

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 21 MAY 2013

CARL ASKEW
Chief Executive Officer

24 May 2013

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WORKS AND CORPORATE SERVICES COMMITTEE

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 7:08 PM.

2 DISCLAIMER**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****4 PUBLIC QUESTION TIME****4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Mr David Kordic, 103 Grant Street, Cottesloe - 10.1.2 Request for Funding Assistance – North Cottesloe Surf Life Saving Club

Mr Kordic addressed Committee and advised that the North Cottesloe Surf Life Saving Club (NCSLSC) had made a formal request for financial assistance from the Town, towards the purchase of two lifesaving patrol towers. Mr Kordic advised Committee that the Club had been monitoring the varied use and change in demand from beach goers, and believed an additional two patrol towers would provide greater capacity for the club to patrol the area.

Committee was advised that one of the towers was intended to be used at the northern part of the beach near Grant Street and the second tower at the southern part of the beach, near Barchetta. Mr Kordic referred to the advertising flyer for the towers that had been provided as an attached to the Officer report, and highlighted that one of the benefits of the towers was that they not only provided greater visibility out to sea, they would allow life guards to respond quicker as they are positioned on the beach. The towers also serve to provide shelter from the elements for life guards, preventing fatigue and provide storage capacity on the beach for first aid supplies.

Mr Kordic advised Committee that the tower on the southern end would be a more permanent structure, closer to the beach, while the tower on the northern end would be semi permanent. Mr Kordic stressed that the additional towers would not replace the current services provided, but would compliment them, providing a better all round service to the public.

Cr Rowell queried the financial position of the Club, commenting that he had been advised that the Club had experienced recent fundraising success, and he was under the impression the Club was well funded, citing donations from older members. Mr Kordic advised Committee that while the Club had been

financed with community grants for its redevelopment, and donations from sponsors, the Club believed the best use of such funds was towards the clubs current upgrade. Mr Kordic further advised Committee that the actual cost of the towers was over \$60,000, and the Club was only requesting \$50,000 from Council, with the difference to be funded by members, allowing the Club to provide a service to the community that is not offered conventionally.

6 ATTENDANCE

Present

Cr Robert Rowell	Presiding Member
Cr Victor Strzina	
Cr Katrina Downes	Deputy Member
Cr Yvonne Hart	Deputy Member
Cr Peter Jeanes	Deputy Member

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mr Geoff Trigg	Manager Engineering Services
Mr Darrell Monteiro	Principal Environmental Health Officer
Mrs Christy Watterson	Administration and Governance Officer
Mrs Siobhan French	Administration Officer

Gallery

Media (1)
Member of the public (1)

6.1 APOLOGIES

Mayor Kevin Morgan
Cr Sally Pyvis

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Cr Greg Boland

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Cr Strzina, seconded Cr Rowell

THAT the following requests for leave of absence be approved:

- 1. Cr Strzina June 2013 Works and Corporate Services Committee Meeting**
- 2. Cr Rowell June 2013 Works and Corporate Services Committee Meeting**

Carried 5/0

7 DECLARATION OF INTERESTS

Cr Strzina declared an impartiality interest for item 10.1.1, due to being Council's representative to the Western Metropolitan Regional Council.

8 CONFIRMATION OF MINUTES

Moved Cr Strzina, seconded Cr Rowell

[Minutes April 16 2013 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 16 April 2013 be confirmed.

Carried 5/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

The Presiding Member considered the reports as per the published order of the agenda.

The following items were dealt with enbloc:

10.2.2 Statutory Financial Reports for the Period 1 July 2013 to 30 April 2013

10.2.3 Schedule of Investments and Loans as at 30 April 2013

10.2.4 List of Accounts Paid for the Month of April 2013

10.2.5 Property and Sundry Debtors Reports as at 30 April 2013

10 REPORTS

10.1 ADMINISTRATION

Cr Strzina declared an impartiality interest for item 10.1.1, due to being Council's representative to the Western Metropolitan Regional Council, and stated that as a consequence there may be a perception that his impartiality may be affected and declared that he would consider the matter on its merits and vote accordingly.

10.1.1 PROPOSAL FOR A THREE BIN SYSTEM IN COTTESLOE TO SEPARATE GREEN WASTE

File Ref: SUB/375
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Darrell Monteiro
Principal Environmental Health Officer
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider the introduction of a third bin for "green waste" and the recommendation is to consult with the community in relation to this matter prior to finalising its decision and determining an implementation plan.

BACKGROUND

Residents of the Town of Cottesloe currently receive the following services:

- 1x 120L bin with a green lid for general rubbish collected weekly and
- 1 x 240L bin with a yellow lid for recyclables collected every fortnight.
- 2 x annual verge-side green waste collections in March and September.
- 2 x annual verge-side combined green and bulk waste collections in May and November.

General waste including green waste collected in the general waste bin is currently delivered to the Western Metropolitan Regional Council (WMRC) transfer station and presently this waste is transported to landfill. Green waste collected from the Town's verge-side collections and tree pruning works is also delivered to the same transfer station and is recycled.

There is evidence to suggest that with the provision of a residential green waste bin, the Town would be able to divert at least 25% of the total residential general waste amounting to approximately 575 tonnes per annum. By providing all single-residential properties with a 240L bin for separation of green waste, the Town should be able to achieve three main objectives –

1. Provide the community with an improved service.
2. Increase the Town's waste diversion rate in line with the Town's sustainability focus and the Waste Authority's Strategic Plan.
3. Reduce the Town's annual waste disposal costs.

The project will require “start up” expenditure for the purchase of bins and lids and accordingly, this report has been prepared to inform Council and the community of the project and includes a recommendation to consult with the community prior to final determination.

Should Council decide to proceed with the project;-

1. A new contract with a green waste recycler would need to be entered into.
2. Samples or trials might need to be arranged.
3. The new bins and lids will need to be purchased and distributed
4. An information and education program and resources will need to be prepared and sourced.

The current waste collection contract with Cleanaway ends in November 2013 and a green waste collection can become part of the specification of a new or renewed contract.

Disposal of Residential Waste

In Cottesloe, residential putrescible waste including a percentage of green waste is collected weekly from the 120L general waste bins. It is possible that some green waste also contaminates the 240L recycle bin, which is emptied fortnightly.

Under the requirements of the Waste Delivery Agreement (WDA) with Western Metropolitan Regional Council (WMRC), Cottesloe must use the transfer station at Shenton Park for disposal of its putrescible waste. In 2013/14 the fee for disposal of general waste at transfer station will increase to \$192.92 per tonne (ex GST), while the disposal fee for green waste collected from the annual verge-side green waste collections will increase to \$65 per tonne (ex GST).

Primary Savings

If green waste from the 120L bin can be separated and processed as green waste, it presents the Town with an opportunity to save a considerable amount annually, with savings increasing every year due to the increasing cost of landfill disposal. The savings will vary depending on:-

- i. The number of tonnes of green waste diverted.
- ii. The cost of disposal of kerb-side green waste.
- iii. The cost of transportation of the kerb-side green waste to a facility other than the transfer station at Shenton Park.
- iv. Whether the number of annual verge side collection can be reduced.

Sustainability

Diverting green waste represents a Sustainable initiative as the separated green waste can be recycled and reused as compost. The state Waste Authority in its new Waste Strategy has set an ambitious target of achieving 65% waste diversion across metropolitan WA by 2020. Currently only 25-30% of Cottesloe's waste is being diverted from landfill, however this will change when the DiCom project is fully operational. By implementing a three bin system and separating green waste during kerbside collections it is estimated that Cottesloe's residential waste diversion rate could increase to an average 50%.

Supporting Data

The City of Nedlands introduced a three bin system similar to the one being proposed for Cottesloe in November 2006. A report provided by Bowman and Associates following their audit of the three bin system in Nedlands conducted in 2007 indicated that the properties that received a green waste bin were diverting up to 65.6% of waste from landfill. The report also summarised that the City of Nedlands total waste disposal rate had increased to 46.9% in the introductory year of the program and that the rate of diversion could increase to 51.7% with increased education. The report also made mention of the fact that a 2004 audit found that their putrescible waste bin contained up to 41% green waste.

Based on the City of Nedlands' findings and also on discussions with the current waste collection contractor, Cleanaway; it is estimated (conservatively) that Cottesloe could divert 575 tonnes of green waste per year. This represents 25% of the total weight of residential putrescible waste that is currently delivered to the WMRC transfer station.

PROPOSAL

The New Three Bin System

Each single-residential property will have a minimum of:

- 1 x 120L bin with a red lid for general rubbish emptied weekly.
- 1 x 240L bin with a yellow lid for recyclables emptied fortnightly.
- 1 x 240L bin with a green lid for green waste emptied every fortnight alternating with the recycling week.
- 2 x annual verge-side green waste collections in March and September.
- 2 x annual verge-side bulk waste collections in May and November.

Note - To avoid confusion, comply with the Australian Standard and reduce contamination, it is proposed that the current green lid on the 120L putrescible waste bin be replaced with a red lid.

Information and Education Program

For the new system to work well and with minimal contamination of the bins, it is proposed that the Town devote sufficient resources to create and implement an information and education campaign.

Verge-side Collections and Tip Passes

With the introduction of the green waste bin; lawn clippings, tree prunings and small branches will be collected every fortnight. This would reduce the need to continue with the current four annual green waste verge-side collections. It is proposed that the number of green waste verge-side collections be reduced to two annually in March and September. The two remaining verge-side collections would allow for residents to dispose of larger branches and tree stumps which ideally should not be placed in the green waste bins.

No change to the two annual verge-side bulk/junk waste collections is proposed. Residential bulk waste will continue to be collected in May and November annually. Further, WMRC issues tip passes (as currently available) which will also be available

for purchase by residents for disposal of green and bulk waste above and beyond these provisions.

Residential Verge Green Waste Removal

Currently, the Town's staff clean up green waste such as pine needles and leaves gathered by residents as required, in order to keep the Town looking tidy. With the provision of the green waste bin for disposal of green waste, this represents a potential further saving for the Town.

Exclusions

It is important to note that it is proposed that large multi-residential developments will not be provided with a green waste bin. This is because it has been found that with several people using the same bin, the level of contamination is potentially much higher and there is less accountability.

Higher levels of contamination equate to increased costs of disposal. If the percentage of contamination exceeds 5%, it represents a significant task and expense for composters to remove contamination and dispose of it and the final compost product inadvertently containing contamination in the form of plastics is of a very low grade.

Stakeholder consultation with WMRC

Following the budget review meeting, the Town has written to the WMRC seeking advice on the following:

- 1. Is the WMRC supportive in principle of source separation of green waste?*
- 2. Does the separation of green waste adversely impact on the DiCOM operations?*
- 3. Is the transfer station able to process green waste from fortnightly kerb-side collections? If so, would the green waste processing fee be in line with the standard green waste processing fee (i.e. \$65/T for 2013/14)?*
- 4. If the WMRC is unable or prefers not to process green waste at the transfer station, could the green waste be processed by a third party directly?*
- 5. Would this have any bearing on the Waste Supply Agreement or Waste Delivery Agreement?*

WMRC's report to its Strategic Review Committee, indicates that:

1. WMRC is supportive of source separation of green waste.
2. The diversion of green waste would not impact on the DiCOM operations.
3. The transfer station is unable to process kerb-side green waste currently.
- 4/5. The Town of Cottesloe would receive an exemption from WMRC to deliver the green waste to a third party for processing.

Green Waste Processing

Having to source an external receiver for green waste adds an additional complication to the process. Further, the final savings will vary depending on the cost of disposal and the distance to transport the green waste.

Preliminary discussions with composting companies have commenced and the WMRC are investigating the possibility of receiving and processing green waste.

Possible State Government Funding

The WMRC stated in its report that, *“It is understood that the Waste Authority is preparing ‘Best Practice Guidelines for Kerbside Collections’ which are anticipated for release in mid-2013. Whilst the guidelines have not been released, WMRC understands the best practice guidelines will mirror the service proposed by WMRC in 2011 – which supports the implementation of a three bin system. Industry speculation suggests the Waste Authority has allocated \$7.5m over two years to assist Councils achieve the best practice.”*

Any funding available that will reduce the set-up costs would be beneficial to the project and an application will be made to the Waste Authority accordingly.

STRATEGIC IMPLICATIONS

- The new three bin system will improve source separation of green waste. This is in line with the Waste Authority’s Waste Strategy targets for increased waste diversion.

FINANCIAL IMPLICATIONS

There are no current resources allocated, and this will need to be considered as part of Council’s budgetary process. However initial estimates suggest that there will potentially be significant savings to Council from year 2 onwards.

Areas where expenditure is anticipated during the introduction of the program:-

- Purchase of 240L bins for green waste collection.
- Purchase or trade of red lids for the current green lids on 120L bins.
- Consultancy fees for an information / education program to introduce the new system and ensure contamination is kept to a minimum.

The Town will save on:

- The difference in costs of disposal of putrescible and green waste for every tonne of waste diverted.
- The cost of the two reduced verge-side green waste collections.

STAFFING IMPLICATIONS

The introduction of fortnightly kerb-side green waste collections would eliminate the need for the Town’s staff to spend time and resources for any additional residential verge clean-ups.

Staff time and resources would be used for the roll-out of the new bins and replacement of 120L bin lids.

Depending on the complexity of the project and the education program, there may be a need for some additional administrative or environmental health support.

SUSTAINABILITY IMPLICATIONS

Waste Management and Recycling

- Commitment on reducing waste (e.g. reduced packaging, reduced material usage)

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

CONSULTATION

This report recommends that residents be consulted as to whether they would support a change to the new three bin system for green waste separation.

STAFF COMMENT

The proposed three bin system for source separation of green waste ensures:

An improved service

Each single residential property will receive an extra bin for green waste which will be collected every fortnight at no extra cost to the resident.

Enhanced green credentials

The Town will be diverting approximately 50% of its total waste from landfill.

Savings

The Town will save substantially on costs due to the difference between the disposal fees for general waste and green waste. It is anticipated that from the years following the initial costs of purchasing the bins and creating an education program, the savings in disposal costs, two reduced verge-side collections and staff resources will outweigh the added collection and transportation costs.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell noted that the 240L bins would be good for green waste such as grass clippings and small branches, however there would still be a need for the two annual green waste pickups provided by the Council, as larger green waste would not fit in the proposed bins. Cr Rowell queried whether it would be difficult to find a company other than WMRC to assist with the removal of such waste.

Cr Strzina as Council's representative to WMRC referenced the Officer report and advised that the separation of green waste would reduce the overall cost of disposal of the Town's waste and make the process more efficient.

The CEO confirmed that larger green waste items would still require removal via a kerbside pickup, and as such the kerbside pickup service would not be removed altogether, however the majority of the Town's green waste would fit in the 240L bins. The CEO further advised that there are a number of suppliers that offer a green waste removal service, and as the Town is due to go to tender for its waste removal in November 2013, the tender could include the additional service requirements.

Cr Strzina advised Committee that the Town could potentially benefit from a State Government trial on the efficacy of a 3 bin system, with the possibility of having the upfront costs funded. The Principal Environmental Health Officer confirmed that he had received information regarding an education campaign by the Waste Authority

and that the Town's proposed 3 bin system could potentially be used to showcase the trial.

Committee discussed the way in which the community consultation would take place, with the CEO advising that the consultation process would follow Council policy, suggesting that hard copy and online surveys, adverts in local papers, the Cott Page and potentially other media coverage could be used to provide the message to the community, with feedback to be received by officers in varying form (e.g. email, letter etc).

Cr Hart queried whether the proposed project would be abandoned if the community provided negative feedback, with the CEO advising that the feedback would be presented to Council for consideration and discussion, but the expectation is that the Community would see the proposal positively.

OFFICER & COMMITTEE RECOMMENDATION

**Moved Cr Strzina, seconded Cr Downes
THAT Council;**

- 1. Support in principle, introduction of a third bin for residential green waste.**
- 2. Seek feedback from the community on the proposed new Three Bin System.**
- 3. Be presented with a report after July 2013 with the findings of the community feedback.**

Carried 5/0

10.1.2 REQUEST FOR FUNDING ASSISTANCE - NORTH COTTESLOE SURF LIFE SAVING CLUB

File Ref: SUB/1484
Attachments: [Letter of request NCSLSC](#)
[Donations Application](#)
[Flyer Lifeguard Towers](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Andrew Jackson / Mat Humfrey
Manager Development Services / Manager
Corporate & Community Services
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

This report advises Council of two requests for funding assistance from North Cottesloe Surf Life Saving Club (NCSLSC) including one for \$75,000 towards the completion of the expansion of the NCSLSC premises and one for \$50,000 as a donation towards the purchase of two life guard towers.

BACKGROUND

On 14 December 2009 Council supported an application for ground and lower ground floor alterations and additions (including an extension to the lease boundary) to the NCSLSC. This was subsequently approved by the WAPC on 3 May 2010, subject to conditions and advice notes.

On 13 December 2010 Council supported revised plans for the proposed ground and lower ground floor alterations and additions (including further modification to the lease boundary) for the NCSLSC. At the December 2010 meeting Council also supported an application submitted by the NCSLSC for landscaping and a new dual-use pathway to the north and west of the proposed works and an application for a partial road closure of Marine Parade to facilitate the approved alterations and additions.

On 28 February 2011 Council rescinded its resolution of 13 December 2010 with respect to the proposed landscaping and new dual-use pathway at the request of the NCSLSC and replaced it with a resolution to advertise a revised plan received from the Club on 1 February 2011, which showed landscaping and a concrete dual-use pathway, rather than a proposed boardwalk to the west of the proposed extensions. On 27 April 2011 Council resolved to support revised plans for the landscaping and concrete dual-use pathway following advertising and the application was subsequently approved by the WAPC on 7 July 2011. Building licence applications were received from the NCSLSC in June and July 2011 for the alterations and additions as well as for the landscaping and dual-use pathway.

On 27 October 2011 an application was submitted by the NCSLSC for another modification to the approved additions and lease boundary and was, according to the applicant, necessary to accommodate fire tanks and pumps and satisfy FESA and BCA requirements. On 12 December 2011 Council considered and supported the

NCSLSC proposal subject to conditions, to extend the previously approved lower ground floor area to their Clubrooms and lease area by 149m² to accommodate two water tanks and a pump room required to satisfy FESA and BCA requirements.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council's Donations Policy applies.

STATUTORY ENVIRONMENT

Nil

FINANCIAL IMPLICATIONS

A request for a financial contribution of \$75,000 has been received for assistance with landscaping, limestone steps and associated works. Responsibility for costing and funding the Club's redevelopment rests with the Club and at no time has Council contemplated or budgeted for a financial contribution, especially as the Town would not otherwise be undertaking the works now or in the foreseeable future.

Council contributed a donation \$4,000 to the NCSLSC for the upgrade of an inflatable rescue boat in the 2012/2013 budget. The NCSLSC has submitted a donation application for the 2013/2014 budget for \$50,000 towards the supply, assembly and installation of two Surveyor Beach Patrol Towers at North Cottesloe Beach.

Councils current (proposed) budget for community donations is \$40,000.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Council has consistently supported the proposed expansion of the NCSLSC, including the realignment of the dual-use pathway, the extension to the existing lease area and partial closure of Marine Parade, having due regard to its strategic policies (Beach Policy, Future Plan, Beachfront Objectives) and weighing up the risks of supporting the construction of a new building and pathway in an area potentially vulnerable to coastal erosion and flooding. The WAPC has subsequently approved each of the development proposals.

Support for the extension to the Club's leased area resulted in loss of and disruption to the public domain, and physical expansion of the building, was clearly premised on the affected infrastructure being re-established as an essential expectation, and at

the Club's cost as developer. Likewise, the need for a fire service water supply solution was occasioned by the Club's proposal whereby it is an incumbent cost.

In the officer's opinion, at no time has Council contemplated or budgeted for a financial contribution. Council's recommendation and the Western Australian Planning Commission's approval included a condition that the Club performs full reinstatement and landscaping of the dual use path and open space: with the engagement of the environmental/landscape consultant being necessary to achieve that. The Club should not be considering reducing landscaping of the open space as suggested.

Council donates each year to local clubs and community groups in relation to their service activities (where it can afford to) and as part of its annual budget process operates a donations scheme. However, the Town should not be seen as a back-up source of funds by community organisations for development projects, and would not want to set a precedent in that respect. In the case of the request for the lifeguard towers, it is considered that this does represent an important service to the community. Council's current donation policy allows for relatively small requests of up to \$5,000 and subject to conditions. Its current proposed budget for 2013/14 is \$40,000. According to the information provided by the Club the cost of purchasing and installing two lifeguard towers is \$64,000 and the request to the Town is for \$50,000.

The request for assistance in respect of the costs associated with their building works and fire protection solution, as well as their indication to compromise other areas of the build including landscaping in the public areas, is of concern. It is recommended that Council decline the request and advise the Club that they must find a way to meet its obligations in accordance with their planning approval.

In relation to the request for a donation for two lifeguard towers it is recommended that Council consider a "one off" contribution of \$32,000 (the cost of one tower) in recognition of the work carried out by the Club in the area of surf life saving and that this be referred to Council as part of its consideration of the 2013/14 budget.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell discussed the positive impact that the NCSLSC has on the community, and stated that The Town of Cottesloe is one of the few local government authorities that does not provide premises for surf club operations. Cr Rowell commented that the NCSLSC are a self supporting service, that benefit both the younger and senior members of the community.

Cr Hart queried whether the Town would also consider similar funding for Cottesloe Surf Life Saving Club (CSLSC). The CEO advised that he had recently met with CSLSC who are currently working on a proposal for a permanent tower with funding support from the State Government.

Committee queried whether the request from NCSLSC had been included in the 2013/14 draft budget, with the CEO advising that it had been highlighted for consideration and would be discussed at the upcoming workshop. Cr Strzina made reference to the two new proposed towers and queried the data regarding the increased use of the beach.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council;

- 1. Advise the NCSLSC that its request for \$75,000 funding towards the completion of the expansion of the NCSLSC premises has been declined.**
- 2. Advise the NCSLSC that Council will consider a donation of \$32,000 as part of its 2013/14 budget for the purchase and installation of one lifeguard tower.**

Carried 5/0

**10.1.3 APPOINTMENT OF A COUNCIL REPRESENTATIVE TO THE LIBRARY
MANAGEMENT COMMITTEE**

File Ref: SUB/547
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Carl Askew
Chief Executive Officer
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider and appoint a representative member to the Grove Library Management Committee.

BACKGROUND

The Town has an Agreement with the Town of Mosman Park and Shire of Peppermint Grove to provide a joint library service at the Grove Library. The day to day operations of the library are managed by the Library Manager, with oversight provided by the Library Management Committee (LMC).

The Library Management Committee comprises a member of each of the three participating councils and meets bi-monthly. A senior staff member from each Council also attends these meetings (Manager of Corporate and Community Services from the Town) however they are non-voting. The Library Manager also attends these meetings.

In October 2011, as part of its appointment of Council members to various committees and groups, Council appointed Cr Jeanes as delegate and Cr Pyvis as deputy delegate to the Grove Library Management Committee. In April 2013 Cr Jeanes notified the CEO of his resignation from the position of Library Management Committee representative. This was subsequently advised to the Library Management Committee via the library Manager.

STRATEGIC IMPLICATIONS

Library Services fulfil a range of community outcomes for partner Councils. These include indoor recreation, early childhood literacy, support for students, cultural enrichment, preserving community history, placemaking and community cohesion, personal development, and social and digital inclusion.

An optimum range of library services facilitates maximum return on investment in infrastructure and services. Major cost components of the library operations include staffing and facility operating costs. Avenues for revenue raising are limited by statute and community expectations.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The Library Board of Western Australia Act and Regulations provides for the Library Board to oversee the establishment and ongoing development of public libraries. The

Library Board through its agent the State Library of Western Australia provides both in subsidies (provision of some library stock) and networked services (state-wide catalogue and interlending service, including a courier service, and Better Beginning) to statewide library network.

The Library Act Regulations state that local governments may not charge for core library services such as membership or lending (Section 8). They also state effectively that any citizen of Western Australia may become a member of any public library in Western Australia (Section 5 (4)).

Each local government is also bound by a Framework Agreement negotiated between WALGA and the Library Board, setting out certain undertakings with regards to the provision of library services, including standards to be followed regarding such matters as opening hours, staffing, and range of services to be offered.

FINANCIAL IMPLICATIONS

The primary cost for Library Management Committee is elected member and staff time. The Committee meets bi-monthly.

STAFFING IMPLICATIONS

Staffing is a major expense for the Grove Library with approximately 9.8 FTE. The Manager Corporate and Community Services attends the Library Management Committee as a non-voting member.

SUSTAINABILITY IMPLICATIONS

Sustainability is listed as one of key aspects of The Grove "culture". The library building itself has some of the most modern and environmentally sustainable systems available. While this provides for a sustainable building, the associated education and awareness programs provide further sustainable benefits.

CONSULTATION

Nil

STAFF COMMENT

Council is requested to appoint a representative to the Library Management Committee (LMC). The role of chair of the LMC is rotated between members and currently sits with the Town of Cottesloe. As such the newly appointed representative will assume the role of chair of committee for 2013. Should Cr Pyvis, the current deputy to the LMC decide to nominate for and be appointed to the role of Council delegate, it would also be appropriate to appoint a deputy delegate at this time.

VOTING

Simple Majority

COMMITTEE DISCUSSION

The CEO advised Committee that he had received an email from Cr Pyvis nominating herself to the Library Management Committee. The CEO advised that it would also be preferable to have a deputy delegate nominated to the Committee at this time.

Committee discussed the nomination from Cr Pyvis and Cr Downes nominated herself as deputy delegate. As a consequence Committee agreed to an amendment to part 1 of the officer recommendation.

OFFICER RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council;

1. Appoint Cr _____ to the Library Management Committee.
2. Notify the Library Management Committee of Council's decision.

AMENDMENT

Moved Cr Strzina, seconded Cr Rowell

THAT point (1) be amended to include Cr Pyvis' nomination as delegate and Cr Downes as deputy delegate.

Carried 5/0

COMMITTEE RECOMMENDATION

THAT Council;

1. **Appoint Cr Pyvis to the Library Management Committee, with Cr Downes as Deputy.**
2. **Notify the Library Management Committee of Council's decision.**

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

**10.1.4 ENDORSEMENT OF DRAFT LIBRARY AND COMMUNITY CENTRE
BUDGET 2013 / 2014**

File Ref: SUB/547
Attachments: [Final Library Financials March 2013 and draft budget](#)
Responsible Officer: Mat Humfrey
Author: Mat Humfrey
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider the draft budget for the Grove Library, as presented to the Library Management Committee at its meeting on 19 April 2013.

BACKGROUND

The Towns of Cottesloe and Mosman Park, together with the Shire of Peppermint Grove have managed and delivered a combined library service for some time. The operations of the Library are overseen by the Library Management Committee, with some items referred back to participating Councils for endorsement. The budget is approved in this way, where the Library Management Committee approve the budget to be sent to the respective Council's for consideration.

At its meeting on 19 April 2013, the Library Management Committee resolved;

- 1. That the Library component of the budget be endorsed for submission to participant Councils.*
- 2. That the amended Community Learning Centre Budget be endorsed for submission to participant Councils, with a view that the Grove Review Committee will review business options for the Community Learning Centre in due course.*

The draft budget is now being presented for Council's consideration.

STRATEGIC IMPLICATIONS

There are no perceived strategic implications from this report.

POLICY IMPLICATIONS

There are no perceived policy implications from this report.

STATUTORY ENVIRONMENT

There are no perceived statutory implications from this report.

FINANCIAL IMPLICATIONS

The Town's process for setting its annual budget is well underway. The costs indicated in the library budget, as endorsed by the Library Management Committee are within the amounts allocated to date in the Town's budgeting process.

STAFFING IMPLICATIONS

There are no perceived staffing implications directly associated with this report.

SUSTAINABILITY IMPLICATIONS

There are no perceived sustainability implications directly associated with this report.

CONSULTATION

The Library Management Committee have endorsed the attached budget for submission to the member Councils.

STAFF COMMENT

In recent years there have been significant operating cost increases associated with the new Library. From the evidence to date, these cost increases reflect the increased size of the library, which naturally has increased the operating costs.

This year, the overall increase in operating cost of the library is 2.96%. This is a remarkable achievement given that the biggest costs of the library (staff costs, cleaning and utilities) have all had "built in" cost increases above that figure. As we have recently been advised, electricity has increased 4%, water increased 6% and the EBA which covers library staff has an automatic increase of 4% as well. Further to this compulsory superannuation contributions have increased and inflation is projected at 2.1%. To keep overall cost increases to 2.96%, the library has taken a great deal of discipline and this is a credit to the management.

The "costs" of the community centre have also increased for many of the same reasons, however through efficiencies and review of income, the overall cost of the facility has decreased. There is a view with some members that the community centre should run on a "cost recovery basis", however, based on current policy it is likely that it will still require subsidisation for the foreseeable future.

The cost increase to the Town of Cottesloe is as follows

	Cost 2012/2013	Cost 2013/2014	% increase
Library General	534,715	556,084	4.00%
Library Projects / Awards	7,000	3,000	-57.17%
Community Centre	25,201	18,676	-25.90%
TOTAL	566,916	577,760	1.91%

The overall cost increase for the combined budgets of 1.9% is a good result for the Town, but one that would not likely be repeated. The costs savings in the special projects area are not possible in future years (without dropping the projects altogether) and the cost savings at the Community Centre are also a one off, with many efficiencies not available in later years. However, Library Management have done an exceptional job in keeping control of cost increases, and the requested

increase is well within the amounts allowed for in the draft budget as it stands at the moment.

There is a slight difference between the overall cost increase for the library and community centre and the amount of the Town's contribution. This has been caused by the use of the latest Census data, which shows that the Town's percentage of the population of the combined councils has increased from 42.47% to 42.89%. This has seen our contribution increase by the same percentage of the overall cost. Under the provisions of the Library Management Agreement, this ratio will be used as the basis for this calculation until the next Census is completed.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Hart

THAT Council endorse both components of "The Grove's" budgets as presented to the Library Management Committee and include the relevant contributions in Council's draft 2013/2014 budget.

Carried 5/0

10.2 FINANCE

10.2.1 MATERIAL VARIANCES FOR STATEMENTS OF FINANCIAL ACTIVITY

File Ref: SUB/1578
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

Council is being asked to consider its level of materiality for statements of financial activity.

BACKGROUND

Under the Australian Accounting Standards an item is considered material if its omission or mis-statement could influence the decisions of the users of a financial report. An item may be material because of its size, nature or both.

Under the *Local Government (Financial Management) Regulations 1996* local governments are required to set their level of materiality for their Statements of Financial Activity every financial year. The materiality referred to is for the difference between the budgeted amount for an item and the actual income or expenditure that occurs.

Council is being asked to consider its level of materiality for the preparation of the 2012/2013 Statements of Financial Activity.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (r34(5)).

FINANCIAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

In a local government context, setting a level of materiality sets the level at which any variance to budgeted expenditure must be reported on both the financial statements, as well as a separate list of material variances. While it may be tempting to list every variance, this could result in information overload – and may in fact mean that important information is missed. By only including the significant items on the variance list (i.e. the items that are material) Council is more likely to be aware of and able to act on any items of importance.

The Town has had a level of materiality set at 15% for some time. What this means in a reporting sense is that any budget line item where actual expenditure varies from budgeted expenditure by 15% or more, it must be listed in a report called “Material Variances” as well as included in the Statements of Financial Activity.

This level is still considered to be appropriate as it eliminates any small variances caused by estimation or rounding, while still being low enough for Council to be aware of any trends that may be occurring in income or expenditure.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Rowell stated that the Town had a favorable surplus, and queried what would be done with the funds. The MCCS advised that the surplus did not include reserve transfers, as they take place at the end of the financial year, resulting in a much lower figure, he also highlighted that there is still two months of operating expenses (e.g. wages etc), and that a carry forward forecast would be presented at the budget workshop.

Cr Strzina commented that the Town is in a very good position and staff should be congratulated for achieving such high satisfaction ratings, and at the same time providing a favorable budget. He further congratulated the CEO, the MES and the MCC for getting works done in the Town. Lastly he stated that the finance / administration team have been very successful in getting the finances in a good state

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Hart

THAT Council in accordance with the *Local Government (Financial Management) Regulations 1996* set the level of material variance for the 2012 / 2013 financial year at 15%.

Carried 5/0

**10.2.2 STATUTORY FINANCIAL REPORTS FOR THE PERIOD 1 JULY 2012 TO
30 APRIL 2013**

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present to Council the Statement of Financial Activity, the Operating Statements by Program and by Nature and Type, the statement of financial Position, and other supporting financial information for the period 1 July 2012 to 30 April 2013 as included in the attached Financial Statements.

BACKGROUND

Nil

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 Statement of Financial Activity on page 1 of the Financial Statements shows favourable operating revenue of \$654,257 or 34%. Operating expenditure is \$174,848 or 2% more than year to date budget. All material variances are outlined on the Variance Analysis Report on pages 7 to 11 of the attached Financial Statements. Capital expenditure is reported in detail on pages 30 to 33 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council receive the Statement of Financial Activity, Operating Statements by Program and by Nature and Type, Statement of Financial Position, and other supporting financial information as included in the attached Financial Statements for the period 1 July 2012 to 30 April 2013, and as submitted to the 21 May 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.2.3 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 APRIL 2013

File Ref: SUB/150 & SUB/151
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and the Schedule of Loans as at 30 April 2013, as included in the attached Financial Statements, 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

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 25 of the attached Financial Statements shows that \$3,710,917.62 was invested as at 30 April 2013. Approximately 40% of the funds are invested with Westpac Bank, 27% with the National Australia Bank, 20% with Bankwest and 13% with the Commonwealth Bank of Australia.

The Schedule of Loans on page 26 of the attached Financial Statements shows a balance of \$5,870,772.29 as at 30 April 2013. Included in this balance is \$337,611.36 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 April 2013. These schedules are included in the attached Financial Statements as submitted to 21 May 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.2.4 LIST OF ACCOUNTS PAID FOR THE MONTH OF APRIL 2013

File Ref: SUB/137
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the list of accounts paid for the month of April 2013, as included in the attached Financial Statements, 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

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid in April 2013 is included in the report on pages 13 to 22 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$36,108.56 to the Australian Taxation Office for the monthly Business Activity Statement.
 - \$59,730.37 to Transpacific Cleanaway for the monthly waste and recycling service.
 - \$48,400.00 to Focus Demolition & Asbestos Removal for stage 1 of the depot demolition.
-

- \$155,884.30 to the Shire of Peppermint Grove for Council's quarterly contribution towards the library service.
- \$450,000.00 to the Town of Cottesloe's business investment account.
- \$78,275.11 & \$82,607.42 to the Town of Cottesloe staff for fortnightly payroll.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council receive the List of Accounts Paid for the month of April 2013 as included in the attached Financial Statements, as submitted to the 21 May 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.2.5 PROPERTY AND SUNDRY DEBTORS REPORTS AS AT 30 APRIL 2013

File Ref: SUB/145
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 21 May 2013
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports as included in the attached Financial Statements, 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

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 27 and 28 of the attached Financial Statements shows a balance of \$76,956.52 as at 30 April 2013 of which \$54,640.77 related to the current month.

The Rates and Charges Analysis on page 29 of the attached Financial Statements shows a total balance outstanding of \$391,165.50. Of this amount, \$202,338.19 and \$62,971.86 are deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 shows a current asset rates balance of \$245,621 as compared to \$282,980 this time last year. Debt recovery action on outstanding balances is in progress.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Strzina, seconded Cr Rowell

THAT Council receive the Property and Sundry Debtors Reports as at 30 April 2013. These reports are included in the attached Financial Statements as submitted to the 21 May 2013 meeting of the Works and Corporate Services Committee.

Carried 5/0

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

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:**12.1 ELECTED MEMBERS**

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC**13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7.55 PM.

CONFIRMED: PRESIDING MEMEBER _____ DATE: .../.../...