

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 20 APRIL 2010

CARL ASKEW
Chief Executive Officer

23 April 2010

WORKS AND CORPORATE SERVICES COMMITTEE
TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	1
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	1
4	PUBLIC QUESTION TIME.....	1
5	PUBLIC STATEMENT TIME.....	1
6	APPLICATIONS FOR LEAVE OF ABSENCE.....	1
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	2
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	2
9	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	2
10	REPORTS OF COMMITTEES AND OFFICERS.....	3
10.1	ADMINISTRATION.....	3
10.1.1	ACCOUNTING POLICY UPDATE	3
10.1.2	HULLABALOO IN THE VILLAGE FESTIVAL 2010	5
10.1.3	REQUEST FOR CURTIN AVENUE FOOTPATH TO SERVE BEEHIVE MONTESSORI SCHOOL	9
10.1.4	SUNDRY DEBTORS POLICY UPDATE	13
10.1.5	VERGE GREEN AND BULK WASTE SERVICE - EXTENSION OF CONTRACT	15
10.1.6	NEW RECORDS MANAGEMENT POLICY	18
10.1.7	PRESERVATION OF HERITAGE PHOTOGRAPHS	20
10.2	FINANCE.....	23

10.2.1	STATUTORY FINANCIAL STATEMENTS FOR THE MONTH ENDING 31 MARCH 2010	23
10.2.2	SCHEDULE OF INVESTMENTS AND LOANS FOR MARCH 2010	25
10.2.3	ACCOUNTS PAID FOR THE MONTH OF MARCH 2010	27
10.2.4	PROPERTY & SUNDRY DEBTORS REPORT FOR MARCH 2010	29
11	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	31
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING	31
12.1	NAME FOR COTTESLOE, MOSMAN PARK AND PEPPERMINT GROVE LIBRARY	31
13	MEETING CLOSURE.....	34

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 7:10pm.

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

Mayor Kevin Morgan	Presiding Member
Cr Greg Boland	
Cr Dan Cunningham	
Cr Rob Rowell	
Cr Victor Strzina	
Cr Ian Woodhill	
Cr Davina Goldthorpe	Deputy

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Graham Patrick	Manager Corporate Services
Mr Geoff Trigg	Manager Engineering Services
Ms Annaliese Davis	Events and Support Officer
Ms Krystal Shenton	Community Development Officer

Apologies

Cr Patricia Carmichael

Officer Apologies

Nil

Leave of Absence (previously approved)

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 Strzina, seconded Cr Cunningham

[Minutes March 16 2010 Works and Corporate Services Committee.doc](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 16 March 2010 be confirmed.

Carried 7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

For the benefit of the members of the public present the chairman determined to consider the Items in order of the Agenda, then, dealt with items 10.2.1 to 10.2.4, the items of Finance, *enbloc*.

The late item was considered by the Committee as a matter of new business of an urgent nature introduced by Officers by Decision of Meeting.

10 REPORTS OF COMMITTEES AND OFFICERS

10.1 ADMINISTRATION

10.1.1 ACCOUNTING POLICY UPDATE

File No: POL/25
Attachments: [Proposed Policy - Accounting.DOC](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe policy for Accounting has been reviewed by Council staff. This report recommends that Council adopt the minor changes made to the policy.

BACKGROUND

The Accounting policy was first adopted in November 1997 following an initiative to bring local government into line with other organisations and introduce accrual accounting.

New Accounting standards AAS27 & 28 were introduced to regulate the transition at that time.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

This report relates to the Accounting policy and recommends minor changes.

STATUTORY ENVIRONMENT

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996
- All applicable Australian Accounting Standards

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The objective has been changed to reflect the changed environment the Town of Cottesloe now operates in. There have been changes to the Australian Accounting Standards and the way in which local government authorities are now required to report. The new objective recognises these to keep the policy current.

The changes to the policy are deletions of references to the old AAS27 and these have been changed to references to the new financial reporting standards.

The current disclosure requirements of the Town of Cottesloe are to comply with the Local Government (Financial Management) Regulations 1996. These require Council to comply with the requirements of Australian Accounting Standards (FM Reg 5A).

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

That Council note the policy has been reviewed and adopt the Accounting Policy as per the attachment 10.1.1 as submitted to the 20 April 2010 meeting of the Work and Corporate Services Committee.

Carried 7/0

10.1.2 HULLABALOO IN THE VILLAGE FESTIVAL 2010

File No: SUB/1051
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

Procott intend to hold the second Hullabaloo in the Village on Saturday 27th November 2010.

This report recommends that the Council support the event.

BACKGROUND

Procott held this festival event in the Town Centre with great success in 2009. The aim of the festival is to attract people to Cottesloe not only for the beach but all the other things Cottesloe has to offer.

The Festival sub committee have approached the Town in regards to holding the event once again in 2010. They are requesting the same support for the event including extended liquor licenses and trading areas, road closures and Ranger support on the day. The Procott Event, *Hullabaloo in the Village*, has a range of activities involving all the local shops, cafes and restaurants along Jarrad Street, Napoleon Street and Station Street.

STRATEGIC IMPLICATIONS

The Hullabaloo Festival is in line with Council's Future Plan;

Objective 1: Lifestyle

To protect and enhance the lifestyle of residents

- Identify increased opportunities to use existing facilities or provide new venues for formal community cultural events and activities.

POLICY IMPLICATIONS

None Known

STATUTORY ENVIRONMENT

None known

FINANCIAL IMPLICATIONS

The draft 2010/2011 budget has an allocation of \$9000 which is proposed for the Hullabaloo Festival. This amount is similar to the 2009 allocation.

SUSTAINABILITY IMPLICATIONS

Similar to the conditions advised by Council in 2009, by supporting the event the Council is able to include a Sustainability aspect to the festival. The Sustainability Officer has recommended to Procott the following ideas for the day:

1. Displays

- A range of brochures e.g. Cott Cat and Grow Local Plants Guide
- Water fountain(s) available for refill of water in order to reduce the number of plastic bottles being used
- Displaying the children's art for the 2011 Sustainability Calendar
- 'Sustainable Lifestyle Challenge' project (incorporating Great Gardens competition)
- Businesses involved in Town of Cottesloe energy reduction programme
- Native Plant Demonstration Gardens in Cottesloe - photo's, brochures
- Living Smart courses – publicising past and future courses with photos etc
- Mobile muster, E-Waste, Hazardous waste disposal information
- WMRC DiCom project - photos and explanatory material about the facility and processes
- School projects - what the local primary schools are doing in terms of sustainability - photos, activities
- Plastic Bag Free IGA - promotion of Eric St IGA and their initiatives to reduce plastic bags
- Cottesloe Coastcare displays and photos - projects they have current and past involvement in
- Earth Carers displays
- Presentations by Captain Cleanup on reducing, reusing and recycling.

2. Promotions and Giveaways

- 'Think Water' educational packages and shower timers
- Bokashi Buckets - displayed and advertising that they are sold at council - could win one through a competition of some sort?
- Anti Littering project - promotional material/giveaways and displays about 'Keeping Cott Beautiful'
- Travelsmart bottles, bags and maps

3. Education and Giveaways

- Volunteer Earthcarers involved in compost and worm farm demonstrations, display boards promoting their projects.
- Local businesses will be encouraged to replace their plastic bags with paper and/or biodegradable bags and use paper cups
- Special bin lids with waste and recycling information.

CONSULTATION

Procott have consulted with Lloyd Events, the same company that run last year's event and staff at the Town of Cottesloe on any requirements they have to meet, in addition to those that were set out for last year's event.

STAFF COMMENT

Staff have been in consultation with Procott in regards to the holding of the Hullabaloo in the Village Festival. Procott are currently applying for various grants in order to make this year's event as big and as successful as it was in 2009.

Hullabaloo in the Village requires support from Council for extended liquor licenses for Vans, Phillips, Cimbolino, Lamonts and the Albion Hotel. These extended liquor licences will be applied to and approved by the Department of Liquor and Gaming but having the support of Council is recommended.

Road closures are required for Napoleon Street, Station Street and part of Jarrad Street for the event. The car parking areas needing to be closed are all bays along Napoleon Street and the short section of Jarrad Street, the bays along Station Street, the two smaller car parks operated by Council and the Albion Hotel car park. All other parking areas will remain open to visitors although visitors are encouraged to use public transport.

Procott are also requesting the extension of shop fronts to display items/goods. There will be businesses that want to display products out on the street and for will require Council permission to do so, as was the case in 2009.

VOTING

Simple Majority

OFFICER RECOMMENDATION**Moved Cr Rowell, seconded Cr Strzina**

That Council support the application from Procott to hold the Hullabaloo in the Village Festival in 2010 on Saturday 27 November 2010.

AMENDMENT**Moved Cr Cunningham, seconded Cr Woodhill**

That the Officer Recommendation becomes part (a) and that a new part (b) be added to state "*Work in cooperation with Procott at an administrative level to assist with the success of the event*".

Carried 7/0

COMMITTEE RECOMMENDATION

That Council

- a) Support the application from Procott to hold the Hullabaloo in the Village Festival in 2010 on Saturday 27 November 2010.**

- b) Work cooperatively with Procott at an administrative level to assist with the success of the event.**

THE SUBSTANTIVE MOTION WAS PUT

Carried 7/0

10.1.3 REQUEST FOR CURTIN AVENUE FOOTPATH TO SERVE BEEHIVE MONTESSORI SCHOOL

File No: SUB/440
Attachments: [BeehiveMap.jpg](#)
[BeehiveLtrSheehan.jpg](#)
[BeehiveLtrMosPk.jpg](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The Beehive Montessori School, on the east side of Curtin Avenue, has requested a constructed footpath on the east edge of Curtin Avenue to give a safer and more visible access for students walking from the Victoria Street railway station to the school.

The recommendation is that Council resolve to:-

- Inform the Beehive Montessori School that it is prepared to consider, in its 2010/2011 budget, the funding of 50% of the cost of a concrete path on the east side of Curtin Avenue, from the Victoria Street level crossing to its southern boundary.
- Contact the Town of Mosman Park with the proposal to fund, with a 50/50 cost sharing arrangement, the construction of this path to meet the Beehive Montessori Schools requirements, in the 2010/2011 financial years budget.

BACKGROUND

On the east side of Curtin Avenue south of the Victoria Street level crossing, there is a short length of slab footpath to a sealed parking and turnaround area. A rough un-surfaced path then runs south through land not under Council's control, until it ends at Curtin Avenue to the north of McCall Centre.

Students, parents and staff walking on the 'beaten track' away from view from Curtin Avenue have had security concerns from homeless people living in the bush beside the path.

The Town of Mosman Park has provided a support letter to have the path realigned to the edge of Curtin Avenue. The school actually exists within the Town of Mosman Park, as does the Victoria Street railway station.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

There are no mandatory requirements that Council build or realign any path to serve the school. The current 'beaten path' runs through land not under Councils control. The only land available, within Councils control is immediately behind the eastern kerb line of Curtin Avenue.

FINANCIAL IMPLICATIONS

The total distance involved, for the 2 required path sections, is 245m. Current costs for 1.5m wide concrete paths for this distance totals \$19600. This path is not included on any Council forward plan for construction. The 245m length would not go beyond the Cottesloe/Mosman Park boundary.

SUSTAINABILITY IMPLICATIONS

Nil

Water Usage/Quality

Nil

Coastal Environments

Nil

Waste Management and Recycling

Nil

Energy Efficiency

Nil

Purchasing

Nil

Flora and Fauna Conservation and Biodiversity

Nil

CONSULTATION

Nil. Only the school is involved in the use of this path and there are no private properties fronting this side of Curtin Avenue.

STAFF COMMENT

Council has the Curtin Avenue road reserve vested under its control. All land to the east of the road reserve is outside Councils control and not available for any path. The existing path is a 'beaten track' which was not cleared by Town of Cottesloe and receives no maintenance.

The Beehive Montessori School is not within the Town of Cottesloe and minimal to no Cottesloe students or parents would use the train to Victoria Street station and use

this path. There is no allocation for a new path in this current budget or in the future plans.

For user safety and liability issues, all paths built for normal pedestrian use should be properly constructed to the 'normal standard i.e. concrete 1.5m wide.'

An alternative path exists, but would require people to cross Curtin Avenue near Victoria Street level crossing, than use the residential path system to the dual use path on the west side of Marine Parade then to the parking area and controlled cross walk in front of the school.

Because the school is in Mosman Park, little use would be made of this path by Cottesloe residents and the Town of Mosman Park has supported, in writing, a new path, the possibility of a shared construction cost appears equitable, for 2010/2011.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Mayor Morgan, seconded Cr Rowell

That Council:

1. Inform the Beehive Montessori School that it is prepared to consider, in its 2010/2011 budget, the funding of 50% of the cost of a concrete path on the east side of Curtin Avenue, from the Victoria Street level crossing to its southern boundary.
2. Contact the Town of Mosman Park with the proposal to fund, with a 50/50 cost sharing arrangement, the construction of this path to meet the Beehive Montessori Schools requirements, in the 2010/2011 financial years budget.

AMENDMENT

Moved Mayor Morgan, seconded Cr Rowell

That point 1. of the Officer's recommendation be deleted and replaced with "*Contact Beehive Montessori School to ascertain the likely number of students/staff that use the footpath and to verify the school's tenure on the current site;*"

Replace the dates "2010/2011" with "2011/2012" in point 2. of the Officer Recommendation; and

Add a new point 3. to the recommendation to state: "*Contact the PTA to seek assistance with removing of native remnant vegetation in order to improve safety and request funding for the construction of the footpath*".

Carried 7/0

COMMITTEE RECOMMENDATION

That Council:

1. **Contact Beehive Montessori School to ascertain the likely number of students/staff that use the footpath and to verify the school's tenure on the current site;**
2. **Contact the Town of Mosman Park with the proposal to fund, with a 50/50 cost sharing arrangement, the construction of this path to meet the Beehive Montessori Schools requirements, in the 2011/2012 financial years budget.**
3. **Contact the PTA to seek assistance with removing of native remnant vegetation in order to improve safety and request funding for the construction of the footpath**

THE SUBSTANTIVE MOTION WAS PUT

Carried 7/0

10.1.4 SUNDRY DEBTORS POLICY UPDATE

File No: POL/10
Attachments: [Sundry Debtors doc](#)
Responsible Officer: Carl Askew
Author: Chief Executive Officer
Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The Town of Cottesloe policy for Sundry Debtors has been reviewed by Council staff. This report recommends that Council adopt the unchanged policy.

BACKGROUND

All Council policies are to be reviewed every 5 years. The purpose of this review is to ensure the policy is current.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

This report relates to the Sundry Debtors policy and recommends no changes.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Property and Sundry Debtors report is presented to each Council meeting. The Sundry Debtors section lists all minor debtors that have outstanding balance. It is important to maintain this practice as these debts are not recoverable like outstanding rates debts where the Council has a charge over the property.

It is important for officers and Councillors to be aware if this balance starts to increase or if there are large amounts in the 90 days and over section.

VOTING

Absolute Majority

OFFICER RECOMMENDATION

Moved Cr Rowell, seconded Cr Strinza

That Council note the policy has been reviewed and maintain the Sundry Debtors Policy as per the Investments Policy attachment 10.1.4.

Carried 7/0

10.1.5 VERGE GREEN AND BULK WASTE SERVICE - EXTENSION OF CONTRACT

File No: SUB/710
Responsible Officer: Ruth Levett
Principal Environmental Health Officer
Author: Ruth Levett
Principal Environmental Health Officer

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of the report is to recommend that the existing contract for the Verge Green and Bulk Waste Collection Service be extended for a period of two (2) years, commencing on 1 May, 2010.

BACKGROUND

The tender for the provision of the Verge Green and Bulk Waste Service was awarded to B & N Waste in March, 2008 and commenced on 1 May, 2008. The contract contains a clause which permits the extension of the contract for a further two years:

“2.3 CONTRACT PERIOD

The Contract will be in force for the following periods to allow synchronisation upon expiry of existing contractual arrangements:

- *Two (2) years commencing on 1 May 2008.*

The initial Contract will expire automatically at midnight on 30 April 2010 unless it is terminated in accordance with these conditions, or otherwise lawfully terminated, or otherwise extended under this clause.

The Contract will have the option of being extended for a further two (2) years on the same terms and conditions as the initial Contract exercisable at the Principal's discretion. The Principal will approach the Contractor not less than three (3) months prior to the end of the Contract Period if it wishes to exercise this option. Any extension of the Contract will be by mutual agreement of both the Principal and the Contractor.”

In a meeting with the Director of B & N Waste, Mr Bob Hobbs, in December, 2009, it was confirmed that the contractor is willing to extend the existing contract for the two year period commencing on 1 May, 2010 subject to approval of a 7.5% increase to the current collection and other costs.

STRATEGIC IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

STATUTORY ENVIRONMENT

Relevant sections of the Local Government Act 1995 and the local Government (Functions and General) Regulations 1996 relating to tenders have been met at the time of tendering in 2007.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation for the current financial year. It is recommended that an additional provision be made in the proposed 2010/2011 and the 2011/2012 budgets to cover the anticipated increase in costs in accordance with the following summary:

Summary of Tender Cost Over 2 Year Contract Period

Name of Contractor	Cost 2 Years	GST	Additional Costs	Total Cost 2 Years
B & N Waste Pty Ltd	\$187,824	\$ 18,782	Call back \$ 142.00 p/h Leaflet dist. \$4,251	\$210,857 + call backs @ \$142 p/h

SUSTAINABILITY IMPLICATIONS**Waste Management and Recycling**

- Commitment on resource efficiency (reducing, reusing, recovering, recycling);

The verge collection service separates green waste, general household bulk waste, eWaste, plastics and metals, of which everything is reused or recycled with the exception of the general household bulk waste.

CONSULTATION

Nil.

STAFF COMMENT

The verge green and bulk waste service has been operating satisfactorily for a number of years using the same contractor. The number of calls received from residents is minimal and there are very few complaints. Any complaints received have been due to high volumes of waste when the green waste and bulk waste collections are combined, resulting in late pick up on odd occasions. There has been one truck break down where repairs took longer than anticipated due to the delay in parts arriving from interstate.

Several letters and phone calls have been received from residents expressing their appreciation of the job that the men on the trucks do. They often have to clean up after the scavengers have been through and picked over the bulk waste leaving

behind a mess on the verge. If waste is not separated in to piles by residents the men will separate out as much material as possible for reuse and recycling.

Although it is a manual load system utilising side loader vehicles, there have been no incidents or accidents. This system can be a little slower than a mechanical load system. However, there is no follow up time required to assess damage to verges or for repairs and replacement of reticulation systems.

By comparison with a mechanical load system, the manual load system is less costly, it enables more separation and the impact on verges is minimal.

The adjustment of the collection schedule was made at the commencement of 2009 and this has also met with greater approval from the residents. The schedule is prepared by coordinating the schedules of other Western Metropolitan Regional Councils to ensure that the transfer station is not overloaded, and with the contractor's schedule with the Town of Claremont. Whilst a more even spread would have been preferred, we have avoided the school holiday periods which have been a constant source of complaint.

The proposed 7.5% increase in costs is reasonable given the relatively low cost of the service overall.

Based on these considerations, it is recommended that Council supports the extension of the existing Verge Green and Bulk Waste Collection Service for a period of two (2) years, commencing on 1 May, 2010 and the increase in cost be budgeted accordingly.

VOTING

Simple Majority

COMMITTEE COMMENT

Committee discussed the report and recommendation including frequency of collections and specifically the timing of the green waste collections. Officers to administratively follow up and investigate these matters.

OFFICER RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

That Council support the extension of the existing Verge Green and Bulk Waste Collection Service for a period of two (2) years, commencing on 1 May, 2010 with a 7.5% increase in cost to be budgeted accordingly.

Carried 7/0

10.1.6 NEW RECORDS MANAGEMENT POLICY

File No: POL/72
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Asha Boudville
Records Manager

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

A recommendation is made to adopt a new records management policy.

STRATEGIC IMPLICATIONS**Objective 7: Organisation Development**

To effectively manage Council's resources and work processes.

- Deliver high quality professional governance and administration

POLICY IMPLICATIONS

This is a new policy.

STATUTORY ENVIRONMENT

The *State Records Act 2000* ("Act") has specific provisions relating to the responsibility to create, manage and dispose of records in accordance with principles and standards issued by the State Records Commission.

In accordance with Section 19 of the *State Record Act 2000* ("Act), the Town of Cottesloe have a Record Keeping Plan that has been approved by the State Records Commission.

FINANCIAL IMPLICATIONS

Nil.

SUSTAINABILITY IMPLICATIONS

None known

CONSULTATION

The Town of Cottesloe has employed a contracted Project Manager to develop the Town's new Record Keeping Plan. This policy is a result of that consultation.

STAFF COMMENT

Due to legislative requirements the Town of Cottesloe is required to submit a revised Recordkeeping Plan to the States Records Office every five (5) years. This plan will outline our current recordkeeping policies and procedures. Updating our Records Management Policy is included in this requirement.

Records are an important information resource to the Town and we are obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records of business activities carried out by the Town of Cottesloe. Records may only be destroyed through an approved scheme with guidelines set by the State Records Commission.

This policy applies to all staff within the Town of Cottesloe including Councillors, part-time employees and contractors.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Rowell, seconded Cr Woodhill

That Council adopt the New Records Management Policy and include it in the Policy Manual.

Carried 7/0

10.1.7 PRESERVATION OF HERITAGE PHOTOGRAPHS

File No: SUB/1032
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Krystal Shenton
Community Development Officer

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

Council has previously recognised the need to catalogue and preserve the Town of Cottesloe's photographic collection. A significance assessment must first be completed before the Town can move toward preservation. This report recommends that Council use existing resources in order to complete stage 1, i.e. collate, catalogue and undertake a significance assessment of the Town's photographic collection.

BACKGROUND

The Town of Cottesloe has numerous photographs, of which some are over one hundred years old. Several of those photographs were framed for the Town's centenary celebration in 2007, but still require ongoing preservation. Others are in storage and need to be catalogued and preserved. Officers recently requested the historian/curator employed by the Cottesloe, Mosman Park, Peppermint Grove Library to provide an initial assessment of the photographs. In addition a Heritage Consultant was also consulted in relation to a significance assessment of the photographs.

STRATEGIC IMPLICATIONS

None known

POLICY IMPLICATIONS

None known

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 6.8;

Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

FINANCIAL IMPLICATIONS

There is an opportunity to re-allocate \$3,000 in order to undertake stage 1 of this project; the collation, cataloguing and significance assessment of the photographs, during the 2009/2010 financial year. As per section 6.8 of the local Government Act 1995, Council support is required to allocate funds from existing accounts to this purpose.

SUSTAINABILITY IMPLICATIONS

By restoring these photographs, the Town is protecting its cultural and historical identity.

CONSULTATION

Currently, Officers are liaising with the Cottesloe, Mosman Park, Peppermint Grove Library historian and a recommended significance assessment consultant.

STAFF COMMENT

Advice has been received that the following processes would need to take place to achieve the goal of preservation and presentation of the Town's photographs;

1. A stock-take of all the Town's photographs. Each needs to be numbered and catalogued. This process will be timely as there are a lot of photos and will involve some community volunteers, supervised by a Heritage Consultant.
2. An identification process to ascertain exactly what value the photos have. This includes researching other libraries and museums such as the Batty Library or the Alexander Library to see if they also hold the same or similar photos. A significance assessment will be carried out to discover this, as well as which photos have Local, State or National Significance.
3. Once the significance of all photographs has been identified, a preservation consultant will make a preservation assessment. This includes recommendations on what needs to be done to each photo in order to preserve the photograph. Each photo is made or attached to a different material and are of varying ages, hence the preservation requirements will vary.
4. Conservation. Once photos are identified as significant, whether Local, State or National, there will be opportunities to seek external funding to complete the process and including displays in the Civic Centre. In addition, we will also undertake a digitalisation of our photos so that they are available on the website.

The Significance Assessment process has been developed by the Collections Council of Australia and the assessment report is prepared using these guidelines and the assessment criteria of the Burra Charter.

Collation of the photos and the significance assessment will include the following actions;

- Guidance of the community volunteers in the first stage of categorising, archiving and cataloguing the collection.
- The assessment of the collection for significance to determine items of local, state and national significance. Those of National Significance become part of the National Distributed Collection and funding is available for these items for preservation, conservation and interpretation; those of State significance are eligible for Lottery west funding.
- The initial assessment of those items that require immediate attention for preservation or conservation work;
- The compilation of a list of recommendations for both the short and long term care of the Town of Cottesloe Community History Collection based on National Standards of Australian Museums and Galleries (released September 2008);
- The compilation of a report that will document the above to be useful to any staff under the Town's jurisdiction that care for historic photographs or archives that are not immediately under the auspices of the State Records Office.

VOTING

Absolute Majority

OFFICER RECOMMENDATION

Moved Mayor Morgan, seconded Cr Woodhill

That Council, pursuant Section 6.8 of the Local Government Act 1995;

1. Authorises the following expenditure;

Collation, Cataloguing and Significance Assessment of the Town's photographic collection at an estimated cost of \$3,000;

2. Amends the 2009-10 Adopted Annual Budget, (to accommodate the above authorised expenditure) as follows;

- **Increase Administration – other Governance – Contractors and Consultants by \$3,000 and;**
- **Decrease other Culture – Contractors by \$3,000.**

Carried 7/0

10.2 FINANCE

10.2.1 STATUTORY FINANCIAL STATEMENTS FOR THE MONTH ENDING 31 MARCH 2010

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Pattrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 March 2010, to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Operating Statement on page 2 of the Financial Statements shows a favourable variance between the actual and budgeted YTD operating surplus of \$719,932 as at 31 March 2010. Operating Revenue is above budget by \$322,577 (4%). Operating Expenditure is \$405,027 (6%) less than budgeted YTD. A report on the variances in income and expenditure for the period ended 31 March 2010 is shown on page 7.

The Capital Works Program is listed on pages 24 - 29 and shows total expenditure of \$4,493,257 compared to YTD budget of \$6,693,025. The reason for the significant

difference is a timing delay with the library and delayed general capital expenditure due to cashflow restrictions at the start of the year.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Cunningham, seconded Cr Strzina

That Council receive the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 March, 2010, as per the attached Financial Statements, submitted to the 20 April 2010 meeting of the Works and Corporate Services Committee.

Carried 7/0

10.2.2 SCHEDULE OF INVESTMENTS AND LOANS FOR MARCH 2010

File No: SUB/150 & SUB/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Patrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and Schedule of Loans for the period ending 31 March 2010, as per attachment 10.2.2 to Council.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 19 of the Financial Statements shows that \$4,410,516.81 was invested as at 31 March, 2010.

Reserve Funds make up \$915,831.86 of the total invested and are restricted funds. Approximately 17% of the funds are invested with the National Australia Bank, 37% with Westpac, 20% with Commonwealth and 36% with BankWest.

The Schedule of Loans on page 20 shows a balance of \$6,922,539.15 as at 31 March, 2010. There is \$478,142.12 included in this balance that relates to self supporting loans.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Cunningham, seconded Cr Strzina

That Council receive the Schedule of Investments and Schedule of Loans for the period ending 31 March, 2010, as per the attached Financial Statements, as submitted to the 20 April 2010 meeting of the Works and Corporate Services Committee

Carried 7/0

10.2.3 ACCOUNTS PAID FOR THE MONTH OF MARCH 2010

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Patrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the List of Accounts for the period ending 31 March 2010 to Council, as per attachment 10.2.3 Financial Statements

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The following significant payments are brought to your attention that are included in the list of accounts commencing on page 9 of the Financial Statements:

- \$14,387.80 to BCITF for levies from January 2010
- \$15,407.03 to WA Local Govt Super Fund for staff deductions
- \$10,730.50 to Blackwell & Associates for town centre planning consultancy
- \$15,532.78 to WA Local Govt Super Fund for staff deductions
- \$36,715.53 to Global Synthetics for drainage sump repairs at Marine Parade & Forrest Street
- \$272,886.55 to FESA for ESL levies for 3rd quarter
- \$18,991.29 to Surf Life Saving WA for guard services in February 2010
- \$18,727.69 to WMRC for disposal and tipping fees

- \$224,801.73 to WATC for loan repayment
- \$18,991.29 to Surf Life Saving WA for guard services in March 2010
- \$46,278.76 to Transpacific Cleanaway for domestic & commercial waste disposal in February 2010
- \$610,832.47 to the Shire of Peppermint Grove for contributions towards new library construction
- \$22,047.49 to ADH Motorised Golf Cars & Utilities for new depot vehicle
- \$12,000.00 to Sculpture by the Sea for new acquisition
- \$108,496.30 to Shire of Peppermint Grove for quarterly library management contributions
- \$67,816.52 and \$67,807.13 for staff payroll.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Cunningham, seconded Cr Strzina

That Council receive the List of Accounts for the period ending 31 March 2010, as per the attached Financial Statements, as submitted to the 20 April 2010 meeting of the Works and Corporate Services Committee.

Carried 7/0

10.2.4 PROPERTY & SUNDRY DEBTORS REPORT FOR MARCH 2010

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Graham Patrick
Manager Corporate Services

Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports for the period ending 31 March 2010 to Council.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

No financial resource impact.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report commences on page 21 of the Financial Statements and shows a balance of \$71,450.77 of which \$55,748.57 relates to the current month. The balance of aged debtors over 30 days stood at \$15,702.20

Property Debtors are shown in the Rates and Charges analysis on page 23 of the Financial Statements and show a balance of \$415,884.36. Of this amount \$220,711.77 and \$63,126.19 are deferred rates and outstanding ESL respectively. As can be seen on the Balance Sheet on page 4 of the Financial Statements, rates as a current asset are \$192,866 in 2010 compared to \$163,476 last year.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Cunningham, seconded Cr Strzina

That Council receive the Property and Sundry Debtors Report for the period ending 31 March 2010, as per the attached Financial Statements, as submitted to the 20 April 2010 meeting of the Works and Corporate Services Committee.

Carried 7/0

11 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING****Moved Cr Strzina, seconded Cr Boland**

That The Late Item - Name For Cottesloe, Mosman Park And Peppermint Grove Library be accepted as Urgent Business

Carried 7/0

12.1 NAME FOR COTTESLOE, MOSMAN PARK AND PEPPERMINT GROVE LIBRARY

File No: SUB/547
Attachments: Confidential: Library Naming Working Group Report and recommendation
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 20 April 2010
Author Disclosure of Interest Nil

SUMMARY

In February 2010 Council resolved as follows;

THAT Council

- 1. Note the suggested names for the new Library/Community Centre.*
- 2. Request that the recommended name from the Library Name Working Group be returned to Council before going to the Library Project Control Group*
- 3. Receive and note the Terms of Reference for the Library Name Working Group.*
- 4. Nominate Cr Walsh to be the Town of Cottesloe's member of the Library Name Working Group.*

The Library Naming Working Party has met a number of occasions and their *confidential* report and recommendation to the Library Project Control Group is attached.

This report addresses part two of Council's February 2010 resolution and recommends that Council endorse the recommended name and *by-line* as proposed by the Library Naming Working Party.

BACKGROUND

At its December 2009 meeting, Council resolved to;

1. *Invite Cottesloe residents to lodge with the Council by 31st January 2010 any suggestions on a new name for the library, or any comments on the mooted new name of "the VCL" (i.e. "The Very Clever Library on the Green").*
2. *Consider any suggested names at its February 2010 meeting, for submissions via the Mayor into deliberations of the Library Project Control Group in making any recommendation to all Councils on a new name for the library.*
3. *Immediately notify the Shire of Peppermint Grove and the Town of Mosman Park of this resolution and suggest that each of those Councils conduct a similar consultation exercise with their own residents by February 2010.*

It is to be noted that Council has already resolved delegate to the Library Project Control Group (PCG) the responsibility for determining the name of the new Cottesloe, Peppermint Grove, Mosman Park Library at its November 2009 meeting.

STRATEGIC IMPLICATIONS

The successful conclusion of the Joint Library and Community Centre project is an important part of the strategy of the Council for the provision of high standard facilities for the use of residents.

POLICY IMPLICATIONS

None Known.

FINANCIAL IMPLICATIONS

The Project Control Group (PCG) meets monthly and is receiving regular reports from the Project Manager, Architect and Quantity Surveyor in relation to the management of the project including financial management. The project remains on time and on budget as at March 2010.

SUSTAINABILITY IMPLICATIONS

The building design that has been accepted includes a variety of features that are intended to increase the sustainability of the building and many of those features are unique in public buildings in the State. An application for financial support under the Federal Government Green Precincts Fund has been approved for those elements of the project.

CONSULTATION

Project Control Group
Cottesloe community

STAFF COMMENT

In accordance with part one (1) of Council's December 2009 resolution an information page was developed on Council's website which explained the current

situation and provided a copy of the December 2009 Council report. The page listed those names that had already been suggested by community members who had written to the Town as well as the *Oakridge Communications* recommended name to the Project Control Group - *The VCL*. The web page allowed residents to either “support” an existing name or “make a suggestion” for an alternative name. As alternative names were suggested they were added to the listing on the page, so that those who logged in would be both aware of all suggestions and/or able to indicate their support for a particular preference. As names were nominated, the Town was able to monitor the support level for each. In addition, and if people did not want to use the web page, there was opportunity to write to or e-mail the Town separately. In order to promote both the page and Council’s resolution, an advertisement was placed in the POST newspaper (16 January edition) inviting comment/suggestions. All “nominations/comments” received throughout the advertising period were subsequently passed to the Library Naming Working Party for consideration.

The naming of the Library is a significant and important responsibility. The Project Control Group has already received professional advice from Oakridge Communications in this regard. In addition a Library Naming Working Party (LNWP) has also been established to further consider this matter, including undertaking additional community consultation. The Library Naming Working Party report provides analysis of the suggested names as well as a recommended preferred option. The final decision is the responsibility of the Project Control Group and on that basis the information in the attached LNWP report should be considered as confidential until final approval is given.

In terms of options, Council can choose to either support or not support the name proposed by the LNWP. If the decision is made to support the proposed name then the Mayor, as Council’s representative on the Project Control Group (PCG), can provide that advice at their next meeting. However if the decision is made not to support the proposed name, then the PCG will need to consider how it proceeds, with potential options being to;

- refer the matter back to the LNWP for further consideration;
- make a decision based upon the information provided to date; or
- not make a decision at this time and maintain the *status quo* with regard to the Library name.

On the basis of the processes and consultation undertaken to date, this report recommends that Council endorse the proposed name and by-line as recommended by the Library Naming Working Party.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Woodhill, seconded Cr Goldthorpe

That Council note the report from the Library Naming Working Group and support the recommended name, as proposed by the Library Naming Working Group

COMMITTEE COMMENT.

The CEO advised the Committee that the report from the Naming Working Group (LNWG) had been provided to Council confidentially and in advance of a determination by the Project Control Group (PCG). The name should therefore be considered “embargoed” until endorsed and released by the Project Control Group.

Moved Cr Cunningham, seconded Cr Strzina

In accordance with Standing Orders 15.10 “*That the Council meets behind closed doors – Effect of Motion*” (LG Act s5.23) that Committee discuss the confidential report behind closed doors.

Carried 6/1

AMENDMENT

Moved Cr Strzina, seconded Cr Woodhill

That the words “*and instructs its Delegate on the Project Control Group to vote accordingly*” be added to the end off the Officer’s Recommendation;

Carried 7/0

AMENDMENT

Moved Cr Rowell, seconded Cr Strzina

That the words “*but, in the event that the Project Control Group cannot achieve a unanimous vote, the Cottlesloe delegate is instructed to propose an alternate name which involves the deletion of the last three words of the recommended name and inserting the word “Library”*” to the end of the amended Officer Recommendation.

Carried 6/1

Against the Motion; Mayor Morgan

COMMITTEE RECOMMENDATION

That Council note the report from the Library Naming Working Group and support the recommended name, as proposed by the Library Naming Working Party and instructs its Delegate on the Project Control Group to vote accordingly but, in the event that the Project Control Group cannot achieve a unanimous vote, the Cottlesloe delegate is instructed to propose an alternate name which involves the deletion of the last three words of the recommended name and inserting the word “Library”.

Carried 6/1

Against the Motion; Mayor Morgan

Moved Cr Cunningham, seconded Cr Strzina

In Accordance with Standing Orders 15.10 “*That the Council meets behind closed doors – Effect of Motion*” (LG Act s5.23, that Committee re-open the meeting to the public.

Carried 7/0

13 MEETING CLOSURE

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

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