybe more feedback needed from the engineer based on risk.

The issue in relation to energy efficiency should be ignored, this is not practical or needed.

Having managerial practices could also be a positive. Having trained responsible persons onsite at all times to oversee emergency arrangements.

We probably need to meet and go through the reports section my section. There are so many things to consider. I do agree with most of the content it is just how it is to be prioritised and applied.

These are my initial thoughts. I will provide a more detailed response once I have had more time.

Graeme Bissett

Manager of Building and Health



Town of Cottesloe

PO Box 606 | Cottesloe WA 6911

Phone: (08) 9285 5000

Email: mbh@cottesloe.wa.gov.au

Web: www.cottesloe.wa.gov.au



Find us on 

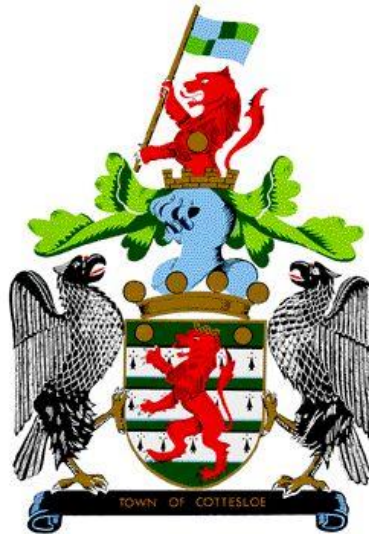


Town of Cottesloe acknowledges the Whadjuk Nyoongar people as the traditional custodians of the lands and waters where the Town is situated.

This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee you are notified that any transmission, distribution or use of this information is unauthorized. If you have received this email in error please notify or reply to the sender immediately.

[Please consider the environment before printing this email](#)

TOWN OF COTTESLOE



ORDINARY COUNCIL MEETING

ATTACHMENT

**ITEM 10.1.8A:
ATTACHMENT A - EMAIL CORRESPONDENCE
WITH NORTH STREET STORE**

Rachel Cranny

From: Shaun Kan
Sent: Saturday, 15 June 2024 8:52 AM
To: [REDACTED]
Cc: [REDACTED]; Renuka Ismalage; David Derwin
Subject: RE: Car Bays on North Street outside North Street Store

Hello [REDACTED]

Thank you for the email. I am not privy to the your conversation with Ed and would need to discuss this with him before I can further comment if needed.

However, as an interim response, it should be noted that as part of considering your DA, my recollection is that Council has placed conditions around the use of public space surrounding the store. Given this, it is more appropriate for such future space activations discussions to be led by Health with input from Engineering. This is because there are statutory compliances required in order to progress any proposal.

In relation to any bay changes, I am sure the Engineering Team will provide information prior to the works occurring and where possible will put in place mitigations.

I have copied in Renuka Ismalage (Manager of Projects and Assets) and David Derwin (Manager of Parks and Operations) so that they are aware of your concerns to facilitate their further investigations. My colleagues will be in contact if needed.

I trust the above clarifies the Town's position.

Many Thanks

Best Regards

Shaun

From: [REDACTED]
Sent: Tuesday, 4 June 2024 1:51 PM
To: Shaun Kan <des@cottesloe.wa.gov.au>
Cc: [REDACTED]
Subject: Car Bays on North Street outside North Street Store

Hi Shaun

Long time no speak! Hope all is well.

We heard through Ed that the Town is considering changing the two car bays outside the shop on North Street Store. I wanted to get in touch so that we can be part of this discussion as it affects us too. We think it's a good opportunity to show that we have a good 'working together' relationship and present a united front for mutual good publicity. Please let us know if there is anything we can help with – information about our experience, CCTV footage (I think we have a camera pointing at the bays) etc.

If there is consideration of the bays being removed, then we would love to talk about how we can use the liberated space to also improve safety and amenity for our customers while they wait. Currently there are lots of people sitting on the curb with their backs to the car bays or on the mulch on the corner - not ideal but maybe better than them sitting on the neighbours verge!

On a separate but related note:

We are getting ready to do some works to the back carpark (as in the DA approved years ago), including installing a new crossover. We are going to start when we get approval from the landowner. We have noticed that when it rains heavily the water that falls on Elizabeth Street seems to fall towards our corner and down our crossover. We have installed a soakwell but it hasn't made a huge difference and at times our carpark floods. I wondered if this is a good time to look at the street drainage too.

Happy to chat on the phone or via email anytime.

Regards

[REDACTED]

[REDACTED]

Director



[REDACTED]

[REDACTED]