

# **TOWN OF COTTESLOE**



## **STRATEGIC PLANNING COMMITTEE**

# **MINUTES**

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
6.00 PM, WEDNESDAY, 19 NOVEMBER 2008**



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**STRATEGIC PLANNING COMMITTEE**
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**DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS**

There was no meeting held as there was not a quorum. All items are to be forwarded directly to the Full Council Meeting.

**RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)****Present**

Mayor Kevin Morgan  
Cr Greg Boland  
Cr Patricia Carmichael  
Cr Bryan Miller  
Cr Jack Walsh

Mr Laurie Vicary	Acting Chief Executive Officer
Mr Graham Patrick	Manager Corporate Services/Deputy CEO
Mr Andrew Jackson	Manager Planning & Development Services
Mr Geoff Trigg	Manager Engineering Services

**Apologies**

Nil

**Leave of Absence (previously approved)**

Cr John Utting

**RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**PUBLIC QUESTION TIME**

Nil.

**APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

The Minutes of the Ordinary Meeting of the Strategic Planning Committee held on Wednesday, 17 September 2008 be confirmed.

**ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**PUBLIC STATEMENT TIME**

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Nil.

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**REPORTS OF COMMITTEES AND OFFICERS****1 GENERAL****1.1 DRAFT POLICY - ASSETS WITH REALISABLE VALUE****File No:** SUB/108**AUTHOR:** MR GEOFF TRIGG COMMITTEE COMMENT**Attachments:** [Local Government Act 1995 3.58 & 3.59](#)**Author Disclosure of Interest:** Nil**Report Date:** 9 October, 2008**Senior Officer:** Mr Stephen Tindale

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**SUMMARY**

As part of its adopted "Future Plan – 2006/2010", Council has as one of its strategies as a priority the following:

Strategy 5.1: Adopt a policy position on assets that have a realisable value such as the depot and sumps.

This report presents a draft policy on this matter for Councils consideration and recommends:

*That Council advertise for public comment the draft policy "Assets with Realisable Value", with the results of the process to be considered by Council in the February 2009 meeting.*

**STATUTORY ENVIRONMENT**

Council is under no statutory obligation to either retain or dispose of any of its existing assets. If a substantial land sale is to be considered, as in the cases of the three drainage sumps sold in recent years, Sections 3.58 and 3.59 of the Local Government Act, 1995, apply – see 'Attachments'.

**BACKGROUND**

Council has sold, by public auction, three drainage sump properties the drain function of which had been removed. The funds generated allowed Council to undertake a range of public works without significant impact on rates income.

There are other properties, particularly the existing Council depot site, which this or a future Council may wish to dispose of, to relocate the realisable value into other assets of public works to the benefit of residents and rate payers within the Town of Cottesloe.

A policy has therefore been requested to detail reasons and actions required when existing assets are to be considered for sale.

**CONSULTATION**

Once adopted by Council, the draft policy would be required to be advertised for public comments before Council could adopt the policy in its final version. Any substantial sale of land assets, under Sections 3.58 and 3.59 of the Local Government Act 1995 would require the advertising for public comments, of a Business Plan for such a sale.

### **STAFF COMMENT**

The following draft policy is self explanatory when combined with the Background details.

### **SALE OF ASSETS WITH REALISABLE VALUE**

#### **(1) OBJECTIVES:**

- 1.1 to provide a format for the consideration of the retention of land holdings, infrastructure and assets in regards to their relevance to the strategic direction of the Town of Cottesloe.
- 1.2 To create a process that provides to Council the capacity to create and maintain all public use land and infrastructure to fulfil community objectives of life style, public facilities and effective administration.
- 1.3 To keep a list of Council's land holdings, infrastructure and assets relevant and targeted to community needs, whilst retaining options for future needs, opportunities and the changing direction of Local Government provisions.

#### **(2) PRINCIPLES:**

- 2.1 Council shall, from time to time, reconsider its holdings of 'fee simple' lands, infrastructure and other assets to ensure that all such items have a current useful community purpose or provide an opportunity in the future for such a purpose.
- 2.2 All such items will go through a retention assessment.
- 2.3 Council's restricted financial capacity, the growing concerns with public safety/liability and the public requirement for clarity of purpose, relevance of expenditure and priority allocation towards the maximum public good, will be considerations of this retention assessment.
- 2.4 The proposed sale by Council of any land holding shall be subject to the full public notification and consultation requirements of Council's Public Consultation Policy and Sections 3.58 and 3.59 of the Local Government Act, 1995.

#### **(3) ISSUES:**



- 3.1 'Fee Simple' land holdings held by Council for many years can become 'sacred cows' which are normally not considered for disposal, regardless of their practical value to the community.
- 3.2 Council 'fee simple' properties tie up valuable land which could be made available for sale if such infrastructure and service provisions are relocated to reserve or crown land sites.
- 3.3 With the changing roles and responsibilities of local government, it makes sense to provide and plan for future needs in respect of 'spare' land. Such land should be crown or reserve land at no cost to Council, rather than fee-simple land.
- 3.4 Council needs to apply a retention assessment test on land holdings, infrastructure and assets. Land purchased in the past to meet the needs of the past may be capable of being converted to income in order to fund the needs of the present and the future.
- 3.5 Land holdings and buildings can cost Council considerable maintenance costs over many years when their need may no longer exist or private facilities in the area may have replaced their role.

**(4) POLICY:**

- 4.1 Council shall, at regular intervals, consider its holdings of 'fee simple' lands, infrastructure assets, machinery and buildings to ensure all such items either have a current useful purpose or provide an opportunity in the future for a useful community function.
- 4.2 All such items should go through a retention assessment.
- 4.3 Factors applying to a retention assessment shall include:
  - Statutory influences (restrictions or limitations – eg zoning)
  - Existing use
  - Potential future use
  - Size and location
  - Conservation value
  - Site constraints and opportunities
  - Current maintenance issues
- 4.4 When considering potential land sales, any decisions shall reflect on the current and projected financial or economic position of the Town of Cottesloe at the time. Factors for consideration will include the accumulation of reserves for Capital Works, Forward Works programs and Projected Financial Plans, all of which will collectively aid in the determination as to whether short term gain or long term revenue is a preferred outcome. The provisions of Item 1.2 shall not be overlooked.

- 4.5 If the decision is made to sell a property and current use of that property is made by a government department that department will be first contacted regarding the possible sale to the department to allow the ongoing use for the existing purpose.

**POLICY IMPLICATIONS**

This report proposes a new policy for the disposal of assets with a realisable value.

**STRATEGIC IMPLICATIONS**

This item intends to provide a policy for the disposal of assets with a realisable value, to meet the requirements of Strategy 5.1 of Councils Future Plan 2006-2010.

**FINANCIAL IMPLICATIONS**

None for the 2008/09 Financial Year. There is potential for an impact on a future budget year, particularly regarding the possible sale of the Cottesloe Council Depot site.

**VOTING**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council advertise for public comment the draft policy “Assets with Realisable Value”, with the results of the process to be considered by Council in the February 2009 meeting.**

**TOWN OF COTTESLOE POLICY****SALE OF ASSETS WITH REALISABLE VALUE****(1) OBJECTIVES:**

- 1.1 to provide a format for the consideration of the retention of land holdings, infrastructure and assets in regards to their relevance to the strategic direction of the Town of Cottesloe.
- 1.2 To create a process that provides to Council the capacity to create and maintain all public use land and infrastructure to fulfil community objectives of life style, public facilities and effective administration.
- 1.3 To keep a list of Council's land holdings, infrastructure and assets relevant and targeted to community needs, whilst retaining options for future needs, opportunities and the changing direction of Local Government provisions.

**(2) PRINCIPLES:**

- 2.1 Council shall, from time to time, reconsider its holdings of 'fee simple' lands, infrastructure and other assets to ensure that all such items have a current useful community purpose or provide an opportunity in the future for such a purpose.
- 2.2 All such items will go through a retention assessment.
- 2.3 Council's restricted financial capacity, the growing concerns with public safety/liability and the public requirement for clarity of purpose, relevance of expenditure and priority allocation towards the maximum public good, will be considerations of this retention assessment.
- 2.4 The proposed sale by Council of any land holding shall be subject to the full public notification and consultation requirements of Council's Public Consultation Policy and Sections 3.58 and 3.59 of the Local Government Act, 1995.

**(3) ISSUES:**

- 3.1 'Fee Simple' land holdings held by Council for many years can become 'sacred cows' which are normally not considered for disposal, regardless of their practical value to the community.
- 3.2 Council 'fee simple' properties tie up valuable land which could be made available for sale if such infrastructure and service provisions are relocated to reserve or crown land sites.

- 3.3 With the changing roles and responsibilities of local government, it makes sense to provide and plan for future needs in respect of 'spare' land. Such land should be crown or reserve land at no cost to Council, rather than fee-simple land.
- 3.4 Council needs to apply a retention assessment test on land holdings, infrastructure and assets. Land purchased in the past to meet the needs of the past may be capable of being converted to income in order to fund the needs of the present and the future.
- 3.5 Land holdings and buildings can cost Council considerable maintenance costs over many years when their need may no longer exist or private facilities in the area may have replaced their role.

**(4) POLICY:**

- 4.1 Council shall, at regular intervals, consider its holdings of 'fee simple' lands, infrastructure assets, machinery and buildings to ensure all such items either have a current useful purpose or provide an opportunity in the future for a useful community function.
- 4.2 All such items should go through a retention assessment.
- 4.3 Factors applying to a retention assessment shall include:
- Statutory influences (restrictions or limitations – eg zoning)
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- 4.4 When considering potential land sales, any decisions shall reflect on the current and projected financial or economic position of the Town of Cottesloe at the time. Factors for consideration will include the accumulation of reserves for Capital Works, Forward Works programs and Projected Financial Plans, all of which will collectively aid in the determination as to whether short term gain or long term revenue is a preferred outcome. The provisions of Item 1.2 shall not be overlooked.
- 4.5 If the decision is made to sell a property and current use of that property is made by a government department that department will be first contacted regarding the possible sale to the department to allow the ongoing use for the existing purpose.

**RESOLUTION NO:**

**ADOPTION:**

**REVIEW:**



## 1.2 SUSTAINABILITY HEALTH CHECK REPORT - PROGRESS REPORT

**File No:** SUB/132  
**Author:** Ms Jade Hankin  
**Author Disclosure of Interest:** Nil  
**Report Date:** 13 November, 2008  
**Senior Officer:** Mr Laurie Vicary

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### SUMMARY

As part of the Sustainability Officer's portfolio a recommendation was made in September 2008 to assess and review the Town of Cottesloe's organisational sustainability, utilising the framework of the NSW Local Government Sustainability Health Check (SHC).

This process has begun, and this report outlines the progress so far.

### STATUTORY ENVIRONMENT

There are various pieces of legislation that identify the importance of sustainability at both a global and local level.

#### Global

In 1987, under the authority of the United Nations Brundtland Commission, *the Brundtland Report* was released. This report deals with sustainable development and the change of politics needed for achieving that. The commission was originally created to address growing concern about the accelerating deterioration of the human environment and natural resources and the consequences of that deterioration for economic and social development. In establishing the commission, the UN General Assembly recognised that environmental problems were global in nature and determined that it was in the common interest of all nations to establish policies for sustainable development. In the *Brundtland Report* 'Sustainable Development' is outlined as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

#### Local

*ICLEI – Local Governments for Sustainability (ICLEI) is an international, not for-profit association of local governments and local government organizations that have made a commitment to sustainable development. ICLEI's mission is to build a movement of councils to achieve tangible improvements in environmental conditions through the cumulative impact of local action.*

The Town of Cottesloe is involved in the ICLEI program, with both the Cities for Climate Protection (CCP) program and the Water Campaign. The program works through the establishment of goals and the meeting of these goals over a period of time, through a range of actions.

### BACKGROUND

#### The Concept of Sustainability

Organisations are increasingly attempting to incorporate sustainability practices and management systems into their operations. Local governments in Western Australia are particularly recognising the need for improved sustainability management. The

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*Local Government Act 1995* was amended in 2004 to require that the function of Local Government be related to sustainability.

Section 1(3) (3) of the Act now states: In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. However there is no guidance or standard available to assist Local Councils to manage this process or ensure that objectives and targets are met. This Health Check can provide standardisation.

### **Sustainability Health Check**

The Sustainability Health Check produced by Sustainable Futures Australia, the Local Government Managers Association (NSW), and Department of Environment and Conservation (NSW) is a tool to assist councils in their transition to sustainability. It allows councils to assess and monitor to what extent sustainability principles are understood and used in their social, economic and environmental decision-making.

The *NSW Local Government Sustainability Health Check* (SHC) is a management tool that can improve a council's performance by integrating the different elements and principles of sustainability throughout the organisation. It focuses on corporate systems, strategic planning and operations. It also examines the relationships councils have with their communities, including leadership, promoting change and being responsive to community needs, The SHC helps councils identify weaknesses and strengths, and opportunities and ways to improve their overall sustainability.

### **CONSULTATION**

Consultation has occurred with the following senior managers:

- Laurie Vicary, Acting Chief Executive Officer
- Jade Hankin, Sustainability Officer
- Graham Patrick, Manager, Corporate Services
- Geoff Trigg, Manager, Engineering Services

Consultation has, and will continue to occur with Amy Rayner, Town of Cambridge Sustainability Officer, who is undertaking a similar process at the Town of Cambridge. A meeting is scheduled for 20 Nov 2008 to discuss progress so far.

### **STAFF COMMENT**

Undertaking of the SHC has consisted of two brainstorming sessions with the abovementioned managers and CEO at the Town of Cottesloe. These were held on 28 October and 5 November 2008.

The following worksheets were addressed:

1. Corporate Systems;
2. Strategic Planning;
3. Operations and Activities;
4. Leading by Example;
5. Promoting Change; and
6. Listening and Responding.

Each of these contained the following areas for consideration:

- Answers and Notes
- Issues and Challenges; and
- Ideas and Future Actions

After providing answers and comments, each question under the worksheets were ranked (there were between 4 and 6 questions for each). This was based on the following system:

0	Not at all/Never	Council is not applying this sustainability initiative to any meaningful degree within the organisational system or relationship
1	Slightly/Occasionally	Council is slightly or occasionally applying this sustainability initiative.
2	Moderately/Sometimes	Council is moderately or sometimes applying this sustainability initiative.
3	Well/Most of the time	Council is applying this sustainability initiative well and most of the time.
4	Very well/All of the time	Council is applying this sustainability initiative very well and almost all of the time.

These rankings contributed to an overall score for the particular worksheet (area of assessment). This shows where we are doing well or where there is room for improvement compared to other areas.

The results are currently being coordinated by the Sustainability Officer and a follow up meeting with managers and the CEO to discuss observations and outcomes is scheduled for 20 Nov 2008.

From this recommendations and actions for implementation will be considered and incorporated into the final report for council in Feb 2009.

### **POLICY IMPLICATIONS**

The development and/or review of various policies may come out of undertaking the Sustainability Health Check. One such observation so far has been the development of an all encompassing 'Sustainability Policy' for council operations.

### **STRATEGIC IMPLICATIONS**

The outcome of this will have implications with Section 4: Underpinning sustainability principles, in the Town of Cottesloe's Future Plan: This section states:

*Under legislation, the council is required to meet the needs of current and future generations in a sustainable way. In carrying out its functions, the council is committed to the 4 inter-connected principles of sustainability:*



**1. Sustainable development:** *To embrace and integrate sustainable development principles including social, economic, environmental and cultural aspects when planning for the district.*

**2. Community participation:** *Effective community participation in decisions about the district and its future.*

**3. Good governance:** *Leadership, transparency, accountability, probity, proper management, effective services, equitable access to services, commitment to partnership working and organisational capacity building.*

**4. Co-operation:** *The exchange of good practice, support and mutual learning and partnerships with government and other stakeholders to progress the Town.*

*To ensure that sustainable principles will be incorporated into major strategies council will use its policy making role to set out criteria that will assist the council to make decisions in the interests of the community and its future. Major strategies will go through a sustainability and capacity assessment process before the council makes a final commitment to move forward.*

Undertaking the Sustainability Health Check (SHC) will provide a benchmark for where the Town of Cottesloe is at in terms of sustainability policies, systems and management.

#### **FINANCIAL IMPLICATIONS**

There are no required financial implications in undertaking an initial assessment of council operations utilising the SHC.

#### **VOTING**

Simple Majority

#### **OFFICER RECOMMENDATION**

**That Council:**

- (1) Note the content of this progress report for the Sustainability Health Check.**
- (2) Note the final report will be presented to Council in February 2009.**

### 1.3 ACTION PLAN

**File No:** SUB/108

**AUTHOR:** MR GRAHAM PATTRICK COMMITTEE COMMENT

**Attachments:** [Action Plan](#)  
**Author Disclosure of Interest:** Nil  
**Report Date:** 14 November, 2008  
**Senior Officer:** Mr Laurie Vicary

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#### SUMMARY

Following the adoption in July 2007 of the *Future Plan 2006 – 2010* for the Town of Cottesloe, an *Action Plan* has been prepared and is now submitted for the consideration of the Committee.

#### BACKGROUND

The following strategies were identified by Council as priorities for 2008/09 at its September 2008 meeting.

- 1.2 Reduce beachfront hotel numbers to a sustainable level.
- 1.5 Identify increased opportunities to use existing facilities or provide new venues for formal community cultural events and activities.
- 2.1 Produce a draft Structure Plan for consultation purposes showing the sinking of the railway and realignment of Curtin Avenue together with 'what's possible' in terms of sustainable redevelopment and pedestrian and traffic links.
- 3.1 Develop the 'Foreshore Vision and Master Plan' in consultation with the community.
- 3.4 Introduce electronically timed parking.
- 4.1 Develop planning incentives for heritage properties.
- 4.5 Consider undeveloped Government owned land for higher density development provided there is both public support and benefit for the Cottesloe community.
- 5.1 Adopt a policy position on assets that have a realisable value such as the Depot and Sumps.
- 5.2 Subject to the satisfactory resolution of land tenure, design and funding requirements, progress the development of new joint library facilities.
- 5.3 Develop an integrated Town Centre plan to improve all aspects of the infrastructure of the Town Centre.
- 5.6 Develop a long term asset management plan and accompanying financial plan.
- 6.1 Further improve the community consultation policy in recognition that there are different techniques for different objectives.
- DP1 Complete the Civic Centre additions and renovations on budget and on time.

- DP2 Complete the adoption of Local Planning Scheme No. 3 including the preparation of all draft policies to a stage where they can be advertised for public comment.
- DP3 Report on the proposed tasks identified in the Climate Change Vulnerability study and their impacts, priorities and applicability to the Town of Cottesloe

**CONSULTATION**

N/A.

**STAFF COMMENT**

This agenda item represents an opportunity for committee members to review progress and provide informal feedback on where staff should be headed in terms of implementing individual actions.

**POLICY IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

Nil.

**FINANCIAL IMPLICATIONS**

Nil.

**VOTING**

Simple Majority

**OFFICER RECOMMENDATION**

- (1) That the Committee receive the updated *Action Plan* report and provide feedback to the CEO and senior staff present at the meeting on agreed modifications to the *Action Plan*.
- (2) That Council receive the updated *Action Plan* report.

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

Nil.

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

**MEETING CLOSURE**

*CONFIRMED: PRESIDING OFFICER* \_\_\_\_\_ *DATE: .../.../...*