

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 19 AUGUST 2014**

CARL ASKEW
Chief Executive Officer

22 August 2014

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town for any act, omission, statement or intimation occurring during council meetings.

The Town of Cottesloe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during council meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a council meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Town of Cottesloe during the course of any meeting is not intended to be and is not taken as notice of approval from the Town.

The Town of Cottesloe wishes to advise that any plans or documents contained within the agenda or minutes may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

Members of the public should note that no action should be taken on any application or item discussed at a council meeting prior to written advice on the resolution of council being received.

Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au

WORKS AND CORPORATE SERVICES COMMITTEE

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	DISCLAIMER	3
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
4	PUBLIC QUESTION TIME	3
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
	4.2 PUBLIC QUESTIONS	3
5	PUBLIC STATEMENT TIME.....	3
6	ATTENDANCE	3
	6.1 APOLOGIES	3
	6.2 APPROVED LEAVE OF ABSENCE	4
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE	4
7	DECLARATION OF INTERESTS.....	4
8	CONFIRMATION OF MINUTES.....	4
9	PRESENTATIONS	4
	9.1 PETITIONS.....	4
	9.2 PRESENTATIONS	4
	9.3 DEPUTATIONS	4
10	REPORTS	5
	10.1 ADMINISTRATION.....	5
	10.1.1 NATSALES ADVERTISING LITTER BINS - REQUEST FOR NEW AGREEMENT	5
	10.2 ENGINEERING.....	8
	10.2.1 REQUEST TO NAME ROW 55	8
	10.3 FINANCE.....	11
	10.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 JULY 2014	11
	10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JULY 2014	13

10.3.3	LIST OF ACCOUNTS PAID FOR THE MONTH OF JULY 2014	15
10.3.4	RATES AND SUNDRY DEBTORS REPORTS AS AT 31 JULY 2014	17
11	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	19
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:.....	19
12.1	ELECTED MEMBERS.....	19
12.2	OFFICERS	19
13	MEETING CLOSED TO PUBLIC	19
13.1	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	19
13.2	PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC.....	19
14	MEETING CLOSURE.....	19

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:01 PM.

2 DISCLAIMER**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

4 PUBLIC QUESTION TIME**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

Cr Robert Rowell	Presiding Member
Mayor Jo Dawkins	
Cr Peter Jeanes	
Cr Sally Pyvis	
Cr Philip Angers	

Officers Present

Mr Carl Askew	Chief Executive Officer
Mr Mat Humfrey	Manager Corporate & Community Services
Mrs Siobhan French	Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Helen Burke

Officer Apologies

Mr Louis Prospero	A/Manager Engineering Services
-------------------	--------------------------------

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Moved Mayor Dawkins, seconded Cr Angers

That Cr Jeanes' request for leave of absence from the September 2014 Works and Corporate Services Committee meeting be granted.

Carried 5/0

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Mayor Dawkins, seconded Cr Pyvis

[Minutes July 22 2014 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 22 July 2014 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.

10 REPORTS

10.1 ADMINISTRATION

10.1.1 NATSALES ADVERTISING LITTER BINS - REQUEST FOR NEW AGREEMENT

File Ref: SUB/373
Attachments: [Agreement Natsales Australia Pty Ltd Advertising Litter Bins](#)
[Report to Council August 2011 Natsales Agreement](#)
[Cottesloe Litter Bin Locations](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Darrell Monteiro
Principal Environmental Health Officer
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The advertising litter bins along the beach and other areas in Cottesloe are emptied by the Town's contractor and maintained by Natsales Australia Pty Ltd (Natsales) in keeping with a current 3-year agreement. The agreement expires on 14 September 2014 with no opportunity for an extension. Records indicate that there are currently 37 advertising bins in total and 18 are on Marine Parade. Please see the attached map with all litter bins in Cottesloe.

Clause 28 of the current agreement provides that the Town may enter into a new 5 + 5 year agreement if the Town is satisfied with the service provided and the design of the bin enclosures. Given the uncertainty in relation to local government reform, Council's approval is sought to enter into a new 1 + 1 year agreement.

BACKGROUND

Natsales has maintained an ongoing agreement with the Town since 2001. The Town provides the inner 240L bins and organises the frequency that the bins are emptied by the current waste contractor. Natsales provides the advertising bin shells and maintains them. Three of the four panels are used for advertising and one is available to the Town to promote litter reduction messages and campaigns. Attached is a copy of the current agreement.

The matter was last reported to Council in August 2011 when the previous 10-year term was due to expire. At the time, there was concern from management that the advertising bins were not aesthetically pleasing. Accordingly, the report looked into the option of replacing the advertising bins with alternative bin enclosures. The attached report from 2011 sets out the details, including the decision of Council.

STRATEGIC IMPLICATIONS

- Maintenance of street furniture installed to prevent litter.
 - Endorsement of advertising panels for local businesses.
-

POLICY IMPLICATIONS

The type of bin surrounds provided by Natsales are similar to those recommended in the Streetscape Policy and Manual that was adopted in 1999.

FINANCIAL IMPLICATIONS

Renewal of the Agreement – Nil.

Non-renewal of the Agreement -

Will cost the Town an initial set-up cost (allowing for inflation since 2011) of between \$10,000 and \$130,000 depending on the option chosen for bin surrounds. There is no budget provision for decommissioning and replacement of Natsales bins in the 2014-15 financial year. However, Council has funds of \$349,114 within its Infrastructure Reserve, which could be used for this purpose. In addition, there will be a further opportunity to consider additional funding as part of the mid-year budget review.

STAFFING IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The agreement in its current form is seen as mutually beneficial. Natsales has been quick to respond to requests and make improvements. The Principal Environmental Health Officer has not received any complaints or negative feedback about the advertising bin shells since the last report.

A new agreement with a 5 + 5 year term has been requested by Natsales as per a clause in the current agreement. However, given the uncertainty in relation to local government reform, a 1-year agreement with the option to extend for another year has been recommended.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee discussed the report at length and expressed a preference for less clutter and more uniformity amongst the litter bins in Cottesloe. Committee acknowledged that time is required for staff to rationalise the number of litter bins and research possible designs. As a result, Committee reached the conclusion that the Town should continue the agreement with Natsales for one year only, enabling staff to plan for alternative arrangements.

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

THAT Council:

1. Endorse the Town of Cottesloe entering into an amended Memorandum of Agreement with Natsales Australia Pty Ltd with a reduced term of 1 year + 1 year.
2. Authorise the CEO to sign the amended Memorandum of Agreement on behalf of Council.

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

1. That the words "+ 1" be removed from point one.
2. That a point 3 be added that reads "Request administration to undertake a review of the number, locality and cost of replacing the current bins with appropriate and aesthetically pleasing bins."

Carried 5/0**COMMITTEE RECOMMENDATION**

THAT Council:

1. Endorse the Town of Cottesloe entering into an amended Memorandum of Agreement with Natsales Australia Pty Ltd with a reduced term of 1 year.
2. Authorise the CEO to sign the amended Memorandum of Agreement on behalf of Council.
3. Request administration to undertake a review of the number, locality and cost of replacing the current bins with appropriate and aesthetically pleasing bins.

THE AMENDED SUBSTANTIVE MOTION WAS PUT**Carried 5/0**

10.2 ENGINEERING

10.2.1 REQUEST TO NAME ROW 55

File Ref: SUB/295
Attachments: [ROW 55 Aerial](#)
[ROW 55 Lot View](#)
[ROW 55 Request to Name](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Andrew Jackson
Manager Development Services
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The owners/occupiers of 505-509 Stirling Highway have requested that Right of Way (ROW) 55 used to access their residential properties is given a street name. This request is supported.

BACKGROUND

ROW 55 is a short lane the depth of two lots, perpendicular to and running south of Burt Street close to Stirling Highway. It is abutted by two lots either side and one to the south. It provides sole vehicular access for 505-509 Stirling Highway, which have pedestrian access only from the highway.

A letter of request from the above three owners advises that since purchasing their properties all have had difficulty in identifying their homes to visitors. Although their addresses are Stirling Highway, due to inadequate frontages and lack of driveways or parking in relation to the highway those entrances are difficult to use. While they are able to access their homes more safely via the ROW it is unnamed and difficult to identify for guests, trades-people or emergency vehicles.

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

New street names must be approved by the Geographic Names Committee.

FINANCIAL IMPLICATIONS

Cost of new street sign.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

All abutting owners will be formally consulted as part of the process.

STAFF COMMENT

Identifying and accessing the properties via the highway is constrained by busy traffic and the intersection opposite. Burt Street is a cul-de-sac and the ROW is not readily identifiable. ROW 53 nearby on the other side of Burt Street has been named Rockett Lane for a number of years for similar reasons.

Both lanes are narrow and serve a number of dwellings. Naming lanes used for primary vehicular access aids traffic safety by indicating that they are more than a back lane.

The Town could simply install a directional sign "ROW 55"; however, a suitable name seems more appropriate, and Council has usually supported naming lanes providing primary vehicular access or in need of easy identification.

Abutting owners will be asked to suggest names, which staff will evaluate together with any other potential names researched.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Cr Pyvis referred Committee to Council's resolution of 23 September 2013 to *establish a list of Australian Aboriginal names for future naming opportunities* in relation to the report *Request for Laneway to be Named – ROW 39 Forrest Street/Station Street*. Cr Pyvis expressed disappointment that the opportunity to select an Australian Aboriginal name had not been taken.

Committee discussed potential names for the ROW with Mayor Dawkins reminding Committee that the laneway does not need to be named after a person and could be named after flora or fauna. Committee concluded that the name must be of relevance to Cottesloe.

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

THAT Council:

1. Write to all owners of property abutting ROW 55 advising of the request to name the ROW and inviting comment, including suggested names.
2. At a future Council meeting consider a progress report on the proposal and whether to proceed with naming the ROW via the Landgate Geographic Names Committee.

AMENDMENT

Moved Cr Pyvis, seconded Mayor Dawkins

That point two becomes point three and a new point two be added that reads “Consult with Professor Len Collard of the University of Western Australia to suggest a list of Australian Aboriginal names relevant to Cottesloe.”

Carried 4/1

COMMITTEE RECOMMENDATION

THAT Council:

- 1. Write to all owners of property abutting ROW 55 advising of the request to name the ROW and inviting comment, including suggested names.**
- 2. Consult with Professor Len Collard of the University of Western Australia to suggest a list of Australian Aboriginal names relevant to Cottesloe**
- 3. At a future Council meeting consider a progress report on the proposal and whether to proceed with naming the ROW via the Landgate Geographic Names Committee.**

THE AMENDED SUBSTANTIVE MOTION WAS PUT

Carried 5/0

10.3 FINANCE

10.3.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 JULY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2014 to 31 July 2014.

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 attached Financial Statements shows operating revenue of \$7,994,876 or 97% less than year to date budget. The main reason for this is the delay in disposing of the former Depot site. Operating expenditure is \$529,558 or 47% less than year to date budget but it should be noted that neither depreciation nor accrued expenses have been posted as at 31 July 2014.

All material variances are detailed in the Variance Analysis Report on pages 7 to 9 of the attached Financial Statements. Capital Works Expenditure is detailed on pages 27 to 30 of the attached Financial Statements.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Statutory Financial Statements including other financial information as submitted to the 19 August 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 JULY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Schedule of Investments and the Schedule of Loans as at 31 July 2014, 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 Schedule of Investments on page 20 of the attached Financial Statements shows that \$2,344,672.78 was invested as at 31 July 2014. Approximately 39% of the funds were invested with Bankwest, 23% with Westpac Banking Corporation, 21% with the Commonwealth Bank of Australia and 16% with the National Australia Bank.

The Schedule of Loans on page 21 of the attached Financial Statements shows a balance of \$5,513,130.24 as at 31 July 2014. Included in this balance is \$291,856.83 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 July 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF JULY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the list of accounts paid for the month of July 2014, 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 list of accounts paid for the month of July 2014 is included on pages 10 to 16 of the attached Financial Statements. The following significant payments are brought to Council's attention;

- \$49,146.70 to Landgate for revaluation services
- \$31,712.79 to WA Super for staff superannuation contributions
- \$36,224.10 to Osborne Park Volkswagen for a new passenger vehicle
- \$31,506.75 to Civica Pty Ltd for licence fees etc
- \$37,620.00 to Claremont Asphalt for road resurfacing
- \$136,318.15 & \$25,425.32 to Local Government Insurance Services for insurance cover

- \$54,077.51 to Perthwaste Green Recycling for was collection/disposal services.
- \$29,616.91 to WMRC for was disposal services.
- \$88,061.60, \$87,058.60 & \$86,334.70 for fortnightly staff payroll expenses.
- \$300,000.000 to National Australia Bank being a transfer to Council's Investment Account.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the list of accounts paid for the month of July 2014 as included in the attached Financial Statements, as submitted to the 19 August 2014 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 JULY 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 19 August 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Rates 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 22 to 25 of the attached Financial Statements shows a total balance outstanding of \$128,235.24 as at 31 July 2014. Of this amount, \$108,283.06 relates to the current period and the balance of aged debtors is \$20,070.18.

The Rates and Charges Analysis on page 25 of the attached Financial Statements shows a total balance outstanding of \$9,082,794.99 as at 31 July 2014. Of this amount, \$194,998.72 and \$1,156,898.87 relates to deferred rates and outstanding emergency services levies respectively.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 31 July 2014 as submitted to the 19 August 2014 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 6:34 PM.

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