

TOWN OF COTTESLOE



STRATEGIC PLANNING COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, WEDNESDAY, 23 MAY 2012

CARL ASKEW
Chief Executive Officer

25 May 2012

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

The Presiding Member announced the meeting opened at 7:00 PM.

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

Mayor Kevin Morgan	Presiding Member
Cr Peter Jeanes	
Cr Jack Walsh	
Cr Yvonne Hart	(Observer)

Officers Present

Carl Askew	Chief Executive Officer
Mat Humfrey	Manager Corporate & Community Services
Geoff Trigg	Manager Engineering Services
Andrew Jackson	Manager Development Services
Lydia Giles	Executive Officer

Apologies

Cr Rob Rowell

Leave of Absence (previously approved)

Nil.

Officer Apologies

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PUBLIC STATEMENT TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved Cr Walsh, seconded Cr Jeanes

[Minutes February 22 2012 Strategic Planning Committee.doc](#)

The Minutes of the Ordinary meeting of the Strategic Planning Committee, held on 22 February 2012 be confirmed.

Carried 3/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

10 REPORTS OF COMMITTEES AND OFFICERS**10.1 GENERAL****10.1.1 APPOINTMENT OF DEPUTY MEMBER - STRATEGIC PLANNING COMMITTEE**

File No: SUB/1261
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer

Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

This report recommends the appointment of one councillor, in a deputy capacity, in addition to the existing four members of the Strategic Planning Committee.

STRATEGIC IMPLICATIONS

The Strategic Planning Committee is a standing committee and reports to Council on significant and strategic issues.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

At the Special Council Meeting on 17 October 2011 (the first meeting of the new Council) the membership of the Strategic Planning Committee was endorsed as the Mayor, Deputy Mayor and Presiding Members of the Works and Corporate Services Committee and Development Services Committee. However, in the event that the Mayor or Deputy Mayor are the Presiding Member of a Standing Committee it was

determine that the relevant Deputy Presiding member become a member of the Strategic Planning Committee.

A the Ordinary Council Meeting of 31 October 2011 consideration was given to the appointment of the CEO's Contract and Performance Review Panel. On 17 October 2011 the Strategic Planning Committee was endorsed to also undertake this role. However at the meeting of 31 October 2011 Cr Boland was also appointed to the Panel for the 2011 review process as he was part of that Panel prior to October 2011.

As part of the appointment process for each Standing Committee some elected members were appointed as "deputy" members, so that in the event that a member cannot attend a deputy can take his/her place and assist with maintaining meeting quorums. No such appointments were made for the Strategic Planning Committee. Prior convention is for Council to appoint one member as a deputy, hence this is now recommended.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Mayor Morgan, seconded Cr Jeanes

THAT Council appoint Cr _____ to be the deputy for the Strategic Planning Committee.

AMENDMENT

Moved Cr Jeanes, seconded Mayor Morgan

That the recommendation be replaced with "That Council appoint the Deputy Chair of Works and Corporate Committee to be the deputy for the Strategic Planning Committee".

Carried 3/0

COMMITTEE RECOMMENDATION

That Council appoint Deputy Chair of Works and Corporate Committee to be the deputy for the Strategic Planning Committee

AMENDED SUBSTATIVE MOTION WAS PUT

Carried 3/0

10.1.2 FUTURE USES OF THE COTTESLOE CIVIC CENTRE

File No: SUB/126
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate Services

Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider the future use of the Cottesloe Civic Centre, and any actions that can be taken in the short term to improve usage and lessen the impact on neighbours and surrounding residents.

BACKGROUND

The Cottesloe Civic Centre is owned freehold by the Town of Cottesloe. It has been used for events, both Town events and private functions, for many years. It has become a fashionable place to have a wedding and large corporate events are not uncommon.

The Town has investigated the future uses of the Civic Centre on several occasions in the past. In recent times this includes;

- A community consultation undertaken in 2008 (internal)
- Estill and Associates provided a report on the Civic Centre in 2008
- Shingen Optimal Services provided a Civic Centre Community Engagement Plan in late 2009

Council has also considered on several occasions since 2007 the catering and event management arrangements that are in place for the Civic Centre. In this time the Town has had agreements with Mustard's Catering, then Comestibles and most recently Beaumonde's, which grant them the exclusive catering rights to events at the Civic Centre.

The events held at the Civic Centre have an impact on adjoining properties. This includes the impacts of parking for large or multiple events, the noise from the events themselves as well as the impact of people gathering. The Civic Centre is also a popular place for local people to walk their dogs or just enjoy the outdoors – all of which are impacted by the events hosted.

While there have been several studies on the events held at the Civic Centre and the impact that the Civic Centre has had on the local community, no significant change in approach has been made.

While there are many private and corporate events, the Civic Centre is also used by residents regularly for both active and passive recreation needs. The facilities are often used by groups, such as the Scouts, local dance groups and yoga instructors –

which service local residents. It is quite common to see people walking through the grounds, finding a quiet place to sit and read a book or allowing their children to play on the play equipment provided.

Lastly, the Town provides many events at the Civic Centre and works with community groups such as St Phillip's Church to provide community engagement events, such as Music for Pleasure and Carols by Candlelight. These events seek to encourage residents to meet at the Civic Centre to take part in a social or cultural event and in doing so, interact with other members of the community.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

The income received from holding events at the Civic Centre is minimal. There is however a significant cost in maintaining the Civic Centre and its grounds.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The Town has undertaken several rounds of community consultation in previous studies. While further consultation should be considered before any significant change is made, there should also be some research undertaken first to identify realistic options for progressing.

STAFF COMMENT

When considering the future of the Civic Centre, it would be a significant undertaking to put together one 'all encompassing' report or plan that captures every aspect of the future of the Civic Centre. It would take considerable time and would most likely stall at some point during the process. The reason it would stall is that the Civic Centre is already well used and could continue in its current form for some time. As no radical change is needed, the drive and empatis for developing such plans is simply not there.

Plans of this scale are usually only attainable when a facility is in the planning stages or is significantly under used. The motivation for the plan is there to create a facility that people will use and the measure of success is the number of people who will end up using it.

Rather than trying to create an all encompassing plan at this stage, the future of the Civic Centre could be considered in four separate areas. From the discussion above, and the previous studies completed, the key areas could be summarised as:

1. Addressing the impact on neighbours and surrounding residents of large, or multiple private events at the Civic Centre;
2. Issues regarding the Lessor Hall, and the need to upgrade or refurbish it;
3. Use of the Caretakers Cottage, which is currently not used and requires refurbishment; and
4. Community Engagement events, that seek to bring the local community together and get them involved with and using the Civic Centre.

Addressing the impact on neighbours and surrounding residents of large, or multiple private events at the Civic Centre

The most common external event at the Civic Centre is weddings. They typically involve one hundred or more guests, a high level of excitement amongst guests, catering (including the service of alcohol) and guests that travel from wide range of locations.

These events tend to create two problems for the neighbours of the Civic Centre, being noise and parking. Despite restrictions on the placement of speakers and noise restrictions, there is still an impact on neighbours that cannot be completely mitigated. By the very nature, these events are happy events where the noise of excited people can carry some distance.

These gatherings can also cause parking concerns for the area as well. Despite clear signage, some guests still park in areas that are designated “no parking”. The level of infringements issued is testament to the parking issues. In the last 12 months alone, there have been two articles on separate incidents where wedding guests had been issued with parking infringements.

The Town has undertaken many steps in recent times to lessen the impact of these kinds of events on neighbours and residents. This includes;

- Increasing parking patrols during effected times;
- Requiring people making bookings to acknowledge the parking restrictions in place;
- Requiring noise monitoring to be in place for events; and
- Restricting the location of where certain types of event can be held.
- Ensuring that Beaumonde acknowledge and reinforce parking requirements as part of their event management.

All of these measures have had some impact, however, they have not completely solved the issues. Council may need to consider the types of events that it allows and encourages at the Civic Centre in the future. This may be as simple as introducing a curfew, or simply restricting the number of events that can be held within a given period of time.

The issues regarding the lesser hall and the need to upgrade or refurbish it.

The lesser hall is highly used, with 5 regular bookings in an ordinary week. The age ranges making use of the lesser hall are from young children undertaking dancing classes to seniors using it for yoga. Unfortunately the facility is run down and in need of refurbishment. The kitchen and toilets that are a part of the lesser hall are also in need of a major refurbishment.

The use of the Caretaker's Cottage

At a previous budget workshop Council considered the future of the caretaker's cottage, including the potential for private rental. Whilst some investment would be needed to undertake some refurbishment before it could be rented this could be recovered from any rental income overtime.

The Town would still need to ensure it complied with all of the provisions of the Act in this regard. There are provisions for the disposal of property in the Act, including the need to obtain a market valuation and advertising of the intent to dispose of the property. For the purposes of the Act, entering into a lease arrangement is considered "disposing" of property.

A separate report has been prepared that addresses the short term use of the caretaker's cottage.

Community Engagement Events

These events are intended and designed to bring residents to the Civic Centre, so that they can benefit from its presence, as well as the opportunity to interact with other community members. Council already has many events that fit into this category, which include;

- Music for Pleasure/Twilight Concerts
- Anzac Day Commemorations
- Carols By Candle Light
- Pioneers Day

This area should be considered an area of constant improvement. At the conclusion of each event, the event should be reviewed from two different points of view, being;

1. Was the event enjoyed by the people who attended?; and
2. Did the event reach a sufficient number of people to justify the expense of hosting it?

The most successful of these events are not necessarily Council run events, but more over, Council supported events such as Carols by Candlelight. The reason for this is that the community organizations that host these events are already normally in contact with a large cross section of the community and promote the event amongst their own networks effectively.

In conclusion, there have been many plans and studies that have been previously completed. The changes and recommendations made in this report seek to put actions in place in the short term, that will improve Civic Centre usage. A series of workshops will be conducted in the short to mid term in order to resolve the long term

or strategic issues involving the Civic Centre, where previous discussion or debate has suggested a course of action that Council may be agreeable to.

VOTING

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION

Moved Mayor Morgan, seconded Cr Jeanes

THAT Council:

1. **Obtain estimates to refit and refurbish the Lesser Hall and kitchen facilities for consideration at the next Strategic Planning Committee meeting;**
2. **Obtain an estimate for works to the Caretaker's Cottage to bring it up to a tenatable condition;**
3. **Authorise the Chief Executive Officer to seek quotes from suitably qualified property managers to manage the property known as the Caretaker's Cottage and obtain a valuation of the rental value of the Caretaker's Cottage; and**
5. **Undertake an analysis of the events booked for the Civic Centre in the 12 months ending 30 April 2012 for presentation to the next Strategic Planning Committee meeting, which specifically addresses;**
 - a) **The type of event held and approximate number of attendees;**
 - b) **The fees received for each event;**
 - c) **Any noise complaints received for that event; and**
 - d) **Any parking infringements issued in relation to the event – including any subsequent appeals.**

Carried 3/0

10.1.3 BEACH FACILITIES

File No: SUB/932
Attachments: [Foreshore Redevelopment Plan](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate Services

Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider progressing the construction of new public facilities along the beach front.

BACKGROUND

At present, there are two sets of public facilities on the beachfront within Cottesloe, being the facilities at the Indiana Tea House (ITH) building and the public facilities under Barchetta. Both of these facilities are managed by the companies that lease these premises, although the management arrangements outlined within the respective lease agreements of each facility are different.

In recent times, the condition and suitability of these facilities has been called into question, particularly at the height of summer when popular events, such as Sculpture by the Sea, are in progress. While it is difficult to cater for such a large crowd at any venue, the size and type of the ablution facilities currently on offer make this task that much harder.

The arrangements for public facilities at ITH is a part of the lease of the entire premise – and no payments are made to ITH for the provision of these facilities. There have been several sets of legal advice pertaining to what ITH are obligated to provide under the lease agreement, and the actions that are available to the Town under the lease in respect of these toilets. This has been the subject of many Council reports and public debate – however, the situation remains that the public toilets are there, and the Town is still receiving complaints about them.

The arrangement with Barchetta requires the Town to reimburse Barchetta for the cost of providing the public facilities, by way of water and consumables. It would be fair to say that the Town receives less complaints about these facilities, however whether that is because of lower usage or different facilities is difficult to ascertain.

These are the only two sets of public facilities provided by the Town along the beachfront in Cottesloe.

STRATEGIC IMPLICATIONS

The provision of adequate facilities within its district is a responsibility for Council

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Council has previously endorsed a one-off payment of \$40,000 in relation to a capital upgrade of the facilities at ITH and a separate payment of \$6,000 for an upgrade to the plumbing.

The actions that Council resolves to take will determine the financial implications. Council has not budgeted for any large capital expenditure at the beach front in the current budget or the next. Funds from the property reserve could be utilized for any capital improvements of this kind and opportunities for grants can be explored however organisations such as LotteryWest generally do not support applications for public change rooms and toilets.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The Town has undertaken extensive consultation in the development of its Cottesloe Foreshore Redevelopment Plan. While two locations for new public facilities have been identified in this plan, no specific designs have been put forward as yet.

If Council were to progress the development of any new public facilities on the foreshore, it is likely that further community consultation would also be required.

STAFF COMMENT

It is almost impossible to put in place a set of public facilities that will be universally popular. By their very nature, public facilities tend to have certain characteristics, such as odour, a design that is utilitarian as well as being exceptionally difficult and expensive to clean and maintain. However, it would be reasonable to say that the current facilities at Cottesloe beach are less popular than most.

In seeking a way to resolve the issue, the Town essentially needs to consider replacing or expanding the current facilities on the beach. The facilities at ITH will rarely cope with demand at the height of summer on their own, and their placement, layout and construction do not lend themselves to be easily and efficiently maintained. This is not surprising given that they were constructed as a part of larger complex, and were not the primary feature of the design.

The current owners of the ITH have shown that they are reluctant to enter into an agreement to lease the facilities (and responsibility for them) back to the Town. However the reasons for this are unclear, particularly given that they must be costing ITH a considerable amount of money to clean and maintain. Irrespective, the leasing

back of these facilities, or forcing any significant improvement to their designs or maintenance, do not appear to be options in the short term.

The cost of building any new facilities and the time it would take to construct are not able to be determined at this stage, however the sooner the process is started the sooner these details can be finalized. There will essentially be three stages to any construction project, being design and development approval, funding and tendering of works, and finally construction. While some of the processes can occur concurrently, nothing can progress until a site and design has been chosen. Once the site and design are settled, costings, funding and approvals can be settled simultaneously. Further any negotiations on the future of the existing facilities can also be started, once a site and design have been set.

The costs of engaging an architectural firm to develop a design is not insignificant, however, if any new facilities are to be progressed this is a cost that will be borne at some point in the future. It is also a cost that can be met within current operating budgets and reserve allocations.

A survey of sites south of the Cottesloe beach groyne will also be undertaken to find a suitable place for a smaller scale set of public ablutions. In considering sites, factors such as current use, topography, and location of services will be taken into account. From this a separate report will be compiled with proposed options to the next Strategic Planning Committee meeting.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Mayor Morgan, seconded Cr Jeanes

THAT Council:

1. Authorise the Chief Executive Officer to engage an architect to develop a concept plan for the public ablution facilities shown at locations 4 and 10 on the Cottesloe Foreshore Redevelopment Plan.
2. Authorise the Chief Executive Officer to begin negotiations with all relevant agencies and bodies for funding assistance for the development of the ablution facilities.
3. Authorise the CEO to undertake a survey of a suitable sites, south of the Cottesloe groyne, for the placement of public toilets and report back to the next Strategic Planning Committee with alternative sites.

AMENDMENT

Moved Mayor Morgan, seconded Cr Jeanes

That in item 1 of the recommendation the words “(in consultation with the Foreshore Working Group and its consultant)” be inserted after the word “develop”.

Carried 3/0

COMMITTEE RECOMMENDATION

THAT Council:

- 1. Authorise the Chief Executive Officer to engage an architect to develop (in consultation with the Foreshore Working Group and its consultant) a concept plan for the public ablution facilities shown at locations 4 and 10 on the Cottesloe Foreshore Redevelopment Plan.**
- 2. Authorise the Chief Executive Officer to begin negotiations with all relevant agencies and bodies for funding assistance for the development of the ablution facilities.**
- 3. Authorise the CEO to undertake a survey of a suitable sites, south of the Cottesloe groyne, for the placement of public toilets and report back to the next Strategic Planning Committee with alternative sites.**

AMENDED SUBSTATIVE MOTION WAS PUT

Carried 3/0

10.1.4 TOWN OF COTTESLOE - ACTION PLAN REVIEW

File No: SUB/108
Attachments: [Action Plan 23 May 2012](#)
[Local Bike Plan 2008 – 2014 \(Previously circulated\)](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

This report recommends that 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 for subsequent presentation to Council.

BACKGROUND

The *Future Plan 2006 to 2010* for the Town of Cottesloe was finalised and adopted by Council in June 2007. At that time two review dates for the Future Plan were set, so that the document would return to Council. The first of those review dates was set at November 2008 and the second was in November 2010. Following the adoption of the *Future Plan*, an *Action Plan* was developed and an updated review of that plan is tabled for consideration at each meeting of the Strategic Planning Committee.

In September 2009, Committee determined to make changes to objectives 5.2 and 6.1 by updating the intent and focus of each. These changes were subsequently approved by Council. In November 2010 Council resolved to receive an amended Action Plan report having noted the completion of the development of the new joint library facilities and determining to add in two new items:

- Under Objective 4: Development, a new item 4.7 be added to read “Develop a strategy to address the requirements of the State Government’s Directions 2031 Strategies and Policies”.
- A new Dynamic Priority be added to read: “Develop a strategy to promote Council services and activities at the beachfront in order to better align with expectations for the wellbeing and enjoyment of the local community and visitors to the Town of Cottesloe”.

In February 2012 Council resolved to:

1. Receive the Action Plan Report as amended by the Strategic Planning Committee.
2. Receive a report at the next meeting, and future meetings, which addresses the status and progress of the following:
 - (i). Disability Access path

- (ii). Change room/toilet facilities at the beachfront
- (iii). Review of the Town's Bike Plan
- (iv). Investigate the temporary closure of Marine Parade (central foreshore only) for community events and activities.

STRATEGIC IMPLICATIONS

The Action Plan has obvious strategic implications. Council's Strategic (Future) Plan, from which the Action plan is derived, now requires review.

In addition, and as part of the suite of changes introduced by the Minister for Local Government, all Councils have been advised of the need to undertake and improve their strategic planning. An *Integrated Planning and Reporting Framework* has been prepared, together with associated guidelines for local governments, and inclusive of asset management and long term financial planning.

All local governments are currently required to produce a plan for the future under S5.56 (1) of the *Local Government Act 1995* (the Act). It is intended that regulations will be made under S5.56(2) of the Act to briefly outline the minimum requirements to achieve this. These changes were approved in August 2011.

POLICY IMPLICATIONS

None known

STATUTORY ENVIRONMENT

Statutory Environment

Division 5 — Annual reports and planning principal activities

5.56. *Planning principal activities*

- (1) *Each financial year, a local government is to prepare a plan for the next 4 or more financial years.*
- (2) *The plan is to contain details of—*
 - (a) *the principal activities that are proposed to be commenced or to be continued in each financial year affected by the plan;*
 - (b) *the objectives of each principal activity;*
 - (c) *the estimated cost of, and proposed means of funding, each principal activity;*
 - (d) *how the local government proposes to assess its performance in relation to each principal activity;*
 - (e) *the estimated income and expenditure for each financial year affected by the plan; and*
 - (f) *such other matters as may be prescribed.*

Regulation 19C of the Local Government (Administration) Regulations 1996 refers, i.e.

19C. Planning for the Future – section 5.56 of the LGA

- (1) *In this regulation – “plan for the future” means a plan made under section 5.56.*
- (2) *A local government is to make a plan for the future of its district in respect of the period specified in the plan (being at least 2 financial years).*
- (3) *A plan for the future of a district is to set out the broad objectives of the local government for the period specified in the plan.*
- (4) *a local government is to review its current plan for the future of its district every 2 years and may modify the plan, including extending the period the plan is made in respect of.*
- (5) *A council is to consider a plan, or modifications, submitted to it and is to determine* whether or not to adopt the plan, or the modifications, as is relevant.*

**Absolute majority required.*

FINANCIAL IMPLICATIONS

Adoption of the Future Plan and associated Action Plans will inevitably require expenditure as per Council's adopted budget and long term financial plan.

SUSTAINABILITY IMPLICATIONS

The Town has continuously demonstrated a high level of regard for the sustainable management of Council's resources and the Future Plan not only supports sound financial management but also meets the legislative requirements contained within the Local Government Act 1995 and associated Regulations.

CONSULTATION

The Future Plan was developed in consultation with the community by way of public submission periods and refined by the Town's Strategic Planning Committee prior to adoption by Council.

STAFF COMMENT

In relation to the Action Plan, the following strategies were identified by Council as priorities for 2010/11.

- 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.
- 1.9 Develop a Community Safety Strategy
- 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.
- 4.7 Develop a strategy to address the requirements of the State Government's Directions 2031 Strategies and Policies.
- 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 of the need for greater community engagement when change is needed.
- DP1 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.
- DP2 Report on the proposed tasks identified in the Climate Change Vulnerability study and their impacts, priorities and applicability to the Town of Cottesloe
- DP3 Develop a strategy to promote Council services and activities at the beachfront in order to better align with expectations for the wellbeing and enjoyment of the local community and visitors to the Town of Cottesloe.

The following *program summary* in relation to the above strategies is provided. More detail is contained in the updated Action Plan.

Rating	Ref	Comment
C/O	1.2	Council's strategy to monitor anti-social behaviour is ongoing. Last report to Council in August 2010. Changes at CBH have significantly reduced (improved) incidents of anti-social behaviour.
O	1.5	Civic Centre future use study reported to Council in February 2010. Additional report to all Councillors in August 2010 including consideration by Public Events Committee. Report on Catering contractor in February 2011. Ongoing.
C	1.9	Develop a Community Safety Strategy. Report to Council in May 2010 and adoption of Safer Sustainable Cottesloe Plan 2010 – 2014.
O	2.1	As per Council resolution in October 2009, Draft Plan progressed through EbD. Working Group reconvening with a view to further community consultation on a preferred alignment. Suggestion from Minister and meeting with DoP regarding Council liaising with LandCorp to plan a TOD.
C	3.1	Plan completed with implementation schedule a cost estimates being finalised. From October 2011 a process of comprehensive reporting, review and refinement has been conducted to confirm the Foreshore

		Redevelopment Plan via Council and progress implementation, including a prospectus, support for the beach pool <i>in-principle</i> and approaches to State Government for funding.
C/O	3.4	Meter Eyes have been installed at the Foreshore and Town Centre with a second phase roll out in the Town Centre to be planned as part of Town Centre Working Group, Development of Draft Parking Strategy, and subject to budget consideration.
C/O	4.1	Proposed LPS3 and related draft policy as well as practice by staff and the Heritage Advisor have addressed the consideration and application of heritage incentives so far. LPS3 lodged for finalisation of Scheme provisions and content of any related policy. Heritage List process reported to Council in April 2012 and Council Workshop held in May 2012 for officer actions.
O	4.5	Council has resolved to pursue structure planning for the area which will include consideration of higher density development. At present the focus is on resolving Curtin Avenue, the railway and east-west connectivity as the key infrastructure prerequisites to overall structure planning for land uses and development. Subject to finalisation of LPS3 development zones.
O	4.7	Develop a strategy to address the requirements of the State Government's Directions 2031 Strategies and Policies. Research being undertaken and report to be prepared.
C/O	5.1	Plan is currently progressing for the Depot. Consultants investigating concept and feasibility of joint facility at Mosman Park. Shared option with Subiaco and Nedlands remains ongoing. Station Street sump site under consideration. Report to Council in December 2011 with endorsement "in principle" to relocate in accordance with concept plans.
C	5.2	Joint Library construction complete. Landscaping finalised. Official opening February 2011.
C	5.3	A consultant has completed this study having regard to the related Station Street and railway lands planning initiatives influencing the future of the Town Centre.
O	5.6	WAAMI program has been restarted and will become the basis for the Town's asset management plan and will link to the long term financial plan adopted in August 2010. Report to Council in August 2012.
H	6.1	This matter has not progressed due to other priorities.
C/O	DP1	LPS3 was submitted to WAPC in May 2009 and has been re-advertised for modifications proposed by the Minister for Planning. Advertised submissions assessed and in September 2011 Scheme re-lodged for finalisation. On 2 February 2012 Council met with the Minister, WAPC Chair and DoP staff to present its beachfront solution and Foreshore Redevelopment Plan; and on 27 March this was repeated to the SPC of the WAPC. On 19 April the Town received notification from the WAPC of the Minister's required final modifications; on 30 April Council was

		briefed; and on 15 May a Special Council Meeting was held, which resolved several lines of response to the Minister's decision and requirements.
C	DP2	Geological study to determine the rock/sand sections of the foreshore approved with grant funding. Work completed in February and reported to Council in March 2011. Final report presented to Council in August 2011.
O	DP3	Develop a strategy to promote Council services and activities at the beachfront in order to better align with expectations for the wellbeing and enjoyment of the local community and visitors to the Town of Cottesloe. Draft Local Law and Ranger Operational Guidelines prepared for report to Council in February 2012. Community Perceptions Survey considered by Council in April 2012 and deferred to 2012/13 financial year.
Legend		O=Ongoing C=Complete/substantially complete H=On Hold

In relation to the February 2012 Council resolution and specifically the issues raised in the February 2012 resolution the following update is provided:

- (i). **Disability Access Path** – A significant grant application has been lodged with Lotterywest. The assessment of that application is progressing and it is anticipated to be presented to the Board for consideration in June 2012.
- (ii). **Change room/toilet facilities at beachfront** – A separate report has been prepared and tabled in the agenda for the Strategic Planning Committee meeting of 23 May 2012.
- (iii). **Review of Town's Bike Plan** – A separate report to the May meeting of the Works and Corporate Services Committee has been prepared in relation to identifying issues and actions from the current Bike Plan 20082014. In addition a recommendation is made to consider an allocation of \$20,000 in the 2012/13 budget to engage a consultant to undertake a formal review of the Town's Bike Plan.
- (iv). **Investigate the temporary closure of Marine Parade (central foreshore only) for community events and activities** - Administration have investigated the closure of roads for public events and conclude that it can be done, subject to certain conditions being met. These conditions are that the Town obtains the permission of local police and the Commissioner of Main Roads, for which there is a standard form and process that can be followed. This is slightly different to the procedure for road works, as the Town is empowered to close roads under its care and control for works, but not for public events.

When the request to close a thorough is submitted, a traffic management plan (TMP) must be included with the application. The Town has suitably qualified staff that can design and implement a traffic management plan to the requirements of Main Roads WA. As a part of this process, a standard

TMP will be developed, however it will still need to be considered against the requirements of each event.

As there are implications with closing roads, such as disruption to local residents and businesses, each event should be considered on a case by case basis. A detailed report will be submitted to the next Events Committee Meeting, which will allow them discuss which events the Town could consider closing Marine Parade for and which events (or parts of those events) it would not be appropriate to do so. This report will also consider the viability of closing Marine Parade to create a pedestrian space from time to time.

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. It is recommended that Committee receive the Action Plan and provide comment to the CEO and senior staff present at the meeting on agreed modifications to the Action Plan prior to presentation to Council.

In relation to the Future Plan there is now a stated process, framework and guidelines for the creation of both a Strategic Community Plan and a Corporate Business Plan. The expectation is that these new plans will be developed and introduced over the next 18 months in time for the 2013/14 Budget. Subject to Council endorsement via a separate report, this process will commence in mid to late 2012.

Given the current situation the Town of Cottesloe is at an interesting place in regards to strategic planning due to several main causes, which include;

1. Local Planning Scheme No. 3 is in the final stages of approval by the Minister.
2. There are potential impacts on the Town's future as a result of the Metropolitan Local Government Review, chaired by Professor Alan Robson, which the State Government is currently undertaking.
3. Introduction of the Department of Local Government's Integrated Strategic Planning framework.

Council may wish to hold off on making any further amendments to its Action Plan until the above matters have been resolved and / or determined as each will have a significant impact upon any future strategic planning. The focus should now be on the development of a new Strategic Community Plan.

VOTING

Simple Majority

OFFICER RECOMMENDATION**Moved Mayor Morgan, seconded Cr Walsh**

THAT Council

1. receive the Action Plan Report as amended by the Strategic Planning Committee.
2. refer for consideration in the 2012/13 budget an allocation of \$20,000 to engage a suitably qualified consultant to undertake a formal review of the Town's Local Bike Plan.

AMENDMENT**Moved Mayor Morgan, seconded Cr Jeanes**

That a new item 3 be added to the recommendation to read: "Establish a Bike Plan Working Group comprising Councillors Rowell, Boland and Walsh to coordinate the review of the Town's Bike Plan".

Carried 3/0

AMENDMENT**Moved Cr Jeanes, seconded Mayor Morgan**

That a new item 6 be added the Action Plan Strategy 2.1 to read: "Undertake consultation with relevant State and Federal Government agencies" and the existing point 6 be renumbered to point 7".

Carried 3/0

COMMITTEE RECOMMENDATION

THAT Council;

1. receive the Action Plan Report as amended by the Strategic Planning Committee.
2. refer for consideration in the 2012/13 budget an allocation of \$20,000 to engage a suitably qualified consultant to undertake a formal review of the Town's Local Bike Plan.
3. establish a Bike Plan Working Group comprising Councillors Rowell, Boland and Walsh to coordinate the review of the Town's Bike Plan
4. in relation to the Action Plan Strategy 2.1, include a new point 6 to read: "undertake consultation with relevant State and Federal Government agencies", and the existing point 6 be renumbered to point 7.

AMENDED SUBSTATIVE MOTION WAS PUT

Carried 3/0

10.1.5 NEW POLICY - EDUCATION AND STUDY ASSISTANCE

File No: POL/83
Attachments: [Policy Staff Education and Study Assistance May 2012](#)
[Policy Reimbursement of Study Expenses](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Lydia Giles
Executive Officer
Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

The attached draft policy for Education and Study Assistance is introduced as a proposed 'replacement' policy for the current Reimbursement of Study Expenses Policy, which has been overdue for review. This report recommends that Council adopt the newly introduced policy, as it covers a wider range of matters related to administering staff applications for education and study assistance hence the policy has been appropriately amended and re-named.

BACKGROUND

A process of review, deletion and renewal for all Council policies has been implemented by the Administration and policies are being presented to Council as they are reviewed for endorsement.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

New policy as replacement for an existing policy.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

Study assistance expenses are accommodated within existing budget allocations.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The proposed new policy has resulted from a review in the executive/human resources section to ensure the current policy is relevant to the Town of Cottesloe's current working environment. It has been amended to ensure its compliance with the Staff Enterprise Agreement (2011) and relevant information will be included in the Town's Staff Handbook, once endorsed by Council. The inclusion of additional aspects such as approval processes, different types education institutions, study leave arrangements and clarity on fees will ensure that all staff are aware of their entitlements and requirements for Study Assistance.

VOTING

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION

Moved Mayor Morgan, seconded Cr Jeanes

THAT Council:

- 1. Delete the *Reimbursement of Study Expenses Policy*.**
- 2. Adopt the new Policy *Education and Study Assistance* as included in the attachment to the 23 May 2012 meeting of the Strategic Planning Committee.**

Carried 3/0

10.1.6 NEW POLICY - RECRUITMENT AND SELECTION

File No: POL/82
Attachments: [New Policy Recruitment and Selection May 2012 Policy Staffing](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

The attached draft policy for Recruitment and Selection is introduced as a proposed 'replacement' for the current Staffing Policy, which has been overdue for review. This report recommends that Council adopt the newly introduced policy, as it covers a wider range of matters to ensure that the process in relation to responding to employment applications through recruitment and selection is fair and equitable hence the policy is appropriately amended and re-named.

BACKGROUND

A process of review, deletion and renewal for all Council policies has been implemented by the Administration and policies are being presented to Council as they are reviewed for endorsement.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

New policy as replacement for an existing policy.

STATUTORY ENVIRONMENT

- Workplace Relations Act 1996
- Fair Work Act 2009
- Age Discrimination Act 2004
- Human Rights and Equal Opportunity Commission Act 1986
- Equal Opportunity for Women in the Workplace Act 1999
- Local Government Act 1995
- Equal Opportunity Act 1984

FINANCIAL IMPLICATIONS

The recruitment process involves advertisement either internally and/or externally through various media. External vacancy advertisement expenses are accommodated within existing budget allocations.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Prior to instigating the recruitment process, internal consultation involving the direct supervisor of the vacant position and the section manager to review the position within the organisational structure (as well as the position description), determine a suitable interview panel, and advertising method.

STAFF COMMENT

The proposed new policy has resulted from a review in the executive/human resources section to ensure the current policy is relevant to the Town of Cottesloe's current working environment. It has been amended to ensure its compliance with the relevant statutory environment and relevant information will be included in the Town's Staff Handbook, once endorsed by Council. The inclusion of new conditions which were not covered in the existing Staffing Policy will ensure that staff who are involved in the recruitment process are aware of legislation requirements and internal work processes.

VOTING

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION

Moved Mayor Morgan, seconded Cr Walsh

THAT Council

- 1. Delete the *Staffing* Policy.**
- 2. Adopt the new Policy *Recruitment and Selection* as included in the attachment to the 23 May 2012 meeting of the Strategic Planning Committee.**

Carried 3/0

**10.1.7 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - 2012
LOCAL GOVERNMENT CONVENTION AND ANNUAL GENERAL MEETING**

File No: SUB/100-06
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 23 May 2012
Author Disclosure of Interest Nil

SUMMARY

The WALGA Local Government Convention is scheduled for Wednesday 1 August to Saturday 4 August and will include the WALGA Annual General Meeting (AGM).

The recommendation is for Council to nominate Councillor(s) to represent Council and participate at both the 2012 Local Government Convention and/or Annual General Meeting.

BACKGROUND

Each Council is entitled to nominate members and officers to attend to the Local Government Convention including two voting delegates at the WALGA Annual General Meeting.

The WA Local Government Association (WALGA) is the voice of Local Government in Western Australia. As the peak industry body WALGA advocates on behalf of the State's 139 Local Governments and negotiates service agreements for the sector. WALGA is not a government department or agency and its mission is to *provide strong representation, strong leadership, enhance the capacity of and build a positive public profile for, Local Government.*

In October 2011 Council appointed Cr Walsh and Cr Boland as its delegates to the Central Metropolitan Zone and Cr Strzina was appointed as deputy delegate. It has been prior practice of Council to nominate its Zone representatives to attend the WALGA AGM.

The WALGA Local Government Convention and AGM is held each year in August.

STRATEGIC IMPLICATIONS

As indicated above, the WA Local Government Association (WALGA) is the voice of Local Government in Western Australia and is the peak industry body.

POLICY IMPLICATIONS

None Known

STATUTORY ENVIRONMENT

None Known

FINANCIAL IMPLICATIONS

As a member of WALGA, Council pays annual membership fees.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The WALGA Annual General Meeting will be held during the Local Government Convention on Saturday 4 August 2012 at the Perth Convention and Exhibition Centre. Pursuant to the WALGA constitution all member Council's are entitled to be represented by two (2) voting delegates. Member council's seeking to exercise their voting entitlements must ensure that their voting delegates are appropriately registered. In the event that a voting delegate is unable to attend provision is made for proxy delegates to be registered. Voting delegates may be elected members or serving officers.

It is recommended that Council endorse its WALGA Zone delegates, Cr Walsh and Cr Boland to represent Council and participate at the WALGA Annual General Meeting.

In addition, should any elected members express an interest in attending the Local Government Convention their application/nomination can also be endorsed by Council

VOTING

Simple Majority

OFFICER RECOMMENDATION**Moved Mayor Morgan, seconded Cr Jeanes**

THAT Council:

1. Nominate Councillor(s) Walsh and Boland to represent Council and participate at the WALGA Annual General Meeting.
2. Endorse Cr _____ to attend all or part of the WALGA Local Government Convention, from Wednesday 1 August to Saturday 4 August.

AMENDMENT**Moved Mayor Morgan, seconded Cr Walsh**

That part 2 of the officer recommendation be amended to reflect Cr Hart's nomination.

Carried 3/0

COMMITTEE RECOMMENDATION

THAT Council:

- 1. Nominate Councillor(s) Walsh and Boland to represent Council and participate at the WALGA Annual General Meeting.**
- 2. Endorse Cr Hart to attend all or part of the WALGA Local Government Convention, from Wednesday 1 August to Saturday 4 August.**

Carried 3/0

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

Nil

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

Nil

13 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7:55 PM.

CONFIRMED: PRESIDING MEMBER _____ *DATE: .../.../...*